Town of Summerville
Standing Committees of Council Meetings
Thursday, April 9, 2020 - 5:30 p.m.

Virtual Meeting
Meeting will be livestreamed via YouTube. The link to the YouTube video will be posted to the Town's web site: www.summervillesc.gov
Recording will be posted on the website after the meeting

AGENDA

1. **Parks and Recreation Committee**
    a. Consideration of purchase of tables and chairs for Rollins Edwards Community Center

2. **Planning and Development Committee**
    a. Petition by William Tolman Salisbury, Jr.; The Tolman Salisbury Family L.P.; William T. & Kathy J. Salisbury (JTROS); Danny L. Wright, II & Jennifer S. Wright; Kathy J. & W. Tolman Salisbury (JTROS); William T. Salisbury, Jr.; and William L. McCormick to annex Dorchester County TMS#'s 130-00-00-020, 716 N. Maple Street; 130-00-00-004, 156 Labyrinth Lane; 130-00-00-005, 708 N. Maple Street; 130-00-00-006, 712 N. Maple Street; 130-00-00-036, N. Maple Street; 130-00-00-033, Old Dairy Road; 130-00-00-019, 81 E. Turner Street; and 130-00-00-034, N. Maple Street; and Berkeley County TMS# 730-00-00-036, Old Dairy Road (approximately 250.046 acres total), currently zoned R-4 Multifamily Residential in Dorchester County and Flex-1 in Berkeley County and will be zoned PUD, Planned Development District upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 1) *Planning Commission held a public hearing and made a recommendation for approval at their meeting on March 16, 2020*

    b. Petition by Evan Bentley and Lily Sooter to annex Dorchester County TMS# 145-07-03-029 (approximately 0.27 acres), Lot 40, located at 109 Dove Lane, currently zoned R-2 Single-Family Residential in Dorchester County and will be zoned GR-5 General Residential upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 3) *Planning Commission held a public hearing and made a recommendation for approval at their meeting on March 16, 2020.*

3. **Finance Committee**
    a. **Presentation of March 2020 of financial reports**

    b. **Surplus Vehicles – Stormwater Department**
        a. W119 2000 Ford F-150 extended cab pickup
        b. W121 1997 Ford F-450 utility dump truck
        c. WT123 1997 Hudson 12 Ton dual axle equipment trailer

    c. **Financial Requisitions**
        a. Request for approval for the Town Administrator to negotiate and enter into an Agreement with AIS Advanced Imaging Systems, SC State Term Contract Number 4400010342, for the purposes of records conversion in the amount of $268,401.13. Funds to come from fund balance.
        b. Issue a PO to Dillon Supply Company in the amount of $51,115.75 for Yale Crane and Installation. For the Maintenance Dept and is from Budgeted Funds
        c. Request authorization to spend up to $17,625 for the purchase of chairs, tables and all supplies for RECC to be paid from Hospitality Fund Balance
        d. Request authorization to spend up to $10,757 for the replacement of the Gahagan Concession Roof to be paid from Hospitality Fund Balance
        e. Approval to issue a purchase order in the amount of $844,515.00 to Michael Baker International for the Cedar Street Extension project, funds to come from general fund balance.

Town of Summerville Council Meeting

Thursday, April 9, 2020 - 6:00 p.m.

Virtual Meeting

Meeting will be livestreamed via YouTube. The link to the livestream will be available on the Town's website: www.summervillesc.gov

Recording will be posted on the website after the meeting

AGENDA

1. **Call to Order**

2. **Invocation -** *Councilmember Bob Jackson*

3. **Approval of Minutes of Previous Meetings**
   a. Town Council Meeting – March 12, 2020
   b. Special Called Council Meeting – March 16, 2020
   c. Special Called Council Meeting – March 19, 2020

4. **Public Comment** – ***For items on the April 9, 2020 Town Council meeting agenda only***
   a. **Public comments must be emailed to publiccomments@summervillesc.gov** by 5pm on Thursday, April 9, 2020. Submissions will be read by the Town Clerk during the meeting. Please note that your email in its entirety will become public record upon submission.

5. **Petitions:**
   a. Petition by William Tolman Salisbury, Jr.; The Tolman Salisbury Family L.P.; William T. & Kathy J. Salisbury (JTROS); Danny L. Wright, II & Jennifer S. Wright; Kathy J. & W. Tolman Salisbury (JTROS); William T. Salisbury, Jr.; and William L. McCormick to annex Dorchester County TMS#'s 130-00-00-020, 716 N. Maple Street; 130-00-00-004, 156 Labyrinth Lane; 130-00-00-005, 708 N. Maple Street; 130-00-00-006, 712 N. Maple Street; 130-00-00-036, N. Maple Street; 130-00-00-033, Old Dairy Road; 130-00-00-019, 81 E. Turner Street; and 130-00-00-034, N. Maple Street; and Berkeley County TMS# 730-00-00-036, Old Dairy Road (approximately 250.046 acres total), currently zoned R-4 Multifamily Residential in Dorchester County and Flex-1 in Berkeley County and will be zoned PUD, Planned Development District upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 1) *Planning Commission held a public hearing and made a recommendation for approval at their meeting on March 16, 2020*

   b. Petition by Evan Bentley and Lily Sooter to annex Dorchester County TMS# 145-07-03-029 (approximately 0.27 acres), Lot 40, located at 109 Dove Lane, currently zoned R-2 Single-Family Residential in Dorchester County and will be zoned GR-5 General Residential upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 3) *Planning Commission held a public hearing and made a recommendation for approval at their meeting on March 16, 2020.*

6. **Pending Bills and Resolutions:**
    a. Second and final reading of an ordinance to annex Dorchester Co. TMS#s 129-05-10-003, -004, -005, -006, -007, -008, and -009; 129-05-09-007, -008, -009, -010, -011, -012, -013, and -014; and 129-09-06-009, -010, and -011, located along Renau Blvd., Major Dr., Michele Dr., and Richard Dr.;18 parcels and two quit-claimed unimproved right-of-ways totaling approximately 8.5 acres. Currently zoned R-1(M), Single-Family Residential Manufactured Housing in Dorchester County and will be zoned GR-5, General Residential, upon annexation into the Town of Summerville's municipal limits. (Council District 4)

    b. Second and final reading of an ordinance to amend the Summerville Unified Development Ordinance, Chapter 13, Section 13.5.2.A, Site Analysis.

7. **Introduction of Bills and Resolutions**
    a. Ordinance to Temporarily Suspend the Provision of Town Ordinance Section 8-124. – Violation and Penalties (For Non-payment of Accommodation Tax) and to Correct the Mailing Address for Payment.
    b. Ordinance to Temporarily Suspend the Provision of Town Ordinance Section 8-142 – Payment of Local Hospitality Tax and Sections 8-145 – Violations.
    c. Ordinance to Temporarily Suspend the Provision of Town Ordinance Section 8-42. – Delinquent License Taxes; Partial Payment. Subsection (a).
    d. Ordinance to renew Emergency Ordinance No. 20-0401 suspending the normal operating procedures of the Summerville Town Council and to authorize the Town Administrator and Mayor to develop and enact a plan to ensure the continuity in the delivery of Government Services during the 2019 Novel Coronavirus ("***COVID-19***") Emergency.
    e. Resolution to amend the Organizational Chart of the Town of Summerville

8. **Miscellaneous**
    a. Consideration of amendments to leases on Town property
    b. Consideration of emergency pay for non-exempt employees required to report for duty

9. **Adjourn**

Mayor
Ricky Waring

Council Members:
Bob Jackson
Walter Bailey
Aaron Brown
Christine Czarnik
Kima Garten-Schmidt
William McIntosh

Town Administrator
Colin L. Martin

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

COUNCIL MEETING MINUTES
March 12, 2020

ATTENDANCE

Present: Mayor Ricky Waring, Councilmembers Kima Garten-Schmidt, Terry Jenkins, Walter Bailey, Aaron Brown, Bob Jackson and Bill McIntosh. A quorum was present. Staff was also present. Public and press were duly notified and present.

CALL TO ORDER

The regular monthly meeting of Summerville Town Council was called to order at 6:00pm on Thursday, March 12, 2020 by Mayor Waring. The meeting was opened with prayer led by Deacon McClellan, followed by the Pledge of Allegiance.

PRESENTATIONS / RECOGNITIONS

Mayor Waring presented proclamations to the local chapter of the American Red Cross and the Palmetto Chapter of Women in Construction. Mayor Waring then presented Town Administrator Colin Martin with a special resolution upon his retirement.

PUBLIC HEARING

Mayor Waring opened the public hearing for two budget amendments:

Amendment to reduce the Parks and Recreation Department budget in the amount of $198,662 and to increase the Streets Department budget in the amount of $198,662 for the transfer of the Right of Way Crew from the Parks and Recreation Department to the Streets Department; and, amendment of the 2020 capital budget of the Summerville Police Department by an increase in the amount of $67,644.93 to cover associated costs for the purchase of new police vehicles, said funds to come from the Fund Balance.

Amendments of the 2020 fiscal year budget to provide funds for the salary of the position of Administrative Assistant to the Mayor under the Administration Department. Funds to come from fund balance.

There being no citizens speaking to the amendments, Mayor Waring closed the public hearing.

APPROVAL OF MINUTES

Mr. Jenkins made a motion, seconded by Mr. Bailey to approve the minutes of the Town Council Meeting on February 13, 2020, as well as the Special Called Council meetings on February 19, 2020 and February 21, 2020. The motion carried unanimously, and the minutes were accepted into record.

APPROVAL OF STANDING COMMITTEE MINUTES

Mr. Jackson made a motion, seconded by Mr. Brown, the approved the combined minutes of the Parks and Recreation Committee, Planning and Development Committee, Public Safety Committee, Public Works Committee, and Finance Committee from March 9, 2020. The motion carried unanimously, and the minute were accepted into record.

PUBLIC COMMENT (Items on the 3/12/20 agenda)

Mayor Waring opened the floor to public comment. There being no citizens speaking, Mayor Waring closed the public comment section.

PETITIONS:

Mr. McIntosh made a motion, seconded by M. Jackson to approve first reading of a petition by Thomas A. Limehouse to annex Dorchester Co. TMS#s 129-05-10-003, -004, -005, -006, -007, -008, and -009; 129-05-09-007, -008, -009, -010, -011, -012, -013, and -014; and 129-09-06-009, -010, and -011, located along Renau Blvd., Major Dr., Michele Dr., and Richard Dr.;18 parcels and two quit-claimed unimproved right-of-ways totaling approximately 8.5 acres. Currently zoned R-1(M), Single-Family Residential Manufactured Housing in Dorchester County and will be zoned GR-5, General Residential, upon annexation into the Town of Summerville's municipal limits. (Council District 4). Some discussion followed regarding finding a break-even price point for residential developments and annexations. The motion carried unanimously.

PENDING BILLS AND RESOLUTIONS

Mr. Brown made a motion, seconded by Mr. Jackson to approve second and final reading of an ordinance to amend the 2020 fiscal year budget to reduce the Parks and Recreation Division Budget in the amount of $198,662 and to increase the Streets Department in the amount of $198,662 for the transfer of the Right of Way crews from the Parks and Recreation Division to Streets Department; and to increase the Police Department budget by $67,644.93 of the Police Department capital budget to cover associated costs for the purchase of new police vehicles. The motion carried unanimously.

Mr. Jenkins made a motion, seconded by Mr. Bailey, to approve second and final reading of an ordinance to amend the 2020 fiscal year budget to provide funds for the salary of the position of Administrative Assistant to the Mayor under the Administration Department. Funds to come from fund balance. The motion carried unanimously.

INTRODUCTION OF BILLS AND RESOLUTIONS

Mr. McIntosh made a motion, seconded by Ms. Garten-Schmidt, to approve first reading of an ordinance to amend the Summerville Unified Development Ordinance, Chapter 13, Section 13.5.2.A, Site Analysis. The motion carried unanimously.

Mr. Jenkins made a motion, seconded by Mr. Bailey, to postpone first reading of an ordinance to amend the 2020 fiscal year budget to increase the budget for the Building Department. The motion carried unanimously.

MISCELLANEOUS

Mr. McIntosh made a motion, seconded by Mr. Jenkins, to amend the organizational chart of the Town of Summerville to change the title of "Clerk to Council" to "Town Clerk," to add "Assistant to the Mayor," and to add "Paralegal." The motion carried unanimously, and the organizational chart amendments were accepted.

Council discussed the policies regarding serving liquor at private events at Town-owned facilities, as well as the time window of when someone can reserve a Town-owned facility. Mr. Jenkins made a motion, seconded by Mr. Bailey, to approve the Parks and Recreation Committee's decisions made at the March 9, 2020 meeting. The motion carried unanimously.

Mr. Brown made a motion, seconded by Mr. Bailey, to approve the land agreement with Dorchester County for a new Town fire station, and to send the agreement to Dorchester County for approval. The motion carried unanimously.

Mr. Jenkins made a motion, seconded by Mr. Bailey, to dissolve the intergovernmental agreement with Dorchester County regarding stormwater management. Some discussion followed. The motion carried unanimously.

Mr. McIntosh made a motion, seconded by Mr. Brown, to not renew any contract or subscription with ZenCity. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Mr. Jenkins, to approve staff to pursue negotiations with CPW for land lease for a temporary debris storage site. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Mr. Jenkins, to approve the Town to distribute $180,000 from Local Hospitality and Accommodations Tax funds to the Public Works Art Center for continued renovations. The motion carried unanimously.

Mr. McIntosh made a motion, seconded by Mr. Jackson, to authorize Town Attorney GW Parker to sign closing documents for the 1.18 acres immediately adjacent to the Town-owned property in Oakbrook known as Bend on the Ashley. The motion carried unanimously.

PUBLIC COMMENT (open)

Kristine Schaffer stated that it is imperative that the Town does not cancel any events because of the threat of the Coronavirus. She also stated that the proposed new fire station is a good idea, that the Town should consider using Local Hospitality and Accommodations Tax to support the Summerville-Dorchester Museum, and that Council work on getting people elected to the Dorchester District 2 School Board.

Jo Evana of 101 Droze Road expressed her concern with not having sewage services at her mobile home. She asked for Council's help in getting the proper authority to install sewage to her and her neighbors who do not have it.

Linda Whetsell of 108 Atlantic Street stated her concern with the noise, flooding, drainage, smell, and mosquitoes at her property.

Deacon McClellan thanked Councilman Brown for allowing him to give the invocation at the meeting. He expressed his concern about the traffic on North Maple Street and how it is affecting the Robynwyn neighborhood. He also stated that the ditches on Gardenia Street need to be cleaned.

Jana Riley with the Public Works Art Center thanked Council for approving $180,000 in Local Hospitality and Accommodations Tax money to be given to the Public Works Art Center for continued renovations.

Walter Pinckney from Wescott expressed his concern about the potholes on Dorchester Road. Staff explained to Mr. Pinckney that the road is in North Charleston, and recommended that Mr. Pinckney call the SC Department of Transportation.

EXECUTIVE SESSION

Mr. Jenkins made a motion, seconded by Mr. Brown, to enter into Executive Session to discuss legal matters related to condemnation of properties in the Maple Street Extension project. The motion carried unanimously, and Council entered into Executive Session at 7:01pm.

OTHER BUSINESS:

Council reconvened at 7:15pm. Town Attorney GW Parker stated that no action was taken in Executive Session on the legal matter related to condemnation of properties in the Maple Street Extension project.

ADJOURN

There being no further business, the meeting adjourned at 7:16pm on motion of Mr. Jenkins, seconded by Mr. Jackson.

Respectfully Submitted,

APPROVED:

Beth Messervy, Town Clerk

Ricky Waring, Mayor

Ricky Waring, Mayor

Council Members:
Bob Jackson
Walter Bailey
Aaron Brown
Terry Jenkins
Kima Garten-Schmidt
William McIntosh

Town Administrator
Colin L. Martin

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville
SPECIAL CALLED COUNCIL MEETING MINUTES
March 16, 2020

ATTENDANCE

Present: Mayor Waring, Councilmembers Terry Jenkins, Walter Bailey, Aaron Brown, Bob Jackson and Bill McIntosh were present. Councilmember Kima Garten-Schmidt arrived at 1:13pm. A quorum was present. Staff was also present. Public and press were duly notified. The meeting was held in Council Chambers at 200 South Main Street, Summerville, SC and live streamed on the Town's website.

CALL TO ORDER

Mayor Ricky Waring called the Special Called Council meeting to order at 1:01pm on Monday, March 16, 2020.

COVID-19 READINESS:

Town Administrator Colin Martin presented information regarding COVID-19 and precautions that staff are taking. Some discussion followed regarding the closing of Town Hall. It was brought to the attention of Council that an amendment to the agenda needed to be made since this item was added that morning. Councilmember Bailey made a motion to amend the agenda with Councilmember McIntosh seconding the motion. A unanimous vote was taken to amend the agenda. A second motion was made by Councilmember Bailey to adopt Town Administrator Martin's COVID-19 preparations with the exception of closing Town Hall. Councilmember McIntosh seconded the motion. A unanimous vote was reached in regards to COVID-19 preparation, including closing the RECC and postponing spring sports with the exception of closing Town Hall.

PRESENTATION:

Keene McLaughlin with ESP Associates presented information regarding building a new park at Bend on the Ashley, a 50 acre parcel near Jessens Boat Landing. Mr. McLaughlin presented a preliminary project schedule with an approximate 2 week rotation. Council gave their suggestions and feedback to Mr. McLaughlin.

ADJOURN:
Ms. Garten-Schmidt made a motion, seconded by Mr. Jenkins, to adjourn the meeting. There being no further business, the meeting adjourned at 2:36pm with a unanimous vote.

Respectfully submitted:

PJ Harbert, Executive Assistant

APPROVED:

Ricky Waring, Mayor

Ricky Waring, Mayor

Council Members:
Bob Jackson
Walter Bailey
Aaron Brown
Terry Jenkins
Kima Garten-Schmidt
William McIntosh

Town Administrator
Colin L. Martin

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville
SPECIAL CALLED COUNCIL MEETING MINUTES
March 19, 2020

ATTENDANCE

Present: Mayor Waring, Councilmembers Terry Jenkins, Walter Bailey, Aaron Brown, Kima Garten-Schmidt and Bill McIntosh were present. Councilmember Bob Jackson was absent. A quorum was met. Staff was also present. Public and press were duly notified. The meeting was held in Council Chambers at 200 South Main Street, Summerville, SC and live streamed on the Town's website.

CALL TO ORDER

Mayor Ricky Waring called the Special Called Council meeting to order at 1:01pm on Thursday, March 19, 2020.

EMERGENCY ORDINANCE

Mr. McIntosh made a motion, seconded by Mr. Jenkins, to approve an emergency ordinance to temporarily suspend the normal operating procedures of the Summerville Town Council and to authorize the Town Administrator and Mayor to develop and enact a plan to ensure the continuity in the delivery of Government Services during the COVID -19 Emergency. The motion carried unanimously.

ADJOURN:

Ms. Garten-Schmidt made a motion, seconded by Mr. Jenkins, to adjourn. The motion carried unanimously, and the meeting adjourned at 1:02pm.

Respectfully submitted:

Beth Messervy, Town Clerk

APPROVED:

Ricky Waring, Mayor

TO: Beth Messervy, Town Clerk

CC: Rebecca Vance, Town Administrator

FROM: Amy Evans, Parks & Recreation Manager

DATE: April 6, 2020

RE: Parks & Recreation Committee Agenda Items – April 2020 Meeting

1) Discussion of tables and chairs for Rollins Edwards Community Center and proposed increase in rental rates.

-The current storage capacity at the RECC will allow for 200 tables and chairs.

-The total costs for racks, tables, and chairs is estimated at:

	150 People	200 People	300 People
Total	$ 13,905.13	$ 17,624.63	$ 29,700.10

-Hospitality funds can be used to purchase this equipment.

-If accommodations for more than 200 people are desired, an outdoor storage building and an additional sidewalk will need to be built. The town owns the land that the RECC and the Senior Center share. There is a small area that would allow for a building. Staff is working on obtaining estimates for these add-ons. This project will need to be submitted to the commercial design review board.

-Staff recommends adjusting rental rates with the added amenities. Recommendations are as follows:

Rental Fee:	Current	Proposed (w/chairs)
Monday - Thursday	$500/$750	$700/$950

Friday-Sunday (9am-11pm)	$1,000/$1,500	$1,500/$2,000
Friday-Sunday (2pm-11pm)	$750/$1,250	$1,250/$1,750

-It will take approximately 2 years to recover the costs for 200 tables/chairs and 3.5 years for 300 tables/chairs.
-Groups less than 125 would experience a price increase while groups greater than 125 would experience cost savings by having the equipment provided.
-Rentals currently end at 10pm. This time would be extended to 11pm to allow time for groups to put up the equipment.

2) Other business, as necessary.

Sincerely,

Amy Evans
Director, Parks & Recreation
Town of Summerville

ANNEXATION/PUD
STAFF REPORT
PLANNING & DEVELOPMENT COMMITTEE
April 6, 2020

TMS#s: 130-00-00-004, 005, 006, 019, 020, 033, 034, 036 and 730-00-00-036
Location: N. Maple Street, Labyrinth Lane, and Old Dairy Road
Description: 9 parcels, approximately 250 acres
Request: Annexation and zoning to PUD

The property owner is requesting for the above referenced parcels to be annexed into the Town from Dorchester and Berkeley County. The existing zoning in Dorchester County is R-4, Multi-Family Residential, and in Berkeley County is Flex1, Agricultural.

This property is included in the Town's 'Employment Growth' District within the Town's 2009-2011 Comprehensive Plan and Update as well as on the accompanying Future Land Use Map, and it also falls under a Commercial Activity Node. The area also falls just outside of the Sheep Island focus area in the 2014 Vision Plan appended to the Comprehensive Plan. That plan proposes a mix of uses, including single-family (detached and attached) residential, multi-family residential, and commercial uses. The proposed PUD would allow for a maximum of 400 single-family detached units, 100 accessory dwelling units, 125 single-family attached (townhomes) units, and at least 51 acres of neighborhood commercial uses.

The PUD is primarily following the Neighborhood Mixed-Use (N-MX) standards found in the UDO, with a few exceptions. There are a few commercial uses allowed in the PUD that would not be allowed in the N-MX zoning district, such as convention centers, gas stations (with no more than 8 fuel pumps), bars, and liquor stores. Given the proximity to the interstate and the planned widening of N. Maple Street in the near future, staff does not object to these additional commercial uses. One thing that the PUD does provide that the N-MX zoning would not is the guarantee that a certain amount of the development will be devoted to commercial uses. The main exception to the UDO for the single-family residential portion of the development is the ability to have homes/townhomes with front-loaded attached garages and the associated driveway access. With the smaller lots as is planned, staff was concerned that this would negatively impact the main residential roads in the development. After discussions with the developer to consider only allowing a certain percentage of front-loaded attached garages and not allowing driveway access on the main entry roads, the developer has proposed that only 50% of the single family residential on the two main roads off of Old Dairy Road be allowed to be front-loaded. All exceptions to the design guidelines (Chapter 4 of the UDO) that were previously included in the PUD request have been removed after discussions with staff and the Planning Commission.

A Traffic Impact Analysis (TIA) is being finalized, per the Town's UDO requirements. The TIA was conducted in coordination with the proposed annexation/development on the Rosemary properties just to the northeast. The TIA provides the required roadway improvements at the developer's expense that will be necessary to handle the increased traffic from this development. Updates to the TIA will be required if any land uses or intensities change as the project is developed.

An Economic Impact Analysis was also completed for the development. The analysis uses conservative estimates for home ($325,000) and townhome ($225,000) values. Based on these values and the inclusion of 318,000 square feet of mixed commercial (the conceptual plan shows

400,000 sf), the proposed development will provide a net gain to the Town over a 20 year timeframe.

Based on the revisions that were made to the PUD following the Planning Commission meeting and the information in the economic impact analysis, staff would recommend approval of this annexation and PUD. Planning Commission held a public hearing and recommended approval at their meeting on March 16, 2020.

ANNEXATION
STAFF REPORT
PLANNING & DEVELOPMENT COMMITTEE
April 6, 2020

TMS#s: 145-07-03-029
Location: 109 Dove Lane
Description: one lot totaling approximately 0.27 acres
Request: Annexation and Zoning to GR-5

The property owner is requesting that the above referenced parcel be annexed into the Town from Dorchester County. The existing zoning in Dorchester County is R-2, Single-Family Residential, and there is a detached single-family home on the property.

This property is an existing doughnut hole in the Town limits. This property is included in the Town's 'Medium Residential Neighborhood' area as identified within the Town's 2009-2011 Comprehensive Plan and Update as well as on the accompanying Future Land Use Map. Both proposed annexation and zoning classification are in conformance with the Town's Comprehensive Plan & Update 2009-2011 and are recommended for approval by staff. Planning Commission held a public hearing and recommended approval at their meeting on March 16, 2020.

ANNEXATION
STAFF REPORT
PLANNING & DEVELOPMENT COMMITTEE
April 6, 2020

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The Town of Summerville Planning Commission Meeting
Minutes
March 16, 2020

This meeting of the Town of Summerville Planning Commission was attended by Commission Members, Jim Reaves, Chairman; Tom Hart; Jonathan Lee; Charlie Stoudenmire; and Elaine Segelken. Kevin Carroll and Betty Profit were unable to attend. Staff in attendance included Jessi Shuler, AICP, Director of Planning; Michael Lisle, Economic Development Coordinator; and, Bonnie Miley, Assistant Town Engineer.

Jim Reaves, Chairman, called the meeting to order at 4:05 PM.

Approval of Minutes:
The Chairman asked if there were any edits or additions to the minutes from the meeting on February 24, 2020. Ms. Segelken made a motion to approve the minutes as presented, and Mr. Hart made the second. The motion passed unanimously.

Public Hearings:
The first public hearing opened at 4:07 PM and was for the petition by William Tolman Salisbury, Jr.; The Tolman Salisbury Family L.P.; William T. & Kathy J. Salisbury (JTROS); Danny L. Wright, II & Jennifer S. Wright; Kathy J. & W. Tolman Salisbury (JTROS); William T. Salisbury, Jr.; and William L. McCormick to annex Dorchester County TMS#'s 130-00-00-020, 716 N. Maple Street; 130-00-00-004, 156 Labyrinth Lane; 130-00-00-005, 708 N. Maple Street; 130-00-00-006, 712 N. Maple Street; 130-00-00-036, N. Maple Street; 130-00-00-033, Old Dairy Road; 130-00-00-019, 81 E. Turner Street; and 130-00-00-034, N. Maple Street; and Berkeley County TMS# 730-00-00-036, Old Dairy Road (approximately 250.046 acres total), currently zoned R-4 Multifamily Residential in Dorchester County and Flex-1 in Berkeley County and will be zoned PUD, Planned Development District upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 1) Mr. Reaves introduced the item and turned the floor over to the applicants to address the Commission. Chris Campeau with Seamon & Whiteside and Jason Ray with Mungo Homes presented the application. Mr. Campeau explained that they chose to do a PUD rather than strict zoning to limit the amount of single-family homes allowed. He then introduced the team for the project and oriented the Commission to the site along N. Maple Street and Old Dairy Road. Mr. Campeau stated that they'd done an economic impact analysis using the mix of uses, including the commercial area, which would be modeled after Bluffton, which is similar to Downtown Summerville, just new construction. Mr. Ray added that at a minimum the economic analysis shows that the Town will make money off of the project. Mr. Lisle, the Town's Economic Development Coordinator, confirmed that he had been working with the applicants, and he was very comfortable that the project would make the Town money all the way out to a 20 year horizon. Mr. Hart asked if any economic incentives were involved, and Mr. Lisle responded that none were being requested. Mr. Campeau noted that the goal was to create a development where you can live, shop, and play within about a five minute walk. He then proceeded to confirm that the applicants were aware of staff's concerns, and they felt that they could accommodate just about everything. Mr. Hart questioned which staff concerns or comments could not be accommodated. Mr. Campeau stated that after meeting with staff last week and getting a better understanding of the UDO requirements, they were now okay with the 18" above sidewalk grade, the shutter requirement if present, allowing vinyl if approved by staff, and reducing the accessory structure height to about 25' measured to the eaves. Mr. Hart praised the concept of the development, but noted that he was personally concerned about not having a required setback for attached garages, as just a few feet could make a big difference in the appearance of a home. Mr. Ray assured him that there would be some homes that did have the garages setback, and that the street design, with sidewalks, street trees, etc. would also provide a pleasing appearance. Mr. Hart asked if all the parking for the homes was planned to be off-street, and Mr. Ray stated that most of it would be, but there would

be some roads that would be designed for on-street parking. Mr. Campeau further noted that street sections were provided, and any on-street parking would be on a two lane road with parallel parking bump-outs. Mr. Lee asked about the proposed square footage for the commercial portion of the development, and Mr. Campeau responded that the conceptual plan shows approximately 400,000 square feet broken into smaller buildings. He also noted that the amount of commercial area could increase, but the amount of single-family homes could not. Mr. Hart relayed that Mr. Stoudenmire questioned if there were any provisions in the development for public service buildings. The applicants responded that they were willing to provide for that, but they'd already met with the Superintendent of DDII, who stated that due to the close proximity of Alston-Bailey Elementary and Alston Middle, and the proximity of the site to the County line, this would not be a good location for a school site.

