



**CITY OF BEAUFORT**  
1911 BOUNDARY STREET  
BEAUFORT MUNICIPAL COMPLEX  
BEAUFORT, SOUTH CAROLINA 29902  
(843) 525-7070  
**CITY COUNCIL REGULAR MEETING AGENDA**  
**April 8, 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. Mayoral Proclamation proclaiming March 18, 2025, shall now and forever be known as Lafayette Bicentennial Celebration Day

**VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS**

- A. Character Education Proclamation - Luca Thompson, Broad River Elementary School
- B. Proclamation proclaiming April 2025 as Child Abuse Prevention and Awareness Month
- C. Proclamation proclaiming May 5 - 9, 2025, as Teacher Appreciation Week
- D. Proclamation proclaiming April 2025 as Fair Housing 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 to host the 2025 Halloween Celebration in the Henry C. Chambers Waterfront Park on Saturday, October 18, 2025, from 10:00 am - 2:00 pm and twenty (20) complimentary parking passes
- K. Request for co-sponsorship from Meadowbrook Church for the use of Whitehall Park to host a Sunrise Service on Sunday, April 20, 2025, from 6:00 am to 8:30 am
- L. YMCA is requesting co-sponsorship for the 19th Annual Beaufort River Swim on Saturday, May 31, 2025, use of the Marina/Waterfront Park from 5:00 am-1:00 pm

### **VIII. MINUTES**

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

### **IX. OLD BUSINESS**

- A. PUBLIC HEARING AND SECOND READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 002 000 0045 0000, Christensen Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve)
- B. PUBLIC HEARING AND SECOND READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 001 000 0293 0000, Cuthbert Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve)
- C. Ordinance amending the Business License Ordinance of the City of Beaufort to update the Class Schedule as required by Act 176 of 2020 - Second Reading

### **X. NEW BUSINESS**

- A. PUBLIC HEARING AND FIRST READING - An Ordinance to annex 2.8 acres of real property located at 3492 Trask Parkway, R100 025 000 012A 0000 into the City of Beaufort pursuant to S. C Code Ann. 5-3-150(3).
- B. PUBLIC HEARING AND FIRST READING - An Ordinance to amend the City of Beaufort Zoning District Map to rezone real property identified as 3492 Trask Parkway, R100 025 000 012A 0000 to Natural Preserve District (T-1)
- C. Ordinance to amend Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort , South Carolina to change the composition of the Cultural District Advisory Board - First Reading
- D. Resolution authorizing the City Manager to enter into a contract for Benefits Brokerage Services
- E. Ordinance to amend Fiscal Year 25 Budget for Revenues of General Fund - First Reading
- F. Ordinance to amend Sections 8-2001, 8-2001.4, 8-2002, 8-2003, 8-2005, 8- 2006, 8-2009, 8-2010, 8-2012 of the City of Beaufort Code of Ordinances and to add a new Section 8-2015.1 - First Reading
- G. Resolution Adopting Priority Community Development Needs
- H. Resolution authorizing the City Manager to enter into a Security Screening Warranty and Maintenance Agreement

- I. Resolution authorizing the City Manager to enter into the Modified Grant Award Agreement for the Charles/Craven Stormwater Project
- J. Appointment to Boards, Commissions and Committees - Park and Tree Advisory Committee (PTAC) and the Waterfront Advisory Committee (WAC)

#### **XI. PUBLIC COMMENT - NON-AGENDA ITEMS**

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

#### **XII. REPORTS**

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

#### **XIII. EXECUTIVE SESSION**

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

#### **XIV. ADJOURN**



## **MAYORAL PROCLAMATION**

**WHEREAS**, on March 18, 1825, the Marquis de Lafayette, a hero of the American Revolution and a steadfast friend of the United States, visited the City of Beaufort as part of his grand tour of the nation, where he was warmly welcomed by the people of our city; and

**WHEREAS**, March 18, 2025 marked the bicentennial of Lafayette's historic visit to Beaufort, an occasion that provided an opportunity to reflect on his enduring legacy and the deep ties of friendship between France and the United States; and

**WHEREAS**, the Beaufort Lafayette Bicentennial Planning Committee, led by the Historic Beaufort Foundation, undertook the significant task of planning, organizing, and directing a series of commemorative events to honor Lafayette's visit and his contributions to American independence; and

**WHEREAS**, these events included a reenactment of Lafayette's arrival in Beaufort, living history demonstrations, art exhibitions, and a formal ball, each designed to educate and inspire the community while celebrating this momentous historical anniversary; and

**WHEREAS**, the success of these commemorations was made possible through the collaborative efforts of numerous organizations, including the Sons of the American Revolution, the Daughters of the American Revolution, the Society of the Cincinnati, the American Friends of Lafayette, the City of Beaufort, the Beaufort County School District, and many more, whose dedication and enthusiasm enriched these events; and

**WHEREAS**, the City of Beaufort recognizes and appreciates the unwavering commitment of the Beaufort Lafayette Bicentennial Planning Committee and all participating organizations for their efforts in preserving and promoting the historical significance of Lafayette's visit and his contributions to American history.

**NOW, THEREFORE**, I, Philip E. Cromer, Mayor of the City of Beaufort, South Carolina, do hereby commend the Beaufort Lafayette Bicentennial Planning Committee, led by the Historic Beaufort Foundation, and all participating organizations for their outstanding contributions and, in their honor, declare that March 18, 2025 shall now and forever be known as **Lafayette Bicentennial Celebration Day** in the City of Beaufort.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 8<sup>th</sup> day of April, 2025.

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



## 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**, Luca Thompson was selected as the winner by Broad River Elementary School as the student of the month.

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

### **LUCA THOMPSON AS BROAD RIVER ELEMENTARY SCHOOL STUDENT OF THE MONTH**

The City of Beaufort thereby pronounces *Honesty/Integrity* as the word for the month of February and applauds Luca Thompson, the Beaufort County School District, and Broad River Elementary School for their work and specifically honors Luca Thompson as Broad River Elementary School student of the month.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 8th day of April 2025.

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Philip E. Cromer

Attest:

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Traji Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, South Carolina's future prosperity is dependent on nurturing the healthy development of the 1.1 million children currently residing in the diverse communities across our state; and

**WHEREAS**, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

**WHEREAS**, in fiscal year 2024, there were 7,663 children in founded investigations of child maltreatment in South Carolina; and

**WHEREAS**, in fiscal year 2024, Hopeful Horizons conducted 411 Forensic Interviews for cases of alleged child abuse and neglect, while the Child Abuse Prevention Association provided 14, 288 days of care to 108 foster children; and

**WHEREAS**, child abuse is a public health issue with serious societal consequences, as data shows the link between the abuse and neglect of children and a wide range of costly medical, emotional, psychological, and behavioral problems into adulthood; and

**WHEREAS**, preventing child abuse and neglect must be a priority that requires individuals, families, youth-serving organizations, faith-based groups, businesses, government agencies, and everyone that makes up our community to support the physical, emotional, and educational development of all children and their families; and

**WHEREAS**, effective child abuse prevention exists in communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with the stress and nurture their children, help to ensure that all children can grow to their full potential; and

**NOW, THEREFORE BE IT RESOLVED**, the City of Beaufort, SC in conjunction with Hopeful Horizons, Child Abuse Prevention Association (CAPA), and support service programs around the state, designates the month of April as

### **CHILD ABUSE PREVENTION & AWARENESS MONTH**

while urging all citizens to dedicate themselves to protect quality of life for every child.

**IN WITNESS, THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 8<sup>th</sup> day of April 2025.

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Philip E. Cromer

Attest:

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Traci Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, teachers collaborating with parents have dedicated their efforts to ensure our children build the knowledge and skills necessary to be successful in their continued educations, careers and lives; and

**WHEREAS**, teachers play a crucial role in the development of all student populations and must continually adapt to meet the every-changing needs of our children throughout their educational experiences; and

**WHEREAS**, teachers help children explore their talents, pursue their passions and interests, and provide the support necessary to help them lead successful and fulfilling lives: and

**WHEREAS**, teachers spend countless hours preparing lessons, evaluating student progress, collaborating to improve student learning, and serving as volunteers in our communities; and

**WHEREAS**, The City of Beaufort has invested in both today's and the next generations of teachers who will lead our students into the future; and

**WHEREAS**, many people in the Beaufort community know a great teacher who made a difference in their lives or in the life of a loved one, and we thank those teachers during Teacher Appreciation Week and always.

**NOW, THEREFORE**, the City Council of the City of Beaufort, South Carolina, hereby proclaims, May 5 – 9, 2025, as

### TEACHER APPRECIATION WEEK

and encourages all members of our community to join us in personally expressing appreciation to our teachers for their dedication and devotion to their work.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 8<sup>th</sup> day of April 2025.

\_\_\_\_\_  
Philip E. Cromer, Mayor

Attest:

\_\_\_\_\_  
Traci Guldner, City Clerk



## PROCLAMATION

**WHEREAS**, April 2025 marks the 57th Anniversary of the passage of the U.S. Fair Housing Law, Title VIII of the Civil Rights Act of 1968, as amended, and the State of South Carolina enacted the South Carolina Fair Housing Law in 1989, that both support the policy of Fair Housing without regard to race, color, creed, national origin, sex familial status, and handicap, and encourages fair housing opportunities for all citizens, and

**WHEREAS**, the City of Beaufort is committed to addressing discrimination in our community, to support programs that will educate the public about the right to equal housing opportunities, and to plan partnership efforts with other organizations to help assure every citizen of their right to fair housing; and

**WHEREAS**, the City of Beaufort rejects discrimination on the basis of race, religion, color, sex, national origin, disability or familiar status in the sale, rental, or provision of other housing services; and

**WHEREAS**, the City of Beaufort desires that all its citizens be afforded the opportunity to attain a decent, safe and sound living environment.

**NOW, THEREFORE BE IT RESOLVED** that the Council of the City of Beaufort, South Carolina does hereby designate April 2025 as being **Fair Housing Month** and recognizes the policy supporting Fair Housing by encouraging all citizens to endorse Fair Housing opportunities for all not only during Fair Housing Month but throughout the year.

**IN WITNESS THEREOF**, I hereunto set my hand and caused the Seal of the City of Beaufort to be affixed this 8th day of April 2025.

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Philip E. Cromer, Mayor

Attest:

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Traci Guldner, City Clerk



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

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** Raul Dominguez, CIP Director  
**AGENDA ITEM TITLE:** CIP Monthly Report  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** City Managers Office

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**BACKGROUND INFORMATION:**

Monthly report for February 2025.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
CIP Monthly Report	Cover Memo	4/3/2025



**CITY OF BEAUFORT**  
1911 Boundary Street  
BEAUFORT, SOUTH CAROLINA 29902

April 3, 2025

To: Council  
From: Raul Dominguez  
Re: Project Update

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**Projects Under Construction:**

- **Allison Road-** Puch list walk completed 3/26/25, items found were forwarded to contractor for resolution and repairs. Final walk for project closure scheduled for 4/9/25.
- **Washinton Street Park-** Concrete work for the pavilion, basketball half court to get underway soon.
- **Windows 500 Carteret-** Windows have been ordered, there is a 6-week lead time before their arrival.
- **Pigeon Point Landing-** Temporary floating docks have been installed project complete the landing is now ready for use.
- **Battery Shores Paving-** Complete
- **Battery Shores Drainage-** Awaiting final permit from CZC (Coastal Zone Consistency)

**Projects in Design & Review:**

- **Duke St.-** Staff is awaiting a response from SCDOT for an onsite meeting to go over sight line concerns.
- **The Point Drainage-** Drawings are BJWSA for their review and comments. No update from BJWSA
- **King Street-** Final permits been received staff working with Engineers for bid package.
- **Bayard-** Staff still coordinating efforts with engineers and stakeholders
- **Port Republic, Waterfront Park Facia, Relieving Platform, Pigeon Point Stormwater -** All projects still working thru design.



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

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**TO:** CITY COUNCIL **DATE:** 3/31/2025  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** Community Development Monthly Report  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Community and Economic Development

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***BACKGROUND INFORMATION:***

Monthly Report for February 2025.

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Community Development Monthly Report	Backup Material	3/31/2025



# CURRENT PROJECTS

## FEBRUARY 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)**
- Gray Tract A Apt Bldgs. – 442 Robert Smalls Pkwy. – Site Work Only – **Issued 12/19/22**
- Gray Tract A Apt Bldgs. – 442 Robert Smalls Pkwy. – **Issued 1/31/23**
- 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 Only **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/1<sup>st</sup> Floor as Comm’l – 211 Charles St. – **(Outstanding Items - extended)**

#### **SF RESIDENTIAL (New Construction) ISSUED within the last month**

- 1413 Laudonniere Street
- 30 Middle Island Street (Camellia Banks Subd)
- 32 Middle Island Street (Camellia Banks Subd)
- 20 Basin Trail Street (Camellia Banks Subd)
- 18 Basin Trail Street (Camellia Banks Subd)
- 16 Basin Trail Street (Camellia Banks Subd)
- 404 Island Ave (Islands of Beaufort Subd)
- 1203 Egret Landing Drive (Salem Bay Subd)

- 1204 Egret Landing Drive (Salem Bay Subd)
- 1208 Egret Landing Drive (Salem Bay Subd)
- 1209 Egret Landing Drive (Salem Bay Subd)
- 1210 Egret Landing Drive (Salem Bay Subd)
- 1123 Salty Hammock Court (Salem Bay Subd)
- 1125 Salty Hammock Court (Salem Bay Subd)

**SF RESIDENTIAL (New Construction) SUBMITTED within the last month**

- 2021 Lafayette Street
- 1207 Egret Landing Drive (Salem Bay Subd)
- 785 Distant Island Drive (Distant Island Subd)
- 4 City Walk Way (City Walk Subd)
- 1196 Salty Hammock Court (Salem Bay Subd)
- 1110 Greene Street

**Historic Review:**

**HRB (Historic Review Board):**

- *None*

**HTRC:**

- 1109 Craven Street – Request to remove, redeck first-floor porch & repaint first- and second-floor porches (contributing – ca. 1820)
- 701 Greene Street – Request for adding hedges, brick wall and a staircase from rear porch to garden (contributing – ca. 1785);
- 1406 Greene Street – Discussion on proposal for several exterior house improvements, including roof, shutters, stucco siding, front door, etc. (noncontributing)
- 510 Craven Street – Follow-up discussion on proposal for family-room addition, partial rear porch enclosure, changes to stairs leading to garden (contributing – ca. 1885);
- 605 West Street – Discussion on revisions to foundation piers and screening (contributing – ca. 1890);
- 1109 Craven Street – Request to remove, redeck first-floor porch & repaint first- and second-floor porches (contributing – ca. 1820);
- 911 Washington Street – Proposal to build both primary residence with carriage house on vacant lot;
- 909 Washington Street – Follow-up meeting on architectural design features regarding new construction of carriage house;

**ZBOA (Zoning Board of Appeals)**

- Variance: 313 Bayard Street, identified as R120 004 000 440A 0000, The applicant requested a variance from Section 9.9.2.D.3, to allow a minor subdivision to create two additional lots at 313 Bay Street. The property is further identified as R120 004 000 440A 000. The property is zoned T4-HN-Historic Neighborhood District (T4-HN).

**PC (Planning Commission):**

**PC (Planning Commission)**

- Code Amendments – Chapter 7 & 9

- **Rezoning.** The rezoning of the Christensen Park and Pigeon Point Boat Landing located at 2440 Pigeon Pont 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). B. Beaufort Development Code Changes:

**TRC (Technical Review Committee):**

- *Repairs & Retrofits to Lady’s Island Marina (73 Sea Island Parkway) – Request for repairs/retrofits to existing Lady’s Island Marina Office building;*
- *Stormwater requirements for Art Box Studio Building (1013 Charles Street) – Discussion regarding stormwater requirements with new impervious surfaces;*
- *Modular Classrooms Addition – St. Peter’s Catholic School (70 Lady’s Island Drive) – Proposal to place single modular building with four classrooms next to existing school*
- *Rebuild (revised) of Lady’s Island Middle School (30 Cougar Drive) – Follow-up discussion on revisions to proposal for rebuilding L.I.M.S.;*
- *Pre-construction meeting a. Laundry facility (73 Schein Loop)*
- *Woodspring Suites Hotel (250 Robert Smalls Pkwy.) – Discussion on proposal to develop a 122-room (48,600 sq.ft.) Woodspring Suites hotel;*
- *Building Addition to Lady’s Island Walmart Supercenter (265 Sea Island Pkwy.) – Request for 2,611 sq.ft addition to existing Walmart Supercenter, incl. renovations to existing parking lot/signage ;*
- *Renovations for Cherokee Brick Co. (3484 Trask Pkwy.) – Request to renovate existing warehouse to accommodate new brick showroom*
- *Proposed Screened Porch (2421 Hermitage Road) – Proposal to build screened-in porch;*

**Tenant Change (Safety Inspections)**

- 97 Sea Island Parkway \_ Proposed Bus: Hilton Head Regional Physician Group
- 607 Harrington Street \_ Proposed Bus: Massage Therapy Practice
- 2712 Bull Street \_ Proposed Bus: Retail Store, event rentals
- 2121 Boundary Street \_ Proposed Bus: Mexican Restaurant
- 2201 Boundary Street Suite 105A \_ Proposed Bus: The Moxie Salon
- 2201 Boundary Street Suite 105C \_ Proposed Bus: Massage Therapy – Previous Bus: Recruiting Office
- 2451 Boundary Street \_ Proposed Bus: Palm, Card, and Reading – Previous Bus: Hair Salon

**Permits**

	<b>2025</b>	
<b>Month</b>	<b>Total Permits</b>	<b>Permit Fees Collected</b>
<b>Jan</b>	<b>83</b>	<b>\$102,854.09</b>
<b>Feb</b>	<b>89</b>	<b>\$77,962.09</b>
<b>Mar</b>		

<b>Apr</b>		
<b>May</b>		
<b>Jun</b>		
<b>Jul</b>		
<b>Aug</b>		
<b>Sep</b>		
<b>Oct</b>		
<b>Nov</b>		
<b>Dec</b>		

<b>Totals</b>	<b>172</b>	<b>\$180,816.18</b>
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**New Construction - Residential Dwellings & Commercial Structures  
2025**

<b>Month</b>	<b>Single Family</b>	<b>Multifamily</b>	<b>Commercial</b>	<b>Permit Fees</b>
Jan	14		2	\$76,939.00
Feb	15		1	\$64,212.50
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
<b>Totals</b>	<b>29</b>		<b>3</b>	<b>\$141,151.50</b>

**Total Residential Units: 29**

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



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

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** Linda Roper, Downtown Operations and Community Services Director  
**AGENDA ITEM TITLE:** Downtown Operations Monthly Report  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

Monthly report for February 2025.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Downtown Operations Monthly Report	Backup Material	4/2/2025

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

**Overview for the Month**

February 2025 was a productive month with key accomplishments in events, tourism, and community engagement:

- Welcomed Jennifer Pointer as the new Events & Tour Coordinator on February 10.  
February was set aside for her training.
- Attended ribbon-cutting ceremonies for The Moxie Salon and Southern Chic.
- Met with the planning committee for HBF's Lafayette Bicentennial Celebration.
- Participated in Council's Strategic Retreat
- Attended the Beaufort Chamber's State of the Community event.

**Overview for Events & Tour Coordinator**

- Conducted the annual inspection of Kelly Tours' buses.
- Processed five tour badges to support local tourism.
- Preparing for A Taste of Beaufort on May 2-3, 2025.

## Park Reservations February 2025

Location	Wedding	Special Event	Birthday	Other	Festival	Attendance	
						-50	50+
Waterfront Park	1					1	
Pigeon Point Park							
Washington St. Park				4		4	
Southside Park			3			3	
Whitehall Park				1		1	
The Bluff							
Other							
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>9</b>	<b>0</b>

# MAIN STREET BEAUFORT

## February Monthly Report



### Meetings & Events Attended:

- **WeShop SC Monthly Check-In** – Participated in the statewide Main Street networking and resource-sharing meeting.
- **Coffee with Colleagues at Lowcountry Montessori** – Engaged with local professionals to strengthen community relationships.
- **Ribbon Cutting for The Moxi Salon** – Welcomed a new business to the downtown district and supported economic growth.
- **Coffee Break/Main Street SC Check-In** – Stayed informed on statewide Main Street initiatives and shared local updates.
- **State of the Community Presentation** – Gained insights into Beaufort’s current and future initiatives.

### Event Execution & Planning:

- **First Friday (March 7, 2025)** – Successfully organized and executed the monthly downtown event.
- **Valentine’s Day Window Decorating Contest** – Hosted a community-engaging contest, encouraging local business participation.
- **First Friday Planning Meeting** – Coordinated logistics and activities for upcoming First Friday events.
- **Lafayette Bicentennial Celebration On-Site Meeting** – Reviewed event setup and logistics to ensure a successful celebration.
- **Lafayette Bicentennial Planning Meeting** – Collaborated with stakeholders to finalize details for the upcoming event.

### Grants & Funding:

- We were the recipients of \$750 in Technical Assistance Dollars from Lenience Lane of Small Town Soul.
- We were selected as a beneficiary of a grant awarded to Main Street South Carolina from the South Carolina Department of Commerce. This grant provides a unique opportunity to highlight our downtown. As part of this initiative, we will be bringing in Phil Eich to spotlight individuals whom you might recognize from our Main Street.

### Main Street Beaufort eNewsletter

Month	Recipients	Open Rate	Opened
February	143	61.4%	81

### WEBSITE TOTAL VIEWS



3,222

### INSTAGRAM INSIGHTS

↑ 50%

314  
REACH

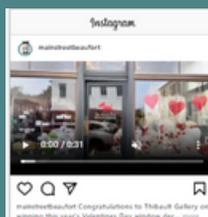
↑ 32%

402  
IMPRESIONS

#### TOP-PERFORMING CONTENT

103  
Views

80  
Reach



19

### FACEBOOK INSIGHTS

#### TOP-PERFORMING CONTENT

↑ 32%

10,648  
REACH

↑ 29%

1,538  
ENGAGEMENTS

4,216  
Views

3,230  
Reach

↑ 43%

13,472

IMPRESIONS





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

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM**  
**TITLE:** Finance Department Monthly Report  
**MEETING**  
**DATE:** 4/8/2025  
**DEPARTMENT:** Finance

---

*BACKGROUND INFORMATION:*

Monthly report for February 2025.

---

*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Finance Department Monthly Report	Backup Material	4/2/2025

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 February 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 February being the 8<sup>th</sup> month of the fiscal year 2025, recurring revenues and expenditures should be 66.7% of budget. General Fund revenues are at 64.1% of the budget while expenditures are at 64.7% of the budget.

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

Thanks,

Alan Eisenman CPA CGFO  
Finance Director

**CITY OF BEAUFORT, SOUTH CAROLINA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
FEBRUARY 28, 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>
<b>ASSETS</b>								
Cash and cash equivalents	\$ 15,438,848	\$ 172,320	\$ 2,467,799	\$ 4,189,052	\$ 4,030,739	\$ 609,895	\$ 2,288,602	\$ 29,197,255
Taxes receivable, net	199,779	-	-	-	-	41,439	-	241,218
Other receivables	156,587	-	623,773	79,327	-	-	-	859,687
Inventories and other assets	18,479	-	-	-	-	-	-	18,479
Restricted cash and cash equivalents	-	3,765,997	-	3,007,527	-	398,556	25,768	7,197,848
Total assets	<u>15,813,693</u>	<u>3,938,317</u>	<u>3,091,572</u>	<u>7,275,906</u>	<u>4,030,739</u>	<u>1,049,890</u>	<u>2,314,370</u>	<u>37,514,487</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>								
Liabilities:								
Accounts payable	472,853	-	217,723	55,654	3,331	12,828	-	762,389
Due to other governments	57,339	-	-	-	-	-	-	57,339
Unearned revenue	-	-	-	-	3,400,626	-	-	3,400,626
Accrued liabilities	150,243	-	-	47,371	-	7,693	3,142	208,449
Deposits and escrow	481,337	-	-	15,200	-	-	23,617	520,154
Total liabilities	<u>1,161,772</u>	<u>-</u>	<u>217,723</u>	<u>118,225</u>	<u>3,403,957</u>	<u>20,521</u>	<u>26,759</u>	<u>4,948,957</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	3,938,317	2,873,849	4,150,154	626,782	604,903	2,244,638	16,015,742
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	-	-	3,007,527	-	398,556	-	4,653,912
Law enforcement	-	-	-	-	-	-	35,727	35,727
Assigned for:								
Subsequent year's budget	73,615	-	-	-	-	-	-	73,615
Unassigned	6,754,978	-	-	-	-	-	-	6,754,978
Total fund balances	<u>14,175,442</u>	<u>3,938,317</u>	<u>2,873,849</u>	<u>7,157,681</u>	<u>626,782</u>	<u>1,003,459</u>	<u>2,287,611</u>	<u>32,063,141</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 15,813,693</u>	<u>\$ 3,938,317</u>	<u>\$ 3,091,572</u>	<u>\$ 7,275,906</u>	<u>\$ 4,030,739</u>	<u>\$ 1,049,890</u>	<u>\$ 2,314,370</u>	<u>\$ 37,514,487</u>