Mr. Richard Ragland of 194 E. Turner Street asked if William McCormick's property was included in this development. Mr. Ray confirmed that it was included, but that they had no intention of connecting the development to E. Turner Street. Mr. Ragland then asked about the stormwater requirements because his property has experienced flooding issues ever since the Scott's Mill subdivision was built. Mr. Ray explained that they would be following all requirements, and if anything, their development should make his flooding issues better. Mr. Campeau reiterated that they would not be tying into Clemson Terrace except for sewer. Mr. Ragland asked about the proximity of the development to the properties on E. Turner Street, and Mr. Ray stated that they were not sure at this point, but that they would be happy to work with him as the development progresses. Mr. Ragland expressed his approval of their plans, as long as his property was protected. He then asked about if there would be any access to Highway 78, and Mr. Ray confirmed that access would only be on Old Dairy Road and N. Maple Street.

Hearing no further requests from the public to offer any comments, this public hearing was closed at 4:34 PM.

The second public hearing opened at 4:35 PM and was for a petition by the Rosemary Family Limited Partnership to annex Berkeley County TMS#'s 221-00-00-005, -200, -201, -202, and 220-00-02-019 (approximately 100.23 acres total), currently zoned PD-OP/IP Planned Development District – Office or Industrial Park in Berkeley County and will be zoned G-B General Business upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 2) Mr. Reaves introduced the request and turned the floor over to the applicants to address the Commission. Tom Lowell with Casto, Sammy Cavanagh with the Crosland Barnes Group, and Robby Robbins presented the application. Mr. Robbins explained that these properties were a bit further down N. Maple Street from the previous development with only about 100 acres, and that it would be more of a commercial feel. Mr. Lowell noted that this project is a joint venture between Casto and Crosland Barnes. He provided a brief overview of Casto, stating that they were a full service realtor and generally hold on to their properties if possible. Ms. Cavanagh explained that Crosland Barnes was primarily a commercial leasing, brokerage, and development company focusing on retail. Mr. Lowell then informed the Commission that this project consisted of five parcels, and they would have to bring Berkeley County water and sewer in from over a mile away. He noted that they were working on economic evaluations, but that this would be primarily commercial with businesses like hotels, restaurants, retail, and some convenience style businesses. They are requesting G-B, General Business zoning to allow for a mix of uses. Mr. Lowell detailed that the traffic study was underway, and Ms. Miley confirmed that it should be complete within a month. The Commission members asked about walkability throughout the properties, and Mr. Lowell assured them that it would be walkable and a mix of uses, but there will be some highway commercial given the proximity of the interstate. Ms. Segelken asked if they would continue to own all of the sites or if some would be for sale. Mr. Lowell confirmed that some of the sites would be for sale, but that they preferred ground leases. Mr. Robbins noted that this development fits nicely with access and the Town's growth pattern. Ms. Segelken asked if they had seen the Vision Plan. Mr. Lowell confirmed that they had seen and reviewed the Vision Plan, but that carrying out that concept is difficult without acquiring a lot more

land than they currently have. Mr. Lee asked about the timing of the development, and Mr. Lowell stated that hopefully they could get started sometime at the beginning of next year, but they needed to figure out the plan for utilities first. Mr. Hart asked if this area would be a cohesive plan similar to Nexton, and Mr. Lowell explained that the larger piece may be master planned, but it would be difficult on the smaller pieces closer to the interstate. Hearing no requests from the public to comment, this hearing was closed at 4:52 PM.

The third public hearing opened at 4:52 PM and was for a petition by Evan Bentley and Lily Sooter to annex Dorchester County TMS# 145-07-03-029 (approximately 0.27 acres), Lot 40, located at 109 Dove Lane, currently zoned R-2 Single-Family Residential in Dorchester County and will be zoned GR-5 General Residential upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 3) Mr. Reaves introduced the request and asked if anyone from the public would like to comment. Hearing no requests from the public to comment, this hearing was closed at 4:53 PM.

Old Business
There were no items under Old Business.

New Business:
The first item under New Business was New Street Names for the Knightville Tract and Six Oaks (Tupper Tract). Ms. Shuler stated that three proposed names, Agee, Cotton Tree Place, and Cyrilla (no Dr. suffix) passed review by the County addressing entities. She noted that Dorchester County recommended that "Swamp" be added to the front of "Cyrilla" as there was a similar sounding existing street name. Ms. Segelken made a motion to approve Agee, Cotton Tree Place, and Swamp Cyrilla, and Mr. Hart made the second. The motion passed unanimously.

Ms. Shuler then explained that additional street names passed review by the County addressing entities for the Six Oaks development as they needed about 19 names. She read off all of the names: Bos Taurus, Brown Cow, Brown Swiss, Burlina, Casein, Clarabelle, Curd, Dewlap, Friesian, Guernsey, Heath, Heifer, Herbage, Herd, Lakenvelder, O'Leary, Rendena, Rumen, Shorthorn, Speckle Park, Steppe, Thurl, and Veldt. Mr. Hart made a motion to approve all of the names as read, and Ms. Segelken made the second. The motion passed unanimously.

The second item under New Business was the petition by William Tolman Salisbury, Jr.; The Tolman Salisbury Family L.P.; William T. & Kathy J. Salisbury (JTROS); Danny L. Wright, II & Jennifer S. Wright; Kathy J. & W. Tolman Salisbury (JTROS); William T. Salisbury, Jr.; and William L. McCormick to annex Dorchester County TMS#'s 130-00-00-020, 716 N. Maple Street; 130-00-00-004, 156 Labyrinth Lane; 130-00-00-005, 708 N. Maple Street; 130-00-00-006, 712 N. Maple Street; 130-00-00-036, N. Maple Street; 130-00-00-033, Old Dairy Road; 130-00-00-019, 81 E. Turner Street; and 130-00-00-034, N. Maple Street; and Berkeley County TMS# 730-00-00-036, Old Dairy Road (approximately 250.046 acres total), currently zoned R-4 Multifamily Residential in Dorchester County and Flex-1 in Berkeley County and will be zoned PUD, Planned Development District upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 1) Mr. Lee made a motion to recommend approval to Town Council as presented with Ms. Segelken making the second. Mr. Hart expressed his support for the plan, particularly with the assurances from the applicant that they are working with Town staff to address any concerns. Following the discussion, the motion passed unanimously.

The third item was the petition by the Rosemary Family Limited Partnership to annex Berkeley County TMS#'s 221-00-00-005, -200, -201, -202, and 220-00-02-019 (approximately 100.23 acres total), currently zoned PD-OP/IP Planned Development District – Office or Industrial Park in Berkeley County and will be zoned G-B General Business upon annexation into the Town of Summerville's municipal

limits. (Proposed Council District 2) Mr. Hart made a motion to recommend approval to Town Council with Mr. Lee making the second. Following no discussion, the motion carried.

The fourth item was the petition by Evan Bentley and Lily Sooter to annex Dorchester County TMS# 145-07-03-029 (approximately 0.27 acres), Lot 40, located at 109 Dove Lane, currently zoned R-2 Single-Family Residential in Dorchester County and will be zoned GR-5 General Residential upon annexation into the Town of Summerville's municipal limits. (Proposed Council District 3) Ms. Segelken made a motion to recommend approval to Town Council with Mr. Hart making the second. Following no discussion, the motion carried.

Miscellaneous:

The first item under Miscellaneous was the Comprehensive Plan & Master Transportation Plan Draft. Ms. Shuler informed the Commission that given the recent situation with COVID-19, she had not yet received the full draft of the plan. She hope to have it this week, and would send it out as soon as it is available.

Adjourn

With no further business for the Commission, Ms. Segelken made a motion to adjourn with Mr. Lee making the second. The motion carried and the meeting was adjourned at 5:03 PM.

Respectfully Submitted,

Date: _____

Jessi Shuler, AICP
Director of Planning

Approved: _____
Jim Reaves, Chairman or Kevin Carroll, Vice Chairman

ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THE PARCELS OWNED BY WILLIAM TOLMAN SALISBURY, JR.; THE TOLMAN SALISBURY FAMILY L.P.; WILLIAM T. & KATHY J. SALISBURY (JTROS); DANNY L. WRIGHT, II & JENNIFER S. WRIGHT; KATHY J. & W. TOLMAN SALISBURY (JTROS); WILLIAM T. SALISBURY, JR.; AND WILLIAM L. MCCORMICK, ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEEDS AND RECORDED PLATS ATTACHED HERETO AND INCORPORATED BY REFERENCE:

WHEREAS, the owners of the real estate designated as Dorchester County TMS #s 130-00-00-020, 716 N. Maple Street; 130-00-00-004, 156 Labyrinth Lane; 130-00-00-005, 708 N. Maple Street; 130-00-00-006, 712 N. Maple Street; 130-00-00-036, N. Maple Street; 130-00-00-033, Old Dairy Road; 130-00-00-019, 81 E. Turner Street; and 130-00-00-034, N. Maple Street; and Berkeley County TMS# 730-00-00-036, Old Dairy Road (approximately 250.046 acres total in nine parcels), has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described land on the attached deeds and recorded plats, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway (s) immediately adjacent to the property lines of the parcel for the purposes of providing public service to the parcel;

SECTION II. That the properties above described and hereby annexed shall be Zoned PUD "Planned Development District" and be classified as PUD "Planned Development District" under the Zoning Ordinance of the Town of Summerville.

Ratified this _____ day of _____, 2020 A.D.

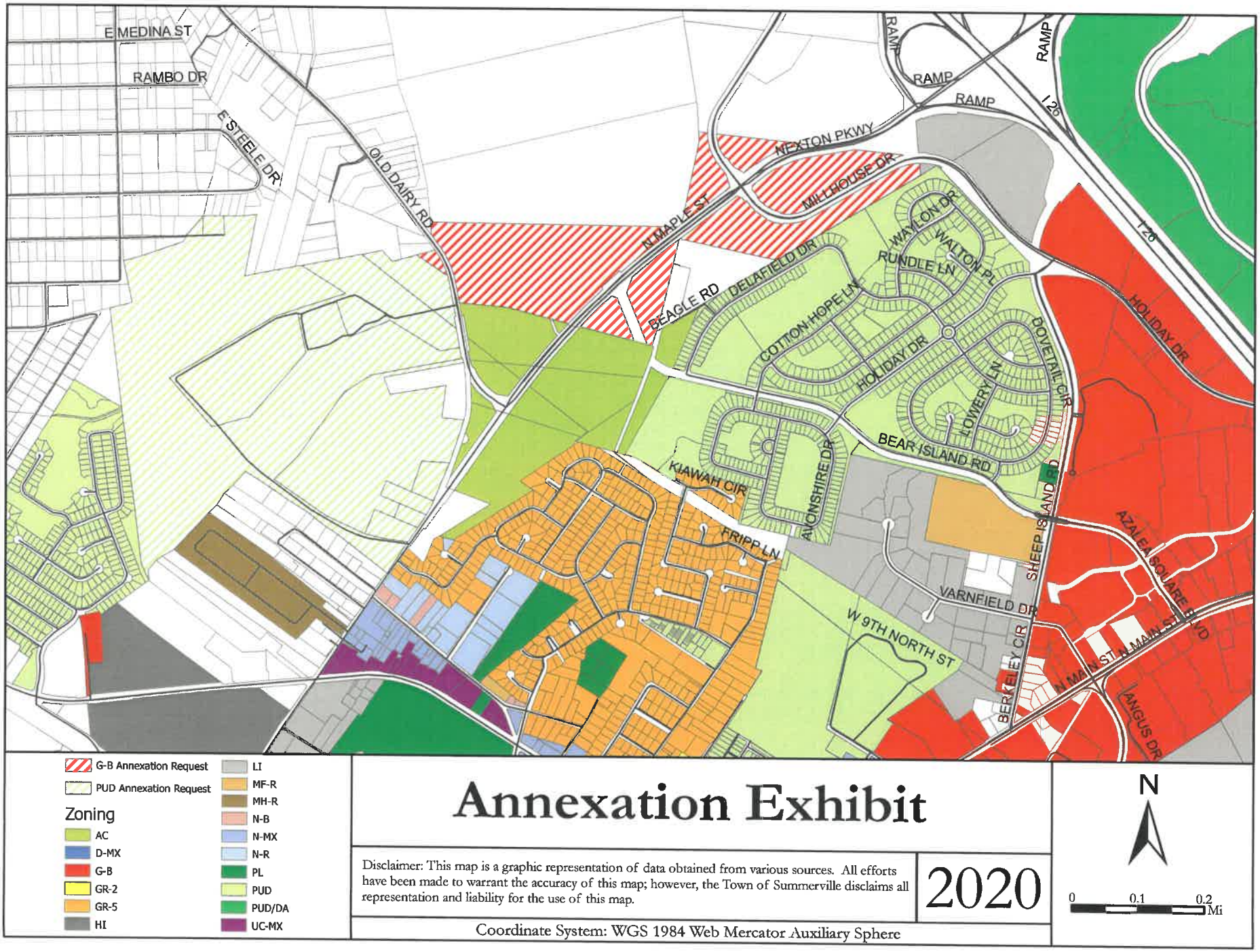
_____
Ricky Waring, Mayor

_____
Beth Messervy, Town Clerk

PUBLIC HEARING: March 16, 2020

FIRST READING: April 9, 2020

SECOND READING: _____



Annexation Exhibit

Disclaimer: This map is a graphic representation of data obtained from various sources. All efforts have been made to warrant the accuracy of this map; however, the Town of Summerville disclaims all representation and liability for the use of this map.

2020

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

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0 0.1 0.2 Mi

NMS Mixed Use Development
Summary Table

				ANNUAL REVENUE	IF BETTER BY
Residential Revenue	$ 12,661,185			**$ 130,718**	**Current Scenario**
Commercial Revenue	$ 9,877,908			$ 143,790	10%
Cost to Serve Citizens	$ 22,246,656			$ 156,862	20%
	$ 292,437			$ 169,934	30%
Additional Approved SqFt, Overall 20% Increase	$ 350,925	$	643,362	$ 183,005	40%
2% Hospitality Tax	$ 1,971,000			$ 196,077	50%
20 Year Project Revenue	**$ 2,614,362**			$ 209,149	60%
Annual Project Revenue	**$ 130,718**			$ 222,221	70%
				$ 235,293	80%
				$ 248,364	90%
				$ 261,436	100%
				$ 274,508	110%
				$ 287,580	120%
				$ 300,652	130%
				$ 313,723	140%
				$ 326,795	150%

HOTEL CALCULATION

100	Room Hotel
90	Rooms @ 90% Occupancy
150	Average Nightly Cost
$ 4,927,500	Annual Revenue
$ 98,550	2% Hospitality Tax (Annual)
$ 1,971,000	2% Hospitality Tax (20 Years)

Tax value of the commercial in report was $80 million based on 318,000 SF conservatively.
If we max out the commercial and add the houses, it's closer to $100 million.

North Maple Street Mixed Use Planned Unit Development

To be annexed into the
Town of Summerville
Dorchester County, South Carolina

Prepared by:

Seamon, Whiteside and Associates, Inc.
128 South Main Street
Suite B
Summerville, South Carolina 29483

October 23, 2019
Revised November 8, 2019
Revised February 19, 2020
Revised March 30, 2020

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0

SECTION 1: GENERAL DESCRIPTION OF THE PROPOSED PROJECT

This site is composed of approximately 250 acres of land north of North Maple Street and west of Old Dairy Road. Eight of the parcels are currently in Dorchester County and are zoned R4. One of the parcels is in Berkeley County and is zoned Flex 1. The properties are approximately one mile from the new Nexton Parkway interchange and ½ mile from Highway 78. None of the tracts are currently within the limits of the Town of Summerville. An aerial photograph and context map of the property can be found in the Appendix.

The TMS numbers and acreage for the property are:

1.	130-00-00-020	2.267 Acres	William T. Salisbury, Jr.
2.	130-00-00-004	143.154 Acres	William Tolman Salisbury Family LP
3.	130-00-00-005	2.787 Acres	William & Kathy Salisbury
4.	130-00-00-006	1.177 Acres	Danny & Jennifer Wright
5.	130-00-00-036	41.713 Acres	Kathy J & W Tolman Salisbury (JTROS)
6.	130-00-00-033	46.711 Acres	William T. Salisbury, Jr.
7.	130-00-00-019	1.000 Acres	William McCormick
8.	130-00-00-034	2.729 Acres	William Tolman Salisbury
9.	730-00-00-036	8.508 Acres	Kathy J & W Tolman Salisbury

The property owners are requesting annexation of the listed Dorchester County and Berkeley County parcels and Planned Unit Development (PUD) zoning for the overall acreage in accordance with Section 2.10 of the Town of Summerville Unified Development Ordinance (UDO) to allow a mixture of land uses including single family detached, single family attached, multi family, and Neighborhood Commercial.

SECTION 2: LAND USES AND INTENSITIES

The family intends to continue to live on and enjoy the land for some time in the same manner they have for generations. This PUD would preserve those rights as long as the family continues to own the land.

The existing uses on the family land are currently:

- Single Family Homes
- Farming and all uses incidental to farming, raising of livestock, boarding of horses, equipment storage, fueling and repair
- Hunting, although the discharging of firearms will no longer be permitted
- Timbering operations (in areas indicated on the Existing Timber Lands exhibit)
- Burning of fallen trees and debris
- Cellular communications tower
- RV storage

The proposed anticipated land uses and units are as follows:

Single Family Detached	400 units maximum
Accessory Dwelling Units	100 units maximum
Single Family Attached (Townhomes)	125 units maximum
Neighborhood Commercial	51 (+/-) acres minimum

These represent the anticipated square footages or unit counts anticipated in the PUD. Should the land use intensities need to increase over time, a corresponding reduction in intensities for other uses shall be required. However, Single Family units cannot be increased by reducing Neighborhood Commercial.

In the Neighborhood Commercial zone, various uses are allowed in the PUD and square footages may change. In accordance with ITE standards, PM traffic peaks will govern. Units may be converted, but the impacts outlined in the traffic report cannot be exceeded without prior town approval.

No minimum amounts of any use shall be required to be constructed prior to approvals, permits, construction, certificates of occupancy, and operation of any other uses that are within the maximum amounts set forth above.

Allowable land uses

A. Single Family Residential Zone
(Residential uses currently allowed in the Town of Summerville, or currently under use on the property.)

- All residential uses will follow N-MX zoning.
- Parks, playgrounds, schools, swim clubs and cemeteries
- Churches
- Home occupations
- Model homes & sales office

B. Neighborhood Commercial Zone
(All those uses listed above plus the following)

- All uses currently allowed in the Town under N-MX zoning
- Live work units – office or retail spaces with the potential for residential, typically above the first floor (these will be considered retail square footage)
- Administrative, sales, and maintenance offices for on-site management and all incidental residential uses
- Churches
- Convention Centers
- Continuing Care retirement Facilities (Skilled Care, Assisted Living, or Nursing Home units that do not have full kitchens do not count towards residential density)
- Gas stations with no more than 8 fuel pumps
- Stores, restaurants or bars that allow alcohol & wine sales
- Bus Rapid Transit Stops (BRT's)

The Planning Department shall review the project as building permits are requested to ensure that the proposed uses are compatible with the intent of the PUD.

SECTION 3: DEVELOPMENT CRITERIA

3.1 CONFIGURATION AND BUILDING PLACEMENT

Lot configuration and building placement shall follow UDO Section 2.5 N-MX standards with the following exceptions:

1. The Frontage buildout of 60% does not apply.
2. There are no maximum building setbacks.
3. The attached garage setback (from front façade) is 5 feet. Attached garages along frontage are allowed.
4. Minimum front yard when parking is provided in rear of fee simple townhouses shall be 10 feet.
5. Garages are allowed to be accessed via driveway to the front street. However, along the two main entry roads from Old Dairy Road (delineated with a dashed pink line on the sketch plan), at least 50% of those lots will be accessed from an alley.
6. Driveway curb cuts shall be a maximum of 18' wide.

3.2 GENERAL REQUIREMENTS FOR LOTS

1. Corner lots will require only one front setback.
2. Accessory structures are permitted in the rear and side yards only with indicated minimum setbacks from the side and rear property lines or ingress/egress easements, whichever is greater. If the necessary structure is placed in that portion of the yard that fronts a second street frontage of the property, the accessory structure can be no closer to the second street frontage than the primary structure.
3. Building heights are measured to the eave of structure. The maximum building height in Multi-family and Neighborhood Commercial areas is 55'.

3.3 FLEXIBILITY OF USES OF TRACTS

The Development Plan and density must maintain flexibility to accommodate specific soil conditions, environmental concerns, physical constraints, market conditions, design parameters, and changing trends and strategies in planning and development. Accordingly, the exact location of boundary lines between tracts, the location and size of land uses indicated within the planned areas, and the preliminary design concepts for the tracts and uses described in this PUD shall be subject to change as phases of the Development Plan are submitted for final review over the life of the Project; provided, however, that the maximum intensities and allowed land uses described in this Ordinance shall be strictly adhered to.

3.4 CURRENT REGULATIONS

The Current Regulations shall be the Town of Summerville's Zoning Ordinance in effect at the time of PUD approval. Should this PUD not specifically address certain zoning or development standards, it will be subject to the Current Regulations (UDO).

Residential building design guidelines shall follow the UDO with the exceptions noted on the attached exhibit referencing UDO section 4.3.

3.5 SUBDIVISION PLAN REVIEW AND APPROVAL

Preliminary plans and final plats for each phase of the development shall be submitted for review and approval by the appropriate Summerville authority pursuant to the provisions of the Current Regulations. The following modifications have been incorporated into this PUD:

- The 18 month wait between logging and/or timbering parcels and permitting or construction is not applicable.

SECTION 4: OPEN SPACE

4.1 OPEN SPACE

This property was a dairy farm for decades and evolved into open meadows, established tree lines along fence rows, beautiful live oaks, scenic ponds, and managed pine forested highland and wetlands.

Two existing ponds lie along the pine wetland and are well stocked with fish. These ponds support a diverse ecology of native plant types and attract numerous species of native birds. These ponds will continue to be managed and enhanced by the HOA.

The intent of open space within this project is to:

- Provide park space that is centrally and internally located and serve as focal points for community activity
- Preserve rural views, significant hardwood forested tree lines, wildlife habitats, and watersheds in pristine form
- Conserve areas which are inappropriate for development because they contain wetlands, wetland buffers and floodplains

4.2 IMPROVED OPEN SPACE

Minimally, five percent (5%) of the developable areas shall be devoted to improved open space. Developable areas shall be defined as the total highland minus wetlands, the existing power line easement, and the existing ponds. (250 gross acres – 81 acres wetland – 4.7 acre utility easement - 4.8 acre pond = 159.5 developable acres). 159.5 developable acres x 5% = 7.97 acres of improved open space are required.

Improved open space can include:

- natural areas
- wetland buffers
- new storm water ponds (if amenitized with boardwalks, piers, landings, etc.)
- amenity centers
- sports fields, landscape buffers, trails, boardwalks, paths, or other similar uses.

Improved Park Spaces will be provided through neighborhood parks, squares and greens, playgrounds, and multi-purpose fields. These parks shall not be confined to one area but shall blend throughout the development.

These areas shall be landscaped, include benches, bike racks, other site furnishings and shall serve as focal points for both the residential neighborhood and neighborhood commercial areas. Designs of these areas shall be submitted to Town staff for approval and compliance with this PUD.

4.3 UNIMPROVED OPEN SPACE

Unimproved open space will be provided by the roughly 81 acres of existing wetlands and the utility easement.

The major wetland bisecting the highland has two existing stocked fishing ponds and existing pervious trails which meander through the wetland and along the power line easement. These existing trails will tie into new trails, walkways, and pathways throughout the neighborhood and will connect to North Maple Street and Old Dairy Road.

4.4 MAINTENANCE OF PARKS AND OPEN SPACE

Unless accepted for dedication or otherwise agreed to by the Town of Summerville, another unit of government, or a private non-profit land conservancy, the cost and responsibility of maintaining Park or Open Space and any associated facilities shall be the responsibility of the HOA.

Natural features shall be maintained in their natural condition, but may be modified to improve their appearance, functionality, or overall condition, at the approval of the Town. Permitted modifications may include:

- Reforestation
- Woodland management
- Pasture or cropland management
- Buffer area landscaping
- Stream bank protection
- Wetlands management
- Removal of invasive species

SECTION 5: TREE REGULATIONS

5.1 TREE PROTECTION

A tree survey has been completed in Single Family areas locating all trees 6" and larger. Prior to development of Neighborhood Commercial areas, a tree survey shall be conducted to locate all trees 8" or greater except for Sweet Gums, which are exempt.

Reasonable efforts during the planning process shall be made to site structures around existing Grand Trees.

Existing Grand Trees must be evaluated by a certified arborist or registered landscape architect in coordination with the Town arborist, prior to submitting Construction Documents and shall be graded as follows: A – excellent; B - good; C – average; D – below average; or F – poor.

Trees to be removed are subject to the following mitigation guidelines:

Grade A & B – 100% mitigation of caliper inches removed.
Grade C – 50% mitigation of caliper inches removed
Grade D & F – no mitigation required

Mitigation trees shall be 2 ½" minimum caliper and of a species approved by the Town Arborist. Exact locations of mitigation trees are subject to approval by town staff prior to installation. Suitable areas may include public green spaces, rights of way, buffers, on lots, recreational areas, etc.

Any tree listed on the State of South Carolina's invasive species list (as published by the South Carolina Forestry Commission and/or South Carolina Exotic Pest Plant Council) as either Severe Threat, Significant Threat, or Emerging Threat may be removed without mitigation.

Grand trees shall not be impacted by encroachment into their Protected Zone by impervious surfaces or extensive grading by more than 25%. The Protected Zone is defined as a circle of one foot in diameter for every inch of caliper or a sum of calipers for multi-trunk trees.

Applications to remove or impact Grand Trees must include a Site Plan prepared by a Professional Engineer or a licensed Landscape Architect. The plans must identify the trees to be removed and the trees to be retained. Grand Trees shall be color coded according to their Grade as follows: A=Green, B=Blue, C=Yellow, D=Orange, and F= Red with circles coinciding with their Protected Zone. The plan shall be accompanied by a general statement of hardship addressing each tree individually.

Areas already planted for timbering purposes, typically Pine stands, do not require protection or mitigation. The areas have been delineated on the Existing Timber Lands Exhibit.

5.2 STREET TREES & RESIDENTIAL LANDSCAPING

Street Trees shall be planted along both sides of all streets and shall have an average spacing of 35' to 50'.

Street trees shall be 2 ½" minimum caliper and of a species approved by the Town Arborist.

Street trees will be allowed to count towards mitigation of nearby lots but are only counted once.

If street trees are planted within in the right of way between the curb and the sidewalk, the planter strip shall be a minimum of five (5) feet wide for understory trees and eight (8) feet wide for canopy trees. The tree will be planted in the center of the landscape strip, and no root barrier is required.

The developer and/or subsequent HOA are responsible for the maintenance, trimming, and replacement of all street trees. Trees in the public right of way and those on private property which encroach into the public right of way above a public sidewalk must be maintained so that the lowest limbs are a minimum of 7 feet above the grade of the sidewalk to create an unobstructed movement zone for pedestrians.

Developers shall coordinate the locations of streetlights with street trees to avoid conflicts. Street trees shall be at least 15' from streetlights.

Each single-family home shall have at least 3 trees planted on the lot. Town homes shall have 1 tree per every two units, 2 ½" minimum caliper, to be planted on the lot or adjacent right of way. If trees cannot be feasibly planted on a residential lot or within the right of way adjacent to the lot, they can be planted in open space as approved by the Planning Director or designee. Canopy trees planted on lots can count towards mitigation.

Canopy trees shall be planted at least 10' from any structure, including drainage structures.

At least 50% of the lots must have home construction started before clearing will be approved for the next phase.

SECTION 6: TRAFFIC, STREETS AND PARKING

6.1 TRAFFIC STUDY

A traffic study has been requested via the Town's Traffic Study Ordinance. Town staff can provide the traffic study or it will be included as an attachment to this document once finalized.

The traffic study shall also be updated as needed in stages appropriate to development, or as future land uses such as those within Neighborhood Commercial apply for permits, or as requested by Town Staff.

6.2 STREETS

Vehicular access to the residential neighborhood south of the wetland is planned to be via two points on Old Dairy Road. Internal interconnectivity will be provided.

There will be vehicular and pedestrian interconnectivity between the residential and Neighborhood Commercial land uses.

Vehicular access to the Neighborhood Commercial area will be along North Maple Street. The exact size and number of access points shall be determined by the traffic study and as allowed by SCDOT.

Construction routes for different phases shall be submitted to Town staff for review and approval.

Streets connecting to existing Dorchester County streets will need Dorchester County approval.

There will be a hierarchy of street types for internal vehicular traffic. Street sections can be found in the Appendix.

6.3 PARKING

Town of Summerville requirements for parking shall by met with the following exceptions:

- On street parking adjacent to the lot may be considered in parking spaces calculations for the individual lot if parking spaces are designated.
- In Neighborhood Commercial areas, parking may be provided within 600' of the site that it serves.
- In Neighborhood Commercial areas, when an individual block or lot within its boundaries has more than one use, shared parking may be considered to satisfy minimum parking requirements as approved by Town staff.
- Required parking for designated outdoor spaces and amenity areas may be unpaved or non-hard surfaced utilizing slag, gravel, ROC, grasscrete or similar pervious material, subject to site plan approval.

SECTION 7: STORM WATER MANAGEMENT

The property currently drains towards Rumphs Hill Creek along the central wetland which bisects the site. Runoff from developed property will be routed through detention pond systems prior to its ultimate outfall. These ponds will be designed to limit post-development runoff to pre-development rates. Temporary ditches, which will be maintained by the developer, may be utilized until the final pond and pipe systems are constructed in specific areas.

Storm water within the neighborhood will be routed by a combination of grassed swales, underground piping, and overland flow into a series of ponds to be detained before exiting the development. Detention areas will be appropriately landscaped and stabilized in accordance with applicable regulations. The storm water system will meet pre-developed conditions.

Storm water management will be designed and implemented in accordance with the Town of Summerville's development standards as well as the requirements of the South Carolina Department of Health and Environmental Control – Office of Ocean and Coastal Resource Management.

Storm water Best Management Practices (BMPs), Low Impact Development (LIDs), and other accepted measures may be implemented to reduce post-development runoff rates, improve storm water quality, and potentially reduce existing downstream problems.

Upon its completion and approval, the drainage system, except for ponds and certain LID practices, will be dedicated to and maintained by the Town of Summerville.

A Conceptual Drainage Master Plan is included in the Appendix.

SECTION 8: LETTERS OF COORDINATION

The following list of letters of coordination or service letters will be submitted in the future prior to the approval of any subsequent development plans for any portion of the PUD.

Sanitary Sewer System	Dorchester County Water and Sewer Department
Domestic Water System	Summerville CPW
Electric	Dominion
Communications	To be determined
Schools	Dorchester District 2
Existing County Roads	Dorchester County Public Works

All utilities will be installed underground. All underground utilities will be coordinated with the applicable utility providers for review and approval, as needed, prior to installation within the neighborhood.

SECTION 9: DEVELOPMENT SCHEDULE

A. Phases of Construction and Development

The North Maple Street Mixed Use will have a build-out program which could last over 20 years. The existing family home sites are intended to remain untouched for the next several years. The timing of development will be very much affected by the health of the national and local economies, as well as the demand for various housing types and other needs for the region. It is extremely difficult, if not impossible, to accurately project timing of future phases of development and parcel demand. The following estimates are based on information believed to be reasonable at this time. The estimates are subject to change, from time to time, based on market conditions, the supply of competing properties within the region, and other factors not in control of the property owner.

B. 2020-2030

During this initial phase of development, the construction of infrastructure will begin on the residential portion of the property. During this ten-year period, single family lot development will occur. Roads will connect the single family lots to the existing Old Dairy Road. A park and trail system will be built within the single-family area and will be expanded from time to time to accommodate and link future phases of development. Single family development during this period should be in the range of 40-60 lots per year. It's also reasonable to assume that Neighborhood Commercial development could occur on the southern portion of the tract along North Maple Street.

C. 2030-2040

The development should continue during this period. As development progresses, it will move south towards North Maple Street. A continuation of land uses may become more favorable as the market demand for such uses becomes greater. The market demand will determine actual land use needs as well as the quantity of those uses.

D. 2040-2050

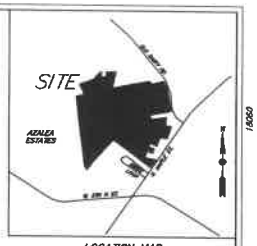
This period should be the closeout period when a majority of uses will be available, and infrastructure will be complete.

±500' GRID TOPOGRAPHIC TREE & BOUNDARY SURVEY

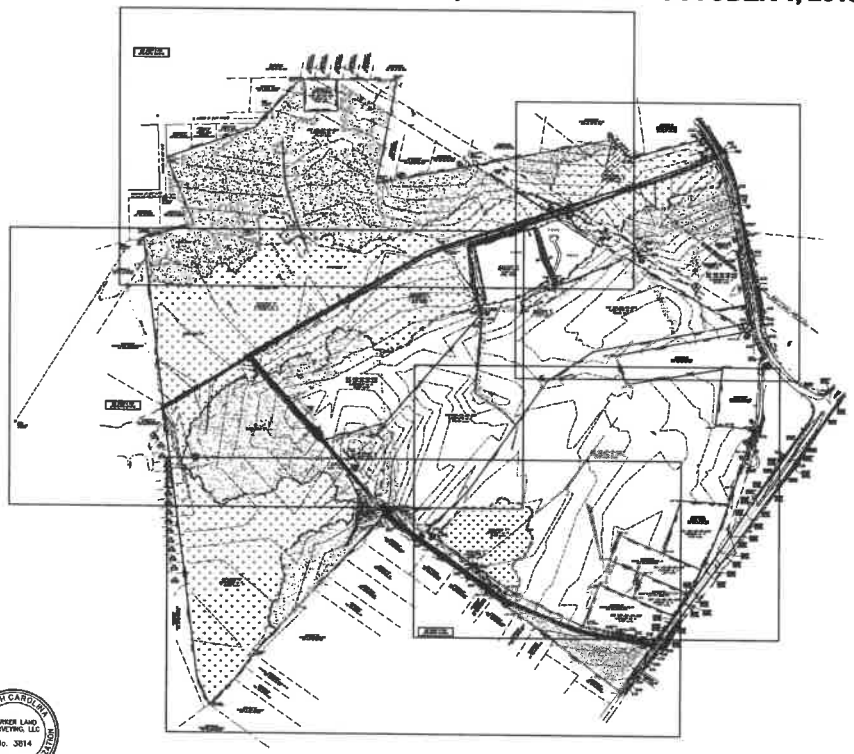
SHOWING

SHOWING TMS 130-00-00-004, 143.154 ACRES, PROPERTY OF WILLIAM TOLMAN SALISBURY FAMILY LP, TMS 130-00-00-033, 46.711 ACRES, PROPERTY OF WILLIAM T. SALISBURY, JR, TMS 130-00-00-036, 41.713 ACRES, PROPERTY OF KATHY J & W TOLMAN SALISBURY (JTROS), TMS 130-00-00-019, 1.000 ACRES, PROPERTY OF WILLIAM McCORMICK, TMS 130-00-00-005, 2.787 ACRES, PROPERTY OF WILLIAM & KATHY SALISBURY, TMS 130-00-00-006, 1.177 ACRES, PROPERTY OF DANNY & JENNIFER WRIGHT, TMS 130-00-00-020, 2.267 ACRES, PROPERTY OF WILLIAM T. SALISBURY, JR., AND TMS 130-00-00-034, 2.729 ACRES, PROPERTY OF WILLIAM TOLEMAN SALISBURY, LOCATED IN JEDBURG AREA, DORCHESTER COUNTY, SOUTH CAROLINA; AND TMS 730-00-00-036, 8.508 ACRES, PROPERTY OF KATHY J & W TOLMAN SALISBURY (JTROS), LOCATED IN JEDBURG AREA, BERKELEY COUNTY, SOUTH CAROLINA

DATE: JUNE 29, 2018 - REVISED: JULY 12, 2019 / REVISED: OCTOBER 1, 2019



LOCATION MAP
N.T.S.



Parker Land Surveying, LLC
5910 Griffin Street
Hanahan, SC 29410
Phone: (843) 554-7777
Fax: (843) 554-7779

I HEREBY STATE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

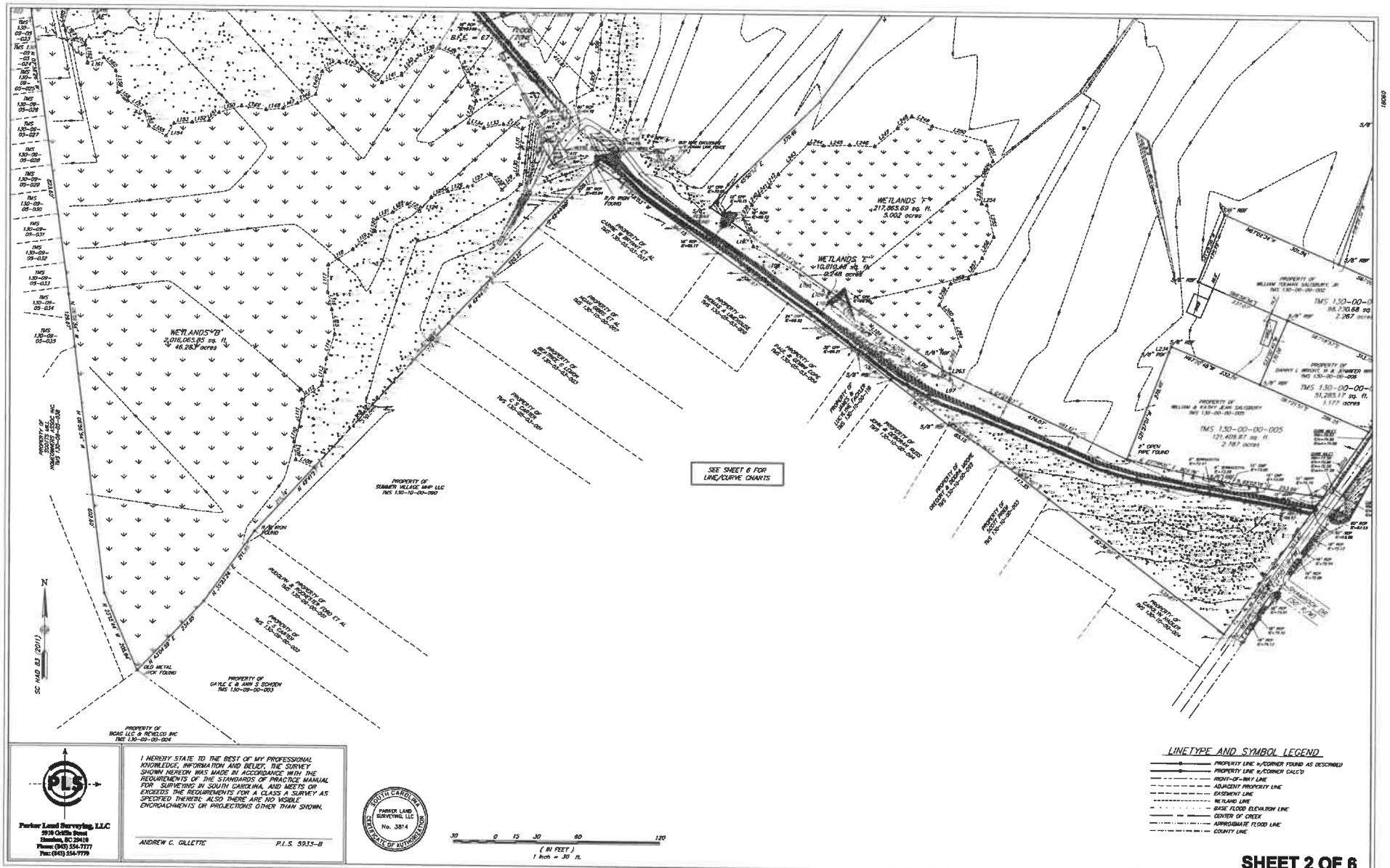
ANDREW C. GILLETTE P.L.S. 5933-B

SOUTH CAROLINA PARKER LAND SURVEYING, LLC No. 3814 CERTIFICATE OF AUTHORIZATION

SHEET 1 OF 6

JOB NO. 18060 CGB

18060



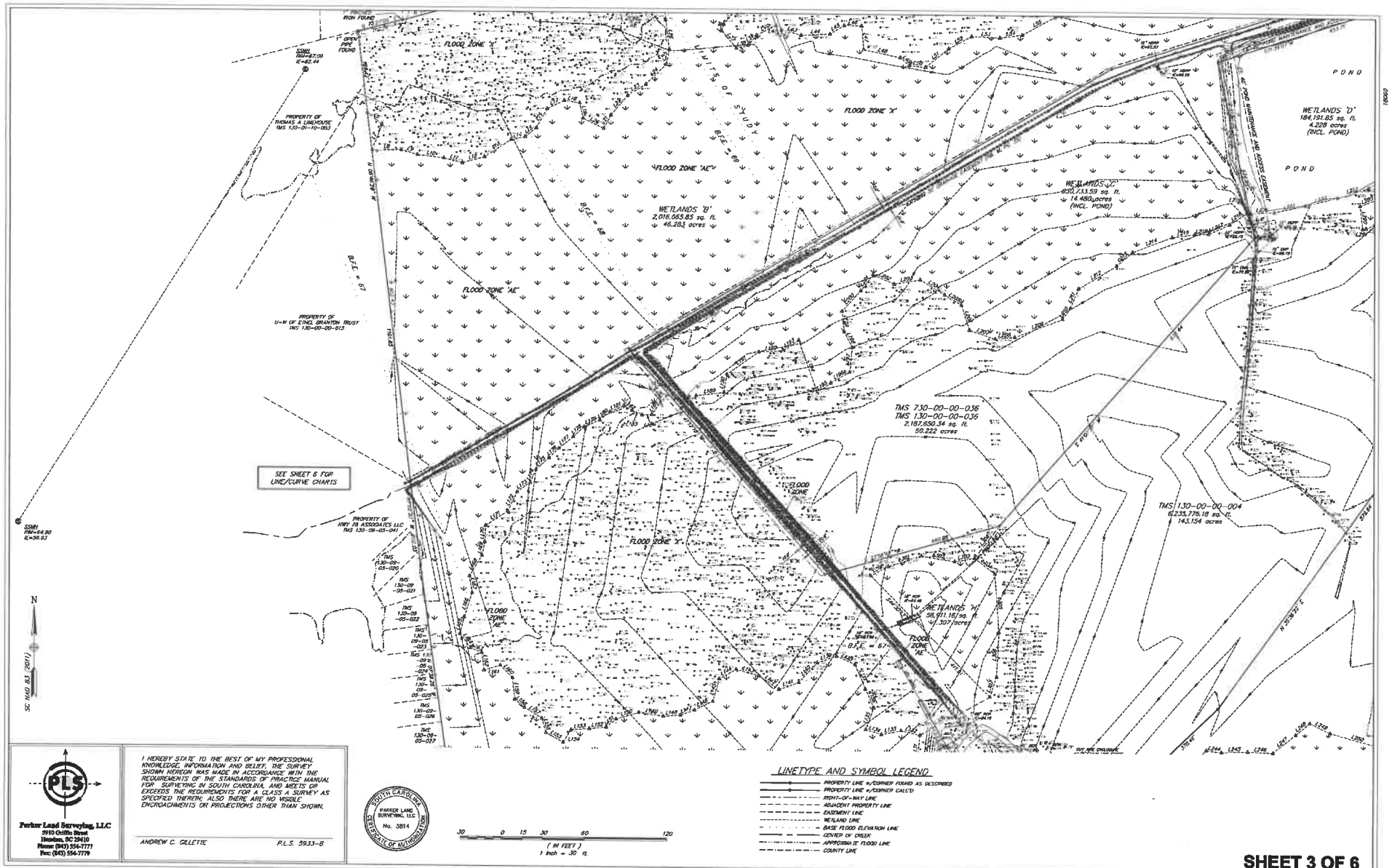
Parker Land Surveying, LLC
3910 Griffin Street
Hanahan, SC 29410
Phone: (843) 554-7177
Fax: (843) 554-7779

I HEREBY STATE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

ANDREW C. GILLETTE P.L.S. 5933-B

SHEET 2 OF 6

JOB NO. 18060 CCB



PLS

Parker Land Surveying, LLC
5910 Griffin Street
Houston, SC 29410
Phone: (843) 554-7777
Fax: (843) 554-7779

I HEREBY STATE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

ANDREW C. GILLETTE P.L.S. 5933-B

SOUTH CAROLINA PARKER LAND SURVEYING, LLC No. 3814 CERTIFICATE OF AUTHORIZATION

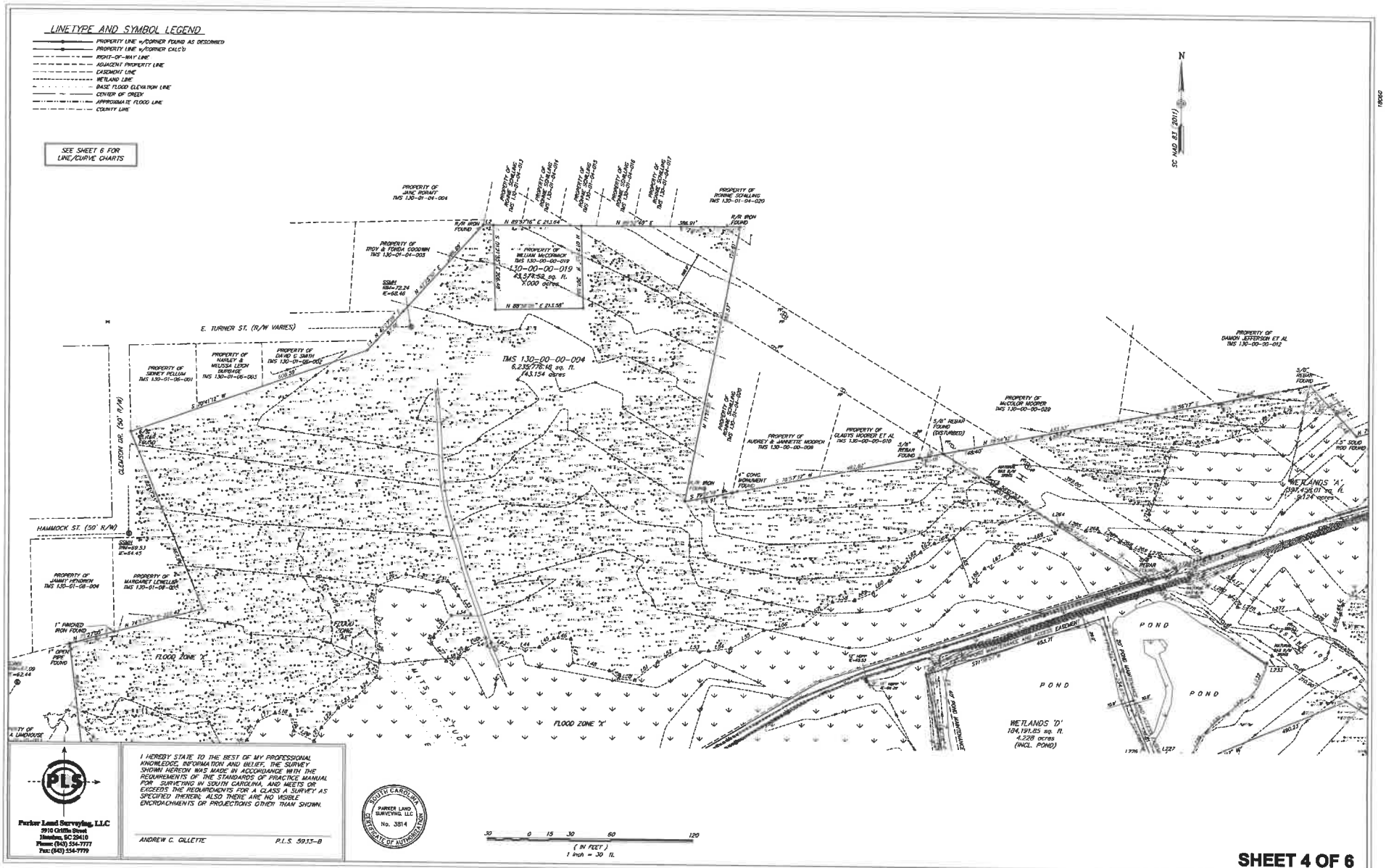
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

LINETYPE AND SYMBOL LEGEND

- PROPERTY LINE w/CORNER FOUND AS DESCRIBED
- PROPERTY LINE w/CORNER CALC'D
- RIGHT-OF-WAY LINE
- ADJACENT PROPERTY LINE
- EASEMENT LINE
- WETLAND LINE
- BASE FLOOD ELEVATION LINE
- CENTER OF CREEK
- APPROXIMATE FLOOD LINE
- COUNTY LINE

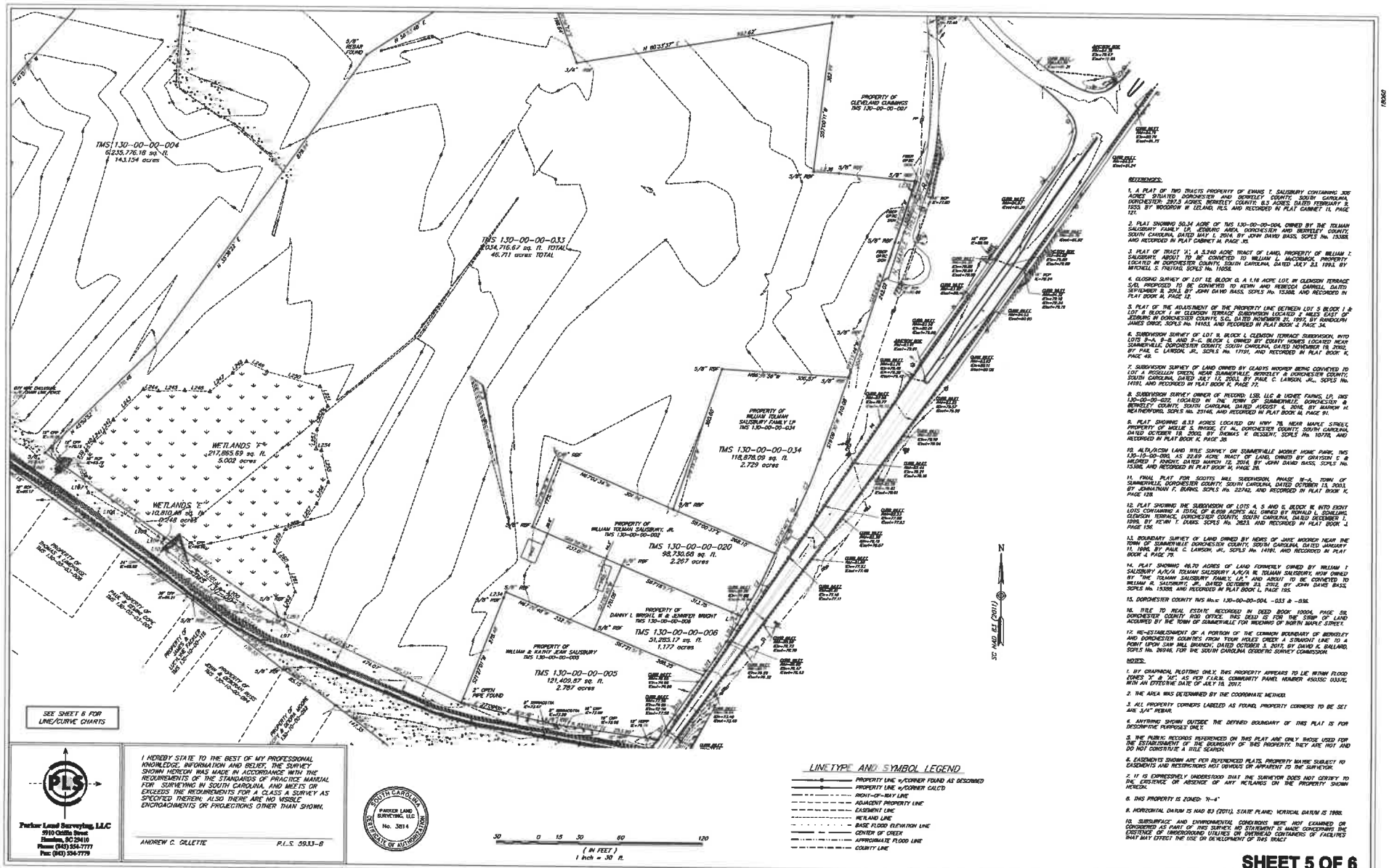
SHEET 3 OF 6

JOB NO. 180160 CCB



SHEET 4 OF 6

JOB NO. 19060 CCB



REFERENCES:

1. A PLAT OF TWO TRACTS PROPERTY OF EWING T. SALISBURY CONTAINING 308 ACRES SITUATED DORCHESTER AND BERKELEY COUNTY, SOUTH CAROLINA, DORCHESTER: 297.3 ACRES, BERKELEY COUNTY: 6.3 ACRES, DATED FEBRUARY 8, 1955 BY WOODROW W. LELAND, PLS, AND RECORDED IN PLAT CABINET 11, PAGE 121.

2. PLAT SHOWING 50.34 ACRE OF TMS 130-00-00-004, OWNED BY THE TOLMAN SALISBURY FAMILY LP, JEDBURG AREA, DORCHESTER AND BERKELEY COUNTY, SOUTH CAROLINA, DATED MAY 1, 2014, BY JOHN DAVID BASS, SCPLS No. 13388, AND RECORDED IN PLAT CABINET M, PAGE 35.

3. PLAT OF TRACT "A", A 5.240 ACRE TRACT OF LAND, PROPERTY OF WILLIAM T. SALISBURY, ABOUT TO BE CONVEYED TO WILLIAM L. McCORMICK, PROPERTY LOCATED IN DORCHESTER COUNTY, SOUTH CAROLINA, DATED JULY 23, 1998, BY MITCHELL S. FREITAG, SCPLS No. 11658.