**CITY OF BEAUFORT, SOUTH CAROLINA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE MONTH ENDED FEBRUARY 28, 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
<b>REVENUES</b>								
Property taxes	\$ 9,159,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,159,912
Other taxes	-	-	-	2,868,457	-	-	662,632	3,531,089
Franchise fees	623,445	-	-	-	-	-	-	623,445
Fines and forfeitures	57,952	-	-	-	-	-	-	57,952
Licenses and permits	1,907,799	-	-	-	-	-	282,138	2,189,937
Intergovernmental	2,443,284	-	1,445,455	-	1,042,668	-	-	4,931,407
Charges for services	1,553,464	-	-	354,550	-	1,219,654	-	3,127,668
Investment earnings	502,424	117,030	60,220	275,737	142,812	24,339	29,854	1,152,416
Miscellaneous	35,520	-	-	77,738	-	-	5,105	118,363
Total revenues	<u>16,283,800</u>	<u>117,030</u>	<u>1,505,675</u>	<u>3,576,482</u>	<u>1,185,480</u>	<u>1,243,993</u>	<u>979,729</u>	<u>24,892,189</u>
<b>EXPENDITURES</b>								
Current:								
General government	3,142,882	-	-	-	219,901	-	323,704	3,686,487
Law enforcement	4,181,560	-	-	903,005	-	-	-	5,084,565
Fire and emergency	4,781,520	-	-	-	-	-	-	4,781,520
Public works	1,451,365	-	-	-	-	469,826	-	1,921,191
Culture and recreation	-	-	-	1,103,061	-	-	-	1,103,061
Streets	480,766	-	-	-	-	-	-	480,766
Community development	826,027	-	-	630,736	-	-	-	1,456,763
Debt Service:								
Principal	1,541,915	-	-	603,858	-	230,000	52,358	2,428,131
Interest and other charges	303,438	-	-	370,743	-	114,555	11,296	800,032
Capital Outlay	-	11,557	4,919,029	117,395	95,975	-	-	5,143,956
Total expenditures	<u>16,709,473</u>	<u>11,557</u>	<u>4,919,029</u>	<u>3,728,798</u>	<u>315,876</u>	<u>814,381</u>	<u>387,358</u>	<u>26,886,472</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(425,673)</u>	<u>105,473</u>	<u>(3,413,354)</u>	<u>(152,316)</u>	<u>869,604</u>	<u>429,612</u>	<u>592,371</u>	<u>(1,994,283)</u>
<b>OTHER FINANCING SOURCES (USES)</b>								
Issuance of revenue bonds	-	-	-	-	-	-	-	-
Transfers in	-	-	4,881,809	-	-	-	-	4,881,809
Transfers out	-	-	-	(2,977,873)	(726,793)	(1,157,269)	(19,875)	(4,881,810)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>4,881,809</u>	<u>(2,977,873)</u>	<u>(726,793)</u>	<u>(1,157,269)</u>	<u>(19,875)</u>	<u>(1)</u>
Net change in fund balances	(425,673)	105,473	1,468,455	(3,130,189)	142,811	(727,657)	572,496	(1,994,284)
Fund balances - beginning	14,601,115	3,832,844	1,405,394	10,287,870	483,971	1,731,116	1,715,115	34,057,425
Fund balances - ending	<u>\$ 14,175,442</u>	<u>\$ 3,938,317</u>	<u>\$ 2,873,849</u>	<u>\$ 7,157,681</u>	<u>\$ 626,782</u>	<u>\$ 1,003,459</u>	<u>\$ 2,287,611</u>	<u>\$ 32,063,141</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
COMBINING BALANCE SHEET  
OTHER GOVERNMENTAL FUNDS  
FEBRUARY 28, 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>				
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,676,003	\$ 569,626	\$ 35,727	7,246	\$ 2,288,602
Other receivables	-	-	-	-	-
Restricted cash and cash equivalents	-	-	25,768	-	25,768
Total assets	<u>1,676,003</u>	<u>569,626</u>	<u>61,495</u>	<u>7,246</u>	<u>2,314,370</u>
<b>LIABILITIES AND FUND BALANCES</b>					
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	1,672,861	569,626	2,151	-	2,244,638
Committed for:					
Law enforcement	-	-	35,727	-	35,727
Total fund balances	<u>1,672,861</u>	<u>569,626</u>	<u>37,878</u>	<u>7,246</u>	<u>2,287,611</u>
Total liabilities and fund balances	<u>\$ 1,676,003</u>	<u>\$ 569,626</u>	<u>\$ 61,495</u>	<u>\$ 7,246</u>	<u>\$ 2,314,370</u>

**CITY OF BEAUFORT, SOUTH CAROLINA**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**OTHER GOVERNMENTAL FUNDS**  
**FOR THE MONTH ENDED FEBRUARY 28, 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>				
<b>REVENUES</b>					
Other taxes	\$ 662,632	\$ -	\$ -	\$ -	\$ 662,632
Licenses and permits	-	282,138	-	-	282,138
Intergovernmental	-	-	-	-	-
Investment earnings	29,159	-	695	-	29,854
Miscellaneous	-	-	5,105	-	5,105
Total revenues	<u>691,791</u>	<u>282,138</u>	<u>5,800</u>	<u>-</u>	<u>979,729</u>
<b>EXPENDITURES</b>					
Current:					
General government	323,704	-	-	-	323,704
Law enforcement	-	-	-	-	-
Debt Service					
Principal	-	52,358	-	-	52,358
Interest and other charges	-	11,296	-	-	11,296
Total expenditures	<u>323,704</u>	<u>63,654</u>	<u>-</u>	<u>-</u>	<u>387,358</u>
Excess of revenues over expenditures	<u>368,087</u>	<u>218,484</u>	<u>5,800</u>	<u>-</u>	<u>592,371</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers out	(19,875)	-	-	-	(19,875)
Total other financing sources (uses)	<u>(19,875)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(19,875)</u>
Net change in fund balances	348,212	218,484	5,800	-	572,496
Fund balances - beginning	1,324,649	351,142	32,078	7,246	1,715,115
Fund balances - ending	<u>\$ 1,672,861</u>	<u>\$ 569,626</u>	<u>\$ 37,878</u>	<u>\$ 7,246</u>	<u>\$ 2,287,611</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE MONTH ENDED FEBRUARY 28, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Property taxes	\$ 9,598,632	\$ 9,598,632	\$ 9,159,912	\$ (438,720)	95.4%
Franchise fees	2,258,000	2,258,000	623,445	(1,634,555)	27.6%
Fines and forfeitures	56,000	56,000	57,952	1,952	103.5%
Licenses and permits	6,870,000	6,870,000	1,907,799	(4,962,201)	27.8%
Intergovernmental	3,854,181	3,900,389	2,443,284	(1,457,105)	62.6%
Charges for services	2,064,665	2,064,665	1,553,464	(511,201)	75.2%
Investment earnings	550,000	550,000	502,424	(47,576)	91.3%
Miscellaneous	110,000	110,000	35,520	(74,480)	32.3%
Total revenues	<u>25,361,478</u>	<u>25,407,686</u>	<u>16,283,800</u>	<u>(9,123,886)</u>	<u>64.1%</u>
<b>Expenditures:</b>					
Current:					
General government					
City council	345,321	345,321	189,192	156,129	54.8%
City manager	952,161	952,161	553,555	398,606	58.1%
Finance	1,000,850	1,000,850	645,486	355,364	64.5%
Human resources	554,368	554,368	343,371	210,997	61.9%
Information technology	1,025,621	1,071,829	462,442	609,387	43.1%
Court and legal	637,050	637,050	392,654	244,396	61.6%
Non-departmental	822,823	822,823	556,181	266,642	67.6%
	<u>5,338,194</u>	<u>5,384,402</u>	<u>3,142,881</u>	<u>2,241,521</u>	<u>58.4%</u>
Law enforcement					
Police	5,703,134	5,703,134	3,652,886	2,050,248	64.1%
School resource officers	624,561	624,561	445,041	179,520	71.3%
Crossing guards	23,470	23,470	15,019	8,451	64.0%
Victims rights	113,246	113,246	68,614	44,632	60.6%
	<u>6,464,411</u>	<u>6,464,411</u>	<u>4,181,560</u>	<u>2,282,851</u>	<u>64.7%</u>
Fire and emergency					
City of Beaufort fire	6,773,028	6,773,028	4,781,520	1,991,508	70.6%
	<u>6,773,028</u>	<u>6,773,028</u>	<u>4,781,520</u>	<u>1,991,508</u>	<u>70.6%</u>
Public works					
Administration	503,580	503,580	327,320	176,260	65.0%
Maintenance	828,479	828,479	416,126	412,353	50.2%
Solid waste	1,401,015	1,401,015	707,920	693,095	50.5%
	<u>2,733,074</u>	<u>2,733,074</u>	<u>1,451,366</u>	<u>1,281,708</u>	<u>53.1%</u>

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE MONTH ENDED FEBRUARY 28, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
Streets	1,035,281	1,185,281	480,766	704,515	40.6%
	1,035,281	1,185,281	480,766	704,515	40.6%
Community development	1,455,846	1,455,846	826,027	629,819	56.7%
	1,455,846	1,455,846	826,027	629,819	56.7%
Total current	23,799,834	23,996,042	14,864,120	9,131,922	61.9%
Debt service:					
Principal	1,541,915	1,541,915	1,541,915	-	100.0%
Interest	303,438	303,438	303,438	-	100.0%
Total debt service	1,845,353	1,845,353	1,845,353	-	100.0%
Total expenditures	25,645,187	25,841,395	16,709,473	9,131,922	64.7%
Excess (deficiency) of revenues over (under) expenditures	(283,709)	(433,709)	(425,673)	8,036	
<b>Other financing sources (uses):</b>					
Transfers in	70,416	70,416	-	(70,416)	0.0%
Transfers out	-	(255,645)	-	(255,645)	0.0%
Total financing sources (uses)	70,416	(185,229)	-	(326,061)	0.0%
Net change in fund balance	(213,293)	(618,938)	(425,673)	193,265	
Fund balance, beginning of year	14,601,115	14,601,115	14,601,115	-	
Fund balance, end of year	\$ 14,387,822	\$ 13,982,177	\$ 14,175,442	\$ 193,265	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
TAX INCREMENT FINANCING DISTRICT II – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED FEBRUARY 28, 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>			
<b>Revenues:</b>					
Investment earnings	\$ 180,000	\$ 180,000	\$ 117,030	\$ (62,970)	65.0%
Total revenues	<u>180,000</u>	<u>180,000</u>	<u>117,030</u>	<u>(62,970)</u>	<u>65.0%</u>
<b>Expenditures:</b>					
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>105,473</u>	<u>(260,413)</u>	
<b>Other financing (uses):</b>					
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)	105,473	(234,473)	
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>\$ 3,938,317</u>	<u>\$ (234,473)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
CAPITAL PROJECTS FUND – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED FEBRUARY 28, 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>			
<b>Revenues:</b>					
Intergovernmental	\$ 11,162,332	\$ 10,043,427	\$ 1,445,455	\$ (8,597,972)	14.4%
Investment earnings	-	-	60,220	60,220	100.0%
Total revenues	<u>11,162,332</u>	<u>10,043,427</u>	<u>1,505,675</u>	<u>(8,537,752)</u>	<u>15.0%</u>
<b>Expenditures:</b>					
Current:					
Capital Outlay	21,649,789	23,677,663	4,919,029	18,758,634	20.8%
Total expenditures	<u>21,649,789</u>	<u>23,677,663</u>	<u>4,919,029</u>	<u>18,758,634</u>	<u>20.8%</u>
Excess of revenues over expenditures	<u>(10,487,457)</u>	<u>(13,634,236)</u>	<u>(3,413,354)</u>	<u>(27,296,386)</u>	
<b>Other financing sources:</b>					
Transfers in	9,787,457	12,821,036	4,881,809	(7,939,227)	38.1%
Total other financing sources	<u>9,787,457</u>	<u>12,821,036</u>	<u>4,881,809</u>	<u>(7,939,227)</u>	<u>38.1%</u>
Net change in fund balance	(700,000)	(813,200)	1,468,455	(2,281,655)	
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>\$ 2,873,849</u>	<u>\$ (2,281,655)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
PARKS AND TOURISM – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED FEBRUARY 28, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Other taxes	\$ 4,375,000	\$ 4,375,000	\$ 2,868,457	\$ (1,506,543)	65.6%
Charges for services	855,500	855,500	354,550	(500,950)	41.4%
Investment earnings	250,000	250,000	275,737	25,737	110.3%
Miscellaneous	-	-	77,738	77,738	0.0%
Total revenues	5,480,500	5,480,500	3,576,482	(1,904,018)	65.3%
<b>Expenditures:</b>					
Current:					
Law enforcement	1,611,454	1,611,454	903,005	708,449	56.0%
Culture and recreation	1,865,718	1,865,718	1,103,061	762,657	59.1%
Community development	1,032,461	1,032,461	630,736	401,725	61.1%
Debt Service:					
Principal	603,858	603,858	603,858	-	100.0%
Interest and other charges	365,743	365,743	370,743	(5,000)	101.4%
Capital Outlay	195,600	195,600	117,395	78,205	60.0%
Total expenditures	5,674,834	5,674,834	3,728,798	1,946,036	65.7%
Excess (deficiency) of revenues over (under) expenditures	(194,334)	(194,334)	(152,316)	42,018	
<b>Other financing sources (uses):</b>					
Issuance of revenue bonds	-	-	-	-	
Transfers out	(5,733,016)	(5,933,016)	(2,977,873)	(2,955,143)	
Total financing sources	(5,733,016)	(5,933,016)	(2,977,873)	(2,955,143)	
Net change in fund balance	(5,927,350)	(6,127,350)	(3,130,189)	2,997,161	
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	\$ 7,157,681	\$ 2,997,161	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
AMERICAN RESCUE PLAN ACT (ARPA) – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED FEBRUARY 28, 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>			
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ 1,042,668	\$ 1,042,668	0.0%
Investment earnings	302,306	302,306	142,812	(159,494)	47.2%
Total revenues	<u>302,306</u>	<u>302,306</u>	<u>1,185,480</u>	<u>883,174</u>	<u>392.1%</u>
<b>Expenditures:</b>					
Current:					
General government	208,973	308,973	219,901	89,072	71.2%
Capital Outlay	143,333	206,593	95,975	110,618	46.5%
Total expenditures	<u>352,306</u>	<u>515,566</u>	<u>315,876</u>	<u>199,690</u>	<u>61.3%</u>
Excess of revenues over expenditures	<u>(50,000)</u>	<u>(213,260)</u>	<u>869,604</u>	<u>683,484</u>	
<b>Other financing (uses):</b>					
Transfers out	(2,643,960)	(5,142,954)	(726,793)	(4,416,161)	14.1%
Total other financing uses	<u>(2,643,960)</u>	<u>(5,142,954)</u>	<u>(726,793)</u>	<u>(4,416,161)</u>	<u>14.1%</u>
Net change in fund balance	(2,693,960)	(5,356,214)	142,811	(5,499,025)	
Fund balance, beginning of year	483,971	483,971	483,971	-	
Fund balance, end of year	<u>\$ (2,209,989)</u>	<u>\$ (4,872,243)</u>	<u>\$ 626,782</u>	<u>\$ (5,499,025)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
BUDGETARY COMPARISON SCHEDULE  
STORMWATER – SPECIAL REVENUE FUND  
FOR THE MONTH ENDED FEBRUARY 28, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Charges for services	\$ 1,288,717	\$ 1,288,717	\$ 1,219,654	\$ (69,063)	94.6%
Investment earnings	80,000	80,000	24,339	(55,661)	30.4%
Total revenues	<u>1,368,717</u>	<u>1,368,717</u>	<u>1,243,993</u>	<u>(124,724)</u>	<u>90.9%</u>
<b>Expenditures:</b>					
Current:					
Public works	855,117	855,117	469,826	385,291	54.9%
Debt Service:					
Principal	345,000	345,000	230,000	115,000	66.7%
Interest and other charges	168,600	168,600	114,555	54,045	67.9%
Total expenditures	<u>1,368,717</u>	<u>1,368,717</u>	<u>814,381</u>	<u>554,336</u>	<u>59.5%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>429,612</u>	<u>(679,060)</u>	
<b>Other financing (uses):</b>					
Transfers out	(1,310,480)	(1,418,480)	(1,157,269)	261,211	81.6%
Total other financing (uses)	<u>(1,310,480)</u>	<u>(1,418,480)</u>	<u>(1,157,269)</u>	<u>261,211</u>	<u>81.6%</u>
Net change in fund balance	(1,310,480)	(1,418,480)	(727,657)	(690,823)	
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>\$ 1,003,459</u>	<u>\$ (690,823)</u>	

**CITY OF BEAUFORT, SOUTH CAROLINA  
STATE ACCOMMODATIONS TAX SPECIAL REVENUE FUND  
BUDGET TO ACTUAL  
FOR THE MONTH ENDED FEBRUARY 28, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Other taxes	\$ 933,333	\$ 933,333	\$ 662,632	\$ (270,701)	71.0%
Investment earnings	36,000	36,000	29,159	(6,841)	81.0%
Total revenues	969,333	969,333	691,791	(277,542)	71.4%
<b>Expenditures:</b>					
General government	875,437	875,437	323,704	551,733	37.0%
Law enforcement	23,480	23,480	-	23,480	0.0%
Total expenditures	898,917	898,917	323,704	575,213	36.0%
Excess of revenues over expenditures	70,416	70,416	368,087	297,671	
<b>Other financing uses:</b>					
Transfers out	(70,416)	(100,416)	(19,875)	(80,541)	19.8%
Total other financing uses	(70,416)	(100,416)	(19,875)	(80,541)	19.8%
Net change in fund balance	-	(30,000)	348,212	378,212	
Fund balance, beginning of year	1,324,649	1,324,649	1,324,649	-	
Fund balance, end of year	\$ 1,324,649	\$ 1,294,649	\$ 1,672,861	\$ 378,212	

**CITY OF BEAUFORT, SOUTH CAROLINA  
 FIRE IMPACT FEES SPECIAL REVENUE FUND  
 BUDGET TO ACTUAL  
 FOR THE MONTH ENDED FEBRUARY 28, 2025**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Variance with Final Budget Percentage
	Original	Final			
<b>Revenues:</b>					
Licenses and permits	\$ 100,000	\$ 100,000	\$ 282,138	\$ 182,138	282.1%
Investment earnings	5,000	5,000	-	(5,000)	0.0%
Total revenues	105,000	105,000	282,138	177,138	268.7%
<b>Expenditures:</b>					
Debt Service:					
Principal	52,358	52,358	52,358	-	100.0%
Interest and other charges	11,296	11,296	11,296	-	100.0%
Total expenditures	63,654	63,654	63,654	-	100.0%
Net change in fund balance	41,346	41,346	218,484	177,138	
Fund balance, beginning of year	351,142	351,142	351,142	-	
Fund balance, end of year	\$ 392,488	\$ 392,488	\$ 569,626	\$ 177,138	



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

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**TO:** CITY COUNCIL **DATE:** 3/20/2025  
**FROM:** Tim Ogden, Fire Chief  
**AGENDA ITEM**  
**TITLE:** Fire Department Monthly Report  
**MEETING**  
**DATE:** 4/8/2025  
**DEPARTMENT:** Fire

---

*BACKGROUND INFORMATION:*

Monthly report for February 2025.

---

*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Fire Department Monthly Report	Backup Material	3/24/2025



## **City of Beaufort/Town of Port Royal Fire Department**

# **February 2025 Report**

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### **Public Events**

The Fire Department held several public education events throughout February.

- Smoke Alarm Blitz on Saturday's
- Attended Northwest Quadrant Meeting
- Night to Shine – Praise Assembly
- Truck Display at Pigeon Point Park
- Bands, Brew, & BBQ Port Royal
- Fire Safety Class at Riverview Charter School
- CAPA Valentines Day Dinner – Sta. 2
- Read Across America Day – Port Royal Elementary School

Installed 12 Smoke Alarms.

### **Fire Training**

The Training Division conducted 1,057 hours and installed 2 car seats.

Assigned Training: Crews worked on Search and Rescue techniques with the Training Division. Crews conducted the training under simulated fire conditions. Members also completed their annual physicals for the first 2 weeks of the month and completed their CPR recertification.

### **Medical**

The Medical Division held two CPR classes.

The medical division performed in service for Basic Life Saving Recertification and Opioid Abatement for all shifts and administration.

We held a special event for a medical standby for the Beaufort Charities Oyster Roast in Port Royal.

## **Fire Marshal**

Fire Marshal Badgett attended CPR training, completed 13 hours of Certified Fire Investigator, and assisted with 3 hours of pub ed.

Firefighter Hakes, Horton, Chief Ogden, and Badgett attended 3 hours SCFA virtual Fire Codes and Standards quarterly training for CEUs.

Horton and Badgett attend SC International Association of Arson Investigators quarterly training in Florence for 8-hour s of CEUs.

3 Fire investigations were conducted in February.

92 pre incident plans were conducted between all three shifts and FF Minzes updated 65 pre plans for the City and Town.

## **Personnel**

Two new hires started in February. All personnel completed annual physicals.

## **Apparatus**

Oil changes were conducted on Admin and Support vehicles. PM conducted on all radios by Motorola.

## **Major Incidents**

- 5 brush fires, including one endangering apartments at Garden Oaks Apartments
- 1 cooking fire, 1 storage unit fire, and 1 vehicle fire
- 1 mutual aid request to Fripp Island for air trailer
- 437 calls for service in February. 16.2% increase in call volume compared to February 2024.

<b>PERSONNEL</b>		
Part-Time	9	
Personnel Assigned	55	
Volunteer Personnel	18	
<b>TOTAL PERSONNEL</b>	<b>82</b>	

<b>INCIDENT SUMMARY</b>	<b>BFT</b>	<b>P.R.</b>
Structural Fires	4	0
Vehicle Fires	1	0
Brush, Trash Fire	5	2
Medical Calls	172	106
Vehicle Accident	14	9
Extrication (350-357)	0	0
Hazardous Condition	2	1
Service Calls (500)	22	26
Good Intent Calls (600)	32	13
False Calls (700)	19	9
Water Rescue	0	0
EMS Standby	0	
<b>Month</b>	<b>271</b>	<b>166</b>
<b>Total Month</b>	<b>437</b>	

<b>TRAINING/EDUCATION</b>		
Local Instruction	1057	
<b>TOTAL</b>	<b>1057</b>	

<b>VOLUNTEER</b>		
Local Instruction	0	
Monthly Station Standby	148	
<b>TOTAL</b>	<b>148</b>	

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

<b>FIRE PREVENTION</b>	<b>BFT</b>	<b>P.R.</b>
Inspections Conducted	43	48
Violations Noted	15	18
Violations Corrected	13	25
Knox Box Installations	3	2
Fire Plans Reviewed	3	1
Burning Permits Issued	34	1
Permission to Burn Given	0	0
Public Education Events	15	5
Public Edu. Man Hours	57	24
# of Adults	77	253
# of Children	95	70
Car Seats Installation	2	
Smoke Detectors	12	0
CPR Certifications	11	



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

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**TO:** CITY COUNCIL **DATE:** 3/24/2025  
**FROM:** Ivette Burgess, Human Resources Director  
**AGENDA ITEM**  
**TITLE:** Human Resources Monthly Report  
**MEETING**  
**DATE:** 4/8/2025  
**DEPARTMENT:** Human Resources

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***BACKGROUND INFORMATION:***

Monthly Report for February 2025.

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
Human Resources Monthly Report	Backup Material	3/24/2025

# Memorandum

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

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## *Onboarding/New Hires*

5 New Hires:

- David Ferreira – Firefighter, Fire
- Kaiwan Purveyor – Firefighter, Fire
- Jennifer Pointer – Events & Tour Coordinator, Downtown Operations
- Andrew Wright – PT Firefighter, Fire
- Christopher Pinckney – Associate I Parks, Public Works

## *Event*

- HR Specialist attended and participated in the SC Works Job Fair, 2/11/25.

## *Projects and etc.,*

- Kicked off Compensation Study project with consultant, Management Advisory Group (MAG).
- Attended Pre-Bid meeting for Broker Services
- HR and Public Works staff met with TCL student, Evan Hefty regarding an internship with Public Works. The internship with Evan will begin March 10, 2025 and end May 2, 2025.

## *Interviews*

- HR staff participated in an interview panel for Downtown Operations and Public Works.



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

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**TO:** CITY COUNCIL **DATE:** 3/24/2025  
**FROM:** Sarah Farrow, Municipal Court Administrator  
**AGENDA ITEM TITLE:** Municipal Court Monthly Report  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Municipal Court

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**BACKGROUND INFORMATION:**

Monthly Report for February 2025.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Municipal Court Monthly Report	Backup Material	3/24/2025

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

**DEPARTMENT OVERVIEW:**

Bench trials are held every Monday and Thursday at 3:00pm. Six sessions of bench trials were held in February 2025 and 249 cases were tentatively scheduled. Jury term was held the week of February 24-28, 2025 and 29 jury cases were scheduled.

**CASE OVERVIEW:**

- New cases filed: 143 (94 traffic/49 criminal)
- Cases disposed: 125 (91 traffic/34 criminal)

**DISPOSED CASES BREAKDOWN:**

- 91 traffic cases
  - 40 guilty indicators (forfeiture, plea, or trial)
  - 51 not guilty indicators (dismissal by officer, Judge, or trial)
- 34 criminal cases
  - 12 guilty indicators (by plea or trial)
  - 22 not guilty indicators (through plea agreement or trial)

**ARREST WARRANT OVERVIEW:**

- 68 issued for criminal offenses
- 4 issued for traffic offenses

**EXPUNGEMENTS:**

- 10 cases initiated from court date.
- 14 cases processed and purged.

**JURY TRIAL OVERVIEW:**

Jury term held February 24-28, 2025

- 29 jury cases scheduled: 16 criminal/13 traffic
- 25 cases disposed: 11 criminal/14 traffic
- 11 criminal cases disposed: 9 not guilty indicators/2 guilty indicators
- 14 traffic cases disposed: 12 not guilty indicators/2 guilty indicators
- 25 jury cases pending scheduling

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



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

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**TO:** CITY COUNCIL **DATE:** 3/20/2025  
**FROM:** Stephenie Price, Police Chief  
**AGENDA ITEM TITLE:** Police Department Monthly Report  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Police

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**BACKGROUND INFORMATION:**

Monthly report for February 2025.

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**PLACED ON AGENDA FOR:** Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Police Department Monthly Report	Backup Material	3/24/2025

# BEAUFORT POLICE DEPARTMENT

1901 Boundary St. Beaufort, SC 29902

843-322-7900



Stephenie Price  
Chief of Police

## February 2025 Monthly Report

### Part-1 Crimes Statistics

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

### Total Calls for Service: 3,373

- Officer Initiated: 2,431
- 911 Line: 318
- Non-Emergency: 622
- Alarm: 0
- TT911 SMS: 2

### Community Events Attended: 6

- 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
- 02/07- Attended Miss Trudy's 100th Birthday
- 02/21- Blood Drive at the PD
- 02/28- SLB Chill with a Cop at Cross Creek Apartments

### Chief's Updates:

- 02/04-Anne Frank Exhibit at Lady's Island Middle School
- 02/05- All-Hands Meeting
- 02/06-Ribbon Cutting Fifth Third Bank
- 02/06-Axon Demo for Evidence Processing
- 02/07-Senior Leadership Beaufort
- 02/07-Ms. Trudy's 100<sup>th</sup> Birthday at the Retreat on Lady's Island
- 02/18-Garden Oaks Management Meeting
- 02/18-Meet w Mr. Hollis
- 02/20-Town hall with Salem Bay HOA
- 02/20-Old Commons Neighborhood Meeting
- 02/21-PD Budget Meeting
- 02/24-02/26-Strategic Planning
- 02/27-Fleet Analysis Meeting

### Upcoming Events:

- 03/03- Read Across America Mossy Oaks Elementary School
- 03/04- Pat Conroy Visitor Center Tour
- 03/04- Speaking Engagement Rotary Club
- 03/06- SLB Garden Oaks Community Meeting



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

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**TO:** CITY COUNCIL **DATE:** 4/1/2025  
**FROM:** Nate Farrow, Public Works Director  
**AGENDA ITEM**  
**TITLE:** Public Works Monthly Report  
**MEETING**  
**DATE:** 4/8/2025  
**DEPARTMENT:** Public Works

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*BACKGROUND INFORMATION:*

Monthly report for February 2025.

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*PLACED ON AGENDA FOR:* Action

*REMARKS:*

**ATTACHMENTS:**

Description	Type	Upload Date
Public Works Monthly Report	Backup Material	4/1/2025



CITY OF BEAUFORT PUBLIC WORKS DEPARTMENTS  
MONTHLY ACCOMPLISHMENTS

**APRIL COUNCIL MEETING WITH FEBRUARY 2025 ACTIVITIES**

EVENTS:

Weekly Safety Briefs: Miguel Canela-Pena - "Watch Where You Are Going" / Hazard Materials /

See/Click/Fix: Reported: 99

Resolved to Date: 908

811 Locates Reported & Reviewed 160

PO's (PR's) Created and Processed 60

Banners Reserved and Hung 6

On-Call: Traffic Control: **Bft Cty / Bft Cty / Nate Farrow / Bryan Durrance / Nate Farrow**

Weekend Parks: **A Davis / C Greene / A Davis / W Spann**

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:

- Assisted General Support Division with street light repair at Westview Street and Boundary Street.
- Met with Mike Murphy (Arborist), Preservation Tree Company, to discuss the trees at Lawton Farms Lane.
- Assisted Parks Division with removing tree limb hangers and dead wood over the SMT near Poppy Hill Road.
- Met with Director and supervisors at Pigeon Point Park to discuss new door locks.
- Check 201 New Street to see if Dominion had added a shield to the streetlight as requested.
- Assisted Traffic Division with traffic signal PM's at Ribaut Road and Paris Ave., Ribaut Road and Duke Street, Charles Street and Craven Street, and Charles Street and Bay Street.
- Assisted Carolina Low Voltage with running wire for the remote actions for the front gates at Southside Park.
- Met KTC enterprises to inquire about a quote for painting stop bars and cross hatching at 3 SMT trailheads.
- Checked water line leak at Bladen and Greene Streets.
- Walk through inspections of Whitehall Park with PW Director.
- Investigated foul smell on Islands Causeway with PW Director.
- Secured a quote for WFP playground gate repairs from Pender Bros.
- Responded to a traffic signal malfunction at Joe Frazier and Broad River Blvd.
- Crew inspection of downtown outlets being installed into streetlight poles.
- Picked up washers from Contractor Nail and Tool Company that had been on back-order.
- Inspected crew working on drainage project at Battery Shores.
- Washed/cleaned work truck.
- Register for work zone safety and signal technician recertification classes.
- Battery Shores and Stone Marten inspection.
- Installed two new signs on the mast arms at WK Alston and Robert Smalls Parkway early in the morning to minimize traffic disruption.
- Facilitated interviews for the open Parks positions.
- Inspected Prince Street, King Street, Heyward Street, Merrita Street, and Depot Road.
- Inspected Tic Toc Park.
- Responded to a traffic signal malfunction at Sea Island Pkwy and Distant Island. Replaced traffic signal wire from cabinet to phase 8 signal heads.
- Attended a Traffic Incident Management class on-line. Completed test and received certificate.
- Inspected Tidal Street, Beckley Street, Frazer Dr., and Jones Ave.
- Assist Traffic Department with PM at Carteret Street and Craven Street / Ribaut and Lady's Is Dr / Fire Station 2 / Mink Pt Blvd and Parris Is Gtwy / Robert Smalls Pkwy and Burton Hill Rd.
- Assist Traffic Department with removing 2 pillars and 4 sandbags from inside City Hall and stored them in the basement.
- Attended a meeting concerning FEMA forms.
- Met with Southern Tree Service at 2 locations to retain quotes for tree work.
- Filled out FEMA forms.
- Inspect Hundred Pines, Hermitage Road Area, and Mossy Oaks.
- Request PO's for tree work.
- Attended a purchase order request meeting at Public Works.
- Attended a "Dining Under the Stars" event meeting at 500 Carteret Street.
- Inspected Facility Maint. Supervisor work on the shower at the Marina Bathrooms.

- Assist Traffic Department with PM at Beaufort High School and Sea Island Parkway / Sea Is Pkwy and Sams Pt Rd / Parris Is Gtwy and Broad River Blvd.
- Respond to citizen a complaint referencing trees in wires on North Street.
- Inspect the Mossy Oaks area for multiple issues.
- Met with Stormwater/Street Division on Bladen Street concerning sidewalk grinding.
- Reviewed canopy trimming on Sycamore Street.
- Reviewed easement crew on Airport Circle.
- Assisted Traffic with traffic signal PM's at Bay and Carteret Streets, WK Alston and 170, Woods Memorial Bridge, and Allison and Ribaut Roads.
- Met with Parks Division Supervisor on Polk Street to discuss trees on curve.
- Met with Stormwater/Street Division Supervisor and SCDOT on Bladen Street to observe sidewalk grinding.
- Reviewed sod installation job in Battery Shores.
- Met with the owner of 1604 Battery Creek Road for tree work.
- Secure PO numbers for tree work on Lawton Farms Lane and 1604 Battery Creek Road; along with PO for North Street Connector and SMT striping.
- Accessed to a citizen complaint about overgrown Bamboo on Broome Lane.
- Inspect Jericho Woods for issues.
- Picked up 10 sandbags from Southside Park for chill w/ a cop event.
- Attended an interview for a prospected intern at City Hall Human Resources.

#### **Office Administration:**

- Continuing w/ How-To Manual: Office Manager full responsibilities, in detail, list for PW Standard Operating Procedures (SOP).
- Continuing w/ How-To Manual: Administrative Assistant list of duties, w/ details of "how to" for SOP.
- Multiple Munis PO's need updates due to product and/or price increase. All Approved.
- Reported information for "Fixed Asset" listing and "Insurance Policy" addition for tow-behind Towmaster Trailer for Manlift needs.
- Employee update report to confirm correct contact information including all telephones, mailing and physical addresses; along with start date.
- Interviews for Parks Division replacements.
- **Enter FY26 Budget request into Munis.**
- Created the Public Works justification breakdown manual in the FY26 Budget request for each line item and subaccount line item in the 6 division of Public Works.
- Prioritize "Director List" for office issues.
- FEMA workup, (time, purchases, address by address of each items worked on during storm and after effects of any issues – down tree, debris, signage, drainage), write up and typing, copy of pictures, etc.
- Review of final FY26 budget request from PW to Finance (prep for Strategic Planning Seminar).
- Research and spread sheet referencing COB funds used for/towards SCDOT owned area.
- Research **Schindler's Elevator Company** due to missing invoices and possible duplication of services.
- Review and research FY23, 24 & current 25 budget for purchases and funds allocated for COB support to SCDOT issues.
- Reconciliation with Munis to spread sheets for FY25 original budget/FY25 year-end budget.
- FEMA review
- See/Click/Fix report, along with Drainage past reports, for SCDOT information

• **Facility Maintenance Division**

- Installation of lettering on Doors at PD entrance
- Repairing heater at Fire Station 2
- Manlift delivery to Fire Station 2
- Repairing Downtown “People’s” clock
- Making repairs to card-reader for PD
- Escort Shindler employee for elevator at City Hall
- Repairing Sally port doors at PD
- Meetings with Advance Locks for Pigeon Point Park Restroom renovations
- Repaired Southside Park restroom door locks
- Repaired Southside Park entrance gates
- Installed water fountain bottle filler at City Hall
- Installed maglocks at Pigeon Point Park restroom
- Meet with Gerald Neal for the repair of the Carnegie building roof leak
- Repaired Ice machine at PD
- FD heater repair
- Repairing tankless water heater at the downtown marina
- Repair carpet trip hazard on door entrance
- Repaired Fire Station 2 bay heater
- Research for the downtown Marina restroom tankless water heater replacement
- Assemble large desk for PD department, second floor
- Escorted Beaufort Air FD 2
- Met with On Point Cleaning Company at CH
- Repaired Court House ceiling light
- FD 2 Station urinal repaired
- Repaired CH back door - not closing
- Ran “testing” of generators
- Escorted repairman for HVAC at 500 Carteret
- Replacement of tankless water heater for downtown marina restroom
- Follow up on door lock installation with advance locksmith
- Escort Terminix at PD
- Continued issues at Carnegie - odor concern
- Pull and rerun network cabling at City Hall for codes office
- Repaired the Depot door at old Kinghorn building.
- Attended FEMA workshop at PW
- Remove and replace refrigerator water filter at PD building
- Repaired light fixture at 2<sup>nd</sup> floor POD building
- Met with On Point Cleaning company to discuss details of buildings
- Repaired toilets on the 2nd floor at PD, repaired flush valve
- Repaired toilet PD replace diaphragm and batteries on valve
- Repaired light fixture at Courts building
- Repaired Fire Station 2 thermostat on 2<sup>nd</sup> floor
- Repaired light fixture at 500 Carteret St Downtown Operation
- Repaired wall gouging on 2<sup>nd</sup> floor City Hall building room 227
- Neutralize urinal smell at City Hall men’s restroom

- Repaired camera at FD
- Repaired Pigeon Point Park restroom doors locking mechanism
- Repaired and replaced shower wall valve at Marina restroom 700 Bay Street.
- Pigeon Point Park door push pull plate installation
- Follow up on tankless water heater for Marina downtown
- City-wide SOP for Fac Maint Division continued creating
- Repaired 500 Carteret building side entrance repaired
- Worked and repaired lighting issue at 500 Carteret digital corridor area
- Removed and installed inline water filter at PD
- Repaired fire alarm sensor at PD
- Repaired Pd 2<sup>nd</sup> floor restroom toilet valve assembly

### **Stormwater / Street Division:**

- Performed easements maintenance on Boundary St, Ribaut Rd, and Mossy Oaks Rd.
- Assisted the Parks Department with trimming and removed tree debris on the Spanish Moss Trail.
- Filled in potholes located at the Southside Park entrance, and Southside Blvd Rd.
- Assisted the Parks Department with repairing irrigation lines.
- Assisted the Parks Department with moving tree debris away from the Spanish Moss Trail on Fripp St.
- Swept the City's roadways with the sweeper truck.
- Attended Roadway Drainage Training class.
- Roadside ditch cleanout Otter Circle.
- Performed easements maintenance on Boundary St, the Core District, and Southside Blvd.
- Drainage Inspection - Checked all City's catch basin drainage boxes, roadside and outfall ditches.
- Responded to and closed out See Click Fix complaint requests.
- Performed easements maintenance on Airport Circle and in the Core District.
- Cleaned out 100 linear ft of roadside ditch Otter Circle.
- Installed sod to roadside ditches that were cleaned Otter Circle.
- Removed sidewalk trip hazard located at Bladen and Congress St. (Scarifier & hand grinder)
- Watered sod all week that was installed @ Otter Circle.
- Loaded up and hauled equipment to the Chill with A Cop event.
- Worked on filling out FEMA forms for Tropical Storm Helene.

### **Parks Division**

- Repairs made to Pigeon Point Park Irrigation valve (O-Ring was busted)
- Repairs made to Drinking Fountain at Pigeon Point (Coupling Tee was cracked)
- Backflow repairs were made at Washington St Park (Cracked Coupling right before water meter was causing slow leak)
- Sago Palms trimmed around handicap accessible sidewalk ramp outside of City Hall
- Dead limbs trimmed and removed from Live Oak trees in Pigeon Point Park
- Installed new waste cans within Southside Bathrooms
- PTAC interview
- Prepped Pigeon Point, Southside, and Whitehall for Weekend Duty
- Watered recently planted Live Oak tree at Whitehall Park
- Commerce Park Mulched Sign on Hwy 21

- ☐ Commerce Park Cut around Ponds, cleaned debris out of ditch line, and removed logs out of ditch line
- ☐ Stump man Property cleaned out old tires near fence line, put down ryegrass seed and contractors mix
- ☐ Cleaned up Leaves from Wilson Park
- ☐ Turned off Water Fountains in preparation for freeze warning
- ☐ Weekend Preps for Pigeon Point, Whitehall, and Southside Park
- ☐ Cleaned Bathroom Windows inside and out at Pigeon Point Park
- ☐ Watered in Tree at Whitehall Park

**Traffic Control / General Support:**

- ☐ Replaced wiring under sidewalk that powered streetlights on the mast arms of the intersection at Westview and Boundary
- ☐ Replaced street signs for the intersection of S. Royal Oaks and Broad River Rd
- ☐ Replaced street sign for Riverside Drive
- ☐ Assisted Stormwater department with trimming a palm tree on the corner of Union and Greene St
- ☐ Assisted facilities with installing a new water fountain with a bottle filler at City Hall
- ☐ Replaced safety signs at Public Works
- ☐ Replaced Safety signs in the downtown marina parking lot exiting towards Newcastle
- ☐ Replaced missing panels on a park bench behind Hemingway's to resolve a ticket for see-click-fix
- ☐ Replaced a falling pedestrian crosswalk sign at Mink Pt and Parris Island.
- ☐ Assisted contractor with running new wires through conduit at Southside for the main gate.
- ☐ Attended a traffic signal meeting to discuss known issues for intersections within Beaufort and steps to fix them.
- ☐ Installed electrical outlets on three (3) streetlight poles downtown, to provide power to camera systems.
- ☐ Replaced two (2) street signs at Commerce Park
- ☐ Banner Removal/Install - Bay/Ribaut.
- ☐ Assist General Support with Canopy raise on Sycamore St
- ☐ Test CMU for traffic P.M.
- ☐ Annual traffic P.M. review and check
- ☐ Review and work each day: SC811 Locates
- ☐ Each day review and work: SeeClickFix
- ☐ Prep for shipping the PCMT-8000 for annual testing
- ☐ Reviewed Traffic inventory list
- ☐ Removed broken sign and debris from Commerce Park
- ☐ Cut and remove a broken limb from Park Ave
- ☐ Assisted Traffic Division with installing "No U-Turn" and "Left Turn Yield to Green" signs on Robert Smalls and W. K. Austin intersection
- ☐ Straightened leaning street signs in Battery Shores subdivision
- ☐ Cleared tree limbs from the view of the stop sign at Prince and Ribaut Rd.
- ☐ Straightened leaning signs on Prince, Heyward, and King streets
- ☐ Assisted Parks Division with removing dead limbs from oak trees in Pigeon Point Park
- ☐ Straightened and cleaned street name signs on Park Ave and Alexander Dr, Alexander and O'Connell, Rodgers and Lafayette, Sycamore and Morris, National and Sycamore, Phillip St, Pigeon Point and Woodard, Charlesfort and Pigeon Point, and Spectable and Lafayette

- ☐ Created a stencil for the Key to the City to aid with sturdiness
- ☐ Repaired a section of fence on the back side of the park that was damaged by a tree limb falling from city property
- ☐ Trim dead branch over Boundary St
- ☐ Pushed the debris pile with skid steer to create larger area for placement
- ☐ Assisted Fleet Management with pickup of Knuckleboom equipment from Florence SC.
- ☐ Straightened “street name signs” on N. Hermitage and Middleton, N. Hermitage and Pine Cove, Ribaut and Reynolds, and Jones and Fraser.
- ☐ Raised tree canopy on Sycamore, Morris and O’Connell streets
- ☐ Assist stormwater division with installing sod in Otter Cir
- ☐ Patched holes and damaged portions of the pavilion at Waterfront Park

**Fleet / Equipment:**

- ☐ Each week: Started and checked all equipment - (light towers, water pumps, heavy equipment, etc.)
- ☐ Each week: Weekly review of equipment and start-up of equipment not used in everyday activities.
- ☐ Oil change on vehicle – 506
- ☐ Repaired jack on single axle utility trailer
- ☐ Moved manlift from 500 Carteret Street to Fire Station # 2
- ☐ Repaired axle on Tow Master trailer
- ☐ Safety check on Cat-308 and front-end loader. Greased both vehicles
- ☐ Had a PM done on vehicle-700
- ☐ Made repairs on Stormwater riding mower
- ☐ Change battery on Veh -542
- ☐ Assist with front gate at Southside Park
- ☐ Researched and purchased supplies and training for all departments
- ☐ Drop of Bobcat Mini-Ex in Savannah
- ☐ Picked up knuckleboom from Amick in Lexington
- ☐ P/M done on Sweeper 435
- ☐ Drop of vehicle 526 at Butler Dodge for PM
- ☐ Replace tire on tilt trailer
- ☐ Repair back gate on utility trailer
- ☐ Mounted two new tires using them as spares
- ☐ Tire repaired on vehicle-410 at Barnards tires
- ☐ Mounted steel plate on new man lift trailer
- ☐ Repaired street department riding lawn mower
- ☐ Repaired lights on single axle u-dump
- ☐ Replaced hose cramp on vehicle-410
- ☐ Drop off sweeper-435 at Carolina Truck Repair for brakes on front/back
- ☐ Assisted with setting up for Chill with a Cop
- ☐ Repaired two weed trimmers for Parks Department
- ☐ Inspected man lift at Fire Station 2 before being transporting it back to PW



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

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**TO:** CITY COUNCIL **DATE:** 3/31/2025  
**FROM:** Jennifer Pointer  
**AGENDA ITEM TITLE:** Request to host the 2025 Halloween Celebration in the Henry C. Chambers Waterfront Park on Saturday, October 18, 2025, from 10:00 am - 2:00 pm and twenty (20) complimentary parking passes  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Downtown Operations

---

*BACKGROUND INFORMATION:*

Use of Henry C. Chambers Waterfront Park on Saturday, October 18, 2025, from 9:00 am – 3:00 pm. Will include DJ, games, inflatables, costume parade, and trick or treating. No scheduled road closures.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
2025 Halloween Celebration	Backup Material	3/31/2025

# CITY OF BEAUFORT

## MEMORANDUM

TO: Scott Marshall, City Manager  
City Council

FROM: Jennifer Pointer, Events & Tour Coordinator

DATE: March 31, 2025

SUBJECT: Request for permissions related to the production and hosting of the  
2025 Halloween Celebration

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### ***Halloween Celebration, Saturday October 18, 2025- 10 AM until 2 PM***

Downtown Operations is requesting permission to host the annual Halloween Celebration in the Henry C. Chambers Waterfront Park. This is a free event for the public that will include a DJ, games, inflatable bounce house activities, a costume parade and end with a trick or treating around the park to each sponsored table. Local schools and non-profits will be invited to sell concessions during this event.

Request for approval includes:

- Use of Henry C. Chambers Park from 9:00 AM– 3 PM to accommodate the set up and tear down of activities.
- Permission to issue up to 20 complimentary parking passes to paid sponsors to fulfill the benefit commitment of their sponsorship packages, as well as a limited number of parking passes, to support event operations.



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

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**TO:** CITY COUNCIL **DATE:** 3/31/2025  
**FROM:** Jennifer Pointer  
**AGENDA ITEM TITLE:** Request for co-sponsorship from Meadowbrook Church for the use of Whitehall Park to host a Sunrise Service on Sunday, April 20, 2025, from 6:00 am to 8:30 am  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

Request for co-sponsorship for the use of Whitehall Park on Sunday, April 20, 2025, from 6am to 8:30am (event runs 6:45am to 7:45am). Acoustic music only. Expected attendance: 75.  
Same event as last year.

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
2025 Meadowbrook Easter Co-Sponsorship Request	Cover Memo	3/31/2025



**CITY OF BEAUFORT**

**Whitehall Park Application**

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

**Phone: 843-379-7519**

**Fax: 843-986-5606**

Name of Event: <u>Easter</u> <u>Community Sunrise</u> <u>Service</u>	Date(s) of Event: <u>4-20-25</u> Setup start/end time: <u>6:00 - 6:45</u> Actual event start/end time: <u>6:45 - 7:45</u> Take down start/end time: <u>7:45 - 8:15</u>
Organization/Individual Name: <u>Meadowbrook Church</u>	Address: <u>12 Lupo Dr</u> <sup>Beaufort</sup> <u>SC 29907</u> Telephone: <u>843-321-0356</u> Email: <u>mcoxwelle@gmail.com</u>

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

Please mail completed application to:

City of Beaufort, Attn: Downtown Operations, 500 Carteret St, Ste B2 Beaufort, SC 29902  
or scan and email to [events@cityofbeaufort.org](mailto: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](http://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 56

### **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\*\***

Number of people expected to attend: 75

Will you be using a tent? NO will be using Pavilion

Will you have music? Yes acoustic church music

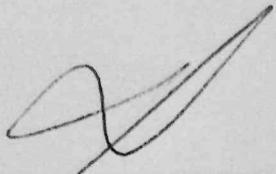
Areas of Whitehall Park can be reserved/rented for 4-, 6-, or 12-hour blocks of time. Please factor time for set up and take down of the event into your chosen block of time. Blocks of time **cannot** be reserved or rented in pro-rated increments. **NO exceptions will be made to this policy.**

**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



\_\_\_\_\_  
Lessee/Applicant Signature

3-17-25  
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 Community Sunrise Service

Date of Event: 4-20-25

Contact person: Michael Coxwell

Telephone: 843-321-0356

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 &amp; 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))? 501C3 church

**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](mailto:jpointer@cityofbeaufort.org)*

Events Coordinator Recommendation:      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

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

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

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

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



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

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**TO:** CITY COUNCIL **DATE:** 3/31/2025  
**FROM:** Jennifer Pointer  
**AGENDA ITEM TITLE:** YMCA is requesting co-sponsorship for the 19th Annual Beaufort River Swim on Saturday, May 31, 2025, use of the Marina/Waterfront Park from 5:00 am-1:00 pm  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Downtown Operations

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*BACKGROUND INFORMATION:*

YMCA requesting co-sponsorship of the 19th Annual Beaufort River Swim on Saturday, May 31, 2025. For use of the Marina/Waterfront Park from 5am-1pm. No road closures.

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

Staff recommends approval

**ATTACHMENTS:**

Description	Type	Upload Date
2025 YMCA Beaufort River Swim	Cover Memo	3/31/2025



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

March 26, 2025

City of Beaufort-Downtown Manager & Events Coordinator

I would like to request on behalf of the Beaufort-Jasper YMCA of the Lowcountry the continued use of the downtown boat ramp and surrounding area for our 19th annual Beaufort River Swim on Saturday May 31, 2025. The last five years our swim grew to include a 5k optional run immediately following the swim. Our 5k run is unique in comparison to a traditional 5k; the participants do not line up for a gun start run. Once the swimmer is done with their swim, they transition (change into running attire) and then begin their run. The run is on the sidewalk through the park and on the sidewalk up the bridge. There will not be clusters of runners impeding on pedestrians in the park or on the bridge. The additional 5k has been successful and I anticipate the same for this year.

The Beaufort River Swim began in 2006 to promote the sport of swimming while the Water Festival was occurring. The Beaufort-Jasper YMCA took charge of the event in 2008. The YMCA recognized the need and opportunity to give swim lessons to both children and adults. All proceeds of this event benefit our Learn to Swim Program. We don't limit ourselves to swim lessons at our YMCA in Port Royal, the YMCA covers swim lessons throughout Beaufort, Jasper and Hampton Counties. Additionally, we have partnered with the Beaufort County School District to provide swim lessons to our local elementary school students. The Beaufort-Jasper YMCA gave over 1,000 swim lessons to adults and children last year! This impact would not be possible without the Beaufort River Swim and its supporters.

We thank you for your consideration in our efforts. We believe no one in Beaufort, Jasper, or Hampton County should go without the opportunity to learn to swim because of lack of funds.

Respectfully,

Perri Flaherty  
Aquatic Director  
Wardle Family YMCA  
Phone: 843-379-1365  
Email : p.flaherty@wardlefamilyymca.org

**BEAUFORT-JASPER YMCA OF THE LOWCOUNTRY**

1801 Richmond Ave., Port Royal, SC 29935 • 843-522-9622 • beaufort-jasperymca.org



# 5K RUN/WALK APPLICATION

City of Beaufort-Downtown Operations & Community Services

Attn: Downtown Operation Events Coordinator

500 Carteret Street, Suite B2 Beaufort, SC 29902

Phone: (843) 379-7063 / Email: [events@cityofbeaufort.org](mailto:events@cityofbeaufort.org) | [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

**To be filed NOT LESS than 150 days before event**

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

Name of Applicant: Meredith Anderson  
 Address: 3007 Riverside Ln BA 29902 Phone # (843) 592 2801  
 Email: meredithann.anderson@gmail.com  
 Name of Sponsoring Organization: Beaufort Jasper YMCA of the Lowcountry  
 Address: 1801 Richmond Ave, Port Royal, SC 29935

Date of 5K Run/Walk: May 31, 2025  
 Time of 5K Run/Walk will Begin: 9am 5K Run/Walk will Terminate: 11am  
 Time 5K Run/Walk Line-Up Begins: \_\_\_\_\_ Location(s) of Line-Up Area(s): Marina  
 Approximate Number of Persons, Animals in the 5K Run/Walk: 30 people  
30-50 for run only (swim add'l 100)  
 5K Run/Walk will occupy all the width of the streets to be traversed: No (all on sidewalk)  
 5K Run/Walk will occupy only a portion of the width of the streets to be traversed: yes- sidewalk  
 Set up 5am conclude @ 10pm

OFFICE USE ONLY: Application received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_ Approved By: \_\_\_\_\_

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

Signature of Applicant: Meredith Anderson Date: 5/7/2025

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

Name of Event 19<sup>th</sup> Annual Beaufort River Swim

Date of Event: 5/31/2025

Contact person: Meredith Anderson  
Telephone: (843) 592 2801

Please check all that apply.

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

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

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

-----  
Events Coordinator Recommendation:      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

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

Forward for Council Deliberation: \_\_\_\_\_

Date of Council Meeting

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

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

Friday March 7, 2025

To whom it may concern:

Please allow Meredith Anderson to fill out the City of Beaufort 5K Run/Walk on behalf of myself and the Wardle Family YMCA.

Sincerely,

A handwritten signature in black ink that reads "Perri Flaherty". The signature is written in a cursive style with a large, looping 'P' and 'F'.

Perri Flaherty  
Aquatic Director  
Wardle Family YMCA.

## Jennifer Pointer

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**From:** Perri Flaherty <p.flaherty@wardlefamilyymca.org>  
**Sent:** Tuesday, March 25, 2025 5:19 PM  
**To:** Jennifer Pointer  
**Cc:** 'Meredith Anderson'  
**Subject:** YMCA BEAUFORT RIVER SWIM & RUN MAY 31, 2025

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

City of Beaufort-Downtown Manager & Events Coordinator

I would like to request on behalf of the Beaufort-Jasper YMCA of the Lowcountry the continued use of the downtown boat ramp and surrounding area for our 19<sup>th</sup> annual Beaufort River Swim. The last five years our swim grew to include a 5k optional participant run immediately following the swim. Our 5k run is unique in comparison to a traditional 5k. The participants do not line up for a gun start run. Once the swimmer is done with their swim, they transition (change into running attire) and then begin their run. The run is on the sidewalk through the park and on the sidewalk up the bridge. There will not be clusters of runners impeding on pedestrians in the park or on the bridge. The additional 5k has been successful and I anticipate the same for this year.

The Beaufort River Swim began in 2006 to promote the sport of swimming while the Water Festival was occurring. The Beaufort-Jasper YMCA took charge of the event in 2008. The YMCA recognized the need and opportunity to give swim lessons to both children and adults. All proceeds of this event benefit our Learn to Swim Program. We don't limit ourselves to swim lessons at our YMCA in Port Royal, the YMCA offers swim lessons throughout Beaufort, Jasper and Hampton Counties. Additionally we have partnered with the Beaufort County School District to offer swim lessons to our local elementary students. The Beaufort-Jasper YMCA is responsible for over 1,000 swim lessons given to adults and children! This impact would not be possible without the Beaufort River Swim and its supporters.

I have attached a Business Use Application and a Run/Walk Application for May 31, 2025. I thank you for your consideration in our efforts to continue to impact the needs of the community. We believe no one in Beaufort, Jasper, or Hampton County should go without the opportunity to learn to swim because of lack of funds.

Respectfully,



**Perri Flaherty**

Aquatic Director

Wardle Family YMCA

**Phone:** 843-379-1365

**Email :** [p.flaherty@wardlefamilyymca.org](mailto:p.flaherty@wardlefamilyymca.org)



City Council Worksession  
Meeting Minutes – Planning Conference Room – 1<sup>st</sup> Floor

March 11, 2025

**I. CALL TO ORDER**

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**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**

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A. Downtown Operations.

Linda Roper, Downtown Operations Director, introduced Jennifer Pointer.

B. Fire Department.

Tim Ogden, Fire Chief, introduced Danta D’Antonio, David Ferreira, and Kaiwan Purveyor.