4. CLOSING SURVEY OF LOT 12, BLOCK G, A 1.16 ACRE LOT, IN CLENSON TERRACE S/D., AS PROPOSED TO BE CONVEYED TO KEVIN AND REBECCA CARROLL, DATED SEPTEMBER 8, 2015, BY JOHN DAVID BASS, SCPLS No. 13388, AND RECORDED IN PLAT BOOK M, PAGE 12.

5. PLAT OF THE ADJUSTMENT OF THE PROPERTY LINE BETWEEN LOT 5 BLOCK I & LOT 6 BLOCK I IN CLENSON TERRACE SUBDIVISION LOCATED 2 MILES EAST OF JEDBURG IN DORCHESTER COUNTY, S.C., DATED NOVEMBER 21, 1997, BY RANDOLPH JAMES DRIGG, SCPLS No. 14103, AND RECORDED IN PLAT BOOK J, PAGE 34.

6. SUBDIVISION SURVEY OF LOT 9, BLOCK L CLENSON TERRACE SUBDIVISION, INTO LOTS 9-A, 9-B, AND 9-C, BLOCK L OWNED BY EQUITY HOMES, LOCATED NEAR SUMMERVILLE, DORCHESTER COUNTY, SOUTH CAROLINA, DATED NOVEMBER 19, 2002, BY PAUL C. LAWSON, JR., SCPLS No. 17191, AND RECORDED IN PLAT BOOK K, PAGE 45.

7. SUBDIVISION SURVEY OF LAND OWNED BY GLADYS MOORER BEING CONVEYED TO LOT A ROSELLEN GREEN, NEAR SUMMERVILLE, BERKELEY & DORCHESTER COUNTY, SOUTH CAROLINA, DATED JULY 12, 2003, BY PAUL C. LAWSON, JR., SCPLS No. 14191, AND RECORDED IN PLAT BOOK K, PAGE 77.

8. SUBDIVISION SURVEY OWNER OF RECORD: LSD, LLC & UCHEE FARMS, LP, TMS 130-00-00-022, LOCATED IN THE TOWN OF SUMMERVILLE, DORCHESTER & BERKELEY COUNTY, SOUTH CAROLINA, DATED AUGUST 4, 2016, BY MANNON H. HEATHERFORD, SCPLS No. 23146, AND RECORDED IN PLAT BOOK M, PAGE 91.

9. PLAT SHOWING 8.33 ACRES LOCATED ON HWY 78, NEAR MAPLE STREET, PROPERTY OF MOLLIE S. RHYNE, ET AL, DORCHESTER COUNTY, SOUTH CAROLINA, DATED OCTOBER 18, 2000, BY THOMAS H. HEISSENNY, SCPLS No. 10778, AND RECORDED IN PLAT BOOK K, PAGE 38.

10. ALTA/ACSM LAND TITLE SURVEY ON SUMMERVILLE MOBILE HOME PARK, TMS 130-10-00-090, AS 22.69 ACRE TRACT OF LAND, OWNED BY GRAYSON C. & MILDRED T. KNIGHT, DATED MARCH 12, 2014, BY JOHN DAVID BASS, SCPLS No. 13388, AND RECORDED IN PLAT BOOK K, PAGE 216.

11. FINAL PLAT FOR SCOTTS MILL SUBDIVISION, PHASE III-A, TOWN OF SUMMERVILLE, DORCHESTER COUNTY, SOUTH CAROLINA, DATED OCTOBER 13, 2003, BY JONATHAN F. BURNS, SCPLS No. 22742, AND RECORDED IN PLAT BOOK K, PAGE 128.

12. PLAT SHOWING THE SUBDIVISION OF LOTS 4, 5 AND 6, BLOCK M, INTO EIGHT LOTS CONTAINING A TOTAL OF 6.058 ACRES, ALL OWNED BY RONALD L. SCHILLING, CLENSON TERRACE, DORCHESTER COUNTY, SOUTH CAROLINA, DATED DECEMBER 1, 1998, BY KEVIN T. DUBOS, SCPLS No. 2823, AND RECORDED IN PLAT BOOK J, PAGE 156.

13. BOUNDARY SURVEY OF LAND OWNED BY HEIRS OF JAYE MOORER NEAR THE TOWN OF SUMMERVILLE, DORCHESTER COUNTY, SOUTH CAROLINA, DATED JANUARY 13, 1998, BY PAUL C. LAWSON, JR., SCPLS No. 14191, AND RECORDED IN PLAT BOOK J, PAGE 79.

14. PLAT SHOWING 98.70 ACRES OF LAND FORMERLY OWNED BY WILLIAM T. SALISBURY A/K/A TOLMAN SALISBURY A/K/A W. TOLMAN SALISBURY, NOW OWNED BY THE TOLMAN SALISBURY FAMILY, LP, " AND ABOUT TO BE CONVEYED TO WILLIAM R. SALISBURY, JR., DATED OCTOBER 23, 2012, BY JOHN DAVIS BASS, SCPLS No. 13388, AND RECORDED IN PLAT BOOK L, PAGE 185.

15. DORCHESTER COUNTY TMS No.s: 130-00-00-004, -033 & -034.

16. TITLE TO REAL ESTATE, RECORDED IN DEED BOOK 10004, PAGE 58, DORCHESTER COUNTY ROD OFFICE, THIS DEED IS FOR THE STRIP OF LAND ACQUIRED BY THE TOWN OF SUMMERVILLE FOR WIDENING OF NORTH MAPLE STREET.

FX. RE-ESTABLISHMENT OF A PORTION OF THE COMMON BOUNDARY OF BERKELEY AND DORCHESTER COUNTIES FROM FOUR HOLES CREEK A STRAIGHT LINE TO A POINT UPON SAW MILL BRANCH, DATED OCTOBER 3, 2017, BY DAVID K. BALLARD, SCPLS No. 26048, FOR THE SOUTH CAROLINA BOUNDARY SURVEY COMMISSION.

NOTES:

1. BY GRAPHICAL PLOTTING ONLY, THIS PROPERTY APPEARS TO LIE WITHIN FLOOD ZONES "X" & "AE" AS PER F.I.R.M. COMMUNITY PANEL NUMBER 45035C 0337E, WITH AN EFFECTIVE DATE OF JULY 18, 2017.
2. THE AREA WAS DETERMINED BY THE COORDINATE METHOD.
3. ALL PROPERTY CORNERS LABELED AS FOUND, PROPERTY CORNERS TO BE SET ARE 5/8" REBAR.
4. ANYTHING SHOWN OUTSIDE THE DEFINED BOUNDARY OF THIS PLAT IS FOR DESCRIPTIVE PURPOSES ONLY.
5. THE PUBLIC RECORDS REFERENCED ON THIS PLAT ARE ONLY THOSE USED FOR THE ESTABLISHMENT OF THE BOUNDARY OF THIS PROPERTY. THEY ARE NOT AND DO NOT CONSTITUTE A TITLE OPINION.
6. EASEMENTS SHOWN ARE PER REFERENCED PLATS. PROPERTY MAYBE SUBJECT TO EASEMENTS AND RESTRICTIONS NOT OBVIOUS OR APPARENT TO THE SURVEYOR.
7. IT IS EXPRESSIVELY UNDERSTOOD THAT THE SURVEYOR DOES NOT CERTIFY TO THE EXISTENCE OR ABSENCE OF ANY WETLANDS ON THE PROPERTY SHOWN HEREON.
8. THIS PROPERTY IS ZONED: "R-4"
9. HORIZONTAL DATUM IS NAD 83 (2011), STATE PLANE; VERTICAL DATUM IS 1988.
10. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS PART OF THIS SURVEY. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND UTILITIES OR OVERHEAD CONTAINERS OF FACILITIES THAT MAY EFFECT THE USE OR DEVELOPMENT OF THIS TRACT.

LINETYPE AND SYMBOL LEGEND

- PROPERTY LINE w/CORNER FOUND AS DESCRIBED
- PROPERTY LINE w/CORNER CALC'D
- RIGHT-OF-WAY LINE
- ADJACENT PROPERTY LINE
- EASEMENT LINE
- WETLAND LINE
- BASE FLOOD ELEVATION LINE
- CENTER OF CREEK
- APPROXIMATE FLOOD LINE
- COUNTY LINE

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ANDREW C. GILLETTE P.L.S. 5933-B

SOUTH CAROLINA PARKER LAND SURVEYING, LLC No. 3814 CERTIFICATE OF AUTHORIZATION

SHEET 5 OF 6

JOB NO. 18060 CCB

18060

LINE	LENGTH	BEARING
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L13	76.50	[illegible]
L14	33.05	[illegible]
L15	34.42	[illegible]
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L155	47.65	[illegible]
L156	36.45	[illegible]
L157	49.00	[illegible]
L158	31.40	[illegible]

LINE	LENGTH	BEARING
L159	32.34	[illegible]
L160	42.54	[illegible]
L161	41.36	[illegible]
L162	44.04	[illegible]
L163	29.86	[illegible]
L164	42.40	[illegible]
L165	42.44	[illegible]
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L167	40.67	[illegible]
L168	38.18	[illegible]
L169	34.04	[illegible]
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L172	51.59	[illegible]
L173	39.32	[illegible]
L174	34.12	[illegible]
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L177	44.94	[illegible]
L178	35.23	[illegible]
L179	41.98	[illegible]
L180	31.10	[illegible]
L181	37.20	[illegible]
L182	23.03	[illegible]
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L185	37.67	[illegible]
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L189	67.18	[illegible]
L190	44.95	[illegible]
L191	34.72	[illegible]
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L199	49.45	[illegible]
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L231	72.85	[illegible]
L232	89.46	[illegible]
L233	21.78	[illegible]
L234	15.13	[illegible]
L235	22.06	[illegible]
L236	62.08	[illegible]
L237	50.00	[illegible]

LINE	LENGTH	BEARING
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L256	59.14	[illegible]
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L260	49.53	[illegible]
L261	66.05	[illegible]
L262	58.79	[illegible]
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L284	52.38	[illegible]
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L296	104.08	[illegible]
L297	31.82	[illegible]
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L303	48.85	[illegible]
L304	63.01	[illegible]
L305	141.95	[illegible]
L306	108.11	[illegible]
L307	52.34	[illegible]
L308	[illegible]	[illegible]
L309	[illegible]	[illegible]
L310	104.41	[illegible]
L311	50.04	[illegible]
L312	50.00	[illegible]
L313	50.00	[illegible]
L314	22.28	[illegible]

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD	CHORD BEARING
C1	921.93	407.60	25°19'53"	404.29	N24°30'43"W
C2	1018.68	173.12	9°30'39"	174.91	N27°36'32"E
C3	1000.00	147.24	8°26'10"	147.10	N25°22'35"E

LINETYPE AND SYMBOL LEGEND

- PROPERTY LINE w/CORNER FOUND AS DESCRIBED
- PROPERTY LINE w/CORNER CALC'D
- RIGHT-OF-WAY LINE
- ADJACENT PROPERTY LINE
- EASEMENT LINE
- WETLAND LINE
- BASE FLOOD ELEVATION LINE
- CENTER OF CREEK
- APPROXIMATE FLOOD LINE
- COUNTY LINE

30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

I HEREBY STATE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN; ALSO THERE ARE NO VISIBLE ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

ANDREW G. GILLETTE P.L.S. 5933-B

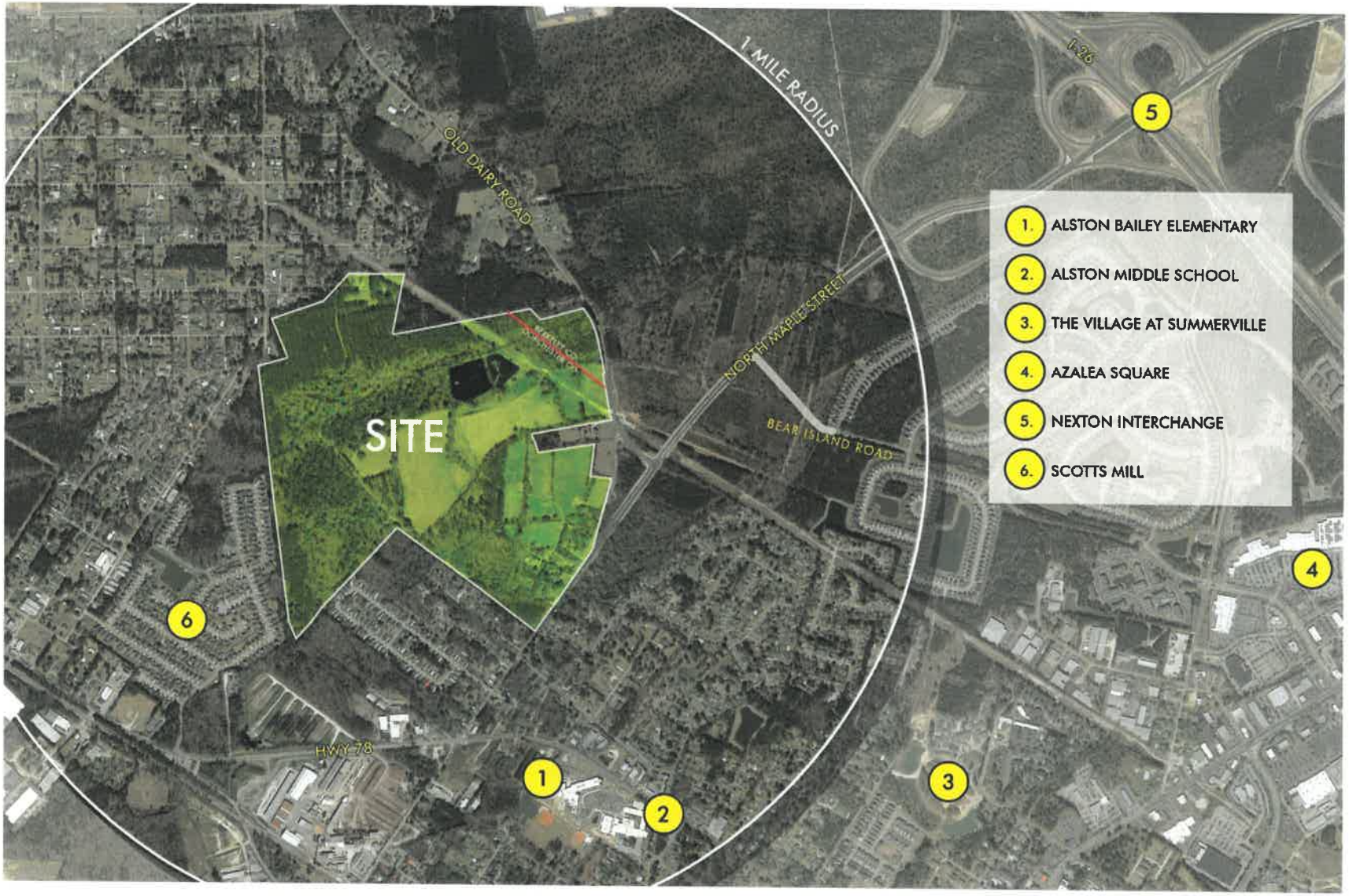
SOUTH CAROLINA PARKER LAND SURVEYING, LLC No. 3814 CERTIFICATE OF AUTHORIZATION

Parker Land Surveying, LLC
5910 Griffin Street
Hanahan, SC 29410
Phone: (843) 554-7777
Fax: (843) 554-7779

SHEET 6 OF 6

JOB NO. 18060 CCB

18060



NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.

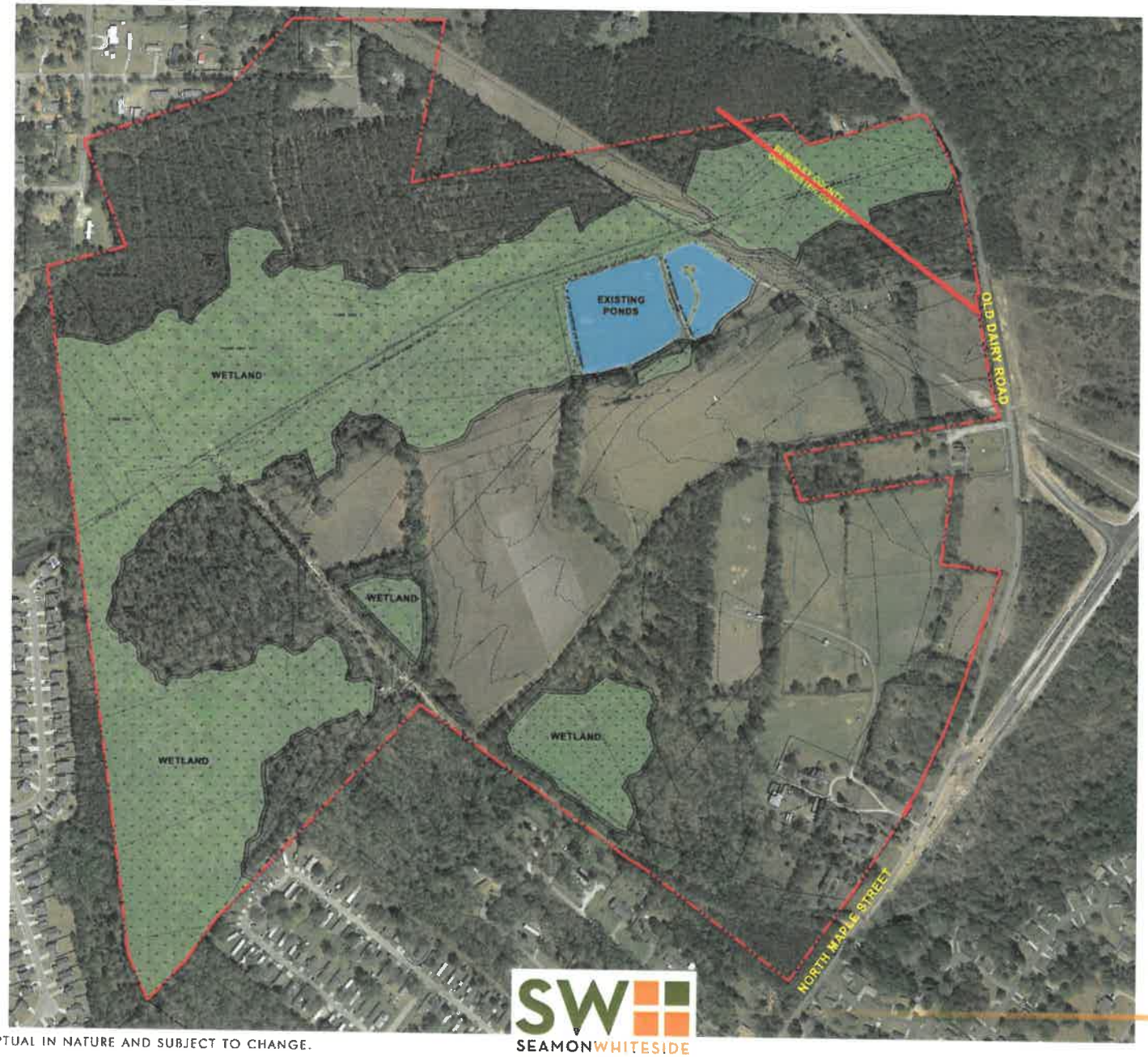
SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

VICINITY MAP

SUMMERVILLE, SOUTH CAROLINA

02.19.2020



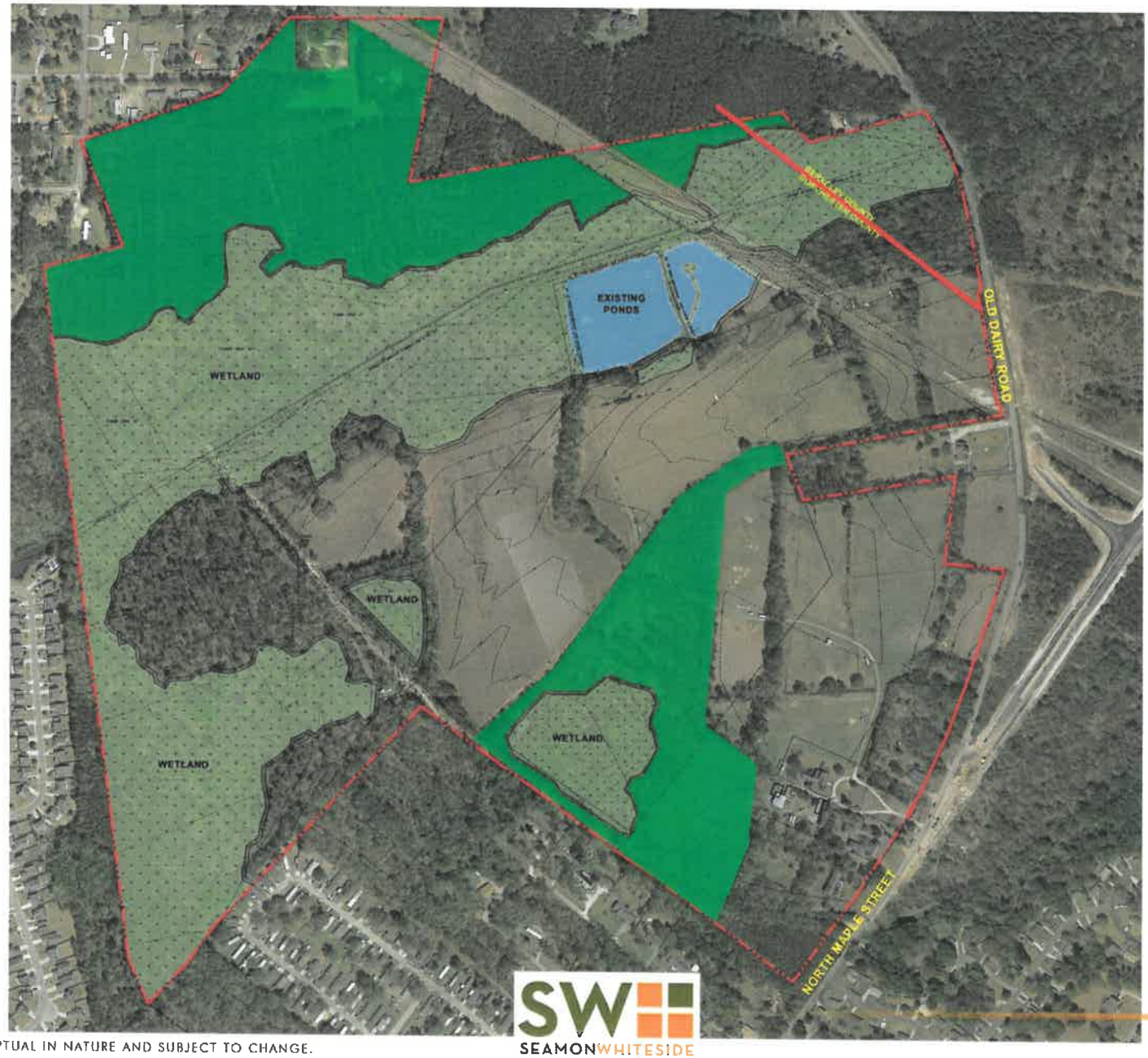
NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.

SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

BOUNDARY/WETLAND
SUMMERVILLE, SOUTH CAROLINA
02.19.2020



LEGEND

LAND FORMERLY USED FOR SILVICULTURE & TIMBER FARMING

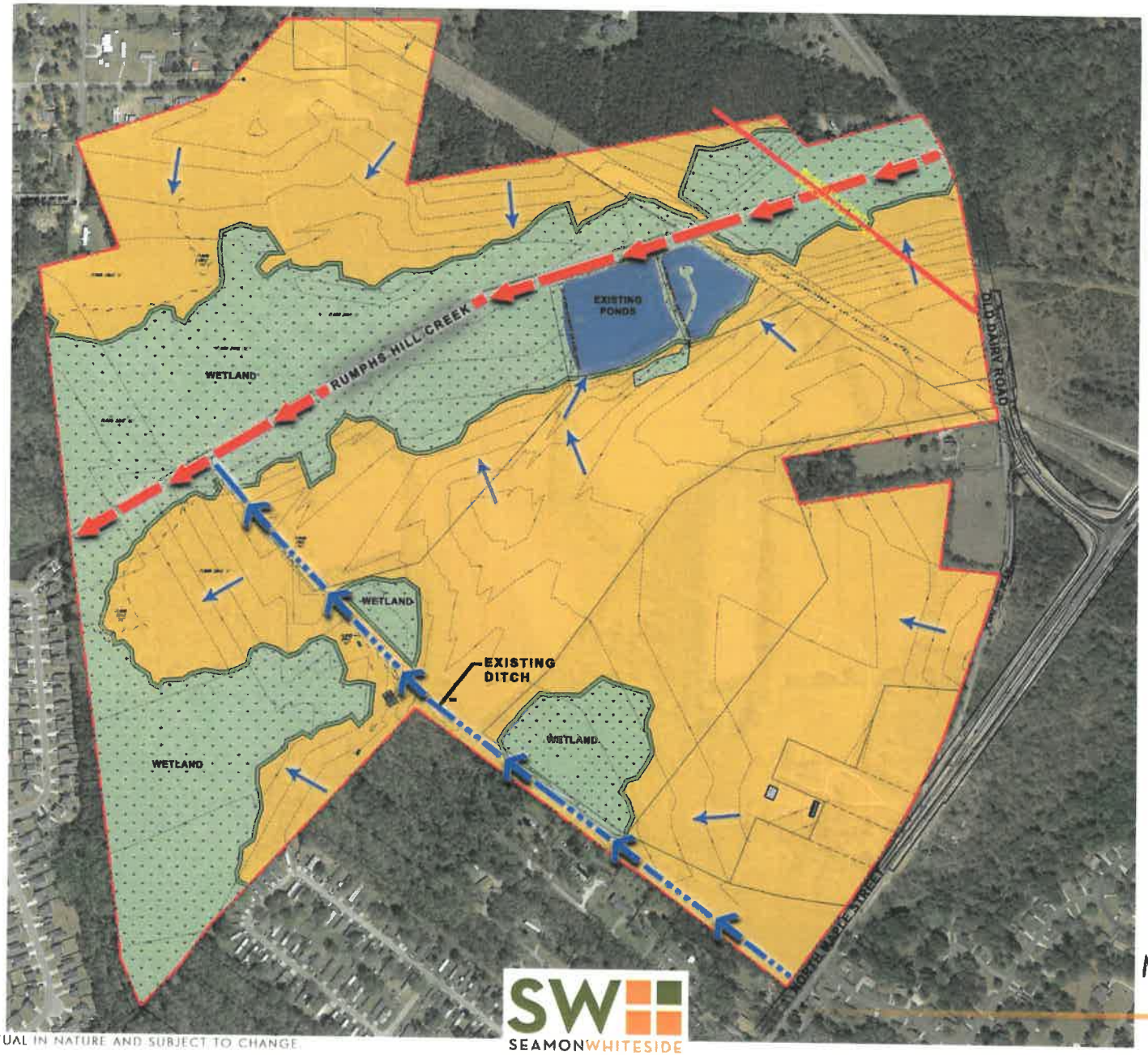
NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.

SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

EXISTING TIMBER LANDS
SUMMERVILLE, SOUTH CAROLINA
02.19.2020



LEGEND

- CREEK (flow)
- DITCH (flow)
- DRAINAGE (flow)

NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE

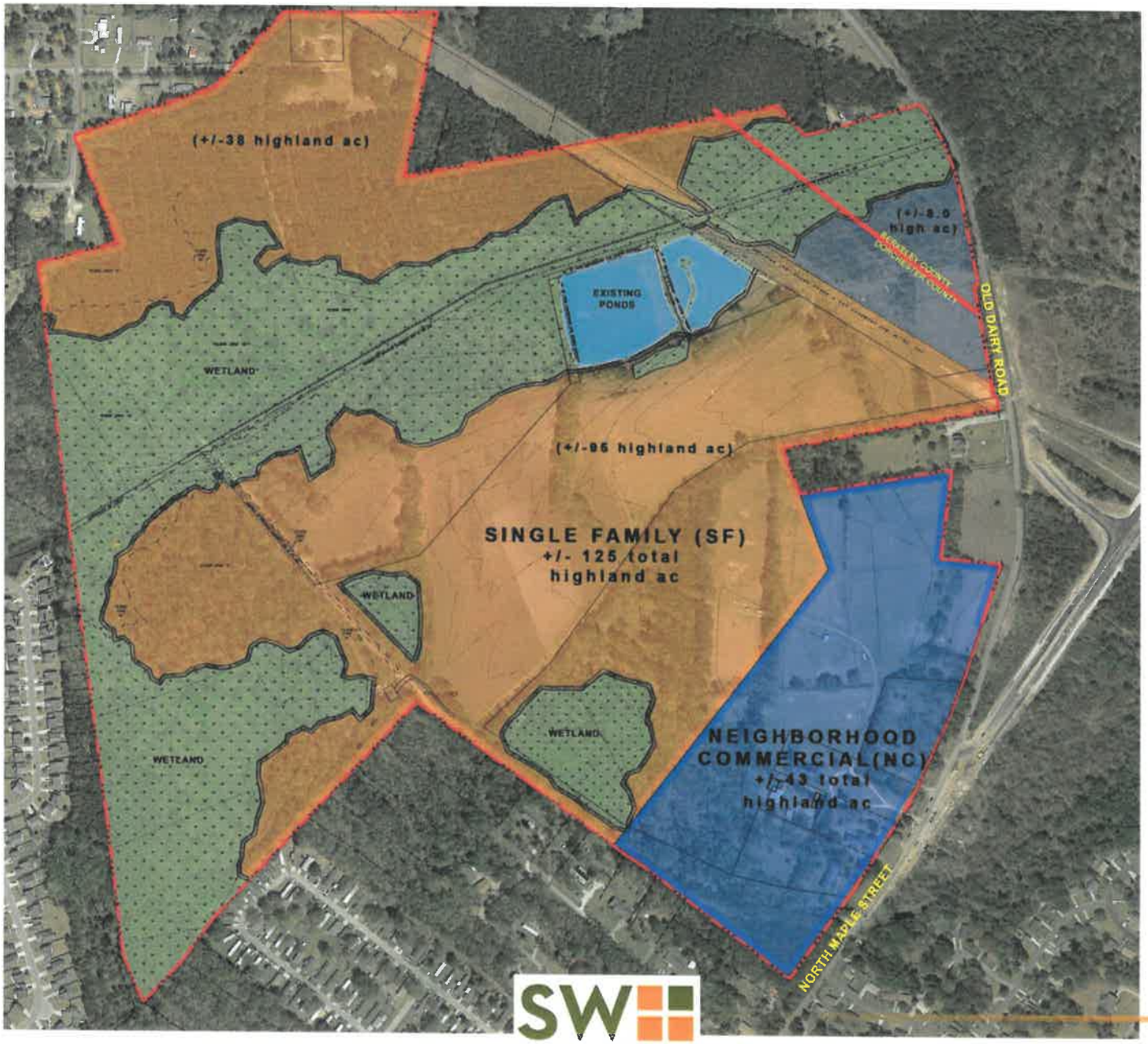
SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

DRAINAGE

SUMMERVILLE, SOUTH CAROLINA

02.19.2020



The Conceptual Land Use plan for the North Maple Street Mixed Use PUD shall maintain flexibility to accommodate specific soil conditions environmental concerns, physical constraints market conditions, and design parameters. Accordingly, the exact boundary lines between planning areas the location and size of land uses and preliminary design concepts for each tract shall be subject to change as phases are submitted for design review provided that the maximum densities are not exceeded

NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.

SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

CONCEPTUAL LAND USE

SUMMERVILLE, SOUTH CAROLINA

02.19.2020

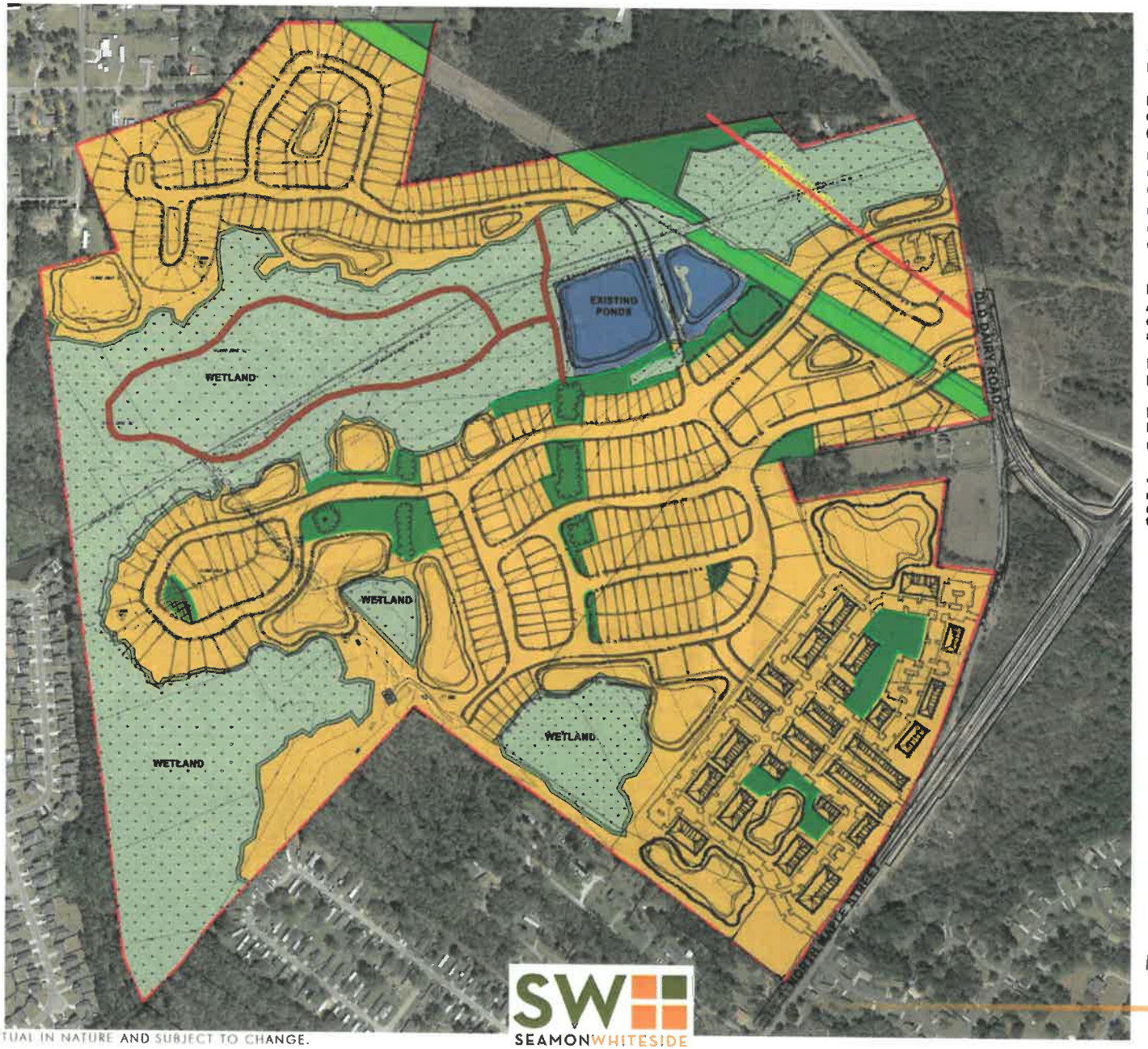
NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.

SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

SKETCH PLAN
SUMMERVILLE, SOUTH CAROLINA
02.19.2020



LEGEND

EXISTING TRAIL

IMPROVED OPEN SPACE (non-easement areas) +/-12.2 ac

UNIMPROVED OPEN SPACE (easement area only) +/-4.7 ac

UNIMPROVED OPEN SPACE (wetland area only) +/-81.0 ac

DEVELOPABLE AREA +/-159.5 ac
excludes existing ponds and easements

IMPROVED OPEN SPACE REQUIRED: 5% or 7.97 ac

IMPROVED OPEN SPACE PROVIDED BASED ON DEVELOPABLE AREA
(12.2 AC / 159.5 AC) = 7.65%

*note: acreages shown may change upon receipt of final approved wetland delineation and final plans. Final plans are to generally follow this sketch plan.

NOT TO SCALE

NOTE: THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.

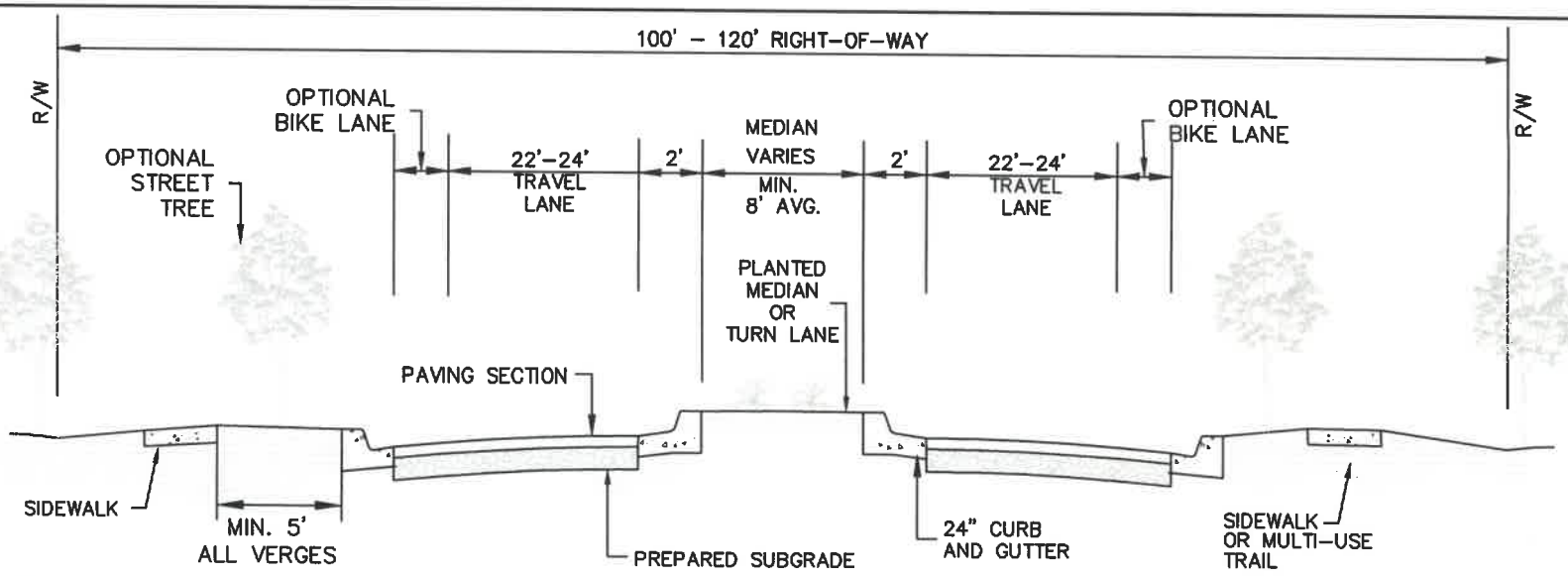
SEAMONWHITESIDE

NORTH MAPLE STREET MIXED USE

OPEN SPACE
SUMMERVILLE, SOUTH CAROLINA
02.19.2020

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

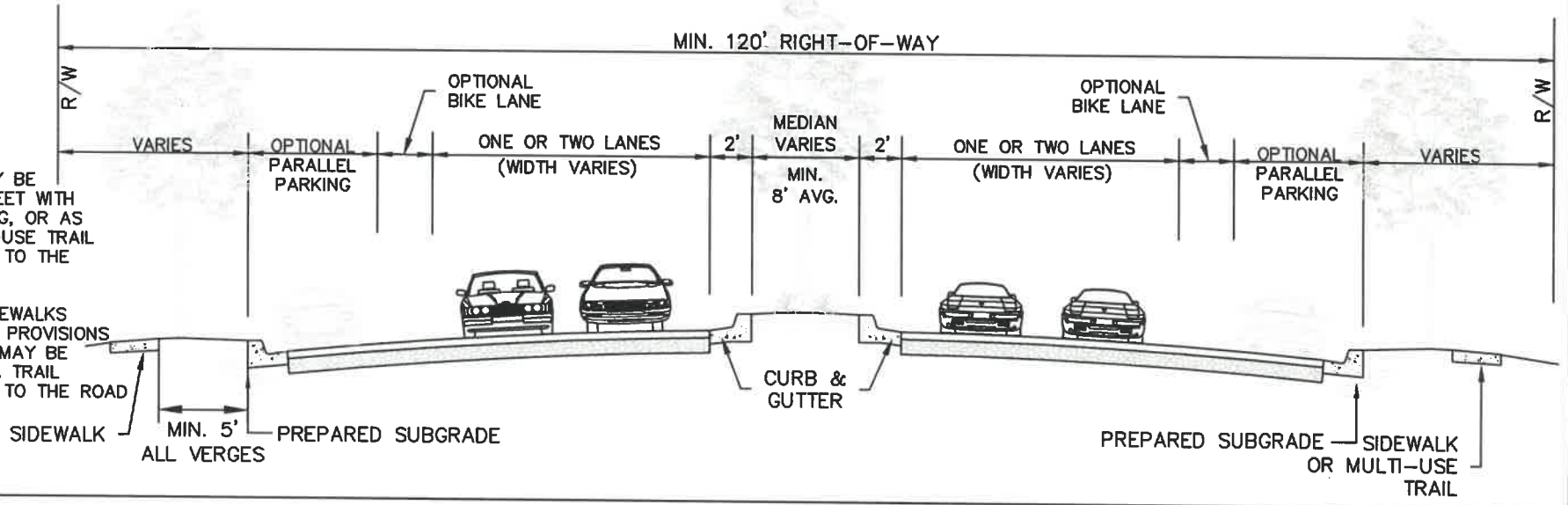
2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W.



4-LANE, CURBED MEDIAN W/ EXTERIOR CURB

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W.



4-LANE BOULEVARD W/PARALLEL PARKING

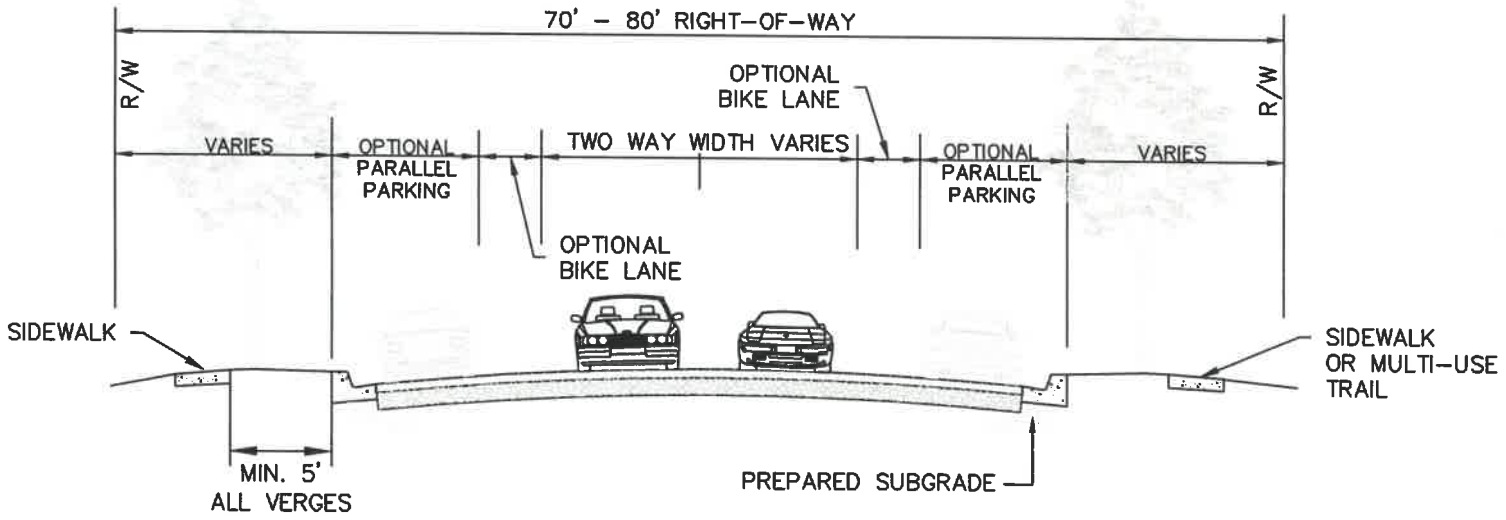
SWA

CONCEPTUAL - ROADWAY CROSS SECTIONS
PROJECT #7890
SCALE: N/A

ROAD SECTIONS
SHEET 1 OF 4

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

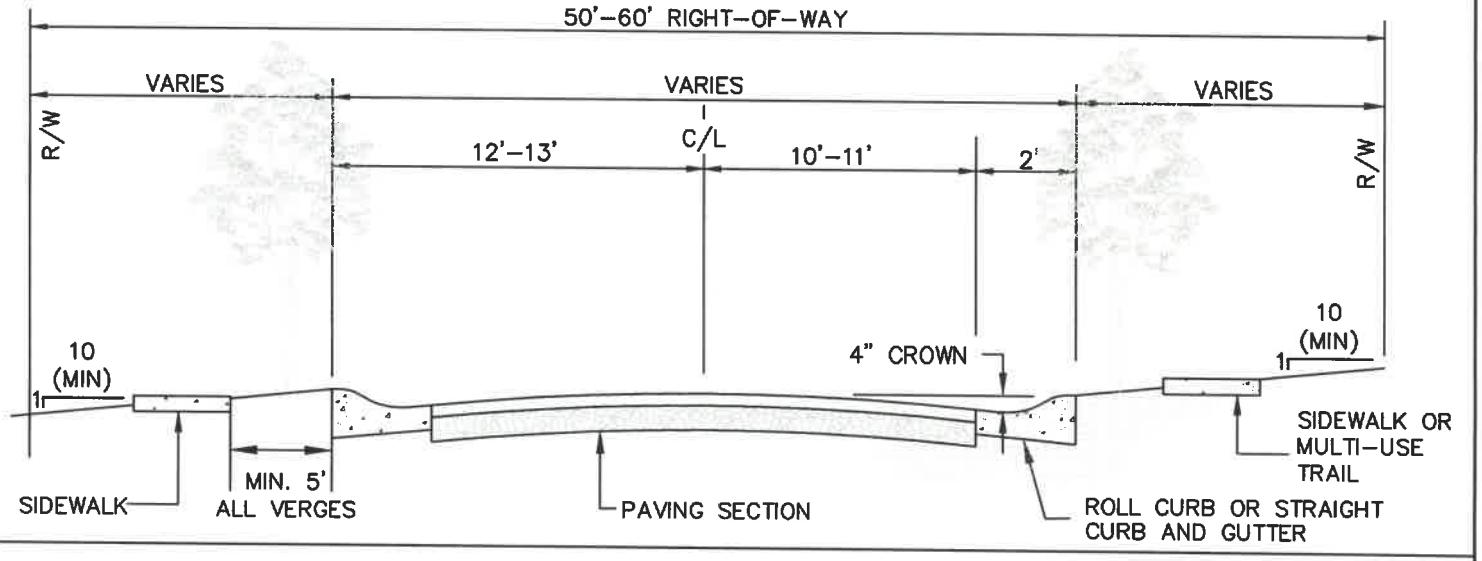
2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W.



2-LANE W/PARALLEL PARKING

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W.



2-LANE ROAD W/CURB

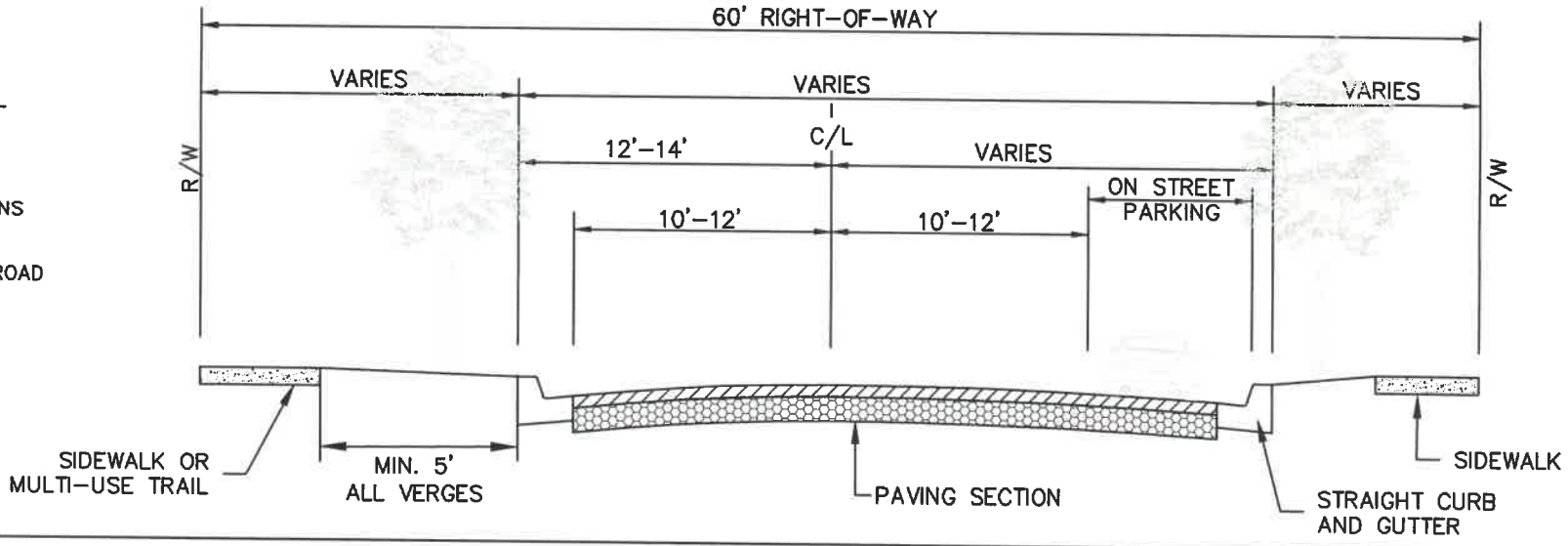
SWA

CONCEPTUAL - ROADWAY CROSS SECTIONS
PROJECT #7890
SCALE: N/A

ROAD SECTIONS
SHEET 2 OF 4

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

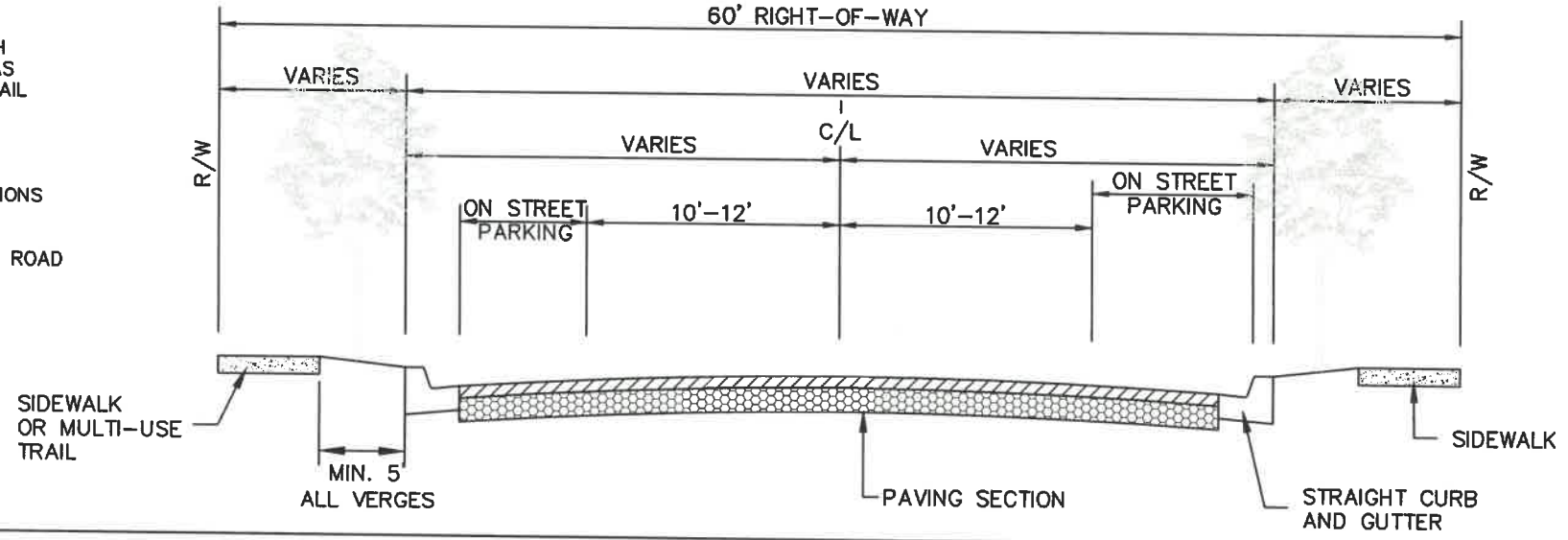
2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W.



2-LANE ROAD W/ONE SIDE PARALLEL PARKING

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W.



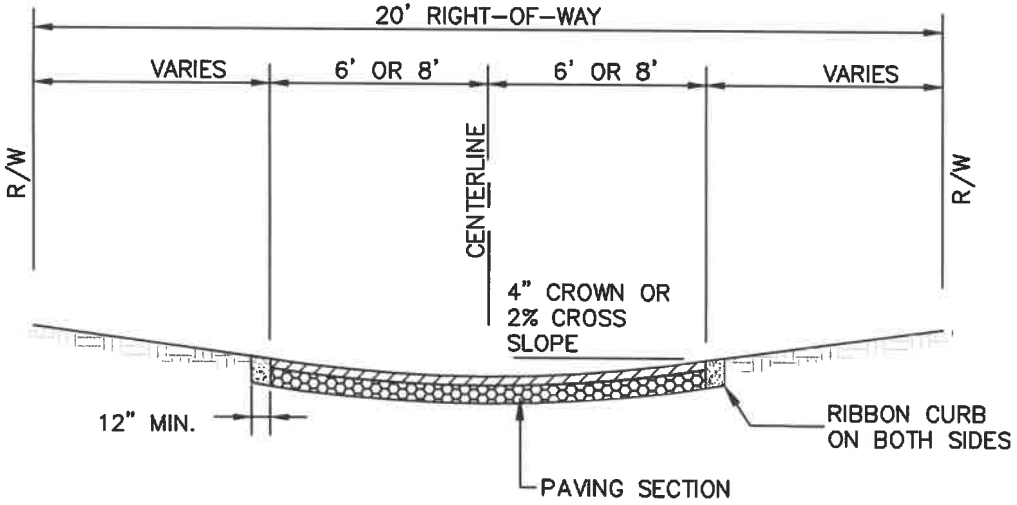
2-LANE ROAD W/PARALLEL PARKING EACH SIDE (IF ALLEY LOADED)

54

SWA

CONCEPTUAL - ROADWAY CROSS SECTIONS
PROJECT #7890
SCALE: N/A

ROAD SECTIONS
SHEET 3 OF 4



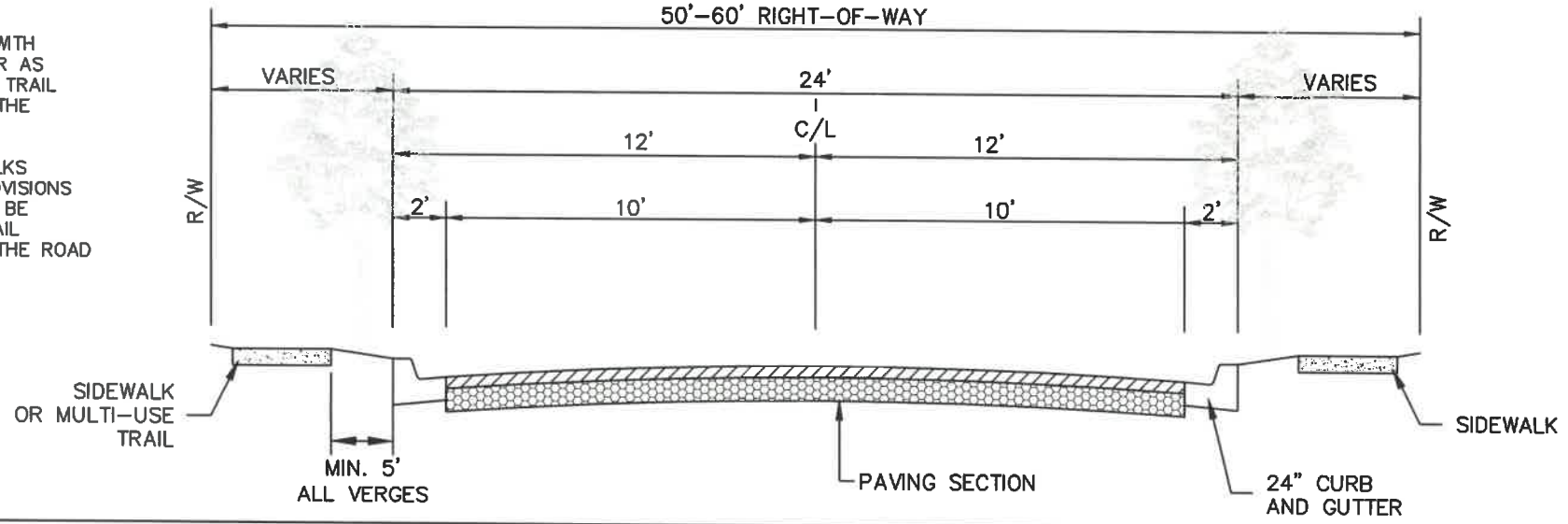
12' LANE WIDTH – ONEWAY

16' LANE WIDTH – TWOWAY

INVERTED ALLEY SECTION

NOTE:
1. BIKE LANES MAY BE PROVIDED ON-STREET WITH DEDICATED STRIPING, OR AS PART OF A MULTI-USE TRAIL SYSTEM ADJACENT TO THE ROAD.