**III. PRESENTATIONS**

---

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

Council held a question-and-answer session with Shay Mikell, Parks and Tree Advisory Commission applicant and Pazanta Byars, Tourism Development Advisory Committee applicant.

B. Advancing Officer Well-Being through the Cummings Foundation.

Stephanie Price, Fire Chief, introduced Dr. Baker who provided background information on the Cummings Foundation. He stated they are bringing their expertise in order to create an evidenced-based behavioral wellness program. We would be the second department to be awarded this grant. The first was in Arlington, Virginia. He gave an overview of the grant that has three components and went over the program’s four phased implementation timeline. He mentioned that Beaufort was selected for the positive level of community engagement they provide. The launch date is scheduled for April 1, 2025, and will have a 2-year commitment. The program could possibly be extended.

**IV. DISCUSSION ITEMS**

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A. Request to add two board seats to the Cultural District Advisory Board.

Bonnie Hargrove and Mitzi McClure, members of the board, addressed Council as to why the board would like to expand the seats by 2. One for the Friedmans Art District and another at-large seat. This would bring the total to 9. This would further enhance collaboration, strengthen partnerships, and support the district’s ongoing and future initiatives.

Council is supportive. Staff will bring back an ordinance addressing these changes.

**B. Discussion regarding the Downtown Beaufort Merchants Association.**

**Linda Roper, Downtown Operations**, stated that several years ago, Eric and Mary Thibault reached out to other merchants and proposed that they stay open later in the evening on the First Friday of each month. They then approached Council about their idea and the city helped with establishing a non-profit called the Downtown Beaufort Merchant's Association (DBMA) in 2017.

**Mr. Joe O'Brien** stated that since its inception, there are now only two sitting board members. Mr. O'Brien stated that while support for First Fridays has remained high, the organization has struggled to recruit members who can serve in a leadership capacity on the board. At a recent meeting between the City and DBMA members, they all endorsed a plan to ensure the future success of the event by the organization disbanding and the event coming under the umbrella of Downtown Operations. A committee could be formed to help plan the event with other interested organizations. Not only would this give merchants the opportunity to be involved without taking on the burden of running a separate corporate entity, but it would also open the event up to other individuals and organizations who are interested.

**Ms. Roper** reported that she spoke with Main Street South Carolina, about this issue and what was being proposed. They suggested that the DBMA be "mothballed". Tax returns would be filed at zero and this could happen for a long period of time. This way the organization could be reenacted if desired. She stated that staff is supportive of moving this under the Main Street umbrella.

**Councilman Scallate** inquired about the resident agent for the organization. He asked if the DBMA would still have to legally have a Board of Directors since they are a non-profit even if the organization was "mothballed."

There was a discussion as to whether street closures downtown were helpful or hurtful to businesses. There have been discussions about putting out a survey on the matter to the merchants.

**Councilman Lipsitz** asked if this would affect the Tiger Team Initiative in any way.

**Scott Marshall, City Manager**, inquired about transfer of assets.

Council is supportive of moving forward.

**C. Road Re-Naming Process Discussion.**

**JJ Sauv , Deputy City Manager**, began by stating that after the Worksession where the renaming of Southside Loop was discussed, the city learned that there needs to be a name for the new Airport Frontage Road now that it has been completed, and the roadway has been turned over to the city. He went over the legal and best practices that municipalities must take to rename roads in South Carolina within their jurisdictions. Names can be made by either a Resolution or an Ordinance in the state. Staff recommends these name changes be done by Ordinance, as Resolutions are more for a temporary situation. All name changes are required to go through the Planning Commission and a Public Hearing must be held during their meeting. Once approved by the Commission, an Ordinance would then come before Council for First Reading and another Public Hearing would take place.

**Councilman Scallate** questioned why two Public Hearings would be needed.

Council is supportive of moving forward with these processes.

Council will provide their recommendations of names for the Airport Frontage Road to staff.

**V. ADJOURN**

**6:20 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](http://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](mailto: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](http://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, 2<sup>nd</sup> Floor

March 11, 2025

**I. CALL TO ORDER**

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**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**

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Dan Blackmon, 1010 Duke Street, addressed Council regarding New Business Item F., in reference to the Beaufort Jasper Housing Trust Guidelines. A copy of his written comments are attached.

**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. PRESENTATIONS**

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A.  Recognition of Police Officer, Dan Thompson, for receiving the Governor’s Silver Crest Award.

Police Chief, Stephenie Price, presented Officer Dan Thompson with the Governor’s Silver Crest Award, honoring his 25 years of unpaid volunteer service as a Reserve Officer.

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”.

Lise Sundrla, Historic Beaufort Foundation, presented the House and Senate Resolutions and the Beaufort County Proclamation to Council commemorating the Bicentennial of the Marquis De Lafayette’s 1825 visit to Beaufort.

## VI. PROCLAMATIONS/COMMENDATIONS/RECOGNITIONS

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A. Character Education Proclamation - Terrence Thomas, Beaufort Middle School.

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

All were in favor, motion carried.

B. Proclamation proclaiming March 2025 as Developmental Disabilities Awareness Month.

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

All were in favor, motion carried.

## VII. CONSENT AGENDA

---

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

Councilman Scallate asked questions of Capital Projects, Community Development, Downtown Operations and Finance.

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 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 - 1:00 pm.

K. Request from 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 - 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

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

Michelle Knight, Community and Economic Development Director, with the Lowcountry Council of Governments presented their CDBG Block Grant Program Needs Assessment for 2025. This Public Hearing must be held yearly by their organization. The presentation included Low and Moderate Income (LMI) threshold amounts, 2025 Action Plan, and grant program categories that included their application deadlines.

Mayor Cromer opened the Public Hearing.

The following citizens spoke during the Public Hearing.

Joe Macdermant, 1809 Boundary Street.  
Dan Blackmon, 1010 Duke Street.

Mayor Cromer closed the Public Hearing.

## IX. MINUTES

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

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

**Minutes approved as presented.**

## X. OLD BUSINESS

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### 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.

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

**All were in favor, motion carried.**

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

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

**All were in favor, motion carried.**

### 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.

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

**All were in favor, motion carried.**

## **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).**

Curt Freese, Community Development Director, provided an overview as to why the City is looking to rezone this parcel. He stated that residents in the surrounding area petitioned the City to revise the zoning of Christensen Park so the property could be permanently preserved as a Natural Preserve. This request encompasses Christensen Park, the Pigeon Point Boat Landing and open space along the water adjacent to the board landing. The Planning Commission recommended approval by a vote of 6 - 1.

Mayor Cromer opened up the Public Hearing.

Kay Merrill, 813 Audusta Place, is supportive of this rezoning.

Mayor Cromer closed the Public Hearing.

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

Councilman Scallate inquired why all the parks that the city owns were not brought to the table at one time to be preserved and rezoned to T-1 which included Basil Green and Knott Park. Mr. Freese gave some reasons why this might not apply to some of the other parks due to development or other uses and used Washington Street Park as an example.

**All were in favor, motion carried.**

- 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).**

Curt Freese, Community Development Director, provided an overview as to why the City is looking to rezone this parcel. Residents in the surrounding area petitioned the City to revise the zoning so the property could be permanently preserved as a Natural Preserve. The Planning Commission recommended approval by a vote of 6 - 1.

Mayor Cromer opened up the Public Hearing.

Kay Merrill, 813 Audusta Place, is supportive of this rezoning.

Mayor Cromer closed the Public Hearing.

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

**All were in favor, motion carried.**

- 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.**

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

**All were in favor, motion carried.**

- 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.**

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

**All were in favor, motion carried.**

- 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.

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

Alan Eisenman, Finance Director, stated that Act 176, the Business License Standardization Act, requires every municipality with a business license tax to update their business licensing class schedule every odd numbered year to go into effect the following year.

**All were in favor, motion carried.**

- 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.

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

JJ Sauv , Deputy City Manager, started off by stating identified needs have been categorized into two programs. One is providing housing repair assistance for critical needs in homes that are owner occupied, and the second is providing housing repair assistance to dilapidated homes, many uninhabited. The program being discussed tonight primarily focuses on category 1. Providing housing repair assistance for critical needs in homes that are owner occupied.

Mr. Sauv  and Claude Hicks, Executive Director of the Beaufort Jasper Housing Trust then went over components and language of the Memorandum of Understanding.

Councilman Mitchell asked if foundations were to be included instead of excluded, would that be crippling to the program.

Councilman Scallate inquired about changes with the Intergovernmental Agreement which was discussed in the Beaufort County Council Meeting on Monday, March 10, 2025. He questioned the agreement spelling out two separate boards, one made of appointments from each partner, and the other an internal board of directors in which the Housing Trust has the ability to add to at will. He is concerned since Council had not seen the bylaws that discussed the internal board and there being no definition of the independent roles of each board. He is also concerned that Council had not seen this Memorandum of Understanding beforehand, and it has already been passed by Beaufort County Council.

Dick Stewart, the City Representative on the Beaufort Jasper Housing Trust Board was asked to give his perspectives on the matter.

**Councilman Scallate made a motion to amend by removing "Foundation or site pad repairs" from the ineligible column under Addendum A. The motion was seconded by Councilman Mitchell.**

**All were in favor on the amended motion. Motion carried.**

**All were in favor on the main motion. Motion carried.**

## **XII. PUBLIC COMMENT – NON-AGENDA ITEMS**

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Patrick Canning, 212 Burroughs Avenue, spoke about Councilman Mitchell attending a public rally in his military uniform. He also spoke about a post that was made by the City Manager, Scott Marshall, on Facebook.

Rob Cahill, 608 Water Street, spoke about low hanging tree limbs over a section of sidewalk located near North and Bay Street.

Joe Macdermant, 1809 Boundary Street, spoke about various topics. Bicycle accidents, public attendance at the Strategic Planning Retreat, and a bike trail on the Bluff.

## **XIII. REPORTS**

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### **City Manager's Report**

Stated the next steps after the Strategic Planning Session will be to workshop the results in the April Worksession and bring the new plan to Council in May.

Reported fire crews traveled to Horry County to help with wildfires.

Informed every one of the processes that will take place for the adoption of the Fiscal Year 2026 Budget.

### **Mayor's Report**

Reported on meetings and events he attended which included the Beaufort International Film Festival.

Invited all to attend the upcoming Bicentennial Celebration of Lafayette's visit to Beaufort to be held on Tuesday, March 18, 2025, in the Downtown area.

### **Councilman Mitchell**

Reported on events he attended that included the Ribbon Cutting for PRN Staffers at the Beaufort County Black Chamber of Commerce building, located on the 3rd floor.

Addressed the comments that were made by Mr. Canning during Public Comment.

### **Mayor Pro Tem, McFee**

Nothing to report.

### **Councilman Scallate**

Reported on events he attended which included the Incubate Debate event in Bluffton held on March 1, 2025.

Spoke about his March Leadership Beaufort session.

Stated that Junior Achievement of Greater South Carolina is still looking for volunteers for their event March 19 - 20, 2025.

### **Councilman Lipsitz**

Reported on events he attended which included the 12 Black Leaders to know in South Carolina Event in Charleston which was held February 21, 2025.

Members of Council thanked the members of the Fire Department that traveled to Horry County to help with the wildfires.

Members of Council thanked staff for a successful Strategic Planning Session that was held February 24 - 26, 2025.

#### **XIV. EXECUTIVE SESSION**

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- 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.

**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 Councilman Mitchell.**

**All were in favor, motion carried.**

No actions from Executive Session.

#### **XV. ADJOURN**

**12:00 AM ON 3/12/25**

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

**All were in favor, motion carried.**

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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](http://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](mailto:tguldner@cityofbeaufort.org).

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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 3/11/2025  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** PUBLIC HEARING AND SECOND READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 002 000 0045 0000, Christensen Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve)  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Community and Economic Development

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***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.  
First Reading was held on March 11, 2025.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	3/11/2025
Christensen Park Packet	Backup Material	3/12/2025
Legal Notice	Backup Material	3/31/2025

**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

DATE: MARCH 11, 2025

<b>GENERAL INFORMATION</b>	
<b>Applicant:</b>	City of Beaufort
<b>Site Location/Address:</b>	Terminus of Pigeon Point Road and Wilson Street, bordered on the South by Albert Street: 2440 Pigeon Point Road/R120 002 000 0045
<b>Applicant's Request:</b>	The City is requesting a zoning map amendment. The City of Beaufort is requesting rezoning of Christensen Park further identified as R120 002 000 0045 0000 from T3-Neighborhood District (T3-S) to T1-Natural Preserve District (T1).
<b>Current Zoning:</b>	T3-S

<b>ZONING DISTRICT INFORMATION</b>		
	<u>Current T-3</u>	<u>Proposed T-1 Natural Preserve District</u>
<b>Min. Lot Size</b>	9,000 sf. minimum	N/A
<b>Min. Frontage Build Out</b>	N/A	N/A
<b>Front Setback</b>	20'	N/A
<b>Side Setback</b>	10'; 15' abutting transect district	N/A
<b>Rear Setback</b>	15'	N/A
<b>Building Height:</b>	2.5 stories	N/A

<b>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</b>		
<u>Adjacent Zoning</u>	<u>Adjacent Land Uses</u>	<u>Setbacks for Adjacent Zoning /Buffer required if rezoned</u>
<b>North: Water</b>	Water	N/A
<b>South: T-3-S</b>	Homes	N/A
<b>East: T-3 S</b>	Homes	N/A
<b>West: T-3 S</b>	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, 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 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 adjacent to the landing. The PC recommended approval on Feb. 10 with a 6-1 vote.

**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:

	<b>T-3 S</b>	<b>T-1</b>
<b>Height</b>	2.5 stories	N/A
<b>Frontage Requirement</b>	None	N/A
<b>Uses</b>	Single Family Residential  Churches  Live Aboard Boats  Indoor Entertainment (Conditional Use)  Bed and Breakfast  Parks	Only open space, parks.
<b>Design</b>	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.

 <b>Land Use</b>	Separated Uses ←		Intensity of Use	→	Separated Uses	 <b>order of precedence</b>
	Industrial	Urban Center	General Urban	Neighborhood	Parks & Conservation	
<b>Zoning Classification</b>	LI	RMX	T5-DC	T4-HN	T1	
	RMX	T5-UC	IC	T3-N		
	T5-UC	IC	T4-N	T3-S		
		LI	T1			

## 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).

<b>9.16.3 C Finding of Fact</b>	<b>Rationale Present (yes/no)</b>	<b>Staff Analysis of Rationale</b>
<b>a. Consistency (or lack thereof) with the Comprehensive Plan and Civic Master Plan.</b>	Yes	✓ <b>The T-1 District is a recommended district in the General Urban land use per the Comprehensive Plan</b>
<b>b. Compatibility with the present zoning, with conforming uses of nearby property, and with the character of the neighborhood;</b>	Yes	✓ <b>The T-1 district is consistent and compatible with the Park, boat landing, and open space nature of the existing property and is best suited to preserve the view corridor and property for</b>

		<b>current and future citizens.</b>
<b>c. Suitability of the property that would be affected by the amendment;</b>	<b>Yes</b>	✓ <b>The property is an active park, boat landing and open space/view shed. The T-1 zoning perfectly corresponds with the intention of a park and current natural preserve use of the property.</b>
<b>d. Compatibility with the natural features of — and any archaeological or cultural resources on — the property</b>	<b>Yes</b>	✓ <b>The property is preserved as a viewshed of the water, a boat landing for residents, and as a scenic park for the neighborhood. The T-1 district would preserve the natural features of the property in perpetuity.</b>
<b>e. Marketability of the property that would be affected by the amendment; and</b>	<b>Yes</b>	✓ <b>The T-1 District would ensure that no development could occur on the site in the future, and it will remain a park or open space for the public in the future.</b>
<b>f. The availability of roads, sewer, water, and stormwater facilities generally suitable and adequate for the affected property.</b>	<b>Yes</b>	✓ <b>T-1 does not allow development other than park related development. Existing services are suitable for the park and open space nature of the existing use.</b>

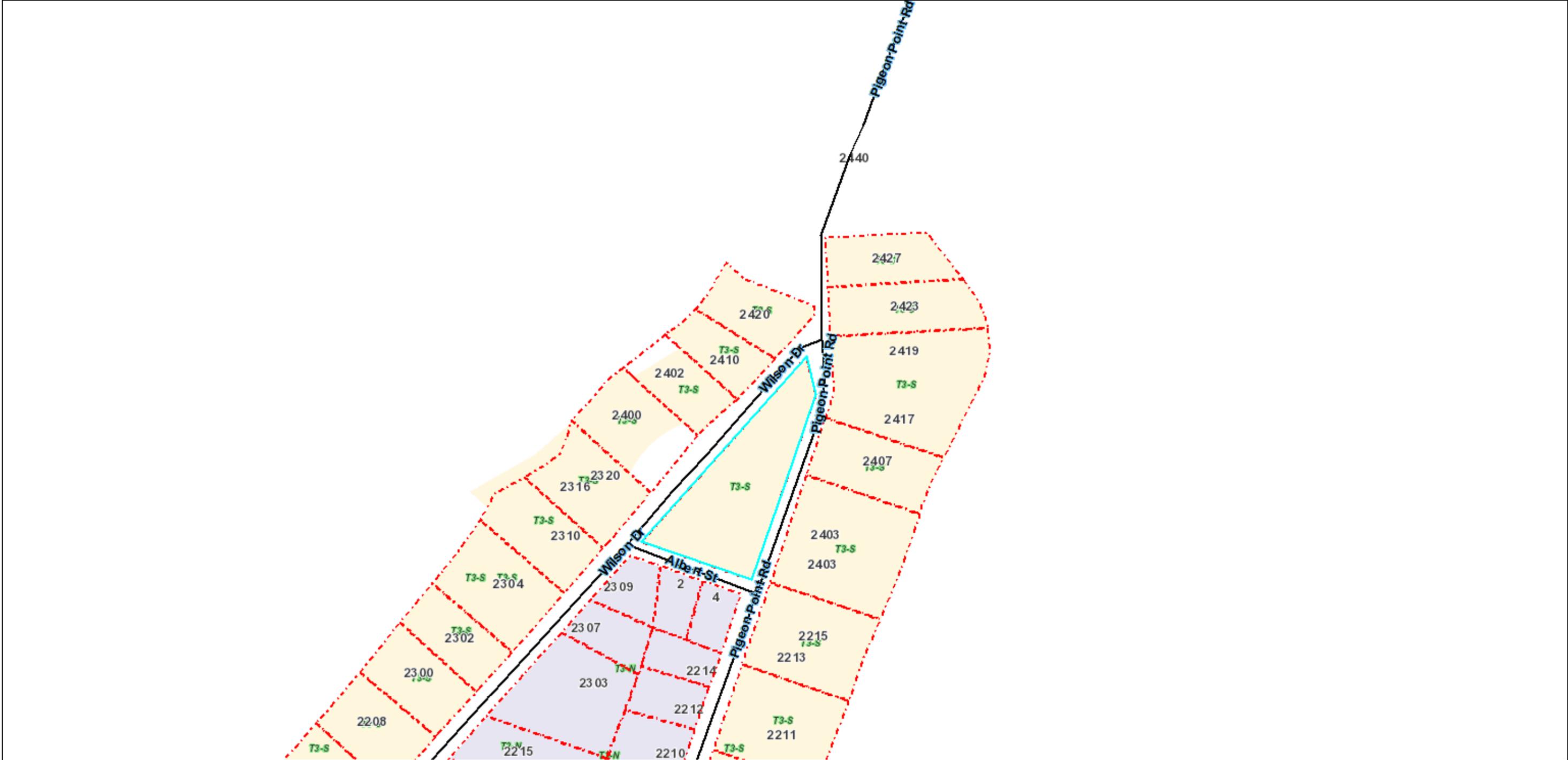
**PUBLIC NOTICE AND COMMENT**

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. The PC recommended approval on Feb. 10 with a 6-1 vote.

## **FINDINGS AND RECOMMENDATIONS**

**Staff recommends approval of the rezoning requested for the property located at R120 002 000 0045 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.**

# Zoning Christensen



2/3/2025, 9:10:20 AM

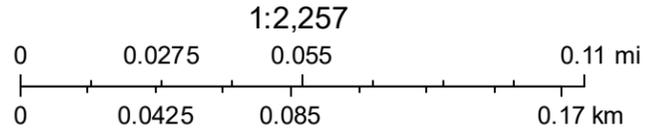
**Road Classifications**

- STATE, PAVED
- - - 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



aerial



2/3/2025, 9:18:08 AM

**Road Classifications**

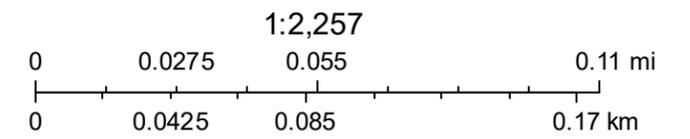
— STATE, PAVED

LiveParcels

Red: Band\_1

Green: Band\_2

Blue: Band\_3

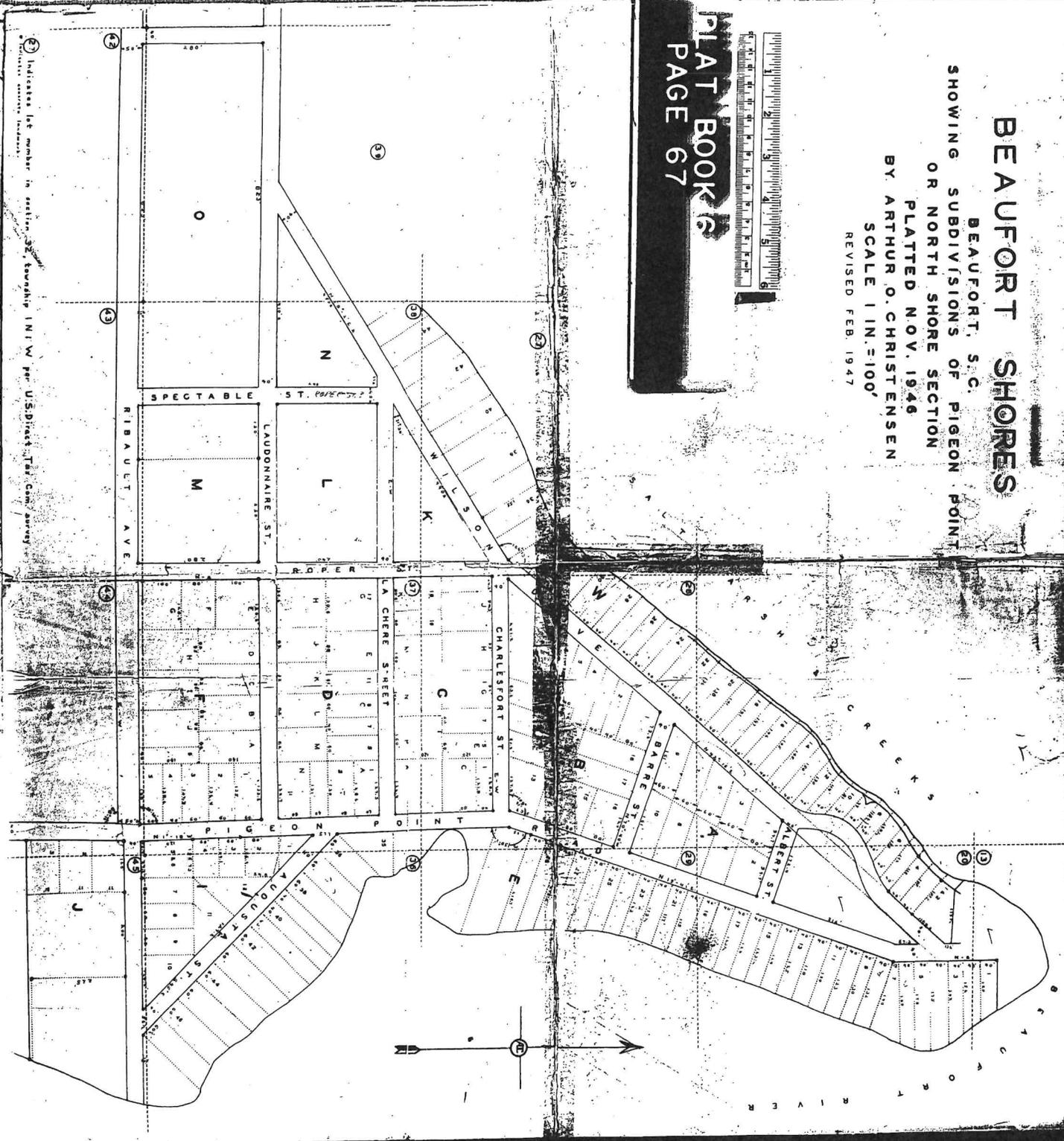


# BEAUFORT SHORES

BEAUFORT, S. C.  
SHOWING SUBDIVISIONS OF PIGEON POINT  
OR NORTH SHORE SECTION

PLATTED NOV. 1946  
BY ARTHUR O. CHRISTENSEN  
SCALE 1 IN. = 100'  
REVISED FEB. 1947

PLAT BOOK 6  
PAGE 67



Indicates lot number in section, Township, IN. W. per U.S. District, Tax. Com. Survey