2. IN LIEU OF SIDEWALKS WITHIN THE R.O.W., PROVISIONS FOR PEDESTRIANS MAY BE PROVIDED WITHIN A TRAIL SYSTEM ADJACENT TO THE ROAD R.O.W..



2-LANE (10' TRAVEL LANES)

SWA

CONCEPTUAL - ROADWAY CROSS SECTIONS
PROJECT #7890
SCALE: N/A

ROAD SECTIONS
SHEET 4 OF 4

Est. 1989
TRAFFIC PLANNING AND DESIGN, INC.
WWW.TRAFFICPD.COM

Memo

To: Christopher Campeau, Seamon Whiteside

From: Kristy Carter, AICP; Senior Project Manager

Date: March 24, 2020

Re: **North Maple Street Mixed Use Development**
Economic Impact Analysis
Summerville, SC
TPD# SEWH. 00001

Seamon Whiteside is working on a development plan to create a mixed-use development on North Maple Street near Old Dairy Road. The development team is seeking annexation into the Town of Summerville. This memo summarizes key findings from the Economic Impact Analysis created for the project developer and the Town of Summerville to determine if the economic benefits of the development exceed the costs to the Town.

1293 Hendersonville Road, Building A, Suite 9
Asheville, NC 28803
828.575.0133
TPD@TrafficPD.com

EXECUTIVE SUMMARY

As summarized in the table below, the development as proposed has the potential to be a net gain for the town of Summerville. In addition to the net gain for the Town, the development will have a significant financial benefit for Dorchester County, which in turn benefits Summerville's residents.

Table 1: Development Impact Summary

	PROJECT INCOME & COSTS	
(A) S'Ville Residential Property Tax: 20 Year Income	$8,637,829	
(B) Additional Revenue (Solid Waste, Stormwater)	$3,096,568	
(C) Impact Fees (Residential and Commercial)	$926,788	
Projected Residential Income	**$12,661,185**	
(D) Cost to Serve New Residents: 20 Year Projection		**($22,246,656)**
(E) S'Ville Commercial Tax Revenue: 20 Year Income	$5,803,085	
(F) S'Ville Hospitality Tax: 20 Year Income	$2,723,135	
(G) S'Ville Business License Tax: 20 Year Income	$1,351,689	
Projected Commercial Income	**$9,877,909**	
Total Income		**$22,538,306**
(I) Residential and Commercial Impact		**$291,650 (20 Year)** **$14,583 (Annual)**
Total Dorchester Residential & Commercial Property Tax: 20 Year Income		**$67,946,610**

DEVELOPMENT MIX

The North Maple Street Mixed Use Development is proposed to have 270 single family residential units, 124 townhome units, and one 208-unit apartment complex, totaling 602 new residential units. The development will include approximately 318,000 square feet of undefined commercial space that will be a mix of retail, restaurant, office, and medical uses. The development's transportation network is comprised of 2.88 miles of roadway. While not a focus of the economic impact analysis, the development will also include community amenities and open space. All residential development is in Dorchester County. Most commercial development is in Dorchester County and a very small portion (4 acres / 10,000 square feet) of commercial development in Berkeley County.

ANALYSIS PROCESS

Before agreeing to annex new development, it is wise for a municipality to evaluate if the projected project revenue exceeds the additional service costs to the municipality. To help the Town of Summerville answer that question, the economic impact analysis presents the following information:

- Property Tax and Other Revenues Generated from Residential Development
- Property Tax Revenues Generated from Commercial Development
- Other Revenues Generated from Commercial Activity
- Cost of Services Provided by the Town of Summerville

ASSUMPTIONS

Given that the project is in the conceptual development phase, each step in the analysis includes a set of assumptions. Assumptions are necessary to eliminate what cannot be predicted, such as what property tax values may be in 20 years. One overriding assumption is that the development will be at 100% occupancy in year one. The development will occur over time. The Town of Summerville will not incur full costs for several years. *Therefore, the estimated costs to the Town are lower than reported.* All amounts are reflected in 2019 dollars.

STEP ONE: RESIDENTIAL REVENUE

Key Assumptions:

- Property values and tax rates will remain the same for the next 20 years. While this is unlikely, making this assumption results in a straightforward economic analysis.
- All property tax calculations in the analysis use the property's full taxable value. Reductions have not been given for personal property tax exemptions such as exemptions for those who have various disabilities or are active military. The analysis does not consider organization exemptions for schools, charitable organizations, or public (town or county) owned land.

- The analysis includes a very conservative estimate of the impact fees the development process will generate and for simplicity, residential and commercial impact fees are combined.
- The value of land and buildings (improvements) are reported together.

Residential Analysis Results:

The analysis team developed two scenarios to determine a range of residential property tax revenue the North Maple Street Mixed Use Development could generate. Scenario A assumes all single-family units and townhome units are owner-occupied, while all apartment units are renter occupied. Scenario B reflects Summerville's current renter / owner occupied unit pattern. According to the US Census Bureau, 64% of Summerville's housing units are owner occupied, whereas 36% are renter occupied. Therefore, the analysis reflects Summerville's current owner/renter pattern. As with Scenario A, 100% of the apartments are renter occupied. The analysis team selected Scenario B for the final economic impact scenario presented in the Executive Summary.

Table 2: Total Property Tax Revenue (County, School, Municipal) / Scenario A

	Dorchester County	Town of Summerville
Total County Revenue from Residential Property Taxes	$1,197,200	
Minus Existing Tax Revenue from the Property to be Developed	($48,787)	
Total New Annual Residential Property Tax Revenue - County	$1,148,413	
Total New Annual Residential Property Tax Revenue - Summerville		$382,347
Total Property Tax Revenue - 20 Year Revenue Projection	**$22,968,260**	**$7,646,940**

Table 3: Total Property Tax Revenue (County, School, Municipal) / Scenario B

	Dorchester County	Town of Summerville
Total County Revenue from Residential Property Taxes	$1,788,985	
Minus Existing Tax Revenue from the Property to be Developed	($48,787)	
Total New Annual Residential Property Tax Revenue - County	$1,837,773	
Total New Annual Residential Property Tax Revenue - Summerville		$431,891
Total Property Tax Revenue - 20 Year Revenue Projection	**$36,755,459**	**$8,637,829**

Analysis Table 1 provides the detailed data and sources and for Step 1.

STEP TWO: RESIDENTIAL POPULATION INCREASE

Key Assumptions:

- The analysis assumes only new residents will live in the units. It is likely that some existing Summerville residents will move to the new development.
- Single family residences will house more people per unit compared to townhomes and apartments.

Residential Population Results:

The US Census Bureau reports an average household size of 2.78 for the Town of Summerville. The US Census Bureau does not report average household size by type of unit, therefore, the analysis looked to other sources to identify the average household size for households living in townhomes and apartments. Given the unit mix and projected household size, the North Maple Mixed Use Development will add approximately 1,477 residents to Summerville's population.

Table 4: Projected New Residents

	New Units	Average Household Size	New Residents
Single Family Residential	270	2.78	751
Townhomes	124	2.5	310
Apartments	208	2	416
TOTAL NEW RESIDENTS			**1,477**

Analysis Table 2 provides the detailed data and sources for Step 2.

STEP 3: COST OF SERVICES

Key Assumptions:

- The rising cost of future services will be similar to the increase in current services; the analysis uses an average of services from 2016-2018.
- The new development will not require specialized services.

Cost of Services Results:

To calculate the cost of services incurred by the new development, the analysis team looked to the Town of Summerville's cost of services from 2013 to 2018, as reported in the Town's audited financial statements. Cost of services fluctuate from year-to-year; therefore, the analysis used the average cost of services from 2016-2018. Table 4 summarizes the per citizen cost of services.

Table 5: Historic Town of Summerville Cost of Services Per Citizen, 2013 – 2018

	General Gov.	Public Safety	Roads and Drainage	Recreation	Interest & Fiscal	Total
2012	$135	$306	$141	$53	$10	$645
2013	$128	$311	$140	$53	$9	$641
2014	$130	$319	$144	$55	$7	$655
2015	$134	$339	$138	$54	$18	$682
2016	$162	$365	$141	$55	$24	$747
2017	$167	$361	$128	$56	$20	$731
2018	$186	$384	$136	$57	$19	$782
2012-2018 Average	**$149**	**$341**	**$138**	**$55**	**$15**	**$698**
2016-2018 Average	**$172**	**$370**	**$135**	**$56**	**$21**	**$753**

Table 5 summarizes the cost of services for the projected number of citizens that will live in the North Maple Street Mixed Use Development. The annual cost for 1,477 new residents is just over $1.1 million; or $22.2 million for services over twenty years.

Table 6: Total Cost of Services Projected for North Maple Street Mixed Use Development Residents

	Ave. Annual Per Citizen Cost	Cost to Serve New Citizens (1,477 * Per Citizen Cost)
General Government	$172	$253,517
Public Safety	$370	$546,420
Streets and Drainage	$135	$199,327
Recreation	$56	$82,458
Interest & Financial	$21	$30,611
Total Cost for New Population		**$1,112,333**
Cost of Services for Twenty Years		**$22,246,656**

Analysis Table 3 provides the detailed data and sources for Step 3.

STEP 4: COMMERCIAL PROPERTY TAXES

Key Assumptions:

- Commercial property values will be similar to new area mixed-use developments.
- Commercial property will contain a mix of uses (medical, office, retail, restaurant, services).

Commercial Property Taxes Results:

The North Maple Street Development is projected to have 318,000 square feet of commercial space, which will include an undefined mix of retail, restaurant, office, and medical uses. Only one use and location has been identified – an approximate 10,000 square foot daycare center that will be in the Berkeley County portion of the development. All other uses (308,000 sqft) will be in Dorchester County.

Because the mix has yet to be determined, the analysis team looked to recent nearby mixed-use commercial developments to identify a reasonable estimate for the commercial property tax value.

Table 7: Estimated Value of Commercial Property

Development Name	Average Tax Value of Commercial Property Per Square Foot	Type of Properties
Carnes Crossroads	$260	Medical, Office, Small Shops, Restaurant
Nexton	$259	Restaurant, Office, Medical, Service Station, Hotel
Two Daycares	$132	Both Carnes Crossing and Nexton have a Rainbow Rascals.
Note: Both Carnes Crossroads and Nexton have commercial property that has recently been completed or is in development. As a result, some commercial property has not received its initial tax assessment.		
ESTIMATED TAX VALUE	**$260 / SqFt (308,000 SqFt)**	**$79,952,708 (All in Dorchester Co.)**
ESTIMATED TAX VALUE	**$132 / SqFt (10,000 SqFt)**	**$1,322,988 (All in Berkeley Co.)**

LINK: Analysis Table 4 provides the detailed data and sources for Step 4.

STEP 5: COMMERCIAL TAX REVENUE

Key Assumptions:

- Same assumptions for Step 4 apply here.

Commercial Tax Revenue Results:

With a projected tax value completed, the next step in the analysis is to determine the tax revenue generated by the property. The commercial portion of the property will generate $285,431 per year for the Town of Summerville, or $5,708,623 over twenty years.

Table 8: Estimated Value of Commercial Property

	Dorchester County	Town of Summerville
New Annual Revenue	$1,559,558	$290,154
Twenty Year Revenue	$31,191,151	$5,803,085

Analysis Table 5 provides the detailed data and sources for Step 5.

STEP 6: MISCELLANEOUS REVENUE

Key Assumptions

- Of the commercial property, 30% is retail, 40% is restaurant/food oriented, and 30% is service, office, or medical oriented.
- Leases are triple net, and will increase by 3% each year, and leases are at least five-years.
- **The projected miscellaneous tax revenue is a conservative estimate.** The analysis team based projected revenues on the sales it would require a business owner to cover the cost essential services.
- The analysis includes a **very conservative estimate of the impact fees** the development process will generate and for simplicity, residential and commercial impact fees are combined.

Miscellaneous Tax Revenue Results:

The results from this portion of the analysis are based on a conservative scenario that estimates commercial property cash flow based on what is known at this time – the development's projected lease rate ($25.00 per square foot), the tenant tax burden, and industry standards to estimate cost other expenses. This approach results in an extremely conservative estimate, because in actual practice, businesses need cash flow to cover a wide variety of expenses that are not accounted for in this scenario.

The scenario also uses a projected business mix of 30% Retail, 40% Food, and 30% Office/Medical/Service. Given these parameters, development tenants need sales to generate $12.7 million in sales:

- Nearly $8 million in sales to satisfy a $25.00 / SqFt lease
- An additional $2.3 million to pay for the cost of a triple net lease
- Payroll at $2.6 million (20% of total sales)
- A profit margin at $294,000 (2.44% of total sales)

The only applicable tax bringing additional revenue to the Town of Summerville is the 2% Hospitality Tax charged on prepared meals, food, and beverages. Assuming 40% of the development's sales come from food establishments, the Town of Summerville's revenue will increase by $2.7 million over 20 years.

In addition to leases and taxes, businesses in Summerville are required to obtain a business license from the Town. An estimated $1.4 million will be generated over 20 years.

Analysis Table 6 provides the detailed data and sources for Miscellaneous Revenue.

Finally, the Town of Summerville has a development impact fee policy. Using a very conservative estimate of potential development impact fees, the Town of Summerville will generate $962,788 from the development project.

Table 9: Development Impact Fee

Type of Building	Unit	Number of Units	Impact Fee/Unit	Total Impact Fee
Single Family Home	Dwelling unit	270	$1,135	$306,450
Townhome	Dwelling unit	124	$901	$111,724
Apartment	Dwelling unit	208	$762	$158,496
General Retail	1,000 SF	318	$1,101	$350,118
Total Estimated Impact Fees				**$926,788**

Analysis Table 7 summarizes the detailed data and sources for Impact Fees.

Attachments:

Analysis Tables

ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THE PARCEL OWNED BY EVAN BENTLEY AND LILY SOOTER, ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEED AND RECORDED PLAT ATTACHED HERETO AND INCORPORATED BY REFERENCE:

WHEREAS, the owner of the real estate designated as Dorchester County TMS# 145-07-03-029, 109 Dove Lane, described as approximately 0.27 acres, has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described land on the attached deed and recorded plat, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway (s) immediately adjacent to the property lines of the parcel for the purposes of providing public service to the parcel.

SECTION II. That the property above described and hereby annexed shall be Zoned GR-5 "General Residential" and be classified as GR-5 "General Residential" under the Zoning Ordinance of the Town of Summerville.

Ratified this _____ day of _____, 2020 A.D.

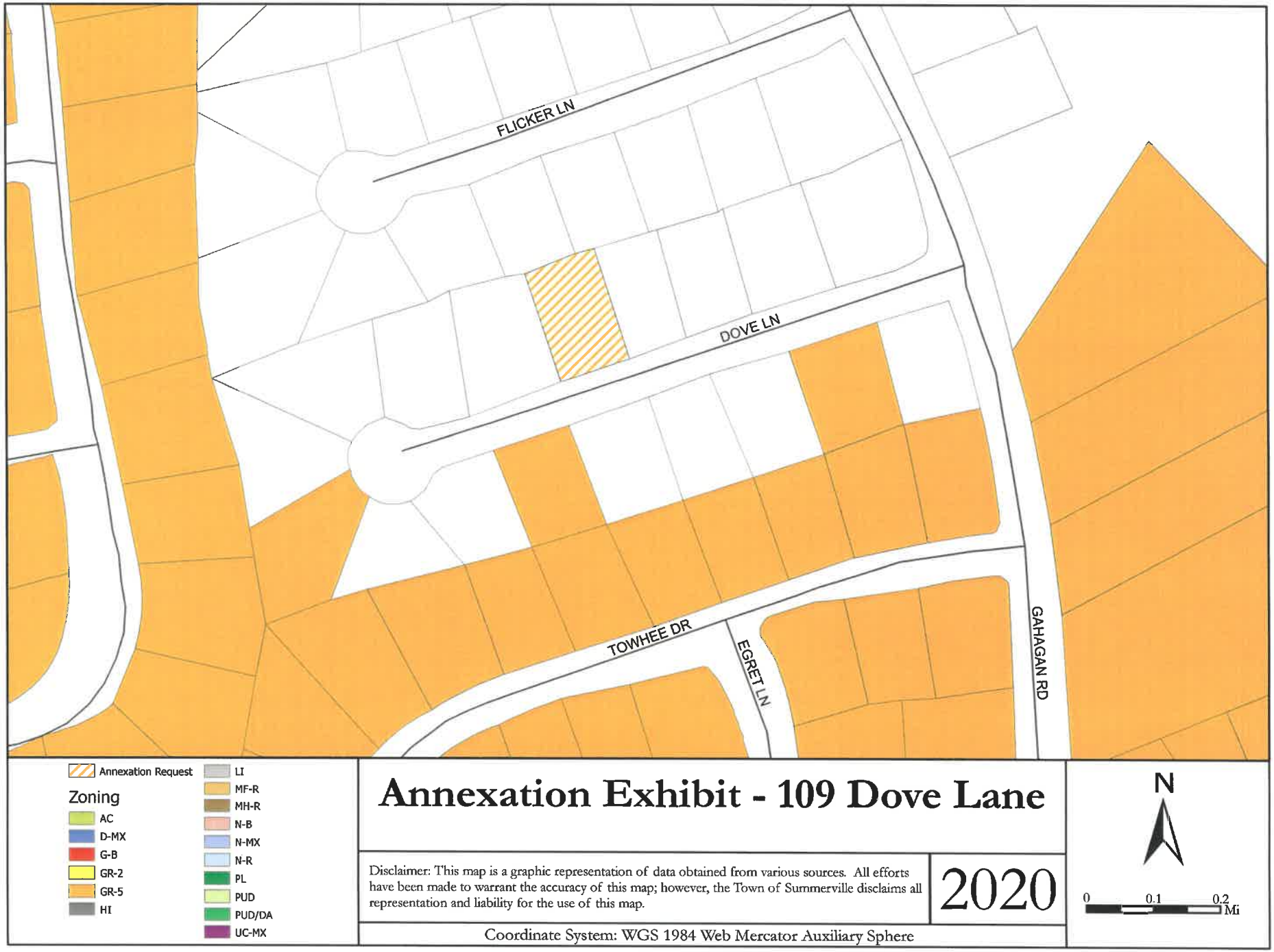
_____
Ricky Waring, Mayor

_____
Beth Messervy, Town Clerk

PUBLIC HEARING: March 16, 2020

FIRST READING: April 9, 2020

SECOND READING: , 2020


FLICKER LN
DOVE LN
TOWHEE DR
EGRET LN
GAHAGAN RD
Annexation Request
Zoning
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G-B
GR-2
GR-5
HI
LI
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MH-R
N-B
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N-R
PL
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PUD/DA
UC-MX
Annexation Exhibit - 109 Dove Lane
Disclaimer: This map is a graphic representation of data obtained from various sources. All efforts have been made to warrant the accuracy of this map; however, the Town of Summerville disclaims all representation and liability for the use of this map.
2020
Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere
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Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: **Finance Committee of Town Council, Rebecca Vance, Town Administrator**

From: **Russell W. Cornette, Jr., PE, Public Works Director & Town Engineer**

Date: **April 6, 2020**

Subject: **Cedar Street Extension**

ISSUE: North Main Street Traffic Congestion Relief – Cedar Street Extension

BACKGROUND/DISCUSSION

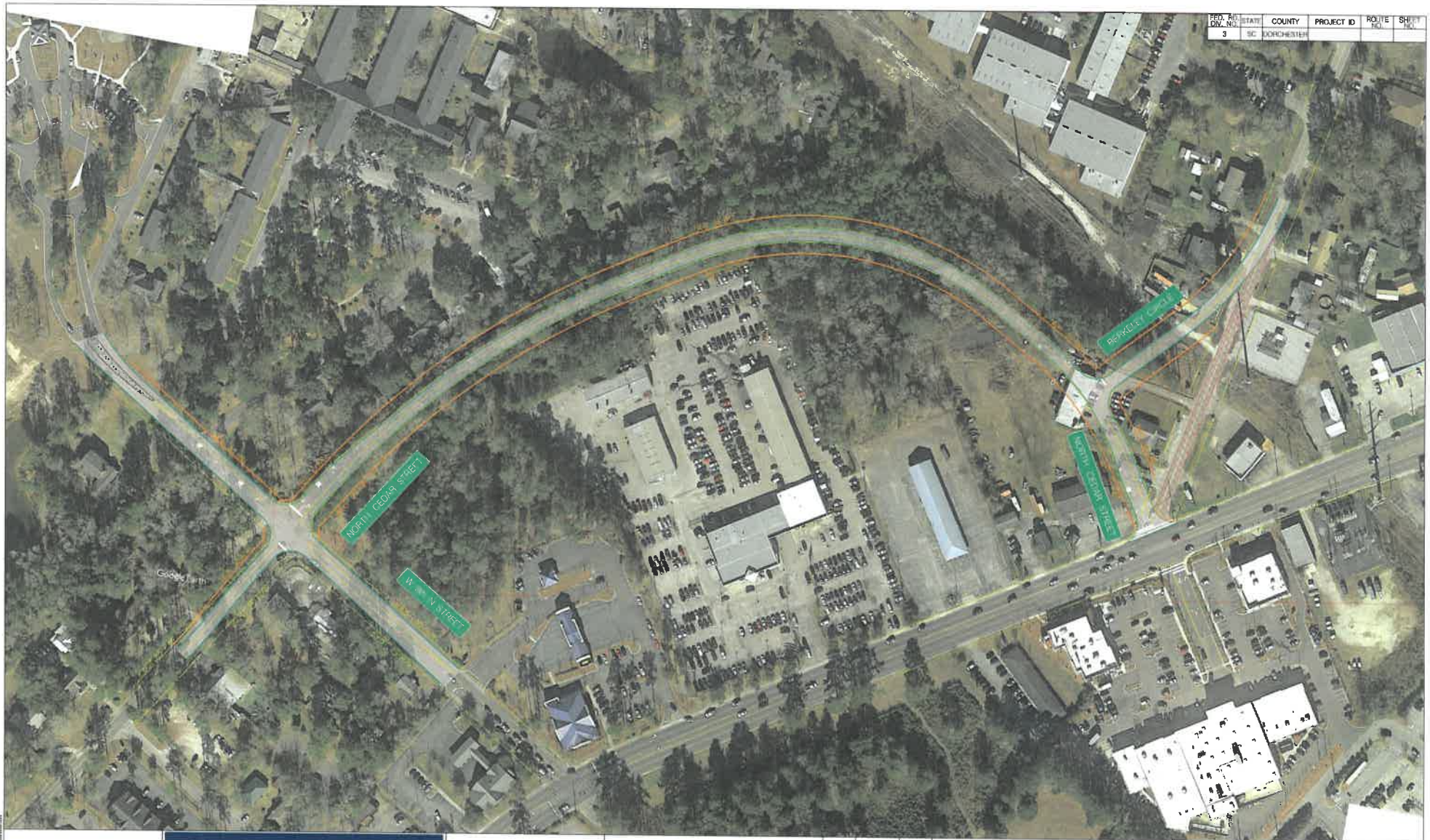
At the February 2020 Public Works Committee, Staff proposed several projects that would provide traffic congestion relief for motorists in Summerville. The committee made a motion to recommend to full council to select the Cedar Street Extension project and a new railroad crossing of Magnolia Street.

The project consists of the extension of Cedar Street from its current terminus at West 9th North Street to near the intersection of Berkeley Circle and North Main Street. The scope includes the new location roadway, the realignment of the intersection of West 9th North Street and Cedar Street, as well as the realignment of the terminus of Berkeley Circle to tie into Cedar Street Extension near North Main Street. The project is a total of approximately 0.75 miles in length. Staff requested Michael Baker, Inc prepare a scope and fee proposal to design, permit, acquire right-of-way, utility coordination and construction coordination for the Cedar Street Extension project. The proposal is attached with the cost of $844,515.00. Michael Baker will take 12 months to complete all tasks. A detailed cost estimate for right-of-way and construction will be determined once plans are further developed. The project is expected to impact approximately 10 parcels. Completion of the project will allow a traffic signal to be installed at the new intersection of Cedar Street Extension and North Main Street. Staff estimates the construction costs will be approximately $3.5 Million. A more accurate cost estimate will be conducted once preliminary plans are completed.

RECOMMENDATION

Staff recommends approval of this request.

FED. RD. DIV. NO.	STATE	COUNTY	PROJECT ID	ROUTE NO.	SHEET NO.
3	SC	DORCHESTER			



Michael Baker
INTERNATIONAL

PRELIMINARY PLANS
NOT FOR CONSTRUCTION

REV. NO.	BY	DATE	DESCRIPTION OF REVISION

DESIGNED BY: _____ DATE: $$DDMMYYSS
DRAWN BY: _____ DATE: $$DDMMYYSS
CHECKED BY: _____ DATE: $$DDMMYYSS

DORCHESTER COUNTY, SC

NORTH CEDAR STREET EXTENSION
PLAN EXHIBIT

SHEET NO.:

SCALE: 1" = 80'

SCOPE OF SERVICES
CEDAR STREET EXTENSION

DESCRIPTION OF PROJECT

The Town of Summerville (TOWN) has request Michael Baker International (CONSULTANT) to provide a scope of services and budget for final construction plans for the North Cedar Street Extension Project. The project is proposed to extend North Cedar Street on new location from its existing intersection at West 9th North Street to US 17A. The project also proposes to realign Berkeley Circle to tie into the North Cedar Street Extension on new location and includes intersection improvements at North Cedar Street and West 9th North Street. The project is approximately 0.75 miles in length.

This contract is for professional engineering services required to prepare the preliminary through final construction plans, prepare the environmental permit, prepare and negotiate construction permits, acquire the necessary right-of-way, preform the utility coordination and provide construction administration.

PROJECT SCHEDULE

A twelve (12) month schedule for survey and design from the notice-to-proceed date is anticipated. This schedule is exclusive of permitting and right-of-way acquisition which is dependent on outside sources.

SUMMARY OF WORK

This project shall consist of the following tasks:

Task 1: Project Organization & Management

Task 2: Field Survey

Task 3: Geotechnical Investigations

Task 4: SUE/Utility Coordination

Task 5: Wetland Permitting

Task 6: Roadway Design

Task 7: Drainage & Erosion Control Design

Task 8: Right of Way Acquisition

Task 9: Bidding & Award

Task 10: Construction Administration & Support

These tasks are detailed in the following sections.

1. PROJECT ORGANIZATION AND MANAGEMENT

This task includes the Prime Consultant Project Manager's time for management of the project including coordination and correspondence with the TOWN, attending coordination meetings to review the incremental progress of the project and for general project coordination to discuss design specifics with the TOWN and/or SCDOT.

2. FIELD SURVEY

Field surveys will be performed to determine accurate elevations and locations of existing facilities, e.g., roadways, bridges, culverts, utilities, and any other physical feature needed for design and to provide ground controls for all design surveys. The CONSULTANT will follow SCDOT's Pre-Construction Survey Manual (latest edition) for all surveying tasks including topographic and planimetric survey data collection, location of existing right-of-way, and database development. Surveys along the entire project route which is shown on the map titled Survey Limit Exhibit and will include the items listed below:

2.1. All surveys will be based on NAD 83 S.C. State Plane Coordinate System and elevations on NAVD 1988 datum.

2.2. Vertical Project Benchmark control will be suitable for surveying. Survey Control Points shall be provided throughout the project outside the physical limits of construction at 500' intervals.

2.3. Survey existing alignment of North Cedar Street, West 9th North Street, US 17A, Berkeley Circle, Earth fare Shopping Center entrance and side streets within the project corridor.

2.4. The CONSULTANT shall provide a best-fit centerline of the existing roadways within the limits of the survey boundaries based upon field survey data of the road centerline and SCDOT Docket Record plans.

2.5. Cross-section existing alignments 50 feet on each side of the existing centerline for existing roads. Cross-section proposed alignment within the survey limits where corridor leaves existing roads and goes on new alignment. Cross section will be done at 50 feet intervals on curves and 100 feet intervals on tangents.

2.6. Locate all planimetric features including above ground utilities (e.g., hydrants, valves, meters, poles, etc.) within the survey limits and below ground utilities as marked by the appropriate Utility locator services. This data will be used to supplement the SUE task. These items include but are not limited to those objects which are too small to appear on the 50 scale mapping but are nevertheless important to the design/construction process, such as the covers on gas tanks at service stations as observed from a normal surface visual inspection of project corridor. Planimetric details that will show up in mapping (e.g., details of driveway or sidewalk shapes) will not be surveyed.

2.7. Locate all reasonable accessible drainage and sanitary sewer structures within one hundred (100) feet of the existing roads' centerline in the project corridor and within the project limits for the Cedar Street Extension on new location. Pipes shall be located, and elevations, types, and size shall be provided.

2.8. Horizontally and vertically locate all potential outfall drainage ditches and streams. At all outfalls obtain cross-sections both upstream and downstream at 100 feet and 200 feet using a 50' corridor (25' on either side of the ditch centerline).

2.9. Locate all planemetric features such as structures, utilities, residential trees, residential shrubs, tree lines, fences, driveways, and encroachments within the survey limits. Locate all trees over eight (8) inches in diameter and all corners of buildings if any portion of the building is within the 75' of the project limits.

2.10. Provide public records research of all properties that may be impacted by the construction of the proposed project. The CONSULTANT will provide, where available in the public record, the current owner's name, address, tax map number, total area of parcel, and corresponding Plat Book with page and/or Deed Book with page Number(s) for the property owners as listed on the Tax Assessor's records. This information will be provided to the TOWN in the form of a Microsoft Excel, with one copy each of the electronic and hardcopy versions of the file. Search and survey all detectable property corners along the project corridor in the vicinity of the project that may be impacted by the new roadway. This includes everything within the project limits. The location and bearings of property lines intersecting the proposed right of way will be determined by surveyed corners or by data from available records where corners cannot be found. Information used to compute property lines will be limited to data that is part of the public record. PDFs of the plats or deeds that are used for the property research will be provided.

The CONSULTANT will prepare an electronic property strip map in accordance with present SCDOT survey procedures outlined under section 2.1.1.3 (Surveying for right of ways) of the SCDOT's Pre-Construction Survey Manual. The strip map will include the names of property owners and their tax map number and will be prepared in Microstation format. An electronic drawing file of this strip map will be provided to the TOWN.

3. GEOTECHNICAL INVESTIGATIONS

The CONSULTANT proposes to perform sixteen (16), 4-foot deep hand-auger borings along the proposed extension alignment, spaced approximately 200 feet apart. The hand-auger borings will be supplemented with Kessler Dynamic Cone Penetrometer (KDCP) testing. When properly evaluated, the penetrometer test results provide an index for evaluating the consistency of the soils and provide a correlated California Bearing Ratio (CBR). The CONSULTANT will also obtain a representative bulk sample from the site in the upper 2 feet for laboratory index and CBR testing.

Based on the current alignment, seven (7) hand auger borings will require coring of asphalt prior to drilling operations. At time of coring, The CONSULTANT will measure thickness of existing pavement materials. Upon completion of the hand auger borings and

DCP testing, The CONSULTANT will backfill the holes and patch with asphalt cold-patch, as appropriate. The CONSULTANT notes that this is an intrusive process and even when properly backfilled and patched, can lead to a depression in the cored location, long term. Please understand that after initial backfill and patching, any long-term repair and/or maintenance of such depression is not the responsibility of the CONSULTANT.

It is assumed that the investigations within the wooded area will not require mechanical clearing for the equipment to access test locations. For the test locations located in the SCDOT ROW and/or roadway, the CONSULTANT will obtain an SCDOT Encroachment Permit and coordinate with appropriate SCDOT personnel. Based on locations of the cores in the travel lane of Berkeley Circle, N. Cedar Street, and East 9th Street, a lane closure requiring traffic control will be required. The CONSULTANT has assumed 2 days of traffic control. The CONSULTANT will contact South Carolina 811 to mark the presence of public utilities prior to any exploration.

The purpose of this exploration will be to evaluate the general subsurface conditions with regard to the design and construction of the proposed road extension. The written report will discuss the field-testing program and will present the test results, conclusions and recommendations for site preparation, construction, and pavement section design. As this is a Town project it is assumed that the project does not require scope conformance with the SCDOT Geotechnical Design Manual (GDM).

4. SUE / UTILITY COORDINATION

4.1. Sub –Surface Utility Engineering (SUE)
Within 45 days of Notice to Proceed of the contract and if requested by the TOWN, the CONSULTANT shall provide the TOWN with a recommendation as to the extent of SUE services to be provided. This should include as much information as can be assembled on utility type, approximate location, owner, prior rights, and any preliminary assessment of impact with respect to the scope of the proposed project. This information will be used to specifically define the limits of the SUE work to be performed. For estimating purposes, assumptions will be made as to the extent of utilities that currently exist within the project corridor. The cost associated with designating and locating the utilities will be estimated on a per linear foot basis for underground and aerial facilities and per each for test holes. The per linear foot and per each cost will be all inclusive of the labor, equipment, and deliverables required for SUE.

4.2. SUE Work

The CONSULTANT shall perform work in two (2) phases. The first phase consists of designating services (Quality Level B, C and D). For the purpose of this Agreement, "designate" shall be defined as indicating, by marking, the presence and approximate horizontal position of the subsurface utilities by the use of geophysical prospecting techniques. The second phase consists of test hole services (Quality Level A). For the purpose of this Agreement, "locate" means to obtain the accurate horizontal and vertical position of the subsurface utilities by excavating a test hole. The CONSULTANT shall provide these services as an aide in the design of right-of-way and construction plans for the project.

Unless specifically stated otherwise, the CONSULTANT shall adhere to the ASCE Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data (CI/ASCE 38-02).

A. Designating

In the performing of designating services under this Agreement, the CONSULTANT shall:

- Provide all equipment, personnel and supplies necessary for the completion of Quality Level 'B' information for approximately 9,375LF of underground utilities.
- Provide all equipment, personnel and supplies necessary for the completion of Quality Level 'C' information for approximately 950 LF of underground utilities
- Provide all equipment, personnel and supplies necessary for the accurate recording of information for approximately 1,906 LF of aerial utilities.
- Conduct appropriate records and as-built plans research and investigate site conditions.
- Obtain all necessary permits from town, county, state or any other municipal jurisdictions to allow CONSULTANT personnel to work within the existing streets, roads and rights-of-way.
- Designate the approximate horizontal position of existing utilities by paint markings in accordance with the APWA Uniform Color Code scheme along the utility and at all bends in the line in order to establish the trend of the line. All utilities shall be designated as well as their corresponding lateral lines up to the point of distribution, existing right-of-way limits, or whichever is specifically requested and scoped for each individual project.
- Survey designating marks, which shall be referenced to project control provided by the surveyor of record.
- Draft survey information using SCDOT CADD guidelines for Subsurface Utility Engineering consultants (latest version).
- Final review and seal of all appropriate work by a professional engineer and/or land surveyor licensed in South Carolina in responsible charge of the project.
- Provide notification to key the TOWN personnel concerning the upcoming SUE services to be provided by the CONSULTANT.

B. Locating

In the performance of locating services under this Agreement, the CONSULTANT shall:

- Provide all equipment, personnel and supplies necessary for the completion of Quality Level 'A' information for an estimated 5 test holes.
- Conduct appropriate records and as-built plans research and investigate site conditions.
- Obtain all necessary permits from town, county, state or any other municipal jurisdictions to allow CONSULTANT personnel to work within the existing streets, roads and rights-of-way.
- Perform electronic sweep of the proposed conflict and other procedures necessary to adequately "set-up" the test hole.
- Excavate test holes to expose the utility to be measured in such a manner that insures the safety of excavation and the integrity of the utility to be measured. In performing such excavations, the CONSULTANT shall comply with all applicable utility damage prevention laws. The CONSULTANT shall schedule and coordinate with the utility companies and their inspectors, as required, and shall be responsible for any damage to the utility during excavation.
- Provide notification to the TOWN concerning (a) the horizontal and vertical location of the top and/or bottom of the utility referenced to the project survey datum; (b) the elevation of the existing grade over the utility at a test hole referenced to the project survey datum; (c) the outside diameter of the utility and configuration of non-encased, multi-conduit systems; (d) the utility structure material composition, when reasonably ascertainable; (e) the benchmarks and/or project survey data used to determine elevations; (f) the paving thickness and type, where applicable; (g) the general soil type and site conditions; and (h) such other pertinent information as is reasonable ascertainable from each test hole site.
- Provide permanent restoration of pavement within the limits of the original cut. When test holes are excavated in areas other than roadway pavement, these disturbed areas shall be restored as nearly as possible to the condition that existed prior to the excavation.
- Draft horizontal location and, if applicable, profile view of the utility on the project plans using CADD standards as outlined above. A station and offset distance and/or northing and easting coordinates (State Plane) with elevations shall be provided with each test hole.
- Test hole information shall be formatted and presented on CONSULTANT's certification form and listed in a test hole data summary sheet.
- Certification form shall be reviewed and sealed by a professional engineer or land surveyor licensed in South Carolina and in responsible charge of the project.
- Provide notification to key TOWN personnel concerning the upcoming SUE services to be provided by the CONSULTANT.

C. Sanitary Sewer Manhole Rim and Invert Elevation (By Others)

In performing services hereunder, the CONSULTANT shall:

- Provide all equipment, personnel and supplies required to perform its services. The CONSULTANT shall determine which equipment, personnel and supplies are required to perform such services.
- Label each manhole in the field, on the field sheet and in the field book.
- Sketch the configuration of pipes in each manhole and orient sketch with a north arrow.
- Record the material type, diameter (I.D.) and flow direction of each pipe.
- Measure the vertical distance between the rim and the invert of each pipe and record this distance as the "actual" for each pipe.
- Compare pipe configuration with records and note any discrepancies.
- Sanitary sewer manholes will be surveyed and tied to project horizontal and vertical control. Elevations will be provided for each accessible rim and invert.
- Horizontal data on the sanitary sewer lines will be obtained at "Quality Level C". Flow lines will be depicted as running straight between structures unless record information or site conditions indicate otherwise.
- Final review and seal of deliverables by a professional engineer or land surveyor licensed in South Carolina and in responsible charge of the project.
- The CONSULTANT will provide all services to the standard of care applicable in the subsurface utility engineering profession.

D. Aerial Facilities

- Provide all equipment, personnel and supplies required to perform its services. Determine which equipment; personnel and supplies are required to perform such services.
- Conduct appropriate records research.
- Prepare appropriate field sketches of poles and aerial utilities, which shall be referenced to project control provided by the client.
- Plot survey information onto base plans provided by the client using Computer Aided Drafting and Design ("CADD") systems.
- Provide a pole data sheet that includes available information such as:
  - survey shot number
  - pole tag number
  - pole owner
  - type of utility
  - owner of utility
- miscellaneous notes
- Compare survey information plotted on base plans with information provided from field sketches and evaluate all plotted information in the field for accuracy and reliability.
- Final plot all information using DEPARTMENT CADD guidelines for Subsurface Utility Engineering consultants (latest version) to account for any corrections noted from the previous step and review plan sheets against:

- records
- field sketches
- CADD drafting
- field notes

- Final review and seal of all appropriate work by a professional engineer and/or land surveyor licensed in South Carolina in responsible charge of the project.
- Return final work product to the client and review project with the same.
- Will provide all services to the standard of care applicable in the subsurface utility engineering profession.

4.3. Utility Coordination

The CONSULTANT shall conform to items A through H below.

A. The CONSULTANT shall have the responsibility of coordinating the Project development with all utilities that may be affected. All utility relocations shall be handled in accordance with the SCDOT's *A Policy for Accommodating Utilities on Highway Rights of Way* and the Code of Federal Regulations, Title 23, Chapter 1, Subchapter G, part 645, subparts A and B.

B. These services shall be performed by individuals skilled and experienced in utility coordination services.

C. The CONSULTANT shall design the Project to avoid conflicts with utilities where possible and minimize impacts where conflicts cannot be avoided. This may include, but is not limited to, utilizing all available utility data, whether obtained from SUE services, as-builts, or provided by some other source. The CONSULTANT shall be expected to determine all utility conflict points, including all work to properly analyze each conflict point, and make recommendations for resolution of the conflict where possible. The TOWN may request a Utility Conflict Analysis and Remediation Spreadsheet from the CONSULTANT as a deliverable.

D. The CONSULTANT shall initiate early coordination with all utility companies that are located within the Project limits. Coordination shall include, but shall not be limited to, contacting each utility company to advise the company of the proposed project, providing preliminary plans to the utility company, obtaining copies of as-built plans for the existing utility facilities (if available), and determining the companies' requirements for the relocation of their facilities.

E. The CONSULTANT shall provide the utility companies with design plans as soon as the plans have reached a level of completeness adequate to allow the companies to fully understand the Project impacts. These plans shall contain all available data that may be helpful to the utility in assessing the utility impact (stations and offsets, and etc.). The utility company may use the CONSULTANT's design plans for preparing Relocation Sketches. If a party other than the utility company or its agent

prepares Relocation Sketches, there shall be a concurrence box on the plans where the utility company signs and accepts the Relocation Sketches as shown.

F. The CONSULTANT shall coordinate and conduct a preliminary review meeting with the utility companies to assess and explain the impact of the Project to the companies. The **TOWN's** Engineer and Utilities Manager (or designee) shall be included in this meeting.

G. The CONSULTANT shall research the prior rights of each utility company's facilities. If there is a dispute over prior rights with a utility, the CONSULTANT shall be responsible for resolving the dispute and making a recommendation to the TOWN. The CONSULTANT shall meet with the TOWN Engineer to present the prior rights information gathered. This information must be sufficient for the TOWN Engineer to certify the extent of the utility company's prior rights. The TOWN shall have final approval authority as to the CONSULTANT's determination of whether the utility company has prior rights.

H. The CONSULTANT shall prepare and submit to the TOWN a Preliminary Utility Report that includes a listing of all utility companies located within the project limits and a preliminary recommendation as to the extent of each company's prior rights. This report shall also include a preliminary assessment of the impact to each company as can best be determined at the time, as well as a determination of the feasibility of early utility relocations that may begin prior to the start of construction.

I. The CONSULTANT shall be responsible for collecting the following from each utility company that is located within the project limits: Relocation Sketches including letter of "no cost" where the company does not have a prior right; Utility Agreements including cost estimate and relocation plans where the company has a prior right; and Letters of "no conflict" where the company's facilities will not be impacted by the Project.

J. The CONSULTANT shall review all Relocation Sketches and Utility Agreements to ensure that relocations comply with the SCDOT's "A Policy for Accommodating Utilities on Highway Rights of Way" and the Code of Federal Regulations, Title 23, Chapter 1, Subchapter G, part 645, subparts A and B. The CONSULTANT shall also ensure that there are no conflicts with the proposed highway improvements and ensure that there are no conflicts between each of the utility company's relocation plans.

K. The CONSULTANT shall prepare and submit to the TOWN a Final Utility Report no later than 90 days prior to the letting date (120 days if 60-day advertisement) that includes a listing of all the utilities located within the Project limits, an explanation of the Project impacts to each of the utilities, all prior rights supporting documentation, and a description of each utilities' relocation plans. As part of the

report, the CONSULTANT shall assemble and submit to the TOWN all Relocation Sketches, Utility Agreements, and Letters of "no conflict", as set forth in "I" above, for the Project. The CONSULTANT is expected to assemble the information included in the Utility Agreements and Relocation Sketches in a final and complete form and in such a manner that the TOWN may approve the submittals with minimal review. Each Utility Agreement and Relocation Sketch submitted must be accompanied by a certification from the CONSULTANT stating that the proposed relocation will not conflict with the proposed highway improvement and will not conflict with another utility company's relocation plan. The report shall also contain the CONSULTANT's recommendation for approval of the Utility Agreements and Relocation Sketches and the CONSULTANT's recommendation that, from a utility's standpoint, the Project is ready to be let to contract.

L. Five (5) test holes have been included as part of this project.

M. The CONSULTANT shall prepare and maintain a compilation of all utility relocation plans on one set of the project plans. These plans (U sheets) will be used during the project development, and the final set may be included in the bid documentation for information only and will reference the actual relocation plans prepared by the utility.

N. The utility companies shall not begin their relocation work until authorized in writing by the TOWN.

O. Three (3) project-wide utility meetings are assumed. Ten (10) meetings with individual utilities are assumed.

Utility Deliverables

1. *Preliminary Utility Report (6 draft copies)*
   - *List of all utilities*
   - *Preliminary prior rights assessment*
   - *Preliminary utility impact assessment*
   - *Recommendations for early relocations*
   - *Prior rights documentation*
   - *Recommendations for in-contract relocations*

2. *Final Utility Report (3 draft copies, 3 final copies)*
   - *List of all utilities and contact information*
   - *Conflict analysis and remediation information*
   - *Prior rights documentation*
   - *Utility agreements with relocation cost estimates*
   - *No-Cost letters (if applicable)*
   - *No-Conflict letters (if applicable)*

- *Confirmation of early relocations*
- *Confirmation of in-contract relocations*

3. U Sheets

5. WETLAND PERMITTING

The CONSULTANT will perform a wetland delineation within the anticipated project area. All jurisdictional wetland and stream boundaries will be marked with alpha-numerically labeled surveyor flagging and mapped using sub-meter accuracy GPS equipment. A protected species habitat evaluation will be conducted concurrently with the field delineation. A Preliminary Jurisdictional Determination (JD) request package will be prepared and submitted to the U.S. Army Corps of Engineers (USACE). The request package will include a JD request form, wetland/stream figures, data sheets, and photos. It is anticipated that a site visit with the USACE will be required to obtain approval of the JD request.

Upon completion of the project design, the CONSULTANT will prepare a Section 404 permit application for submission to the USACE. Coordination with the USACE will begin early and continue throughout the permitting process. It is anticipated that the proposed project can be authorized by the USACE with a Nationwide Permit #14. As part of the Section 404 permitting process, the CONSULTANT will complete a cultural resources field survey and survey report for the areas associated with any wetland crossing. The CONSULTANT will coordinate with USACE approved mitigation banks to determine where appropriate credits are available; however, if permitee-responsible mitigation is required by the USACE, this will be completed under a separate agreement. Mitigation credits will be purchased by the TOWN and is not included in this cost estimate

6. ROADWAY DESIGN

6.1. Preliminary Plans

The preliminary roadway plans shall be prepared as described herein.

A. The CONSULTANT will develop Design Criteria contract based on coordination with the TOWN.
B. The CONSULTANT will establish the roadway alignment and profile in sufficient detail and in the appropriate format, in order to clearly illustrate in detail significant design features of the project.
C. Preliminary plans will be developed and serve as the base documents for further refinement into the right-of-way plans.
D. The preliminary plans shall contain sufficient details of pertinent physical features to illustrate the design that will include:
   - Detail plan layout;

- Horizontal and vertical alignments;
- Title Sheet;
- Typical sections;
- Limits of existing right-of-way and adjacent properties;
- Type, size, and location of major utility facilities and required utility relocations to be performed by others;
- Analyze Maintenance of Traffic;
- Limits and configuration of proposed right-of-way;
- Preliminary cross-sections 100 feet on tangents and 50 feet on curves and,
- Preliminary construction cost estimate.

E. All plans, designs, specifications and estimates shall conform to the SCDOT's standard practices for highway construction which are based on the latest edition of the following material:

- 2011 AASHTO A Policy on Geometric Design of Highways and Streets, or latest edition;
- SCDOT Standard Drawings – Latest Edition; SCDOT Standard Specifications for Highway Construction 2007 Edition;
- Roadway and Bridge Design Standard as published by the SCDOT;
- SCDOT's Road Design Reference Material for Consultant's Prepared Plans, dated July 11, 2006;
- SCDOT's Plan Preparation Guide, latest edition; SCDOT Instruction Bulletins;
- SCDOT Engineering Directive Memo (EDM) #PC-27 and others as appropriate;
- SCDOT Roadway Design Manual, latest edition, and;
- Other applicable SCDOT and FHWA design material, current editions

6.2. Right of Way (ROW) Plans

Upon receipt of comments from the Preliminary Plans and design field review, ROW plans will be developed. The plan sheets will depict property lines within and immediately adjacent to the project, property ownership, improvements on property, control of access, existing and proposed ROW, existing known utilities, construction limits, and erosion control items that affect ROW requirements. Easements, both permanent and temporary, as a result of the proposed construction, will be shown. All plans shall be in accordance with the SCDOT Roadway Design Manual and the Town of Summerville Stormwater Management Design Manual.

Property layout sheets will depict all parcels of property to be acquired as ROW and will be assigned a parcel number, the property owner identified (name and tax map reference number), and areas of property obtained and remaining indicated. The entire parcel of property from which ROW is to be acquired will be shown. Reduced scale property parcel drawings will be used as appropriate.

Should, during the course of ROW acquisition, changes be necessary which affect

ROW, these revisions will be promptly made and identified to those implementing ROW appraisal and acquisition.

6.3. Final Construction Plans

The approved ROW plans will be further developed into one set of final roadway plans consisting of the following:

A. A cover sheet showing a location map, project layout, and index of drawings, summary sheets showing summary of estimated quantities;
B. Typical roadway sections for the mainline and crossroads for each significant change in sections. These sections will show dimensions, a pavement schedule, and the stations over which the section applies. Also, the minimum Design Speed Criteria, and any exceptions (horizontal and vertical) to these criteria, will be shown in the box located in the lower right-hand corner of each typical section sheet;
C. ROW acquisitions;
D. Details, including applicable SCDOT standards, and additional clarifying construction details;
E. A general inclusion sheet of clarifying or explanatory notes;
F. Roadway and drainage plan/profile sheets, at a scale of 1 in. equals 20 ft horizontal, and 1 in. equals 10 ft vertical, showing existing conditions, existing utilities (from field survey or information received from utility owners), survey baseline, proposed centerline, edges of pavement, curb and gutter, curb and gutter profiles, medians, sidewalks, driveways, construction limits, alternate pipes and other drainage features, right-of-way, control of access, and easements. Proposed horizontal and vertical geometry will also be shown;
G. Traffic Control Plans, Traffic Signal Plans, Pavement Marking Plans, Erosion Control Plans, and Roadway Structure plans (culverts, retaining walls, etc) illustrating appropriate details for construction. Traffic Control plans will be developed and include all information necessary to satisfy requirements of the SCDOT's Rule on Work Zone Mobility and Safety dated October 1, 2007.
H. Cross sections, will be cut at 50-ft intervals and at a scale of 1 in. equals 5 ft, showing the existing ground line, proposed template, pavement depth, curb and gutter, sidewalks, and cut and fill earthwork volumes. The final roadway template should show the finished roadway surface on the appropriate cross slopes (normal crown, fully or partially super-elevated) and the level of the bottom of subgrade.
I. Quantities and Specifications
   - Quantity Computations – Based upon the final plans, quantity computations will be performed by CONSULTANT for each item of work designated as unit price pay items. Computations will be tabulated in the quantity summaries on the final plans.
   - Standard Specifications – The "Standard Specifications for Highway Construction and Standard Special Provisions," issued by the SCDOT, will apply for materials and construction of all work.
   - Special Provisions – CONSULTANT will prepare Special Provisions for those items

of work not covered in the Standard Specifications or existing Standard Special Provisions.

J. Maintenance of Traffic Design
   - The CONSULTANT will prepare maintenance of traffic design plans.
   - Maintenance of Traffic Plans will be prepared at a scale of 1"=20' with two panels per plan sheet (where possible). The plans will illustrate the areas of construction, the pavement markings, signs, and devices needed to maintain traffic through those areas. Plans will include all construction signing needed for the project. Conceptual traffic control plans will be submitted with the right of way plans. Preliminary traffic control plans will be submitted in conjunction with the 95% roadway plans and the final signed and sealed traffic control plans along with quantities will be submitted with the final roadway plans.
   - The plan shall address the type of surface to be used for all temporary roadways. Standard traffic control details provided by the DEPARTMENT will be incorporated into the plans by reference only. The plans shall conform to the DEPARTMENT's Roadway Design Manual and FHWA Manual on Uniform Traffic Control Devices, latest editions; SCDOT Specifications (2007); Rule on Work Zone Safety and Mobility (October 1, 2007); SCDOT Standard Drawings; and any applicable DEPARTMENT supplemental specifications. The latest edition of each design manual or guide will be used if these are not the most current.

K. Final pavement marking plans will be prepared at a scale of 1-inch equals 20 feet, unless otherwise agreed, showing location and type of signs, lane lines, stop bars, cross walks, and other appropriate markings. The plans will include dimensions sufficient for field layout. The Manual on Uniform Traffic Control Devices, latest edition, and SCDOT details will be incorporated into the plans.

L. Quality Review - Prior to submittal to the TOWN, all plans sheets and documents shall be thoroughly reviewed by the CONSULTANT for completeness, correctness, accuracy and consistency with the above referenced requirements.

M. Permitting
   - SCDOT Encroachment Permitting
     An SCDOT Encroachment permit will be required for work within SCDOT right-of-way. CONSULTANT will prepare required drawings and attachments and complete the application on-behalf of the TOWN. CONSULTANT will respond to all comments and incorporate necessary revisions to the plans or permit information as per SCDOT review of the permit.

6.4. Field Reviews

Representatives from the TOWN, SCDOT, and CONSULTANT involved in roadway design will perform two (2) field review meeting of the project; one during the development of the preliminary plans and one during the development of final construction plans. All information gathered during this field investigation will be evaluated and plans revised accordingly. The CONSULTANT will prepare a draft agenda and distribute it to designated participants for preparation and comment prior to each meeting. The CONSULTANT will provide a summary of each field

review.