*Beaufort, S.C. Plat Book 6, 1947*

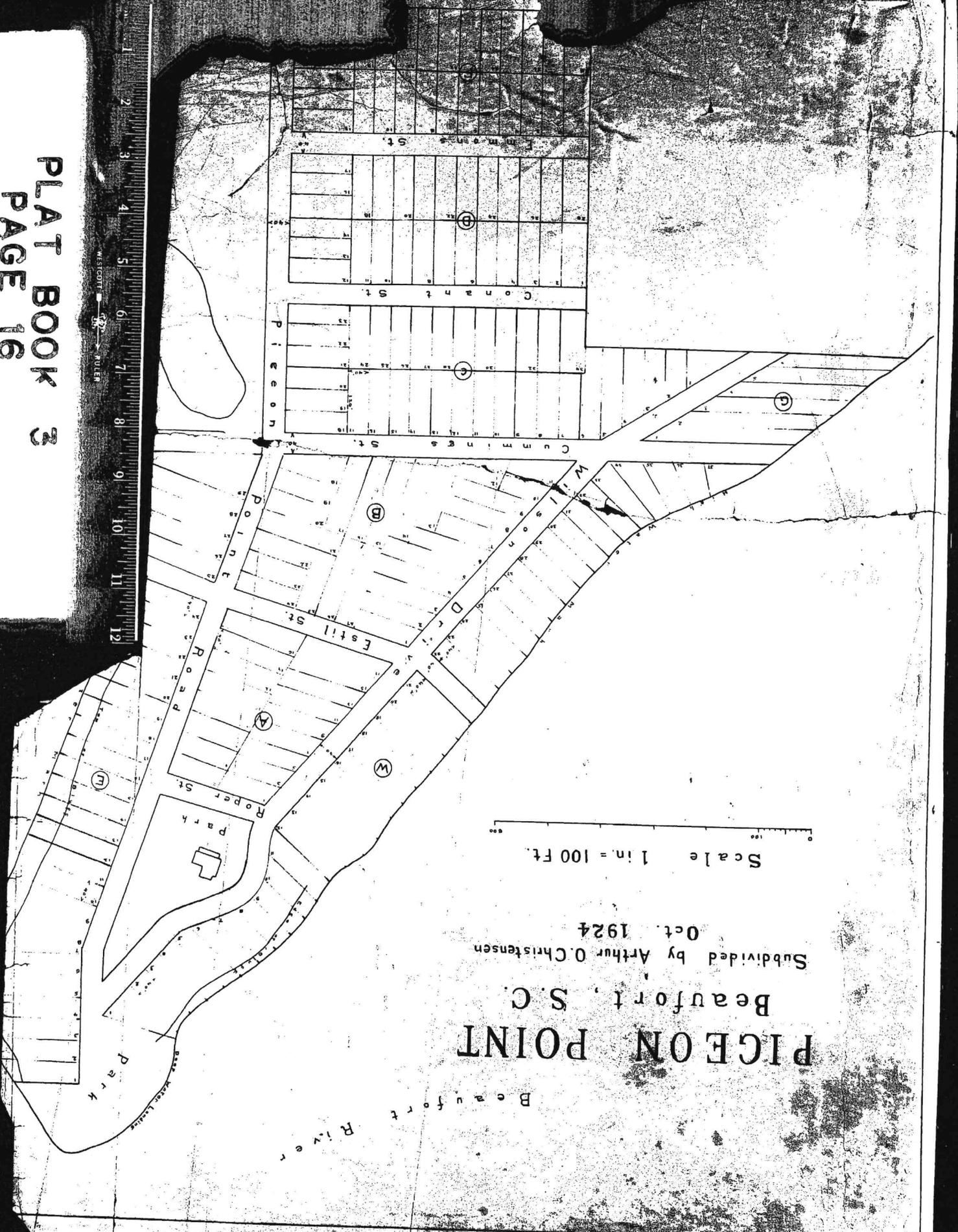
K.W.S. Christensen } STATE OF SOUTH CAROLINA COUNTY OF BRAUFORT  
 To: Conveyance } KNOW ALL MEN BY THESE PRESENTS that I, K.W.S. Christensen, of Beaufort, S.C.  
 City of Beaufort } For various good and sufficient considerations, including my desire to make  
 certain streets as laid out on Pigeon Point, or Beaufort Shores, forever and permanently public  
 right-of-ways, also in consideration of the contract made by the City of Beaufort on July 13,  
 1928, with the Edisto Public Service Company, whereby the said company contracted to extend  
 water mains to Beaufort Shores within three months from the date of said contract to give fire  
 protection and water service to the lot owners of Beaufort Shores, also in consideration of the  
 assurances given me by the City of Beaufort Council that the said streets will be kept in such  
 condition as to grading, surfacing, lighting, etc., as their use and importance as city streets  
 justifies, as well as in consideration of One Dollar to me in hand paid by the City of Beaufort,  
 the receipt whereof is hereby acknowledged, have granted, bargained and sold, and by these  
 presents do grant, bargain, sell and release unto the City of Beaufort, to be used as public  
 right-of-ways all those streets shown on the map of Beaufort Shores, dated August, 1928, as  
 Albert Street, Barre Street, Charlesfort Street, LaChere Street; LaChere Street, Laudonniere  
 Street, Audusta Street, Ribaut Avenue and Wilson Drive. These right-of-ways to be more exactly  
 described as follows: Pigeon Point Road; beginning at the intersection of the southern side  
 of Lot 44, Section 32, Township 1N1W, with the continuation of West Street center line, as laid  
 out by the U.S. Direct Tax Commission for South Carolina as the center of Pigeon Point Road  
 and continuing with a width of forty feet, first in the direction N1-44'E, or at an angle of  
 0-46' easterly from the said direction of West Street, for a distance of 650 feet to the  
 northern edge of Ribaut Avenue, thence continuing N1-18'W, or at an angle of 2-16'W of said  
 direction of West Street, for a distance of 860 feet to a point on the northern edge of Charles-  
 fort Street continued, and directly north of the starting point first referred to, thence turn-  
 ing at an angle of 20-59' easterly and continuing N19-41'E for 976.6 feet to a point opposite  
 the northern edge of Lot 5E, thence continuing North, i.e., turning 0-41' westerly for 253  
 feet to a point opposite the northern line of Lot 1E, then continuing as an ellipse as shown on  
 the map, and having a width of fifty feet between this ellipse, or circular drive, and Wilson  
 Drive, Wilson Drive; This is also a right-of-way forty feet wide and running from Pigeon

P16

Point Road, near its northern end approximately parallel to the western shore of Pigeon Point;  
 it is more exactly located as follows, - the northern end of its western edge meets the western  
 edge of Pigeon Point Road 13.6 feet south of the intersection of the northern edge of Lot 3E  
 prolonged to the western edge of Pigeon Point Road; the direction of Wilson Drive is S 42-15'W  
 and runs in a straight line from end to end (so far as this conveyance is concerned) except  
 where swinging to the West between Albert Street and Lot 4W, as is shown on the above mentioned  
 map; the distances as shown on the map between it and Pigeon Point Road also exactly determine  
 its position, such as 599.2 along the northern edge of Charlesfort Street;  
 Albert Street; That street, having a width of forty feet and connecting Pigeon Point Road and  
 Wilson Drive, running at right angles to said Pigeon Point Road, and having its northern edge the  
 continuation of the North side of Lot 16E, which is 320 feet South from the North Edge of Lot  
 8E and the above mentioned turn in Pigeon Point Road;  
 Barre Street; That street, having a width of forty feet, and connecting Wilson Drive and Pigeon  
 Point Road, and running at right angles to said Pigeon Point Road, and also being a continuation  
 of Lot 25E, which is located 660 feet from said North edge of Lot 8 and the afore described  
 turn of Pigeon Point Road;  
 Charlesfort Street; That street, having a width of forty feet and connecting Pigeon Point Road  
 and Wilson Drive and running east-to-west for a distance of 568.6 feet along its South side  
 and 559.2 feet along its North side, and having its North side, as stated, in line with the  
 turn of Pigeon Point Road;  
 LaChere Street; That street, having a width of forty feet and a length of 575 feet along its  
 northern side, and running due West from Pigeon Point Road, and being located 240 feet South  
 from La Chere Street;  
 Ribaut Avenue; Having its northern edge coincide with the afore-mentioned turn of Pigeon Point  
 Road and running due East-and-West (as per survey of the U.S. Direct Tax Commission's survey);  
 its width to the East of Pigeon Point Road is forty feet, and to the West is fifty feet; it  
 extends to Beaufort River on the East and for a distance of 568.6 feet along its northern side  
 in a western direction;  
 Audusta Street; Having a width of forty feet and a length along its NE edge of 660 feet and connect-  
 ing Pigeon Point Road and Ribaut Avenue 400 feet East from the East edge of Pigeon Point Road;  
 Together with all and singular, the rights, members, hereditaments and appurtenances to the said  
 premises belonging, or in anywise incident or appertaining;  
 TO HAVE AND TO HOLD, all and singular, the said premises before mentioned, unto the said City  
 of Beaufort or its successors as right-of-ways open to public traffic. Should these or any  
 part of them cease to be so used and no longer so needed then such portions shall revert to the  
 grantor, her heirs or assigns; AND I do hereby bind myself and my heirs, executors, administrators  
 and assigns to warrant and forever defend all and singular the said premises unto the said City  
 of Beaufort and its successors against all and any heirs.  
 WITNESS my hand and seal this eleventh day of October in the year 1928, A.D., and in the 153rd  
 year of the Sovereignty and Independence of the United States of America, K.W.S. Christensen  
 Signed, sealed and delivered in the presence of Nell D. Jenkins T.H. Harms  
 STATE OF SOUTH CAROLINA) Personally appeared before me Nell D. Jenkins and made oath that she  
 COUNTY OF BRAUFORT ) saw the within named K.W.S. Christensen sign, seal and as her act and deed,  
 deliver the within written deed and that she with T.H. Harms witnessed the execution thereof.  
 Nell D. Jenkins SWORN to before me this 12 day of October, 1928 (Seal) T.H. Harms Notary Public.

South Carolina Power Co. } THE STATE OF NEW YORK } THE COUNTY OF NEW YORK SS.  
 To: Conveyance } KNOW ALL MEN BY THESE PRESENTS that for and in consideration of the  
 Peoples Water Service Co. } sum of One Hundred Dollars (\$100.00) and other valuable considerations

WESTCOTT'S PATENT RULE



Scale 1 in. = 100 Ft.

PIGEON POINT  
Beaufort, S. C.  
Subdivided by Arthur O. Christensen  
Oct. 1924

Beaufort River

**ORDER DETAILS**

**PREVIEW FOR AD NUMBER IPL02226030**

1.54inches x 3.18inches

**Order Number:**  
IPL0222603

**Order Status:**  
Approved

**Classification:**  
Legals & Public Notices

**Package:**  
HHI - Legal Ads

**Site:**  
hiltonheadisland

**Final Cost:**  
\$150.11

**Payment Type:**  
Account Billed

**User ID:**  
IPL0021036

**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 April 8, 2025, at 7:00 P.M. for rezoning of the following properties:

1. The City of Beaufort 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. The City of Beaufort 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.  
IPL0222603  
Mar 14 2025

**UPDATE STATUS**

**Current Status:**  
Approved

**New Status:**  

▼

**ORDER NOTES**

Additional Information

Update

**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**  
March 13, 2025 11:19:38 AM EDT

**Amount:**  
\$150.11

**SCHEDULE FOR AD NUMBER IPL02226030**

March 14, 2025

The Island Packet (Hilton Head) Print Publication



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

---

**TO:** CITY COUNCIL **DATE:** 3/12/2025  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** PUBLIC HEARING AND SECOND READING - Ordinance to amend the City of Beaufort's Zoning Map to include Parcel R120 001 000 0293 0000, Cuthbert Park, rezoning from T3-S (Suburban District) to T-1 (Natural Preserve)  
**MEETING DATE:** 4/8/2025  
**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.

First reading was held on March 11, 2025.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	3/12/2025
Cuthbert Park Packet	Backup Material	3/12/2025
Legal Notice	Backup Material	3/31/2025

**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

# **CUTHBERT PARK REZONING**

**DATE: MARCH 11, 2025**

<b><i>GENERAL INFORMATION</i></b>	
<b>Applicant:</b>	City of Beaufort
<b>Site Location/Address:</b>	Terminus of Cuthbert Street, behind National Cemetery: R120 001 000 0293 0000
<b>Applicant's Request:</b>	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).
<b>Current Zoning:</b>	T3-S

<b><i>ZONING DISTRICT INFORMATION</i></b>		
	<u>Current T-3</u>	<u>Proposed T-1 Natural Preserve District</u>
<b>Min. Lot Size</b>	9,000 sf. minimum	N/A
<b>Min. Frontage Build Out</b>	N/A	N/A
<b>Front Setback</b>	20'	N/A
<b>Side Setback</b>	10'; 15' abutting transect district	N/A
<b>Rear Setback</b>	15'	N/A
<b>Building Height:</b>	2.5 stories	N/A

<b><i>SURROUNDING ZONING, LAND USE AND REQUIRED BUFFERS</i></b>		
<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.

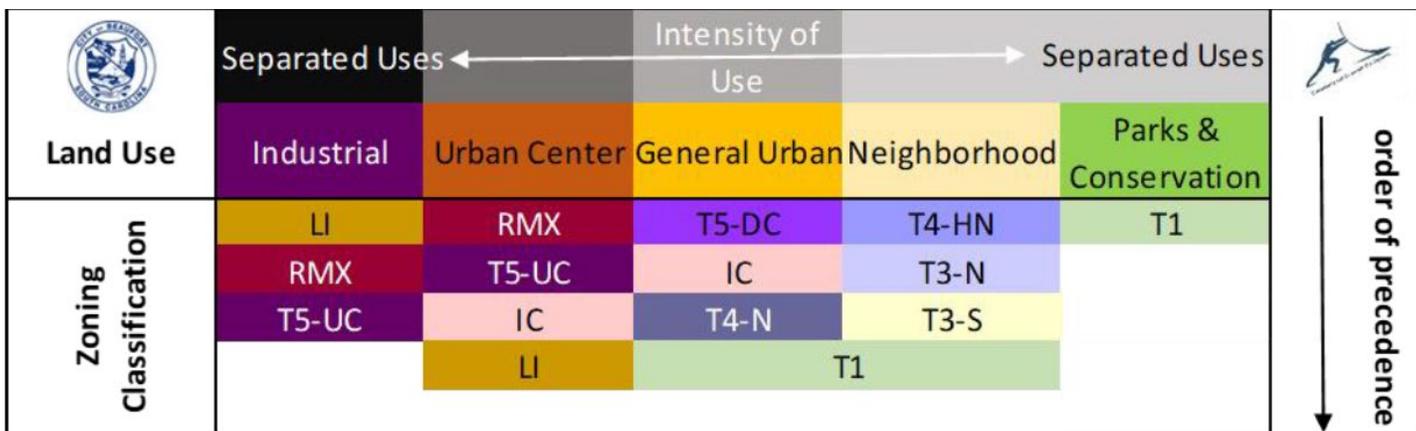
**ZONING DISTRICT DIFFERENCES USES/DEVELOPMENT STANDARDS:**

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:

	<b>T-3 S</b>	<b>T-1</b>
<b>Height</b>	2.5 stories	N/A
<b>Frontage Requirement</b>	None	N/A
<b>Uses</b>	Single Family Residential  Churches  Live Aboard Boats  Indoor Entertainment (Conditional Use)  Bed and Breakfast  Parks	Only open space, parks.
<b>Design</b>	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>
<b>a. Consistency (or lack thereof) with the Comprehensive Plan and Civic Master Plan.</b>	Yes	✓ The T-1 District is a recommended district in the General Urban land use per the Comprehensive Plan
<b>b. Compatibility with the present zoning, with conforming uses of nearby property, and with the character of the neighborhood;</b>	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.
<b>c. Suitability of the property that would be affected by the amendment;</b>	Yes	✓ The property is preserved as open space/view shed. The T-1 zoning perfectly corresponds with the intention

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

**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

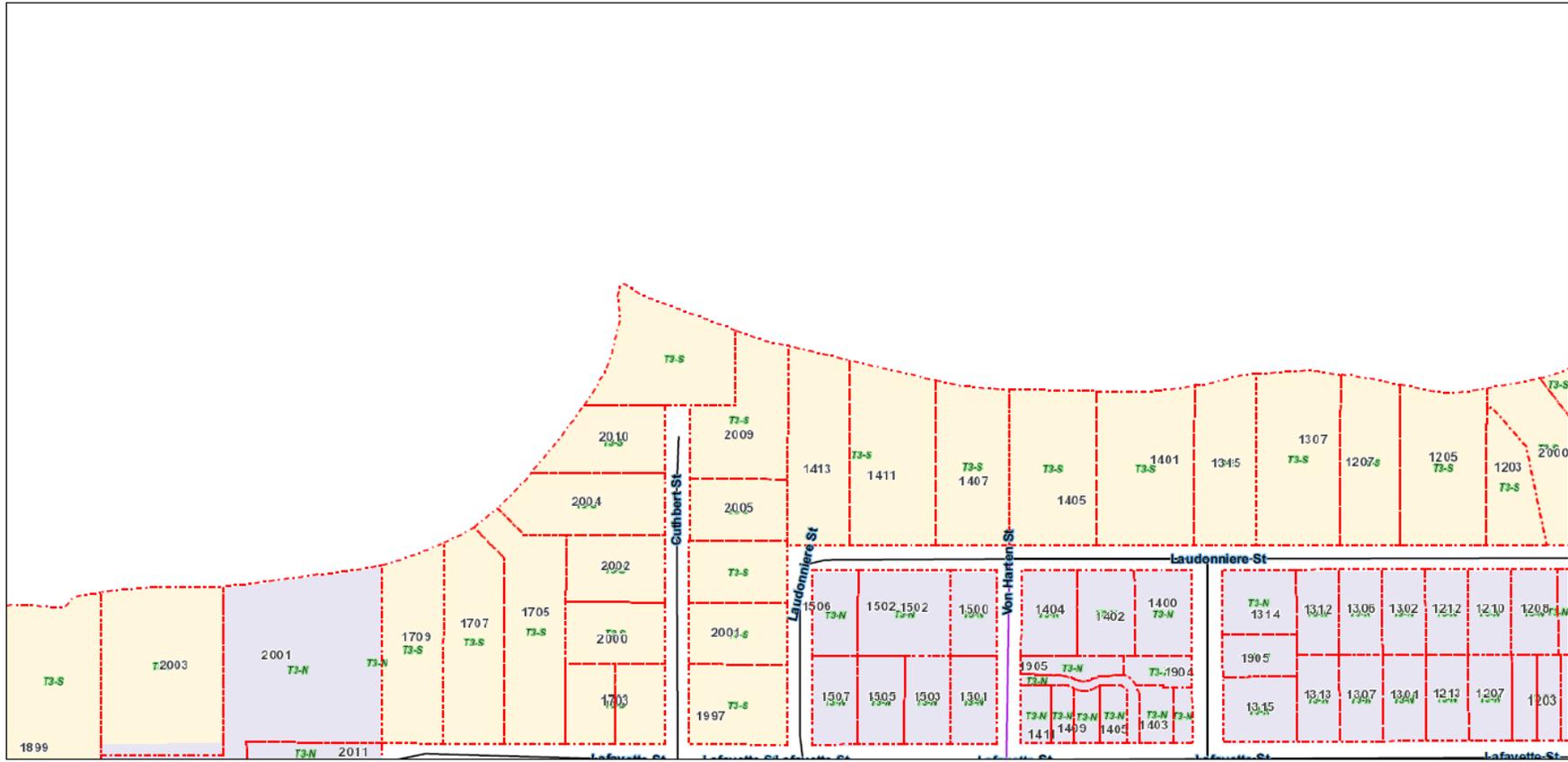
Setbacks (ft.): Front 20, Side 5-10, Rear 15

Height: 2.5 stories min

Proposed T-1 Natural Preserve

No development allowed.

# City Zoning



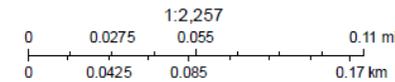
11/12/2024, 3:24:09 PM

### 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

**ORDER DETAILS**

**PREVIEW FOR AD NUMBER IPL02226030**

1.54inches x 3.18inches

**Order Number:**

IPL0222603

**Order Status:**

Approved

**Classification:**

Legals & Public Notices

**Package:**

HHI - Legal Ads

**Site:**

hiltonheadisland

**Final Cost:**

\$150.11

**Payment Type:**

Account Billed

**User ID:**

IPL0021036

**UPDATE STATUS**

**Current Status:**

Approved

**New Status:**

Approved 

**ORDER NOTES**

Additional Information

Update

**ACCOUNT INFORMATION**

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

**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 April 8, 2025, at 7:00 P.M. for rezoning of the following properties:

1. The City of Beaufort 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. The City of Beaufort 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.  
IPL0222603  
Mar 14 2025

**TRANSACTION REPORT**

**Date**

March 13, 2025 11:19:38 AM EDT

**Amount:**

\$150.11

**SCHEDULE FOR AD NUMBER IPL02226030**

March 14, 2025

The Island Packet (Hilton Head) Print Publication



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

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**TO:** CITY COUNCIL **DATE:** 3/12/2025  
**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 - Second Reading  
**MEETING DATE:** 4/8/2025  
**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 approval.

First reading was held on March 11, 2025

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	3/12/2025

**ORDINANCE 2025/07**

**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**

<b>NAICS Sector/Subsector</b>	<b>Industry Sector</b>	<b>Class</b>
<b>11</b>	Agriculture, forestry, hunting and fishing	1
<b>21</b>	Mining	3
<b>22</b>	Utilities	1
<b>31 - 33</b>	Manufacturing	3
<b>42</b>	Wholesale trade	1
<b>44 - 45</b>	Retail trade	1
<b>48 - 49</b>	Transportation and warehousing	2
<b>51</b>	Information	4
<b>52</b>	Finance and insurance	7
<b>53</b>	Real estate and rental and leasing	6
<b>54</b>	Professional, scientific, and technical services	4
<b>55</b>	Management of companies	7
<b>56</b>	Administrative and support and waste management and remediation services	3
<b>61</b>	Educational services	3
<b>62</b>	Health care and social assistance	3
<b>71</b>	Arts, entertainment, and recreation	3
<b>721</b>	Accommodation	1
<b>722</b>	Food services and drinking places	2
<b>81</b>	Other services	3
<b>Class 8</b>	<b>Subclasses</b>	
<b>23</b>	Construction	8.1
<b>482</b>	Rail Transportation	8.2
<b>517111</b>	Wired Telecommunications Carriers	8.3
<b>517112</b>	Wireless Telecommunications Carriers (except Satellite)	8.3
<b>517122</b>	Agents for Wireless Telecommunications Services	8.3
<b>5241</b>	Insurance Carriers	8.4
<b>5242</b>	Insurance Brokers for non-admitted Insurance Carriers	8.4
<b>713120</b>	Amusement Parks and Arcades	8.51
<b>713290</b>	Nonpayout Amusement Machines	8.52
<b>713990</b>	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.*



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

---

**TO:** CITY COUNCIL **DATE:** 3/31/2025  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** PUBLIC HEARING AND FIRST READING - An Ordinance to annex 2.8 acres of real property located at 3492 Trask Parkway, R100 025 000 012A 0000 into the City of Beaufort pursuant to S. C Code Ann. 5-3-150(3).  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Community and Economic Development

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*BACKGROUND INFORMATION:*

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

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

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

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

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	4/7/2025
Packet	Cover Memo	3/31/2025
Legal ad	Cover Memo	3/31/2025

**ORDINANCE 2025/09**

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

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

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

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

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

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

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

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

This Ordinance shall become effective immediately upon adoption.

---

PHILIP E. CROMER, MAYOR

Attest:

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TRACI GULDNER, CITY CLERK

1st Reading \_\_\_\_\_

2nd Reading & Adoption \_\_\_\_\_

Reviewed as to form by Ben Coppage, City Attorney

**DATE: 4/8/25**

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

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

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

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

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

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

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

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

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

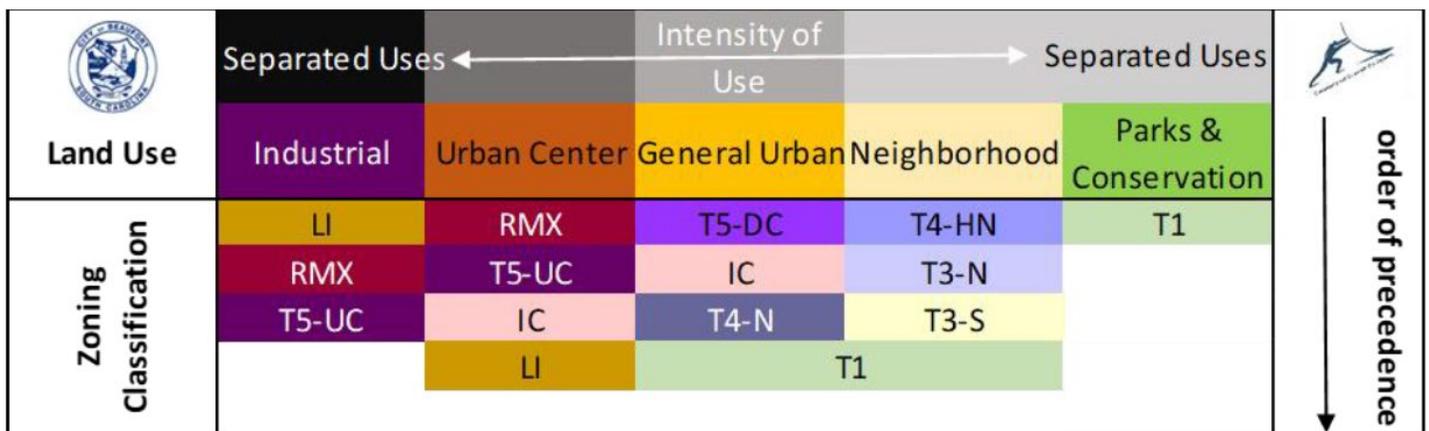
- To increase public access to the water and to provide greater recreational opportunities for all.
- To provide options for the use of alternative, non-motorized transportation such as walking and bicycling.

**ZONING DISTRICT USES/DEVELOPMENT STANDARDS:**

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

**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).

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

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

**FINDINGS AND RECOMMENDATIONS**

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

# annexation zoning



3/10/2025, 9:08:54 AM

### Road Classifications

- STATE, PAVED
- COUNTY, PAVED
- PRIVATE, UNPAVED
- MILITARY / PAVED
- LiveParcels

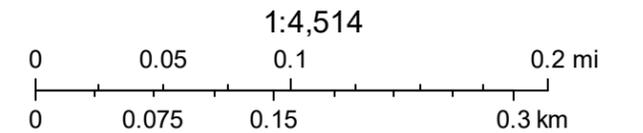
- HISTORIC DISTRICT-Preservation Heighborhood
- HISTORIC DISTRICT-Conservation Neighborhood
- Bladen Street Redevelopment District
- Boundary Street Redevelopment District
- Retail Overlay (Church & Green Street)
- Retail Overlay

### Zoning Districts

- LEGACY PUD (LPUD)
- T1
- T3-S
- T3-N
- T4-HN
- T4-N
- T4-NA
- T5-DC
- T5-UC
- T5-UC / RMX
- RMX

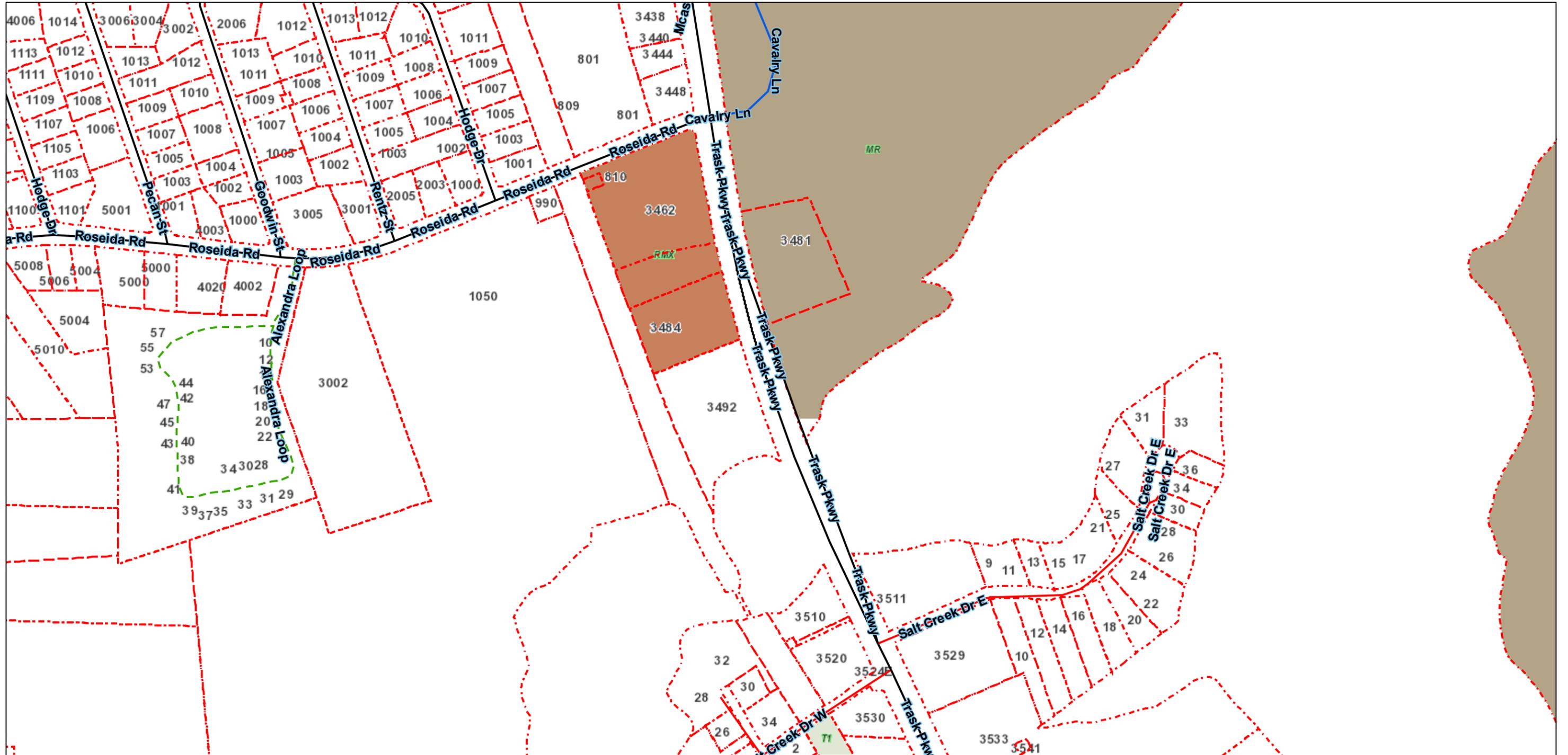
- IC
- MH
- LI
- MR
- Red: Band\_1
- Green: Band\_2

Blue: Band\_3





# annexation zoning



3/10/2025, 9:07:26 AM

### Road Classifications

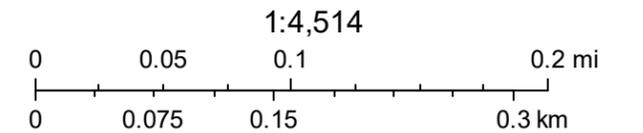
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- LEGACY PUD (LPUD)
- T1
- T3-S
- T3-N
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- T4-N
- T4-NA
- T5-DC
- T5-UC
- T5-UC / RMX
- RMX

- IC
- MH
- LI
- MR





TO THE MEMBERS OF )  
 CITY COUNCIL ) PETITION OF ANNEXATION  
 CITY OF BEAUFORT, SOUTH CAROLINA )

We, the undersigned freeholders, pursuant to Section 5-3-150, South Carolina Code of Laws, 1976, as amended, do pray that your Honorable Body accept the petition and annex the enclosed described area, and enact an Ordinance declaring the area annexed to the City of Beaufort with full City privileges accorded to, and responsibilities required of, the said residents thereof and the lands and properties and businesses erected therein, subject only to the conditions, provisions, and limitations hereinafter set forth. The said annexation shall be upon terms, limitations, provisions, and conditions as follows:

The City of Beaufort shall furnish and render as promptly as practical to said area, its residents and properties, all of privileges, benefits, rights and services now and hereinafter to be accorded the citizens within the corporate limits of the City of Beaufort in every particular under its charter and general special laws of South Carolina applicable to the City of Beaufort, and subject to the existing ordinances of the City.

The petitioning area to be annexed is described as follows:

2.8 acres of undeveloped land located at 3492 Trask Parkway which borders  
 \_\_\_\_\_  
 Albergotti Creek (South), Spanish Moss Trail (West), Warehouse/Storage (North) in City  
 \_\_\_\_\_  
 Trask Parkway/Marine Corps Air Station (East) in City. PIN = R100 025 000 012A 0000.  
 \_\_\_\_\_  
 Current use is timber; an existing and duly DOT licensed billboard, in good condition, is on the  
 \_\_\_\_\_  
 Trask Parkway frontage.

Plat of area to be annexed and list of freeholders are attached hereto.

Name (print)	Address	Signature	Date of Signature
Beautiful Beaufort Open Land Trust Inc,	105 Distant Island Drive, Beaufort, SC 29907		President, 1/3/2025



## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
23676	644725	Print Legal Ad-IPL02226170 - IPL0222617	3492 Trask Parkway	1	28 L

**Attention:** Julie Bachety

CITY OF BEAUFORT  
 1911 BOUNDARY ST  
 BEAUFORT, SC 29902-3825

[jbachety@cityofbeaufort.org](mailto:jbachety@cityofbeaufort.org)

**City of Beaufort  
 NOTICE OF PUBLIC HEARING  
 Notice of Public Hearing for  
 Annexation/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 April 8, 2025, and May 13, 2025 at 7:00 P.M. for annexation and zoning of the following property:

1. The Applicant, Graham B. Trask, is requesting annexation and rezoning of approximately 2.8 acres located at 3492 Trask Parkway, Beaufort, South Carolina from Industrial S-1 (Beaufort County) to T-1 National Preserve District (City Zoning). The property is further identified as R100 025 000 012A 0000.

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](mailto:development@cityofbeaufort.org).  
 IPL0222617  
 Mar 14 2025

STATE OF )  
 SOUTH CAROLINA ) AFFIDAVIT  
 COUNTY OF BEAUFORT )

I, Mary Castro, makes oath that the advertisement, was published in The Island Packet and The Beaufort Gazette, a newspaper published in Beaufort County, State and County aforesaid, in the issue(s) of

1 insertion(s) published on:  
 03/14/25

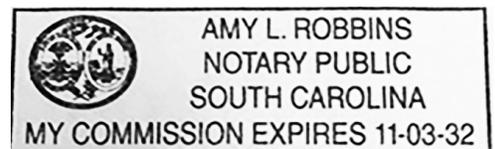
*Mary Castro*

Mary Castro

Sworn to and subscribed before me this 14th day of March in the year of 2025

*Amy Robbins*

Notary Public in and for the state of South Carolina, residing in Beaufort County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 4/1/2025  
**FROM:** Curt Freese, Community Development Director  
**AGENDA ITEM TITLE:** PUBLIC HEARING AND FIRST READING - An Ordinance to amend the City of Beaufort Zoning District Map to rezone real property identified as 3492 Trask Parkway, R100 025 000 012A 0000 to Natural Preserve District (T-1)  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Community and Economic Development

---

*BACKGROUND INFORMATION:*

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

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

---

*PLACED ON AGENDA FOR: Action*

**REMARKS:**

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

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	4/1/2025

**ORDINANCE 2025/10**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This Ordinance shall become effective immediately upon adoption.

\_\_\_\_\_  
PHILIP E. CROMER, MAYOR

Attest:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK

1st Reading \_\_\_\_\_

2nd Reading & Adoption \_\_\_\_\_

Reviewed as to form by Ben Coppage, City Attorney



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 4/1/2025  
**FROM:** Linda D. Roper, Downtown Operations  
**AGENDA ITEM TITLE:** Ordinance to amend Sections 1-9031 and 1-9032 of the Code of Ordinances of the City of Beaufort , South Carolina to change the composition of the Cultural District Advisory Board - First Reading  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Downtown Operations

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**BACKGROUND INFORMATION:**

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

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**PLACED ON AGENDA FOR:** *Action*

**REMARKS:**

Staff recommends approval of this request.

**ATTACHMENTS:**

Description	Type	Upload Date
Ordinance	Backup Material	4/1/2025
Letter	Backup Material	4/1/2025







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**DEAR MAYOR CROMER AND MEMBERS OF CITY COUNCIL,**

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

**Seat 1 – Freedman Arts District Representative**

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

**Seat 2 – Member at Large**

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

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

**SINCERELY,**

**BONNIE HARGROVE**  
**USCB CENTER FOR THE ART DIRECTOR**  
**801 CARTERET STREET**  
**BEAUFORT SC 29902**  
[WWW.USCBCENTERFORTHEARTS.COM](http://WWW.USCBCENTERFORTHEARTS.COM)  
**843-521-3145**



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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 4/1/2025  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Resolution authorizing the City Manager to enter into a contract for Benefits Brokerage Services  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Finance

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#### *BACKGROUND INFORMATION:*

On February 13, 2025, the City solicited request for proposals for Benefits Brokerage Services. The City received seven proposals that were opened during the public meeting on March 6th. The following is a summary of the fees from the seven sealed proposals:

Alliant, Atlanta, GA. No fee charged to the City. Carrier paid commissions per employee, Medical \$30, Dental \$7, Vision, \$1, Life \$5, Disability \$5, Worksite \$5. Approximately, \$101,760 per year (above rates x 12 months, 160 employees).

Gallagher, Charleston, SC. \$35,000 per year. Fee can be offset by any commissions received from current lines of coverage.

IMA Financial, Greenville, SC. \$90,000 per year, less carrier paid commissions.

Mark III, Charlotte, NC. \$25,500 per year.

McGriff, Bluffton, SC. \$60,000 per year.

NFP an Aon Company, Statesboro, GA. \$25 per employee, approximately \$49,500 per year.

Pierce Group, Holly Springs, NC. \$25,000 per year. Dental 5%, Vision 10%, Term Life 10%, Colonial Life standard paid by carrier, Disability 10%.

The selection committee consisted of Ivette Burgess, Human Resources Director, Sandy Rice, Senior Accountant, and Kristy Kittle, Human Resources Specialist.

The committee scored the NFP proposal the highest based upon their industry expertise and their experience working with the City. They maintain an extensive, well-organized library of online resources in a format that provides easy access for Human Resource Department staff and employees. As the City's current provider, they have conducted onsite employee presentations, provided consistently successful annual benefits open enrollment programs and have provided valuable labor and compensation consultations, as needed. NFP has

saved the City an estimated \$440,824 over the past five years in savings with successful negotiations with our healthcare carrier on behalf of the City. The committee also stated the “soft costs” of transitioning to a new provider versus the benefit of continuing to work with the current provider, systems and staff relationships.

The selection committee is unanimous in recommending NFP as the lowest most responsive bidder for providing benefits brokerage services.

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***PLACED ON AGENDA FOR: Action***

***REMARKS:***

Staff recommendation is for Council to grant authorization for City Manager to enter into a contract with NFP for benefits brokerage services.

***ATTACHMENTS:***

Description	Type	Upload Date
Recommendation Memo	Backup Material	4/1/2025
Resolution Authorizing the City Manager to enter into a contract for Benefits Brokerage Services	Resolution Letter	4/3/2025
Contract	Backup Material	4/1/2025

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**CITY OF BEAUFORT - INTERNAL MEMORANDUM**

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**TO:** SCOTT MARSHALL  
**FROM:** JAY PHILLIPS  
**SUBJECT:** RECOMMENDATION MEMO FOR RFP 2025-114 BENEFITS BROKERAGE SERVICES  
**DATE:** APRIL 1, 2025  
**CC:** IVETTE BURGESS, SANDRA RICE, KRISTY KITTLE, ALAN EISENMAN, JJ SAUVE

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On February 13, 2025, the City solicited a request for proposals, RFP 2025-114 Benefits Brokerage Services. The public notice was posted on the City's website, the State of South Carolina (SCBO) procurement website and was advertised in the Island News. A non-mandatory pre-bid meeting was held on February 20<sup>th</sup>. Questions were received by the deadline of February 25<sup>th</sup>. Answers were posted on the City website and distributed by email, on February 28<sup>th</sup>. The city received seven sealed proposals that were opened during the public meeting on March 6<sup>th</sup>, at 2:00 PM. The following is a summary of the fees from the seven sealed proposals.

Alliant, Atlanta, GA. No fee charged to the City. Carrier paid commissions per employee, Medical \$30, Dental \$7, Vision, \$1, Life \$5, Disability \$5, Worksite \$5. Approximately, \$101,760 per year (above rates x 12 months, 160 employees).

Gallagher, Charleston, SC. \$35,000 per year. Fee can be offset by any commissions received from current lines of coverage.

IMA Financial, Greenville, SC. \$90,000 per year, less carrier paid commissions.

Mark III, Charlotte, NC. \$25,500 per year.

McGriff, Bluffton, SC. \$60,000 per year.

NFP an Aon Company, Statesboro, GA. \$25 per employee, approximately \$49,500 per year.

Pierce Group, Holly Springs, NC. \$25,000 per year. Dental 5%, Vision 10%, Term Life 10%, Colonial Life standard paid by carrier, Disability 10%.

On March 17, independent evaluations were submitted by the selection committee of Ivette Burgess, Sandra Rice & Kristy Kittle. On March 21<sup>st</sup>, the committee met to review the evaluation scores and discuss the proposals. The three highest ranking proposals are NFP, 264 points, Gallagher, 213 points and Alliant, 196 points. The Alliant, Gallagher and NFP proposals addressed all the requirements of the RFP, and they are all well qualified to provide the services.

The committee scored the NFP proposal the highest based upon their industry expertise and their experience working with the City. They maintain an extensive, well-organized library of online resources in a format that provides easy access for Human Resource Department staff and employees. As the City's current provider, they have conducted onsite employee presentations, provided consistently successful annual benefits open enrollment programs and have provided

valuable labor and compensation consultations, as needed. NFP has saved the City an estimated \$440,827 over the past 5 years in savings with successful negotiations with our healthcare carrier on behalf of the City. The committee also noted the “soft costs” of transitioning to a new provider versus the benefit of continuing to work with the current provider, systems and staff relationships.

The selection committee is unanimous in recommending NFP as the lowest most responsive bidder for providing benefits brokerage services. With your approval, a Notice of Intent to Award will be issued and a contract will be drafted for approval by City Council during the April 8<sup>th</sup> regular session.

**RESOLUTION 2025/\_\_\_**

**Resolution Authorizing the City Manager to Enter into a Contract for Brokerage Services**

**WHEREAS**, the City of Beaufort provides employee benefits through contracted a brokerage service; and,

**WHEREAS**,the City of Beaufort has conducted a search for brokerage services in compliance with the City’s procurement practices; and,

**WHEREAS**, the City of Beaufort Procurement process identified NFP an Aon Company as the recommended brokerage service for employee benefits; and,

**WHEREAS**, it is in the public interest to provide effective and fiscally responsible employee benefits.

**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 the attached contract for brokerage services with NFP, an Aon Company.

This Resolution shall become effective immediately upon adoption.

\_\_\_\_\_  
Philip E. Cromer, Mayor

Adopted this \_\_\_\_ day of April, 2025

Attest:  
  
\_\_\_\_\_  
Traci Guldner, City Clerk

*Standard Agreement Between  
City of Beaufort and NFP, an Aon Company  
where the basis of payment is a STIPULATED SUM*

*This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.*

**AGREEMENT** made as of the \_\_\_\_\_ day of April in the year 2025.

**BETWEEN** the Owner:

**CITY OF BEAUFORT  
1911 BOUNDARY STREET  
BEAUFORT, SOUTH CAROLINA 29902**

and the Consultant:

**NFP, an AON COMPANY  
13 NORTH MAIN STREET #201  
STATESBORO, GA 30458**

The Project is:

**RFP 2025-114 BENEFITS BROKERAGE SERVICES**

**The Owner and consultant agree as follows:**

**ARTICLE 1 - THE DOCUMENTS**

The contract Documents consist of this Agreement, **(City of Beaufort and NFP an Aon Company)** Conditions of the Contract (General, Supplementary and other Conditions), the Request for Proposal (RFP 2025-114) and the Proposal submitted in response to this RFP, Drawings, Specifications, addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Document, other than Modifications appears in Article 8.

**ARTICLE 2 - THE WORK OF THIS AGREEMENT-**

**NFP an Aon Company**, shall fully execute the work described in the agreement, except to the extent specifically indicated in the Agreement to be the responsibility of others.

**ARTICLE 3 - DATE OF COMMENCEMENT AND TERM**

**3.1** The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below, or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

**3.2** The term of this contract shall be three (3) years from the date of commencement with two (2) optional one-year extensions.

**A NOTICE TO PROCEED WILL BE ISSUED WITHIN (1) DAY OF THE SIGNED AGREEMENT.**

**ARTICLE 4 - CONTRACT SUM**

**4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be \$25 per enrolled employee per month, will be built into the medical rates going forward for consulting services / medical commission.

**ARTICLE 5 - PAYMENTS**

**5.1** As stipulated in section 4.1 above.

**ARTICLE 6 - TERMINATION OR SUSPENSION**

**6.1** The Agreement may be terminated by the Owner as stated in the General Terms and Conditions of the Request for Proposal (RFP 2025-114).

**ARTICLE 7 - MISCELLANEOUS PROVISIONS**

**7.1** The Owner's representative is:

**IVETTE BURGESS  
CITY OF BEAUFORT  
1911 BOUNDARY STREET  
BEAUFORT, SOUTH CAROLINA 29902**

7.2 The Contractor's representative is:

**JOHNATHAN SHAW  
NFP, an AON COMPANY  
13 NORTH MAIN STREET #201  
STATESBORO, GA 30458**

7.3 Neither the Owner's nor the consultant's representative shall be changed without ten days' written notice to the other party.

#### **ARTICLE 8 - ENUMERATION OF CONTRACT DOCUMENTS**

8.1 The Agreement, except for Modifications issued after execution of this Agreement, are enumerated as follows:

8.1.1 The Agreement is this executed Standard Form of Agreement Between the City of Beaufort and (Owner) and NFP, an Aon Company (Contractor)

8.1.2 The General Conditions are the Owner's General Conditions.

8.1.3 The Specifications are those of RFP 2025-114 including all addenda.

8.1.4 The Addenda, if any, are as follows:

8.1.5 Other documents, if any, forming part of the Contract Documents are as follows:

- **THE REQUEST FOR PROPOSAL: RFP 2025-114, AND THE PROPOSAL SUBMITTED IN RESPONSE TO THE RFP ARE ATTACHED HERETO AND BY THIS REFERENCE INCORPORATED HEREIN**
- **CERTIFICATES OF LIABILITY AND WORKERS COMPENSATION INSURANCE**
- **CITY OF BEAUFORT BUSINESS LICENSE**

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies, of which one is to be delivered to the Director of Human Resource, one to the Consultant for use in the administration of the Agreement, and the remainder to the Owner.

\_\_\_\_\_  
**WITNESS**  
*(Signature)*

\_\_\_\_\_  
*(Printed Name)*

\_\_\_\_\_  
**WITNESS** *(Signature)*

\_\_\_\_\_  
*(Printed Name)*

\_\_\_\_\_  
**CITY OF BEAUFORT**  
*(Signature)*

SCOTT MARSHALL  
\_\_\_\_\_  
**CITY MANAGER**

\_\_\_\_\_  
**NFP, an AON COMPANY** *(Signature)*

\_\_\_\_\_  
*(Printed Name)*



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

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**TO:** CITY COUNCIL **DATE:** 4/1/2025  
**FROM:** Alan Eisenman, Finance Director  
**AGENDA ITEM TITLE:** Ordinance to amend Fiscal Year 25 Budget for Revenues of General Fund - First Reading  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** Finance

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*BACKGROUND INFORMATION:*

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

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

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*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 May 13th, 2025.

**ATTACHMENTS:**

Description	Type	Upload Date
Budget Amendment	Budget Amendment	4/1/2025

## ORDINANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 1. AMENDMENT

**General Fund**

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

SECTION 2. EFFECTIVE DATE

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

\_\_\_\_\_  
PHILIP E. CROMER, MAYOR

ATTEST:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK

1<sup>ST</sup> Reading April 8, 2025

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

Attachments:

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

**EXHIBIT A**

**General Fund FY25 Budget**

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

**EXHIBIT B**

**Consolidated FY25 Revised Budget**

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





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## CITY OF BEAUFORT

### DEPARTMENT REQUEST FOR CITY COUNCIL AGENDA ITEM

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** JJ Sauve, Deputy City Manager  
**AGENDA ITEM TITLE:** Ordinance to amend Sections 8-2001, 8-2001.4, 8-2002, 8-2003, 8-2005, 8-2006, 8-2009, 8-2010, 8-2012 of the City of Beaufort Code of Ordinances and to add a new Section 8-2015.1 - First Reading  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

As part of the regular review of existing ordinances being conducted by the Deputy City Manager and City Attorney, various minor changes are being proposed to the language of the City of Beaufort's Parking Ordinance. These edits were intended to be brought before Council this spring, as the Parking Enforcement Contract with Park Beaufort is set to expire this summer. Staff are working on an RFP for these services at this time. While this review was being conducted, in November 2024, an Attorney General's Opinion was issued regarding the legality of private parking enforcement in the municipality of Isle of Palms. Since the issuance of the AG's Opinion, the Deputy City Manager and City Attorney have been working with the Municipal Association of South Carolina, the SC Attorney General's Office, and other municipalities in the state that use private companies for parking enforcement to better understand the opinion and the best path or paths forward regarding parking enforcement. It has been the consensus of these entities that clarification needs to be made in municipal parking ordinances, that any private persons engaged for the purpose of parking enforcement, are doing so as duly appointed codes enforcement officials. This language and approach is supported by other SC AG opinions and recognized practices across the state.

In the past two months several lawsuits have also been filed against municipalities that utilize private companies for parking enforcement, including the City of Beaufort. Litigation in all of these matters is ongoing. The Deputy City Manager and City Attorney presented all these public facts and findings to City Council during the March 11, 2025, Executive Session as part of the discussion of ongoing litigation. The City of Beaufort's existing parking ordinance already requires that anyone engaged in parking enforcement be appointed by the Police Chief or City Manager in compliance with existing law and recommended opinions, however the proposed edits explicitly clarify that this appointment and authority is that of a Codes Enforcement Official.

This matter is on for first reading, and the litigation involving parking enforcement is on the agenda to be discussed with the City Attorney during Executive Session tonight. Pursuant to the discussion with MASC and the other Municipalities and review of other AG's Office opinions, staff recommends that the ordinance be updated to include the various minor changes noted in the attached documents, as well as the explicit clarification that private persons engaging in parking enforcement on behalf of the City of Beaufort are formally appointed as Codes Enforcement Officials.

***PLACED ON AGENDA FOR: Action***

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
1412.0114 Ordinance Amendment - Clean	Backup Material	4/2/2025
1412.0114 Ordinance Amendment - Redline	Backup Material	4/2/2025
1412.0114 Ordinance	Ordinance	4/2/2025

**Sec. 8-2001. - Authority to establish zones.**

The city council shall have the authority to establish no-parking zones, restricted parking zones, parallel parking zones, loading zones, handicapped parking zones and metered parking zones.

**Sec. 8-2001.4. - Definitions.**

- (a) "Impoundment" means removal of a vehicle to a storage facility either by an officer or other persons authorized by the chief of police or by a contractor for towing and storage in response to a request from an officer or other persons authorized by the chief of police.
- (b) "Metered parking" means certain parking spaces which may only be occupied by a vehicle if the payment required by this chapter is made in the manner specified in Sec. 8-2015.1 of this chapter.
- (c) "Truck" means every vehicle designed, used or maintained primarily for the transportation of property.
- (d) "Vehicle" means an automobile, truck, motorcycle, or other motor-driven form of transportation.
- (e) "Vehicle immobilization equipment" means a nondestructive parking enforcement device that prohibits the movement of the vehicle through the use of a locking mechanism attached to the wheel of the vehicle.

**Sec. 8-2002. - Metered Parking.**

- (a) Any person parking any vehicle in a parking space for which a parking meter or pay station has been installed on the city streets or municipal parking lots shall, upon entering the parking space, immediately deposit or cause to be deposited in the meter or pay station the proper coinage, or other legal tender, to satisfy the meter's or pay station's requirements for the time period for which the vehicle will remain in the parking space. Failure to so deposit coins or legal tender sufficient to put the meter or pay station in timed operation for the time period for which the vehicle will remain in the parking space shall constitute a violation of this section and shall subject the person to the penalties hereinafter set forth.
- (b) Parking rates shall be one dollar (\$1.00) for each hour on Bay Street, Bay Street Extension, Port Republic Street, and the side streets from Bay Street to Port Republic Street.

Parking rates shall be one dollar (\$1.00) for each hour in the Marina Lot, Library Lot, Playground Lot, Saltus Lot and Scott Street Lot.

Parking rates shall be fifty cents (\$0.50) for each hour on side streets north of Port Republic Street, Craven Street excluding the ninety-minute parking in front of the chamber of commerce which will have a rate of one dollar (\$1.00) for each hour.

Parking rates for the Carteret Street Lot shall be fifty cents (\$0.50) for each hour.

Parking on Bay Street and side streets to Port Republic Street shall have a time limitation of two (2) hours.

Parking on Port Republic Street and side streets north of Port Republic Street shall have a time limitation of four (4) hours.

Parking in the Library Lot and Playground Lot shall have a time limitation of two (2) hours.

Parking in the Marina lot, Scott Street lot, Saltus lot, the Carteret Street Lot, and on Craven Street, Bay Street Extension and Newcastle Street shall not have a time limitation.

All other metered parking shall have a time limitation of four (4) hours.

- (c) It shall be unlawful and a violation of the provisions of this section for any person to deface, injure, tamper with, open or willfully break, destroy, steal, take, or impair the usefulness of any parking meter or pay station installed on the streets of the city. Each such meter or pay station violation shall constitute a separate offense.
- (d) It shall be unlawful and a violation of this section to deposit or cause to be deposited in any parking meter or pay station, any slugs, device, metallic substance, or paper, that does not constitute legal tender of the United States of America.
- (e) The city shall have lines or markings painted or placed upon the curb or on the street adjacent to each parking meter for the purpose of designating the parking space for which each meter is to be used and the operator of a vehicle, when parking the vehicle in a parking space shall keep the vehicle within the lines or markings so established.
- (f) Parking regulations as herein set forth shall be in effect from the hours of 10:00 a.m. until 6:00 p.m. each Monday through Saturday, except as otherwise noted herein. Sundays and federally recognized holidays are excluded from the provisions hereof.
- (g) The specified coin or coins required to be deposited in parking meters as provided herein are hereby levied and assessed to provide for the proper regulation and control of traffic upon the public streets, and also the cost of supervision and regulating the parking of vehicles in the parking spaces of the streets and to cover the cost of purchasing, acquiring, installation, operation, maintenance, supervision, regulation and control of the parking meters mentioned herein. Parking revenues may also be used to encourage and promote tourism and business in the city.

**Sec. 8-2003. - Vehicles and property may be removed.**

- (a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or any other public property of the city in a manner as to constitute a hazard to pedestrian or motor vehicle traffic, may be removed or caused to be removed by any police officer.

- (b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.
- (c) When an emergency arises necessitating the removal of any vehicle upon a public street, including without limitation fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., the police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.
- (d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if the driver expresses no preference as to a wrecker service, the wrecker rotation call list will be used.
- (e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before return of the property.
- (f) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call list, maintained by the chief of police, must show proof of and maintain in effect garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars (\$20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars (\$100.00) on comprehensive coverage and two hundred fifty dollars (\$250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars (\$50,000.00) per person; one hundred thousand dollars (\$100,000.00) per accident bodily injury coverage and fifty thousand dollars (\$50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.
- (g) Any motor vehicle or other personal property parked or left standing in the public parking spaces in any city parking lot in excess of twenty-four (24) hours may be cited for unauthorized parking and after forty-eight (48) hours, may be or caused to be removed by any police officer.
- (h) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.
- (i) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

**Sec. 8-2005. - Parking of vehicles containing dangerous substances.**

- (a) It shall be unlawful to park and leave standing upon the public streets and public ways of the City any vehicle, tank, or trailer used for the transportation of gasoline, fuel oil, liquefied petroleum gas, or other flammable or explosive liquids at any time between 6:00 p.m. and 8:00 a.m. of the following day or between 6:00 p.m. of the day preceding any Sunday or legal holiday and 8:00 a.m. of the day following a Sunday or legal holiday.
- (b) Reserved.
- (c) Vehicles parked or left standing upon the public streets or public ways of the town in violation of the provisions of this section may be moved under the order and direction of the police department to a safe parking or storage location.

**Sec. 8-2006. - Parked vehicles to be licensed; parking with flow of traffic.**

- (a) It shall be unlawful to park or store for more than forty-eight (48) hours on any lot within the city, except in completely enclosed buildings, any vehicle of any kind or type, with or without operative motive power, required or permitted to be registered and/or licensed under the laws of the state, or any frame, chassis or body thereof, unless there be affixed to the vehicle current license plates, except for lots licensed for automobile dealerships for new and/or used motor vehicles.
- (b) Parking of vehicles at service stations or garages for service or repair is subject to the provisions of Sec. 3.7.2.D. of the Beaufort Development Code.
- (c) Vehicles will park where authorized on the shoulder of the road or next to the curb in the same direction as the nearest flow of traffic. Violations of this provision are classified as "parking on the wrong side of the road."

**Sec. 8-2009. - Parking on private property.**

- (a) It shall be unlawful for any person to park or cause to be parked any vehicle upon a private parking lot where appropriate signs have been posted by the owner "Reserved for customers (and/or) employees only," unless the person at the time of parking is a customer or employee of the business located thereon. There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.
- (b) It shall be unlawful for any person to park or cause to be parked any vehicle upon private property where signs have been posted by the owner which state "No parking, private property." There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.
- (c) Any vehicle found in violation of this section will be ticketed for "Parked in a reserved space" or "Parked on private property" and shall be subject to a fine as shown in section 8-2015.1.(c). In the event the vehicle is not moved within four (4) hours of the issuance of the notice of violation, it is subject to be towed away at the expense of the vehicle owner.

**Sec. 8-2010. - Marina customer parking in Henry Chambers Waterfront Park.**

- (a) Persons who rent docking spaces in the downtown marina and are present while servicing or repairing their watercraft, or while the boat is away from the assigned space are eligible for free parking in designated spaces adjacent to the downtown marina. Authorized extended parking will be verified by a numbered city permit,

issued by the dock master, and hanging from the inside rear-view mirror of the vehicle. Only one extended parking permit is authorized for each boat space. Permits are not transferable.

- (b) Section 8-2015.1.(c) applies for violations of this section.

**Sec. 8-2012. - Meter feeding.**

No person shall continuously park a vehicle in any onstreet parking meter zone longer than the maximum limit of parking time obtainable by the single operation of such meter, nor shall such person deposit or cause to be deposited in an onstreet parking meter a coin for the purpose of extending parking time beyond such maximum limit. The penalty for violating this provision shall be the same as that for other parking violations as outlined in this chapter, section 8-2015.1.(c).

**Sec. 8-2015.1. Notices of Violations and Penalties**

- (a) A notice of violation of this chapter may be issued by any police officer or other person appointed as a code enforcement officer. A copy of the notice of violation shall be issued by placing it on the windshield of an illegally parked vehicle in a prominent place thereon. No notices of violations shall be issued for violations of S.C. Code § 16-11-760, which requires the issuance of a uniform traffic ticket.
- (b) The notice of violation must cite only one violation and must contain at least the following information:
- (1) The state, license plate number, and make of the vehicle in violation of this chapter;
  - (2) The name and title of the person issuing the notice of violation;
  - (3) The date and time when the notice of violation was issued;
  - (4) The nature and description of the parking violation observed;
  - (5) The date, time and location of the hearing; and
  - (6) Information advising the owner/operator of the vehicle that they pay the penalty set forth in section 8-2015.1.(c) or appear at the hearing in Municipal Court on the date and time provided on the notice of violation, and advising that failure to do so may result in impoundment or immobilization of the vehicle.
- (c) Fines for violations and penalties for failure to pay fines are as follows:

<b>Violation</b>	<b>Within 7 days</b>	<b>2nd Week (day 8—14)</b>	<b>3rd Week (thereafter)</b>
Expired meter	\$10.00	\$25.00	\$45.00
Parking in fire lane	50.00	125.00	150.00
Parked on wrong side of street	25.00	75.00	100.00

Violation	Within 7 days	2nd Week (day 8—14)	3rd Week (thereafter)
Parked in no parking zone	50.00	125.00	150.00
Double parked	25.00	50.00	75.00
Blocking driveway	50.00	125.00	150.00
Parking in loading zone	50.00	125.00	150.00
Blocking a fire hydrant	75.00	175.00	200.00
Parking on private property	25.00	50.00	75.00
Parking illegally in handicapped space	400.00	State Mandate	
Boot fee	60.00	80.00	100.00
Other parking violations	25.00	50.00	75.00

- (d) The notice of violation must be filed with the Municipal Court and may be disposed of only by payment of the fine or official action of the Municipal Court. It shall be unlawful for any person to alter or destroy any notice of violation issued under this chapter except in a manner consistent with this chapter and State law.
- (e) Any person who shall violate any of the provisions of this Chapter for which a penalty is not listed in Sec. 8-2015.1(c) shall be charged with a misdemeanor and upon conviction be punished as provided in [Sec. 1-3048](#).
- (f) If the City contracts with a private entity to assist the City in administering the City's parking ordinances and programs, the Chief of Police is authorized to appoint employees of that private entity as code enforcement officers to administer and enforce the City's parking ordinances and programs, pursuant to S.C. Code § 5-7-32. Any individuals appointed as code enforcement officers whose duties include parking enforcement activities, including the issuance of notices of violations or collection or handling of money shall:
- (1) undergo criminal background checks and drug testing to be conducted by the private entity. The results of the background checks and drug tests shall be provided to the Chief of Police; and

- (2) undergo a training program approved by the Chief of Police before they undertake any enforcement activities.

**Sec. 8-2001. - Authority to establish zones.**

The city council shall have the authority to establish no-parking zones, restricted parking zones, parallel parking zones, loading zones, handicapped parking zones and ~~meter~~metered parking zones.

**Sec. 8-2001.4. - Definitions.**

- (a) “Impoundment” means removal of a vehicle to a storage facility either by an officer or other persons authorized by the chief of police or by a contractor for towing and storage in response to a request from an officer or other persons authorized by the chief of police.
- ~~(b) “Vehicle means an automobile, truck, motorcycle, or other motor-driven form of transportation.”~~
- ~~(b) “Metered parking” means certain parking spaces which may only be occupied by a vehicle if the payment required by this chapter is made in the manner specified in Sec. 8-2015.1 of this chapter.~~
- ~~(c) “Truck”~~ means every vehicle designed, used or maintained primarily for the transportation of property.
- ~~(d) “Vehicle” means an automobile, truck, motorcycle, or other motor-driven form of transportation.~~
- ~~(d)~~(e) “Vehicle immobilization equipment” means a nondestructive parking enforcement device that prohibits the movement of the vehicle through the use of a locking mechanism attached to the wheel of the vehicle.

**Sec. 8-2002. - ~~Parking meters~~Metered Parking.**

- (a) Any person parking any vehicle in a parking space for which a parking meter or pay station has been installed on the city streets or municipal parking lots shall, upon entering the parking space, immediately deposit or cause to be deposited in the meter or pay station the proper coinage, or other legal tender, to satisfy the ~~machine's meter's or pay station's~~ requirements for the time period ~~to be used for which the vehicle will remain in the parking space~~. Failure to so deposit coins or ~~sufficient~~ legal tender ~~sufficient~~ to put the meter or pay station in timed operation ~~for the time period for which the vehicle will remain in the parking space~~ shall constitute a violation of this section and shall subject the person to the ~~punishments~~penalties hereinafter set forth.
- (b) Parking rates shall be one dollar (\$1.00) for each hour on Bay Street, Bay Street Extension, Port Republic Street, and the side streets from Bay Street to Port Republic Street.

Parking rates shall be one dollar (\$1.00) for each hour in the Marina Lot, Library Lot, Playground Lot, Saltus Lot and Scott Street Lot.

Parking rates shall be fifty cents (\$0.50) for each hour on side streets north of Port Republic Street, Craven Street excluding the ninety-minute parking in front of the chamber of commerce which will have a rate of one dollar (\$1.00) for each hour.

Parking rates for the Carteret Street Lot shall be fifty cents (\$0.50) for each hour. Parking on Bay Street and side streets to Port Republic Street shall have a time limitation of two (2) hours.

Parking on Port Republic Street and side streets north of Port Republic Street shall have a time limitation of four (4) hours.

Parking in the Library Lot and Playground Lot shall have a time limitation of two (2) hours.

Parking in the Marina lot, Scott Street lot, Saltus lot, the Carteret Street Lot, and on Craven Street, Bay Street Extension and Newcastle Street shall not have a time limitation.

All other ~~streets with meters~~ metered parking shall have a time limitation of four (4) hours.

- (c) It shall be unlawful and a violation of the provisions of this section for any person to deface, injure, tamper with, open or willfully break, destroy, steal, take, or impair the usefulness of any parking meter or pay station installed on the streets of the city. Each such meter or pay station violation ~~is~~ shall constitute a separate offense.
- (d) It shall be unlawful and a violation of this section to deposit or cause to be deposited in any parking meter or pay station, any slugs, device, metallic substance, or paper, that does not constitute legal tender of the United States of America.
- (e) The city shall have lines or parkings markings painted or placed upon the curb ~~and~~ or on the street adjacent to each parking meter for the purpose of designating the parking space for which each meter is to be used and the operator of a vehicle, when parking the vehicle in a parking space shall keep the vehicle within the lines or markings so established.
- ~~(f) It shall be the duty of the police officers, or other authorized enforcement agent, acting in accordance with instruction issued by the chief of police or city manager, to report:~~
  - ~~(1) The number of each parking meter which indicates that the vehicle occupying the parking space adjacent to the meter is or has been parked in violation of any of the provisions of this section.~~
  - ~~(2) The state license number of the vehicle.~~
  - ~~(3) The time during which the vehicle is parked in violation of any of the provisions of this section.~~
  - ~~(4) Any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending the violation.~~
  - ~~(5) Each police officer or meter attendant shall attach to any vehicle found violating the provisions of this section a "Police Notice for Parking Violation." The registered owner of the vehicle shall be responsible for the payment of the fine indicated or must appear in municipal court for trial. Payment of the fine may be made by~~

enclosing the fine in the parking violation envelope and depositing the envelope in any yellow courtesy box installed on the parking meter standards or mailing the envelope to city hall by the U.S. Postal Service. If a receipt is required, the fine must be paid at city hall. Should the owner or operator desire a trial in municipal court for the parking violation, they must contact the clerk of municipal court within seven (7) days to schedule a hearing.

(6) The "Notice of Parking Violation" envelope will be issued for the following parking violations with the accompanying fine, and penalty increase, shown beside each violation, as follows:

<b>Violation</b>	<b>Within 7 days</b>	<b>2nd — Week (day 8 — 14)</b>	<b>3rd — Week (thereafter)</b>
Expired meter	\$10.00	\$25.00	\$45.00
Parking in fire lane	50.00	125.00	150.00
Parked on wrong side of street	25.00	75.00	100.00
Parked in no parking zone	50.00	125.00	150.00
Double parked	25.00	50.00	75.00
Blocking driveway	50.00	125.00	150.00
Parking in loading zone	50.00	125.00	150.00
Blocking a fire hydrant	75.00	175.00	200.00
Parking on private property	25.00	50.00	75.00
Parking illegally in handicapped space	400.00	State Mandate	
Boot fee	60.00	80.00	100.00
Other parking violations	25.00	50.00	75.00

~~(g) Any person who shall violate any of the provisions of this section or any person who shall assist in the violation, shall be deemed guilty of a misdemeanor and upon conviction be punished as provided in section 1-3048.~~

~~(h)(f)~~ \_\_\_\_\_ Parking regulations as herein set forth shall be in effect from the hours of 10:00 a.m. until 6:00 p.m. each Monday through Saturday, except as otherwise noted herein. Sundays and federally recognized holidays are excluded from the provisions hereof.

~~(i)(g)~~ \_\_\_\_\_ The specified coin or coins required to be deposited in parking meters as provided herein are hereby levied and assessed to provide for the proper regulation and control of traffic upon the public streets, and also the cost of supervision and regulating the parking of vehicles in the parking spaces of the streets and to cover the cost of purchasing, acquiring, installation, operation, maintenance, supervision, regulation and control of the parking meters mentioned herein. Parking revenues may also be used to encourage and promote tourism and business in the city.

### **Sec. 8-2003. - Vehicles and property may be removed.**

- (a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or any other public property of the city in a manner as to constitute a hazard to pedestrian or motor vehicle traffic, may be removed or caused to be removed by any police officer.
- (b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.
- (c) When an emergency arises necessitating the removal of any vehicle upon a public street, ~~i.e., including without limitation~~ fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., the police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.
- (d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if the driver expresses no preference as to a wrecker service, the wrecker rotation call list will be used.
- (e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before return of the property.
- (f) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call list, maintained by the chief of police, must show proof of and maintain in effect garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars (\$20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars (\$100.00) on comprehensive coverage and two hundred fifty dollars (\$250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars (\$50,000.00) per person; one hundred

thousand dollars (\$100,000.00) per accident bodily injury coverage and fifty thousand dollars (\$50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.

- (g) Any motor vehicle or other personal property parked or left standing in the public parking spaces in any city parking lot in excess of twenty-four (24) hours may be cited for unauthorized parking and after forty-eight (48) hours, may be or caused to be removed by any police officer.
- (h) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.
- (i) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

**Sec. 8-2005. - Parking of vehicles containing dangerous substances.**

- (a) It shall be unlawful ~~for any person, firm or corporation~~ to park and leave standing upon the public streets and public ways of the ~~town~~ City any ~~truck or motor~~ vehicle, tank, or ~~any motor vehicle tank~~ trailer, used for the transportation of gasoline, fuel oil, liquefied petroleum gas, or other flammable or explosive liquids at any time between 6:00 p.m. and 8:00 a.m. of the following day ~~and or~~ between 6:00 p.m. of the day preceding any Sunday or legal holiday and 8:00 a.m. of the day following a Sunday or legal holiday, ~~present at all times while the motor vehicle is left standing or parked upon the streets of the city.~~
- (b) Reserved.
- (c) ~~Trucks or motor v~~ehicles parked or left standing upon the public streets or public ways of the town in violation of the provisions of this section may be moved under the order and direction of the police department to a safe parking or storage location.

**Sec. 8-2006. - Parked vehicles to be licensed; parking with flow ~~or of~~ traffic.**

- (a) It shall be unlawful to park or store for more than forty-eight (48) hours on any lot within the city, except in completely enclosed buildings, any ~~automobile, truck, trailer, bus or other motor~~ vehicle of any kind or type, with or without operative motive power, required or permitted to be registered and/or licensed under the laws of the state, or any frame, chassis or body thereof, unless there be affixed to the vehicle current license plates, except for lots licensed for automobile dealerships for new and/or used motor vehicles.
- (b) Parking of vehicles at service stations or garages for service or repair is subject to the provisions of ~~city zoning ordinance section 5-6047(e)(1)~~Sec. 3.7.2.D. of the Beaufort Development Code.

- (c) Vehicles will park where authorized on the shoulder of the road or next to the curb in the same direction as the nearest flow of traffic. Violations of this provision are classified as "parking on the wrong side of the road."

**Sec. 8-2009. - Parking on private property.**

- (a) ~~Parking reserved for customers.~~ It shall be unlawful for any person to park or cause to be parked any vehicle upon a private parking lot where appropriate signs have been posted by the owner "Reserved for customers (and/or) employees only," unless the person at the time of parking is a customer or employee of the business located thereon. There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.
- (b) ~~Posting of private property.~~ It shall be unlawful for any person to park or causes to be parked any vehicle upon private property where ~~appropriate~~ signs have been posted by the owner which state "No parking, private property." There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.
- (c) ~~Fines.~~ Any vehicle found in violation of this section will be ticketed for "Parked in a reserved space" or "Parked on private property" and shall be subject to a fine as shown in section ~~8-2015.1(c)8-2002(f)(6)~~. In the event the vehicle is not moved within four (4) hours of the parking citation issuance of the notice of violation, it is subject to be towed away at the expense of the vehicle owner.

**Sec. 8-2010. - Marina customer parking in Henry Chambers Waterfront Park.**

- (a) Persons who rent docking spaces in the downtown marina and are present while servicing or repairing their water-craft, or while the boat is away from the assigned space are eligible for free parking in designated spaces adjacent to the downtown marina. Authorized extended parking will be verified by a numbered city permit, issued by the dock master, and hanging from the inside rear-view mirror of the vehicle. Only one extended parking permit is authorized for each boat space. Permits are not transferable.
- (b) Section ~~8-2015.1(c)8-2002(f)(6)~~ applies for violations of this section.

**Sec. 8-2012. - Meter feeding.**

No person shall continuously park a vehicle in any onstreet parking meter zone longer than the maximum limit of parking time obtainable by the single operation of such meter, nor shall such person deposit or cause to be deposited in an onstreet parking meter a coin for the purpose of extending parking time beyond such maximum limit. The penalty for violating this provision shall be the same as that for other parking violations as outlined in this chapter, section ~~8-2015.1(c)8-2002(f)~~.

**Sec. 8-2015.1. Notices of Violations and Penalties**

- (a) A notice of violation of this chapter may be issued by any police officer or other person appointed as a code enforcement officer. A copy of the notice of violation shall be issued by placing it on the windshield of an illegally parked vehicle in a prominent place thereon. No notices of violations shall be issued for violations of S.C. Code § 16-11-760, which requires the issuance of a uniform traffic ticket.

(b) The notice of violation must cite only one violation and must contain at least the following information:

- (1) The state, license plate number, and make of the vehicle in violation of this chapter;
- (2) The name and title of the person issuing the notice of violation;
- (3) The date and time when the notice of violation was issued;
- (4) The nature and description of the parking violation observed;
- (5) The date, time and location of the hearing; and
- (6) Information advising the owner/operator of the vehicle that they pay the penalty set forth in section 8-2015.1(c) or appear at the hearing in Municipal Court on the date and time provided on the notice of violation, and advising that failure to do so may result in impoundment or immobilization of the vehicle.

(c) Fines for violations and penalties for failure to pay fines are as follows:

<u>Violation</u>	<u>Within 7 days</u>	<u>2nd Week (day 8—14)</u>	<u>3rd Week (thereafter)</u>
<u>Expired meter</u>	<u>\$10.00</u>	<u>\$25.00</u>	<u>\$45.00</u>
<u>Parking in fire lane</u>	<u>50.00</u>	<u>125.00</u>	<u>150.00</u>
<u>Parked on wrong side of street</u>	<u>25.00</u>	<u>75.00</u>	<u>100.00</u>
<u>Parked in no parking zone</u>	<u>50.00</u>	<u>125.00</u>	<u>150.00</u>
<u>Double parked</u>	<u>25.00</u>	<u>50.00</u>	<u>75.00</u>
<u>Blocking driveway</u>	<u>50.00</u>	<u>125.00</u>	<u>150.00</u>
<u>Parking in loading zone</u>	<u>50.00</u>	<u>125.00</u>	<u>150.00</u>
<u>Blocking a fire hydrant</u>	<u>75.00</u>	<u>175.00</u>	<u>200.00</u>
<u>Parking on private property</u>	<u>25.00</u>	<u>50.00</u>	<u>75.00</u>
<u>Parking illegally in handicapped space</u>	<u>400.00</u>	<u>State Mandate</u>	
<u>Boot fee</u>	<u>60.00</u>	<u>80.00</u>	<u>100.00</u>

<u>Violation</u>	<u>Within 7 days</u>	<u>2nd Week (day 8—14)</u>	<u>3rd Week (thereafter)</u>
<u>Other parking violations</u>	<u>25.00</u>	<u>50.00</u>	<u>75.00</u>

- (d) The notice of violation must be filed with the Municipal Court and may be disposed of only by payment of the fine or official action of the Municipal Court. It shall be unlawful for any person to alter or destroy any notice of violation issued under this chapter except in a manner consistent with this chapter and State law.
- (e) Any person who shall violate any of the provisions of this Chapter for which a penalty is not listed in Sec. 8-2015.1(c) shall be charged with a misdemeanor and upon conviction be punished as provided in Sec. 1-3048.
- (f) If the City contracts with a private entity to assist the City in administering the City's parking ordinances and programs, the Chief of Police is authorized to appoint employees of that private entity as code enforcement officers to administer and enforce the City's parking ordinances and programs, pursuant to S.C. Code § 5-7-32. Any individuals appointed as code enforcement officers whose duties include parking enforcement activities, including the issuance of notices of violations or collection or handling of money shall:
- (1) undergo criminal background checks and drug testing to be conducted by the private entity. The results of the background checks and drug tests shall be provided to the Chief of Police; and
  - (2) undergo a training program approved by the Chief of Police before they undertake any enforcement activities.

**ORDINANCE 2025-**

**AN ORDINANCE TO AMEND SECTIONS 8-2001, 8-2001.4, 8-2002, 8-2003, 8-2005, 8-2006, 8-2009, 8-2010, 8-2012 OF THE CITY OF BEAUFORT CODE OF ORDINANCES AND TO ADD A NEW SECTION 8-2015.1.**

WHEREAS, the City of Beaufort City Council has the authority to amend its Code of Ordinances when it deems it to be in the best interest of the citizens of the City, and now desires to do so with respect to the subject of parking.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beaufort, South Carolina, duly assembled and by authority of same, that Sections 8-2001, 8-2001.4, 8-2002, 8-2003, 8-2005, 8-2006, 8-2009, 8-2010, 8-2012 of the City of Beaufort Code of Ordinances are hereby amended to specifically read as shown on Exhibit A, hereto, and that a new Section 8-2015.1 is added to the City of Beaufort Code of Ordinances and shall read as shown on Exhibit A.

\_\_\_\_\_  
PHILIP CROMER, MAYOR

Attest:

\_\_\_\_\_  
TRACI GULDNER, CITY CLERK

1st Reading \_\_\_\_\_

2nd Reading & Adoption \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
CITY ATTORNEY

## **EXHIBIT A**

### **Sec. 8-2001. - Authority to establish zones.**

The city council shall have the authority to establish no-parking zones, restricted parking zones, parallel parking zones, loading zones, handicapped parking zones and metered parking zones.

### **Sec. 8-2001.4. - Definitions.**

- (a) "Impoundment" means removal of a vehicle to a storage facility either by an officer or other persons authorized by the chief of police or by a contractor for towing and storage in response to a request from an officer or other persons authorized by the chief of police.
- (b) "Metered parking" means certain parking spaces which may only be occupied by a vehicle if the payment required by this chapter is made in the manner specified in Sec. 8-2015.1 of this chapter.
- (c) "Truck" means every vehicle designed, used or maintained primarily for the transportation of property.
- (d) "Vehicle" means an automobile, truck, motorcycle, or other motor-driven form of transportation.
- (e) "Vehicle immobilization equipment" means a nondestructive parking enforcement device that prohibits the movement of the vehicle through the use of a locking mechanism attached to the wheel of the vehicle.

### **Sec. 8-2002. - Metered Parking.**

- (a) Any person parking any vehicle in a parking space for which a parking meter or pay station has been installed on the city streets or municipal parking lots shall, upon entering the parking space, immediately deposit or cause to be deposited in the meter or pay station the proper coinage, or other legal tender, to satisfy the meter's or pay station's requirements for the time period for which the vehicle will remain in the parking space. Failure to so deposit coins or legal tender sufficient to put the meter or pay station in timed operation for the time period for which the vehicle will remain in the parking space shall constitute a violation of this section and shall subject the person to the penalties hereinafter set forth.
- (b) Parking rates shall be one dollar (\$1.00) for each hour on Bay Street, Bay Street Extension, Port Republic Street, and the side streets from Bay Street to Port Republic Street.

Parking rates shall be one dollar (\$1.00) for each hour in the Marina Lot, Library Lot, Playground Lot, Saltus Lot and Scott Street Lot.

Parking rates shall be fifty cents (\$0.50) for each hour on side streets north of Port Republic Street, Craven Street excluding the ninety-minute parking in front of the chamber of commerce which will have a rate of one dollar (\$1.00) for each hour.

Parking rates for the Carteret Street Lot shall be fifty cents (\$0.50) for each hour.

Parking on Bay Street and side streets to Port Republic Street shall have a time limitation of two (2) hours.

Parking on Port Republic Street and side streets north of Port Republic Street shall have a time limitation of four (4) hours.

Parking in the Library Lot and Playground Lot shall have a time limitation of two (2) hours.

Parking in the Marina lot, Scott Street lot, Saltus lot, the Carteret Street Lot, and on Craven Street, Bay Street Extension and Newcastle Street shall not have a time limitation.

All other metered parking shall have a time limitation of four (4) hours.

- (c) It shall be unlawful and a violation of the provisions of this section for any person to deface, injure, tamper with, open or willfully break, destroy, steal, take, or impair the usefulness of any parking meter or pay station installed on the streets of the city. Each such meter or pay station violation shall constitute a separate offense.
- (d) It shall be unlawful and a violation of this section to deposit or cause to be deposited in any parking meter or pay station, any slugs, device, metallic substance, or paper, that does not constitute legal tender of the United States of America.
- (e) The city shall have lines or markings painted or placed upon the curb or on the street adjacent to each parking meter for the purpose of designating the parking space for which each meter is to be used and the operator of a vehicle, when parking the vehicle in a parking space shall keep the vehicle within the lines or markings so established.
- (f) Parking regulations as herein set forth shall be in effect from the hours of 10:00 a.m. until 6:00 p.m. each Monday through Saturday, except as otherwise noted herein. Sundays and federally recognized holidays are excluded from the provisions hereof.
- (g) The specified coin or coins required to be deposited in parking meters as provided herein are hereby levied and assessed to provide for the proper regulation and control of traffic upon the public streets, and also the cost of supervision and regulating the parking of vehicles in the parking spaces of the streets and to cover the cost of purchasing, acquiring, installation, operation, maintenance, supervision, regulation and control of the parking meters mentioned herein. Parking revenues may also be used to encourage and promote tourism and business in the city.

**Sec. 8-2003. - Vehicles and property may be removed.**

- (a) Any motor vehicle or trailer improperly parked or left standing upon the streets or public ways or any other public property of the city in a manner as to constitute a hazard to

pedestrian or motor vehicle traffic, may be removed or caused to be removed by any police officer.

- (b) Any motor vehicle, or other personal property parked or left standing upon the street or public ways of the city in excess of forty-eight (48) hours may be removed or caused to be removed by any police officer.
- (c) When an emergency arises necessitating the removal of any vehicle upon a public street, including without limitation fire, water main leak, parade with prior notice, paving, blocking private driveways, etc., the police officer is authorized to have the vehicle removed after a reasonable attempt to locate the owner or driver.
- (d) When the driver of a vehicle is placed under arrest for the commission of an offense and the driver does not wish his vehicle to be driven by his/her passenger, then the vehicle will be towed by a wrecker service of the driver's choice, or if the driver expresses no preference as to a wrecker service, the wrecker rotation call list will be used.
- (e) When a vehicle or trailer is to be removed from the streets or public ways of the city, the police officer will solicit the aid of authorized commercial towing companies from the wrecker rotation call list maintained by the chief of police. Vehicles or trailers towed will be stored in commercial storage facilities within the city or as directed by the chief of police. All costs for commercial towing or for removal shall be paid by the owner or driver of the motor vehicle before return of the property.
- (f) Commercial wrecker or towing companies to be eligible to be placed on the wrecker rotation call list, maintained by the chief of police, must show proof of and maintain in effect garage keepers legal liability insurance with a minimum total coverage amount of twenty thousand dollars (\$20,000.00) aggregate with maximum deductibles to the garage keeper of one hundred dollars (\$100.00) on comprehensive coverage and two hundred fifty dollars (\$250.00) collision coverage; and garage liability insurance with minimum limits of fifty thousand dollars (\$50,000.00) per person; one hundred thousand dollars (\$100,000.00) per accident bodily injury coverage and fifty thousand dollars (\$50,000.00) per accident property damage coverage. All applicants will be required to furnish certificates of insurance from their insurance carrier before being placed on the qualified towing list. Such certificate shall contain a provision stating that the police department will be given at least fifteen (15) days' notice in the event of cancellation of the policies certified in the certificate.
- (g) Any motor vehicle or other personal property parked or left standing in the public parking spaces in any city parking lot in excess of twenty-four (24) hours may be cited for unauthorized parking and after forty-eight (48) hours, may be or caused to be removed by any police officer.
- (h) All vehicles parked on city streets or any public property must be licensed and insured under the laws of this state and have a current license tag attached thereto, and any vehicle in violation of this requirement may be removed or caused to be removed by any police officer.
- (i) Trucks, tractors or tractor-trailers having a capacity of two and one-half (2½) tons or more, front- or rear-end loaders, or any other kind or type of strictly commercial, industrial or farming equipment parked or left standing in residentially zoned areas for other than loading or unloading or delivery of services, may be removed or caused to be removed by any police officer. Automobiles, small trucks and vans utilized for personal or business

purposes of less than two and one-half (2½) tons' carrying capacity, are excluded from the provisions of this subsection.

**Sec. 8-2005. - Parking of vehicles containing dangerous substances.**

- (a) It shall be unlawful to park and leave standing upon the public streets and public ways of the City any vehicle, tank, or trailer used for the transportation of gasoline, fuel oil, liquefied petroleum gas, or other flammable or explosive liquids at any time between 6:00 p.m. and 8:00 a.m. of the following day or between 6:00 p.m. of the day preceding any Sunday or legal holiday and 8:00 a.m. of the day following a Sunday or legal holiday.
- (b) Reserved.
- (c) Vehicles parked or left standing upon the public streets or public ways of the town in violation of the provisions of this section may be moved under the order and direction of the police department to a safe parking or storage location.

**Sec. 8-2006. - Parked vehicles to be licensed; parking with flow of traffic.**

- (a) It shall be unlawful to park or store for more than forty-eight (48) hours on any lot within the city, except in completely enclosed buildings, any vehicle of any kind or type, with or without operative motive power, required or permitted to be registered and/or licensed under the laws of the state, or any frame, chassis or body thereof, unless there be affixed to the vehicle current license plates, except for lots licensed for automobile dealerships for new and/or used motor vehicles.
- (b) Parking of vehicles at service stations or garages for service or repair is subject to the provisions of Sec. 3.7.2.D. of the Beaufort Development Code.
- (c) Vehicles will park where authorized on the shoulder of the road or next to the curb in the same direction as the nearest flow of traffic. Violations of this provision are classified as "parking on the wrong side of the road."

**Sec. 8-2009. - Parking on private property.**

- (a) It shall be unlawful for any person to park or cause to be parked any vehicle upon a private parking lot where appropriate signs have been posted by the owner "Reserved for customers (and/or) employees only," unless the person at the time of parking is a customer or employee of the business located thereon. There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.
- (b) It shall be unlawful for any person to park or cause to be parked any vehicle upon private property where signs have been posted by the owner which state "No parking, private property." There is no prohibition of public parking on public streets adjacent to a business or private property, so long as such parking is within the street right-of-way.
- (c) Any vehicle found in violation of this section will be ticketed for "Parked in a reserved space" or "Parked on private property" and shall be subject to a fine as shown in section 8-2015.1.(c). In the event the vehicle is not moved within four (4) hours of the issuance of the notice of violation, it is subject to be towed away at the expense of the vehicle owner.

**Sec. 8-2010. - Marina customer parking in Henry Chambers Waterfront Park.**

- (a) Persons who rent docking spaces in the downtown marina and are present while servicing or repairing their watercraft, or while the boat is away from the assigned space are eligible for free parking in designated spaces adjacent to the downtown marina. Authorized extended parking will be verified by a numbered city permit, issued by the dock master, and hanging from the inside rear-view mirror of the vehicle. Only one extended parking permit is authorized for each boat space. Permits are not transferable.
- (b) Section 8-2015.1.(c) applies for violations of this section.

**Sec. 8-2012. - Meter feeding.**

No person shall continuously park a vehicle in any onstreet parking meter zone longer than the maximum limit of parking time obtainable by the single operation of such meter, nor shall such person deposit or cause to be deposited in an onstreet parking meter a coin for the purpose of extending parking time beyond such maximum limit. The penalty for violating this provision shall be the same as that for other parking violations as outlined in this chapter, section 8-2015.1.(c).

**Sec. 8-2015.1. Notices of Violations and Penalties**

- (a) A notice of violation of this chapter may be issued by any police officer or other person appointed as a code enforcement officer. A copy of the notice of violation shall be issued by placing it on the windshield of an illegally parked vehicle in a prominent place thereon. No notices of violations shall be issued for violations of S.C. Code § 16-11-760, which requires the issuance of a uniform traffic ticket.
- (b) The notice of violation must cite only one violation and must contain at least the following information:
  - (1) The state, license plate number, and make of the vehicle in violation of this chapter;
  - (2) The name and title of the person issuing the notice of violation;
  - (3) The date and time when the notice of violation was issued;
  - (4) The nature and description of the parking violation observed;
  - (5) The date, time and location of the hearing; and
  - (6) Information advising the owner/operator of the vehicle that they pay the penalty set forth in section 8-2015.1.(c) or appear at the hearing in Municipal Court on the date and time provided on the notice of violation, and advising that failure to do so may result in impoundment or immobilization of the vehicle.
- (c) Fines for violations and penalties for failure to pay fines are as follows:

<b>Violation</b>	<b>Within 7 days</b>	<b>2nd Week (day 8—14)</b>	<b>3rd Week (thereafter)</b>
Expired meter	\$10.00	\$25.00	\$45.00
Parking in fire lane	50.00	125.00	150.00

<b>Violation</b>	<b>Within 7 days</b>	<b>2nd Week (day 8—14)</b>	<b>3rd Week (thereafter)</b>
Parked on wrong side of street	25.00	75.00	100.00
Parked in no parking zone	50.00	125.00	150.00
Double parked	25.00	50.00	75.00
Blocking driveway	50.00	125.00	150.00
Parking in loading zone	50.00	125.00	150.00
Blocking a fire hydrant	75.00	175.00	200.00
Parking on private property	25.00	50.00	75.00
Parking illegally in handicapped space	400.00	State Mandate	
Boot fee	60.00	80.00	100.00
Other parking violations	25.00	50.00	75.00

- (d) The notice of violation must be filed with the Municipal Court and may be disposed of only by payment of the fine or official action of the Municipal Court. It shall be unlawful for any person to alter or destroy any notice of violation issued under this chapter except in a manner consistent with this chapter and State law.
- (e) Any person who shall violate any of the provisions of this Chapter for which a penalty is not listed in Sec. 8-2015.1(c) shall be charged with a misdemeanor and upon conviction be punished as provided in Sec. 1-3048.
- (f) If the City contracts with a private entity to assist the City in administering the City's parking ordinances and programs, the Chief of Police is authorized to appoint employees of that private entity as code enforcement officers to administer and enforce the City's parking ordinances and programs, pursuant to S.C. Code § 5-7-32. Any individuals appointed as code enforcement officers whose duties include parking enforcement

activities, including the issuance of notices of violations or collection or handling of money shall:

- (1) undergo criminal background checks and drug testing to be conducted by the private entity. The results of the background checks and drug tests shall be provided to the Chief of Police; and
- (2) undergo a training program approved by the Chief of Police before they undertake any enforcement activities.



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

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** JJ Sauve, Deputy City Manager  
**AGENDA ITEM TITLE:** Resolution Adopting Priority Community Development Needs  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

A public hearing was held and Council heard from LCOG at the March 11, 2025 City Council meeting regarding the CDBG priority needs process. Last year's approved resolution is attached for reference. This year's resolution identifies this year's City priority community development needs for 2025 as follows:

1. Housing programs--housing repair for low-and-moderate income homeowners and for rental units occupied by low-and-moderate income renters; programs to promote new affordable rental housing; programs and policies to promote homeownership for low- and moderate income households; and incentives to promote affordable infill housing.
2. Drainage improvements in low-and-moderate income neighborhoods as identified in our capital improvement plan.
3. Funding for public facilities, transportation, and services; other activities that strengthen existing community quality of life (parking garage, event center, education and workforce development, public health, and safety).
4. Streetscape improvements in low-and-moderate income neighborhoods
5. Improvements to public recreation facilities that benefit low-and-moderate income persons.

Staff recommends adoption of these priorities.

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***PLACED ON AGENDA FOR:*** Action

***REMARKS:***

**ATTACHMENTS:**

Description	Type	Upload Date
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RESOLUTION ADOPTING PRIORITY COMMUNITY DEVELOPMENT NEEDS	Resolution Letter	4/2/2025
Previous Years 2024 Community Needs Resolution	Backup Material	4/2/2025

**RESOLUTION  
2025/**

**ADOPTING PRIORITY COMMUNITY DEVELOPMENT NEEDS**

**WHEREAS**, a public hearing regarding the City’s priority community development needs was held at the March 11, 2025 City Council meeting; and

**WHEREAS**, the City Council wishes to identify and prioritize its annual priority community development needs in conjunction with the Community Development Block Grant Program administered regionally by the Lowcountry Council of Governments.

**NOW THEREFORE BE IT RESOLVED** by the City Council of Beaufort, South Carolina, that the City’s priority community development needs for 2025 are as follows:

1. Housing programs--housing repair for low-and-moderate income homeowners and for rental units occupied by low-and-moderate income renters; programs to promote new affordable rental housing; programs and policies to promote homeownership for low- and moderate- income households; and incentives to promote affordable infill housing.
2. Drainage improvements in low-and-moderate income neighborhoods as identified in our capital improvement plan.
3. Funding for public facilities, transportation, and services; other activities that strengthen existing community quality of life (parking garage, event center, education and workforce development, public health, and safety).
4. Streetscape improvements in low-and-moderate income neighborhoods
5. Improvements to public recreation facilities that benefit low-and-moderate income persons.

ADOPTED THIS \_\_\_\_\_ DAY OF APRIL 2025.

\_\_\_\_\_  
**Philip E. Cromer, Mayor**  
**City of Beaufort**

**ATTEST:**

\_\_\_\_\_  
**Traci Guldner**  
**Clerk to Council**

**RESOLUTION**  
**2024/05**

**ADOPTING PRIORITY COMMUNITY DEVELOPMENT NEEDS**

**WHEREAS**, a public hearing regarding the City’s priority community development needs was held at the January 23, 2024, City Council meeting; and

**WHEREAS**, the City Council discussed the City’s priority community development needs at their worksession on March 26, 2024.

**NOW THEREFORE BE IT RESOLVED** by the City Council of Beaufort, South Carolina, that the City’s priority community development needs for 2024 are as follows:

1. Drainage improvements in low-and-moderate income neighborhoods as identified in our capital improvement plan.
2. Streetscape improvements in low-and-moderate income neighborhoods
3. Funding for public facilities, transportation, and services; other activities that strengthen existing community quality of life (parking garage, event center, education and workforce development, public health, and safety).
4. Housing programs--housing repair for low-and-moderate income homeowners and for rental units occupied by low-and-moderate income renters; programs to promote new affordable rental housing; programs and policies to promote homeownership for low- and moderate- income households; and incentives to promote affordable infill housing.
5. Improvements to public recreation facilities that benefit low-and-moderate income persons.

ADOPTED THIS 9<sup>th</sup> DAY OF APRIL 2024.

  
**Philip E. Cromer, Mayor**  
**City of Beaufort**

**ATTEST:**

  
**Traci Guldner**  
**Clerk to Council**



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

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** JJ Sauve, Deputy City Manager  
**AGENDA ITEM TITLE:** Resolution authorizing the City Manager to enter into a Security Screening Warranty and Maintenance Agreement  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** City Managers Office

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*BACKGROUND INFORMATION:*

This is a resolution authorizing the City Manager to enter into a multi-year warranty agreement for the security screening equipment in the Municipal Court. The warranty agreement is with the manufacturer of the security screening equipment. The total dollar amount of the six year warranty agreement is \$22,050.00. Although this amount is below the threshold the City Manager is authorized to execute as part of the budget and without specific Council approval, because it is a multi-year agreement (2025-2030), this resolution is being presented to Council for approval. Staff recommends approval.

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*PLACED ON AGENDA FOR:* Action

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
an Agreement for a Maintenance Warranty for the Municipal Court Security Screening Equipment	Resolution Letter	4/2/2025
Security Screening Warranty Agreement	Backup Material	4/2/2025

**RESOLUTION 2025/\_\_\_**

**Resolution Authorizing the City Manager to Enter into an Agreement for a Maintenance Warranty for the Municipal Court Security Screening Equipment**

**WHEREAS**, the City of Beaufort, has purchased in previous years, security screening equipment for the Municipal Court; and,

**WHEREAS**, such security screening equipment requires annual maintenance and repair; and,

**WHEREAS**, it is in the public interest to provide for safety and security in the Municipal Court, and this Maintenance Warranty Agreement is necessary for providing such safety and security; and,

**WHEREAS**, the City of Beaufort Procurement policies require that all multi-year agreements be approved by City Council;

**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 an Agreement for a Maintenance Warranty for the Municipal Court Security Screening Equipment.

This Resolution shall become effective immediately upon adoption.

\_\_\_\_\_  
Philip E. Cromer, Mayor

Adopted this \_\_\_\_ day of April, 2025

Attest:  
  
\_\_\_\_\_  
Traci Guldner, City Clerk



# Multi-Year X-Ray Inspection System Maintenance Agreement

**City of Beaufort Municipal Court**

1901 Boundary Street  
 Beaufort, SC 29902  
 USA

**Sarah L. Farrow**

sfarrow@cityofbeaufort.org  
 +18435257097

Reference: 20240215-113419714  
 Quote created: February 15, 2024  
 Quote expires: May 15, 2024  
 Quote created by: Jessica Ramos  
 Warranty Specialist  
 jramos.ic@astrophysicsinc.com

**Comments from Jessica Ramos**

**Products & Services**

Item & Description	Quantity	Unit Price	Total
US Silver Plan Extended Warranty, 72hr On-Site Technician Response Time Period of Performance: 05/01/2025 - 04/30/2026 XIS Model 5335s - ASTTA160XSB1112 <b>Payment due: May 1, 2025</b>	1	\$3,675.00	\$3,675.00 for 1 year
US Silver Plan Extended Warranty, 72hr On-Site Technician Response Time Period of Performance: 05/01/2026 - 04/30/2027 XIS Model 5335s - ASTTA160XSB1112 <b>Payment due: May 1, 2026</b>	1	\$3,675.00	\$3,675.00 for 1 year

Item & Description	Quantity	Unit Price	Total
US Silver Plan Extended Warranty, 72hr On-Site Technician Response Time Period of Performance: 05/01/2027 - 04/30/2028 XIS Model 5335s - ASTTA160XSB1112	1	\$3,675.00	\$3,675.00 for 1 year
<b>Payment due: May 1, 2027</b>			
US Silver Plan Extended Warranty, 72hr On-Site Technician Response Time Period of Performance: 05/01/2028 - 04/30/2029 XIS Model 5335s - ASTTA160XSB1112	1	\$3,675.00	\$3,675.00 for 1 year
<b>Payment due: May 1, 2028</b>			
US Silver Plan Extended Warranty, 72hr On-Site Technician Response Time Period of Performance: 05/01/2029 - 04/30/2030 XIS Model 5335s - ASTTA160XSB1112	1	\$3,675.00	\$3,675.00 for 1 year
<b>Payment due: May 1, 2029</b>			
US Silver Plan Extended Warranty, 72hr On-Site Technician Response Time Period of Performance: 05/01/2030 - 04/30/2031 XIS Model 5335s - ASTTA160XSB1112	1	\$3,675.00	\$3,675.00 for 1 year
<b>Payment due: May 1, 2030</b>			
<b>Due now</b>			<b>\$0.00</b>
<b>Total contract value</b>			<b>\$22,050.00</b>

#### Future Payments Summary

Item	Payment
US Silver Plan	\$3,675.00 on May 1, 2025
US Silver Plan	\$3,675.00 on May 1, 2026
US Silver Plan	\$3,675.00 on May 1, 2027
US Silver Plan	\$3,675.00 on May 1, 2028
US Silver Plan	\$3,675.00 on May 1, 2029
US Silver Plan	\$3,675.00 on May 1, 2030

**Purchase terms**

The plan covers both Parts (materials) and Labor (workmanship), under which the cost of travel expenses (i.e., airfare, lodging, meals, and ground transportation) are included. The plan specifically excludes the replacement of any lead curtains, AOCP buttons and AOCP membrane, and other consumables. All reasonable attempts will be made to reach the customer site within 72 hours. In addition, coverage extends to an Annual Preventative Maintenance and Radiation Survey. Annual Preventive Maintenance and Radiation Survey: "Preventive Maintenance" consists of performing fundamental planned maintenance activity with the goal of improving equipment life by preventing excess depreciation and impairment. When Preventive Maintenance is scheduled, the Customer may request Operator Refresher Training and Daily Inspection Procedures training. The frequency of the Preventive Maintenance, Radiation Survey, and Training visits shall occur annually. There is no limitation to the number of monthly claims, excluding repairs needed due to misuse or abuse. Technical Telephone Support: "Telephone Support" consists of responding to telephone and e-mail inquiries from the Astrophysics Service Department regarding equipment errors. During regular business hours, the Astrophysics Service Department will respond to the Customer within two (2) hours from initial contact. Additional support through the Astrophysics Service Hotline is available after hours and on weekends. Astrophysics Service Department - (909) 527-6750 (Monday-Friday 7 AM-5:30 PM) Astrophysics Service Hotline - (909) 461-1111 (after-hours and weekends). Complete terms and conditions available upon request. \*The terms and conditions of the extended warranty are hereby incorporated by reference and made a part hereof.

**Signature**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

**Questions? Contact me**



Jessica Ramos

Warranty Specialist

[jramos.ic@astrophysicsinc.com](mailto:jramos.ic@astrophysicsinc.com)

Astrophysics Inc.

21481 Ferrero Parkway

City of Industry, CA 91789

United States



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

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**TO:** CITY COUNCIL **DATE:** 4/2/2025  
**FROM:** JJ Sauve, Deputy City Manager  
**AGENDA ITEM TITLE:** Resolution authorizing the City Manager to enter into the Modified Grant Award Agreement for the Charles/Craven Stormwater Project  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** City Managers Office

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**BACKGROUND INFORMATION:**

This is a second amendment to the South Carolina Office of Resiliency (SCOR) grant award for the Charles/Craven project. The original grant amount was for \$7,527,351, and the new grant award is for up to \$11,962,093.51 to cover the updated cost estimates for the project. Staff recommends that Council adopt the resolution authorizing the City Manager to enter into the amended grant award. The original amendment was approved by Council on November 4, 2024.

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

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**PLACED ON AGENDA FOR:** *Action*

**REMARKS:**

**ATTACHMENTS:**

Description	Type	Upload Date
Amended Charles/Craven SCOR Resolution	Backup Material	4/3/2025
Amended Charles/Craven SCOR Award Letter	Backup Material	4/2/2025

**RESOLUTION  
2025/08**

**(Amendment to) RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMERICAN RESCUE PLAN ACT (ARPA) STORMWATER INFRASTRUCTURE PROGRAM (ASIP) AGREEMENT BETWEEN THE CITY OF BEAUFORT AND THE SOUTH CAROLINA OFFICE OF RESILIENCE TO FUND A STORMWATER INFRASTRUCTURE IMPROVEMENT PROJECT THAT WILL MITIGATE THE IMPACT OF FUTURE DISASTERS.**

**WHEREAS**, all terms of the original Resolution (No. 2023-7) signed May 23, 2023, and the Amended Resolution (No. 2024/20) signed November 12, 2024, are to be upheld unless modified by this amendment; and

**WHEREAS**, all references in Resolution No. 2023-7 and Amended Resolution No. 2024/20 to the City of Beaufort ARPA funded stormwater infrastructure projects Award Determination Letter terms and conditions shall be for the modified Award Determination Letter as amended March 2025; and

**WHEREAS**, the City of Beaufort recognizes in this Resolution and by signature of the amended Award Determination Letter by applicant and governing body, the construction of the Port Republic/Carteret St. project and all related construction management, material testing, and inspections associated with the construction of the Port Republic/Carteret St. project have been removed from the approved project scope and are not eligible for ASIP funding; and

**WHEREAS**, the City of Beaufort recognizes in this Resolution and by signature of the amended Award Determination Letter by applicant and governing body, full responsibility for any and all cost overruns in excess of the total amount grant, **not to exceed \$11,962,093.51** in ASIP grant funds from the South Carolina Office of Resilience to carry out mitigation activities in a timely manner; and

**BE IT FUTHER RESOLVED** that the City of Beaufort respectfully accepts responsibility for completion of the Project, any defects or failures, and the long-term maintenance after completion.

ADOPTED THIS \_\_\_\_\_ DAY OF APRIL 2025.

\_\_\_\_\_  
Philip E. Cromer, Mayor

Attest:

\_\_\_\_\_  
Traci Guldner, City Clerk

March 25, 2025

Scott M. Marshall, City Manager  
City of Beaufort  
1911 Boundary Street  
Beaufort, South Carolina 29902

**RE: ARPA-Funded Stormwater Infrastructure Program (ASIP) Amended Award Determination for Charles/Craven Street Drainage Improvement Project (AP-22-0701-01)**

Dear Scott Marshall,

This Project Application Award Determination (Award Letter) amends and supersedes terms and conditions as provided in the May 8, 2023 Award Letter, and the September 16, 2024 Amended Award Letter. In the in the event of any conflict between the previous Award Letters and this Award Letter, this Award Letter shall control. As provided in the previous Amended Award Letter, the project listed above was selected for a State-Run ASIP grant award in the amount of \$11,962,093.51.

The awarded ASIP project scope previously included both the Charles/Craven Street and Port Republic/Carteret Street stormwater improvements. During the engineering and design process, McCormick Taylor, project engineer, developed an Opinion of Probable Cost that estimated the total cost for both project areas at \$16 million. The City of Beaufort also received a South Carolina Infrastructure Improvement Program (SCIIP) grant from the South Carolina Rural Infrastructure Authority (RIA) for King Street stormwater improvements. The King Street project scope was reduced and the resulting estimated total cost for the project was several million dollars less than the SCIIP grant award amount. In an effort to maximize the City's ARPA grants and construct all necessary stormwater improvements to mitigate repetitive flooding in downtown Beaufort, SCOR, RIA, the City, McCormick Taylor and Davis & Floyd, King Street project engineers, coordinated to identify possible solutions. It was determined that the construction of Port Republic/Carteret St. could be removed from the ASIP project scope and added to the King St. project scope since the projects are geographically related. This scope change will allow Charles/Craven St. to move forward with sufficient ASIP funding, and will allow the King St. project to make full use of the awarded SCIIP grant.

At the request of the City, the SCOR Mitigation Special Case Panel (MSCP) Committee has reviewed the proposed changes to the City's ASIP award and **approved** the scope change. The amended ASIP project scope includes the following eligible activities:

- Engineering and design, environmental review, and permitting for Charles/Craven Street and Port Republic/Carteret St.
- Construction, Construction Administration, and Material Testing and Inspection for Charles/Craven St.
- SCOR project management costs

The following is not included in the amended project scope of work and is **not eligible** for ASIP funds:

- Construction of Port Republic/Carteret St.
- Construction Administration for Port Republic/Carteret St.
- Material Testing and Inspection for Port Republic/Carteret St.

This project is funded through the American Rescue Plan Act (ARPA) – State and Local Fiscal Recovery Funds (SLFRF) funds obligated by the State Treasury to SCOR per an executed Intergovernmental Agency Agreement to complete State-Run Stormwater Infrastructure Projects. As a condition of the ASIP funding, **the project must be completed prior to April 1, 2026**. Where necessary, an extension may be granted if sufficient documentation can be provided to demonstrate the project will be completed prior to established funding deadline.

The ASIP award amount must not exceed \$11,962,093.51. It is agreed that any ASIP project award funds not used to complete construction of the project scope as defined by the approved amended scope of work to be included in the bid documents, or approved through MSCP in advance of the work, will be returned to SCOR for reallocation to existing ASIP funded projects in need of additional funding.

Pursuant to the prior Award and under this Amended Award, the City of Beaufort agrees to and shall take ownership and maintain the completed drainage improvements in perpetuity. An Amended Draft Resolution is attached for the City to use in drafting a resolution for City Council approval of this Amended Award Agreement. Collectively, the amended award letter and the amended resolution shall be considered a revised ASIP grant agreement between SCOR and the City for the Charles/Craven St. Drainage Improvement Projects.

The City must provide the following to SCOR within 30 calendar days of receipt of this amended award letter, unless otherwise noted:

- Signed and Acknowledged Amended Award Letter
- Signed Amended Resolution
- By applicant's signature of this award letter and enclosed amended resolution, applicant and governing body acknowledges responsibility for any and all cost overruns in excess of the total amount granted in this award letter.

If additional time is needed for the above-described documents, please notify Shauna Webb, SCOR Project Manager, by email at [shauna.webb@scor.sc.gov](mailto:shauna.webb@scor.sc.gov). Thank you for the time and effort expended by your office in the preparation of your successful proposal and the management of the project thus far. We look forward to continuing our working in partnership with the City of Beaufort to successfully implement and complete this infrastructure project.

Sincerely,



Phleisha Lewis  
Mitigation Director

RE: ASIP Amended Award Determination for Charles/Craven Street Drainage Improvement Project

**ACKNOWLEDGED AND AGREED**

The City of Beaufort will fully cooperate with the South Carolina Office of Resilience in the implementation and execution of the Mitigation Infrastructure Project. City of Beaufort agrees to the conditions and terms of this Amended Award Agreement and that it will take ownership of the drainage improvements in perpetuity.

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Scott M. Marshall, City Manager  
City of Beaufort

Date



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

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**TO:** CITY COUNCIL **DATE:** 3/12/2025  
**FROM:** Traci Guldner, City Clerk  
**AGENDA ITEM TITLE:** Appointment to Boards, Commissions and Committees - Park and Tree Advisory Committee (PTAC) and the Waterfront Advisory Committee (WAC)  
**MEETING DATE:** 4/8/2025  
**DEPARTMENT:** City Clerk

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*BACKGROUND INFORMATION:*

Council will be voting on appointments for the Park and Tree Advisory Committee and the Waterfront Advisory Committee.

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*PLACED ON AGENDA FOR: Action*

**REMARKS:**