Deliverables:

1. *Design Criteria (2 copies)*
2. *Six (6) half scaled size sets of Preliminary/DFR for review*
3. *One (1) scaled full size (24x36) set of final right-of-way plans*
4. *One (1) CD containing final right-of-way plans*
5. *Preliminary Engineer's Estimate*
6. *One (1) scaled full size set of final plans*
7. *Three (3) half size sets of final plans*
8. *One (1) CD containing final plan files*
9. *One (1) copy of the Preliminary Engineer's Estimate*
10. *One (1) electronic copy of special provisions*
11. *Manila Plan Cover for final plans*
12. *One (1) Hard Copy of design and quantity calculations*

7. DRAINAGE AND EROSION CONTROL DESIGN

7.1. Preliminary Drainage and Erosion Control Design

The CONSULTANT will complete all hydraulic studies and prepare associated documents for the project. The CONSULTANT will perform all aspects of the drainage design including invert elevations for all longitudinal ditches, closed storm drainage systems, crossline culverts, and energy dissipators. Prior to initiating the design, a complete field reconnaissance will be performed to inventory the existing storm drainage structures and to verify the boundaries of tributary watersheds draining through the project. Impacts of the project to the existing hydrology will be evaluated. Based on this evaluation, design alternatives to manage the increased stormwater runoff from the project will be examined, if required.

Preliminary drainage plans will be created that shall contain sufficient details of pertinent physical features to illustrate the storm drainage plan. They will include details, type, size, invert locations, and locations of storm drainage structures and erosion control features.

Representatives from the TOWN, SCDOT, and CONSULTANT involved in drainage and erosion control design will perform one (1) field review meeting of the project during the development of preliminary plans. All information gathered during this field investigation will be evaluated and plans revised accordingly.

All hydraulic design and documents will be in compliance with the following design criteria:

- Town of Summerville Stormwater Management Design Manual, dated November 2009, Revised April 2015;
- SCDOT Standard Drawings;

- The Environmental Protection Agency's (EPA) National Pollution Discharge Elimination System (NPDES) as administered under general permit by the Department of Health and Environmental Control (DHEC);
- FEMA Regulations, 44 CFR Chapter 1;
- The State Stormwater and Sediment and Erosion Control Regulations administered by DHEC, 26 S.C. Code Ann. Regs. 72-405 (Supp. 1995) et seq.; and,
- South Carolina State Water Law.

7.2. Right of Way (ROW) Drainage and Erosion Control Design

Upon receipt of comments from the Preliminary Drainage Plans and design field view, ROW plans will be developed. The drainage plan sheets will incorporate all preliminary drainage plan comments and further detail all drainage and erosion control items that affect ROW requirements.

Drainage information required for coordination with USACOE will be tabulated and coordinated with the Environmental Scientists.

All design along Town of Summerville maintained roads shall be in accordance with the Town of Summerville Stormwater Management Design Manual. All design along SCDOT maintained roads shall be in accordance with SCDOT's Requirements for Hydraulic Design Studies, dated May 26, 2009.

7.3. Final Drainage and Erosion Control Design

Prior to initiating the final design, a complete field reconnaissance will be performed to verify there have been no changes in the existing storm drainage structures or outfalls and to verify the boundaries of tributary watersheds draining through the project.

The CONSULTANT will prepare final storm drainage plans. Comments from the ROW drainage design submittal will be incorporated and the final design will be modified based on any changes to existing storm drainage structures or changes to the proposed roadway design.

Representatives from the TOWN, SCDOT, and CONSULTANT involved in drainage and erosion control design will perform one (1) field review meeting of the project during the development of final construction plans. All information gathered during this field investigation will be evaluated and plans revised accordingly.

Based on the preliminary erosion and sediment control design shown on the ROW plans, the CONSULTANT shall finalize an erosion and sediment control plan for inclusion in the roadway construction plans, outlining methods for minimizing the amount of erosion and sedimentation during construction and for conformance to the NPDES General Permit. The plan will be detailed on drainage sheets prepared for the project as needed.

Four approvals are needed for this type of land disturbing work within Berkeley and Dorchester Counties, SC; Town of Summerville MS4 permit, Berkeley County Engineering - Stormwater Management Program (BCE) for stormwater management plan approval, Dorchester County for stormwater management plan approval, and SCDHEC-OCRM for Coastal Zone Consistency (CZC) screening and granting of NPDES coverage. A BCE Construction Activity Application (CAA) package, a Dorchester County Land Disturbance package, and SCDHEC-OCRM Notice of Intent (NOI) package will be prepared and provided to the TOWN for submittal to each agency for review and approval. Submittal packages will include application forms, plan sheets and stormwater management report. The CONSULTANT will provide technical assistance to the TOWN during the permitting review process as required. The TOWN will provide any fees associated with the permit.

The CONSULTANT will submit a Stormwater Management Report outlining the proposed drainage and erosion control design for the project.

Based upon the final plans, quantity computations will be performed by the CONSULTANT for each item of work designated as unit price pay items. Computations will be tabulated in the quantity summaries on the final plans.

The CONSULTANT will prepare Special Provisions for those items of work not covered in the Standard Specifications or existing Standard Special Provisions.

Deliverables:

1. *All applicable application forms, plan sheets and reports required for land disturbance permit application submittals.*
2. *One (1) Signed and Sealed set of drainage and erosion control sheets will be provided for inclusion in the Final Roadway Construction Plans for the entire project.*
3. *Quantities and special provisions for drainage and erosion control structures.*
4. *One (1) signed and sealed Stormwater Management Report*

8. RIGHT OF WAY

The CONSULTANT shall acquire all necessary Right of Way for the North Cedar Street Extension design. CONSULTANT shall indicate on the plans all areas that require new Right of Way or easements. All acquisition will follow Federal and SCDOT ROW Acquisition Regulations and guidelines and will include the following:

8.1. The CONSULTANT will search the available tax records to determine ownership and will negotiate with the owner based on those records to secure a boring permission.

8.2. Perform all title searches for properties which must be acquired to construct the project and provide to the TOWN a Preliminary and Final Certificate of Title signed

by a licensed South Carolina attorney (as required by the SCDOT's Right of Way Manual). Titles certificates shall advise all names of any parties that should be included for payments, and if the investigation reveals that condemnation is necessary to clear title, it shall provide names of all parties that should be served with condemnation, provide recording information for those parties who have an interest in the property and advise whether or not advertisement is required. Preliminary title abstracts must be provided prior to the property being appraised.

8.3. In accordance with the SCDOT's Appraisal Manual, provide an acceptable appraisal for each tract by an appraiser from the SCDOT's approved appraiser list with an obligation to provide court testimony in the event of condemnation. Consultant shall obtain appraisal reviews complying with technical review guidelines of the SCDOT's Appraisal Manual and make a recommendation of just compensation. The appraisal reviewer shall be from the SCDOT's approved appraisal reviewer list.

8.4. Acquire in accordance with all state laws and regulations, both Federal and State, and in the name of the Town, the right of way necessary to construct the project. Title shall be in fee simple absolute and have a recordable warranty deed unless otherwise authorized by the TOWN. All titles shall be filed, within seven (7) days of payment to the landowner, in the RMC/Clerk of Court office in Berkeley County or Dorchester County and the original file stamped instrument will be returned to the County. The CONSULTANT is responsible for all cost associated with recording of the deeds.

8.5. In the event of condemnation, the necessary documents as required by the Eminent Domain Procedure Act Sections 28-2-10 et. Seg., South Carolina Code of Laws (1976) as amended will be prepared and submitted electronically on disk leaving the attorney's name off of the document and leaving the names off all other documents necessary for filing the cases with the Clerk of Court. The procedure for Condemnation shall be by way of trial after rejection of the amount tendered as provided in Section 28-2-240.

8.6. The CONSULTANT shall provide relocation assistance in accordance with all state laws and regulations, both Federal and State to those displaced as a result of the project. Ninety (90) day notices of displacement shall be issued by the CONSULTANT upon the initiation of negotiations and 30-day notices upon securing title to the property by deed or condemnation.

8.7. Retain all records dealing with property acquisition and all other costs associated with this project for three (3) years after the final acquisition for the project.

8.8. CONSULTANT is responsible for establishing and maintaining Quality Control and Quality Assurance procedures for the entire right of way acquisition process.

8.9. Provide a final moving items list, removal and disposal items lists, and a UST and fencing list based on the appraisal and negotiations in accordance with the TOWN'S construction schedule.

8.10. CONSULTANT shall update the Right of Way Data Sheet to include all correct landowner names, dates of acquisition, correct obtains and type of instrument secured.

8.11. CONSULTANT shall prepare exhibits in accordance with the SCDOT's current Instructional Guide for Preparing Right of Way Exhibits for use in the acquisition of the properties.

8.12. On an as needed basis the CONSULTANT will provide the preliminary staking (flagging) of the proposed ROW line on parcels impacted by the improvements. This work will be performed in coordination with the ROW agent. This staking will be undertaken to assist in ROW acquisition. It is assumed that 33 tracts will be staked.

At this time it is anticipated that thirty (30) tracts will be acquired with no relocation assistance and three (3) with potential relocations for a total of thirty-three (33) tracts. It is also anticipated that eleven (11) tracts will require permission for geotechnical investigations.

9. BIDDING & AWARD

9.1. The CONSULTANT shall prepare the bid documents necessary to successfully bid the project. Documents shall include all standard TOWN documents as well as special provisions of both the TOWN and the SCDOT.

9.2. The CONSULTANT shall provide the TOWN with necessary information to be used for advertising for the project. The TOWN will be responsible for any fees associated with the advertisement.

9.3. The CONSULTANT shall conduct the Pre-Bid Conference. The CONSULTANT shall prepare the Pre-Bid Agenda for distribution at the conference.

9.4. The CONSULTANT shall conduct the Bid Opening. The CONSULTANT shall assist the TOWN in evaluation of the bids received, prepare the bid tabulations, and recommend award to the lowest responsive bidder. The CONSULTANT will complete the necessary paperwork associated with awarding of the contract.

10. CONSTRUCTION ADMININSTRATION AND SUPPORT

10.1. Construction Administration

- Partnering/Preconstruction Conference - The CONSULTANT shall attend a partnering/preconstruction conference with the TOWN, SCDOT, the contractor, utility companies, and any other concerned parties. In attendance from CONSULTANT will at a minimum be the project manager, roadway engineer, hydraulic engineer and utility coordinator.

10.2. Shop Drawings/Working Drawings

- The CONSULTANT will review all shop drawings for compliance with the intent of the plans, specification, and contract provisions. Shop drawings will be reviewed on an advisory basis. The CONSULTANT will provide a letter of recommendation and/or comments as appropriate to the TOWN. Each sheet

of shop drawings reviewed by the CONSULTANT shall be stamped by the CONSULTANT indicating the appropriate action to be taken with the submittal (approved, rejected, approved as corrected, etc.)

- Working drawings will be reviewed as requested by the TOWN. Working drawings will be reviewed on an advisory basis. The CONSULTANT shall provide a letter of recommendation and/or comments as appropriate to the TOWN.

10.3. Roadway Engineering Assistance

- The CONSULTANT will provide technical assistance to the TOWN during construction of the project. This will include responses to field questions, coordination with the contractor and TOWN as necessary to respond to field changes, and meeting on site during the construction of the project.

10.4. Hydraulic Engineering Assistance

- The CONSULTANT will provide technical assistance to the TOWN during construction of the project. This will include responses to field questions, coordination with the contractor and TOWN as necessary to respond to field changes, and meeting on site during the construction of the project.

10.5. Environmental Assistance

- The CONSUTLANT will provide environmental support to the TOWN to during the construction phase. The CONSULTANT will advise the TOWN in the event a non-compliance event occurs during construction and participate in meetings as needed if any issues come up during construction. This task does not include on-site inspection or monitoring and the development of permit modifications resulting from non-compliance events.

10.6. Utility Assistance

- The CONSUTLANT will provide limited utility coordination support to the TOWN during the construction phase. The CONSULTANT will conduct site visits for unforeseen conflict review and will review utility company's relocation plan revisions as needed. It is assumed there will be four (4) site visits.

FEE SUMMARY
CEDAR STREET EXTENSION

Task	Fee
Task 1: Project Organization & Management	$ 18,500.00
Task 2: Field Survey	$ 47,000.00
Task 3: Geotechnical Borings	$ 17,000.00
Task 4: SUE/Utility Coordination	$ 93,264.00
Task 5: Wetland Permitting	$ 38,455.00
Task 6: Roadway Design	$ 129,330.00
Task 7: Drainage & Erosion Control Design	$ 130,510.00
Task 8: Right of Way Services	$ 288,816.00
Task 9: Bidding & Award	$ 30,140.00
Task 10: Construction Administration and Support	$ 51,500.00
TOTAL	**$ 844,515.00**

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Finance Committee

From: Rebecca Vance, Town Administrator

Date: April 3, 2020

Subject: Item – Records Conversion

ISSUE

A Committee recommendation is needed from the Finance Committee to Town Council on Thursday, April 9, 2020 for the Town Administrator to negotiate and enter into the proposed Agreement for the Records Conversion project to be performed by AIS Advanced Imaging Systems (SC State Term Contract #4400010342).

BACKGROUND/DISCUSSION

Dedicated spaces within the Town Hall complex for the storage and retention of records, documents, etc., across several departments (Municipal Court, Building Permits, Personnel files, etc.) that are required to be retained by law for a period of time, are at capacity. Most of these records and documents are information sensitive such as personal identification information and the manner in which these items are retained are not fully secured. These records are susceptible to environmental damage such as fire, water, infestation, theft, etc. (exception is the fire proof file cabinet for council books). Converting these records to a digital format will securely preserve them for the time required by law as well as have them available in a more accessible manner for research such as for FOIA requests. It would also decrease the amount of space needed for records retention in the Town Hall complex.

These requested funds would come from fund balance.

RECOMMENDATION

Staff recommends approval of this request.

Proposal presented to:

Leonard Larkin

Town of Summerville

Presented by:
Richard Ouzts
Account Manager
Advanced Imaging Systems

3/13/2020

South Carolina State Term Contract Reference Information:
Contract Number: 4400010342
Bid Invitation 5400008164 - Records Conversion Services
http://webprod.cio.sc.gov/SCContractWeb/contractDetail.do?solicitNumber=5400008164&contractNumber=4400010342

AIS, Inc. – Confidential
10617 Southern Loop, Pineville, NC 28134
(704) 525-4392 (800) 365-1038 Fax: (704) 525-4393
ais@aisimc.com www.aisimc.com

Dear Leonard,

Thank you for allowing Advanced Imaging Systems (AIS, Inc.) the opportunity to propose solutions to help Town of Summerville with its document management initiatives. AIS Inc is confident that we will deliver exceptional quality, on-time and supportive service, and comprehensive consultation that will help structure an efficient scanning process today and into the future.

AIS Inc is an information management company committed to supporting our Customers lower costs while improving productivity associated with managing the flow of information throughout their organization. AIS Inc has been working with local organizations in the Carolinas for over 45 years, assisting these firms to electronically capture their mission-critical data in the most cost efficient way. We at AIS pride ourselves on quality, maintaining an accuracy rate of 99.9993% or greater within the service bureau since 2001.

All work provided by AIS is 100% guaranteed to meet the requirements of Town of Summerville.

Thanks again, and we look forward to working with you and your team.

Richard Ouzts
Account Manager

Confidentiality Note: The information contained in this document(s) are for the exclusive use of Town of Summerville and contains confidential, privileged, and non-disclosable information. If the recipient of this document is not the addressee, such recipient is strictly prohibited from reading, photocopying, distributing or otherwise using this email or its contents in any way.

Town of Summerville Project Summary

Current Process:

- Town of Summerville Records are being stored in a paper format with limited shared access
- Currently there is No Disaster Recovery Plan in place or protection from floods, fires, etc.
- Files are taking up too much physical space
- Security of files is limited and a data breach could be very costly to Town of Summerville

Proposed Process:

- Pick-up boxes from Town of Summerville and take to Pineville, NC for processing
- Scan and index all records at the highest quality
- 100% image quality validation of all images processed by AIS
- Upload the scanned data to the document management system

Benefits:

- Gain full control of all data with secure instant access to one centralized, secure repository
- Instant, Secure, Shared Access to files while regaining valuable office space
- Eliminate misfiles and/or lost files while Implement a Disaster Recovery Plan for your data
- Gain 3 Times the Staff Productivity and Efficiency

AIS Inc:

- Been in business since 1972
- 100% Customer Satisfaction Guarantee on all products and services
- Local HIPAA Compliant Service Provider for Town of Summerville
- 99.9993% Accuracy Rate within Scanning Bureau

References:

- SC Department of Mental Health – Steve Pullie
- SLED – Sean Germann
- SC Department of Corrections- Trevis Shealy
- Calhoun County Probate – Andrea Fogle

ADVANCED IMAGING SYSTEMS

Customer: Town of Summerville
Contact: Leonard Larkin
Phone #: (843) 851-4221
Title: Information Technology Manager
Address: 200 S Main St
Summerville, SC 29483-6010
Email: llarkin@summervillesc.gov

QUOTATION

We are pleased to provide you the following pricing:

Project	Type	Number of Images	Cost
Building	Paper Files	**456,750**	$ 64,619.25
Court Docket	Greenbar paper	**247,200**	$ 24,345.88
Arrest Warrants Audit Copies	Paper files	**24,800**	$ 4,136.21
Deposit Arrest Warrant	Paper Files	**87,000**	$ 12,739.50
Recall Arrest Warrant	Paper Files	**21,600**	$ 3,165.60
Citations	Paper Files	**943,800**	$ 157,064.30
Search Warrants	Paper Files	**6,900**	$ 881.90
Expungement Orders	Paper Files	**3,300**	$ 483.90
NRVC	Paper Files	**6,820**	$ 964.59
TOTAL		**1,798,170**	**$ 268,401.13**

Data Assumptions

Building:145-15" boxes 2175 Inches measured, Index by Permit # 8 digits, Address, Name 8 Pages Per File, 5% Duplex.

Court Docket: 618 Inches measured Greenbar Paper, OCR Index, 100% Duplex.

Arrest Warrants Audit Copies:124 Inches measured, Warrant # 15 digits, Name First -Last ,3 Pages Per File, 0% Duplex,

Deposit Arrest Warrant: 29 -15" boxes 435 Inches measured, Warrant # 15 digits, Name First -Last ,5 Pages Per File, 0% Duplex

Recall Arrest Warrant: 4.5 drawers at 24" totaling 108 Inches measured, Warrant # 15 digits, Name First -Last ,5 Pages Per File, 0% Duplex

Citations: 4719 Inches measured, Citations # 14 digits, Name First -Last,2 Pages Per File, 0% Duplex

Search Warrants: 30 Inches measured, Warrants # 14 digits, Issue Date xx/xx/xxx, 5 Pages Per File, 15% Duplex

Expungement Orders: 15 Inches measured, Name First Last Middle Initial, 5 Pages Per File,10% Duplex

NRVC: 31 Inches measured, NRVC #14 digits, Name First Last Middle Initial, 6 Pages Per File,10% Duplex

Respectfully submitted by: *Richard Ouzts, Account Manager* *Date: 3/13/2020*

All services provided by AIS carry a 100 Day 100% Guarantee from the date the data is delivered.

Numbers configured are based on estimates; final estimates will be determined **after the first live box sample (Pilot Box)**. All billing is generated from actual work performed.

Per unit pricing is taken from the State of South Carolina State Term Contract.

AIS Inc. & Town of Summerville Service Agreement

This Service Agreement is between Town of Summerville and Advanced Imaging Systems, Inc. (AIS). This Agreement provides the basic pricing terms under the State of South Carolina State Term Contract Number 4400010342.

Town of Summerville agrees to pay all appropriate within 30 days of issue. Completed work will be held for 60 days, after which a disposition request will be sent in writing.

Signed:

Signed:

_____ Date: _____
Richard Ouzts, AIS

_____ Date: _____
Town of Summerville
Leonard Larkin, Information Technology Manager
(843) 851-4221, llarkin@summervillesc.gov
200 S Main St
Summerville, SC 29483-6010

ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THESE PARCELS OWNED BY THOMAS A. LIMEHOUSE, ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEEDS AND PREPARED PLATS ATTACHED HERETO AND INCORPORATED BY REFERENCE:

WHEREAS, the owner of the real estate designated as Dorchester County TMS #129-05-10-003, -004, -005, -006, -007, -008, and -009; 129-05-09-007, -008, -009, -010, -011, -012, -013, and -014; and 129-09-06-009, -010, and -011, located along Renau Blvd., Major Dr., Michele Dr., and Richard Dr.;18 parcels and two quit-claimed unimproved right-of-ways totaling approximately 8.5 acres, has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described land on the attached deeds and prepared plats, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway(s) immediately adjacent to the property lines of the parcel for the purposes of providing public service to the parcel.

SECTION II. That the properties above described and hereby annexed shall be Zoned GR-5 "General Residential" and be classified as GR-5 "General Residential" under the Zoning Ordinance of the Town of Summerville.

Ratified this _____ day of _____, 2020 A.D.

_____
Richard Waring, Mayor

_____
Beth Messervy, Town Clerk

PUBLIC HEARING: February 24, 2020

FIRST READING: March 12, 2020

SECOND READING: _____

Limehouse Tract Rezoning
0
200
400
Feet
geo

AN ORDINANCE

TO AMEND THE SUMMERVILLE UNIFIED DEVELOPMENT ORDINANCE, SECTION 13.5.2 APPLICATION ELEMENTS, SUBSECTION (A) ENTITLED SITE ANALYSIS, OF THE TOWN OF SUMMERVILLE CODE OF ORDINANCES

BE IT ORDAINED by the Mayor and Council members of the Town of Summerville, in Council assembled, that the Summerville Unified Development Ordinance, Section 13.5.2 Application Elements, subsection (A) entitled Site Analysis is amended as follows:

13.5.2. Application Elements

A. Site Analysis: A Site Analysis is intended to identify forest stands or trees of a uniform size and species; specimen trees of varying sizes and species, particularly free standing or open-grown or field grown trees; a distinctive tree line or forest edge; existing watercourses; previously documented Federal- or State-recognized endangered species habitats; and areas of historic, cultural, or archaeological significance. This requirement provides the Town and the applicant the ability to evaluate the proposed development in order to preserve vegetation, to improve the appearance of the development proposed and to encourage the use of the existing forest and tree canopy, specimen trees, and significant vegetation to satisfy the requirements of this ordinance. ~~It is the expectation that readily available spatial data, including GIS information, will be sufficient for this survey.~~ Tree surveys conducted to meet this requirement shall follow the requirements specified in the Town's Development Standards Manual.

Ratified this _____ day of _____, 2020 A.D.

_____
Richard Waring, Mayor

_____
Beth Messervy, Town Clerk

PUBLIC HEARING: February 24, 2020

FIRST READING: _____

SECOND READING: _____

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: April 7, 2020

Subject: Accommodation Tax Late Penalties

ISSUE

Council approval is needed of an Ordinance to Temporarily Suspend the Provision of Town Ordinance Section 8-124. – Violation and Penalties (For Non-payment of Accommodation Tax) and to Correct the Mailing Address for Payment.

BACKGROUND/DISCUSSION

In an effort to assist businesses during the COVID-19 emergency, staff is asking that Council suspend the portion of Town Ordinances that requires a penalty if Accommodation Tax collections are not remitted by the 20th of the month following their collections. Staff is asking that this suspension be for the months of March, April and May. This suspension is only for the penalties and does not affect the actual payments.

RECOMMENDATION

Staff recommends approval of this request.

ORDINANCE

TO TEMPORARILY SUSPEND PORTIONS OF THE PROVISION OF TOWN ORDINANCES SECTIONS 8-122.-PAYMENT (ACCOMODATION TAXES) AND 8-124.–VIOLATION AND PENALTIES (FOR NON-PAYMENT OF ACCOMODATION TAX) AND TO CORRECT THE MAILING ADDRESS FOR PAYMENT

WHEREAS, on March 28, 2020, Governor Henry McMaster issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus ("***COVID-19***") and declared that a State of Emergency exists in South Carolina which he confirmed in Executive Order No. 2020-15; and

WHEREAS, on March 29, the President extended the provisions of his Coronavirus Guidelines for America until April 30, 2020; and

WHEREAS, on March 17, the Governor issued Executive Order 2020-19 severely restricting the use of lodging and rental establishments; and

WHEREAS, on March 19, 2020, Summerville Town Council passed an Emergency Ordinance declaring a State of Emergency in the Town; and

WHEREAS, Town Ordinance Sec. 8-124 states in part:

It shall be a violation of this division to:

(2) Fail to remit to the town the accommodations tax collected, pursuant to this division.

Violations of this division are punishable by a fine of up to $500.00 or 30 days in jail;

and

WHEREAS, Town Ordinance Sec.122 states in part:

The tax must be remitted to the town on the twentieth of each month when the estimated amount of average tax is more than $50.00 per month; remitted quarterly when the estimated average amount of the tax is $25.00 to $50.00 a month; and remitted annually when the estimated amount of average tax is less than $25.00. Payments should be made to the Finance Department, Town of Summerville, 104 Civic Center, Summerville, SC 29483;

and

WHEREAS, the correct address for the Finance Department, Town of Summerville is 200 S. Main Street, Summerville, SC 29483; and

WHEREAS, the Governor's Executive Order N0. 2020-19 is and has created a severe financial hardship on businesses providing transient accommodations located within the Town of Summerville municipal limits; and

WHEREAS, it is the desire of Town Council to relieve, to the extent possible, the financial hardship thrust upon these affected businesses; and

WHEREAS, it is the desire of Town Council to correct the mailing address for the Finance Department of the Town

NOW THEREFORE

BE IT ORDAINED, by the Mayor and Council Members of the Town of Summerville, in Council assembled that:

1. The penalty provisions of Town Ordinance 8-124(2) dealing with late payments are hereby temporarily suspended retroactive to March 1, 2020 and ending at 11:59 pm on June 30, 2020. The temporary suspension of Sec. 8-142(2) shall not suspend the collection of the tax, only the late remittance. All other provisions of Ordinance 8-124 shall remain in full force and effect; and

2. Beginning at 12:01 am on June 1, 2020, the provisions of this Ordinance dealing with the suspension of penalties of late payments shall expire and the suspended provisions of Ordinance 8-124 in effect prior to the enactment of this Temporary Ordinance shall be automatically reinstated; and

3. The remittance address for mailing of payments shall be the Finance Department, Town of Summerville, 200 S. Main Street, Summerville, SC 29483; and

IT IS SO ORDAINED!

Date: _____ _____

Richard G. Waring, Mayor

Attest: 1st Reading_____

_____ 2nd Reading_____

Beth Messervy, Town Clerk

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: April 7, 2020

Subject: Hospitality Tax Late Penalties

ISSUE

Council approval is needed of an Ordinance to Temporarily Suspend the Provision of Town Ordinance Section 8-142 – Payment of Local Hospitality Tax and Sections 8-145 – Violations.

BACKGROUND/DISCUSSION

In an effort to assist businesses during the COVID-19 emergency, staff is asking that Council suspend the portion of Town Ordinances that requires a penalty if Hospitality Tax collections are not remitted by the 20th of the month following their collections. Staff is asking that this suspension be for the months of March, April and May. This suspension is only for the penalties and does not affect the actual payments.

RECOMMENDATION

Staff recommends approval of this request.

ORDINANCE

TO TEMPORARILY SUSPEND THE PROVISION OF TOWN ORDINANCE SECTION 8-142. – PAYMENT OF LOCAL HOSPITALITY TAX AND SECTION 8-145. – VIOLATIONS

WHEREAS, on March 13, 2020, Governor Henry McMaster issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus ("***COVID-19***") and declared that a State of Emergency exists in South Carolina which he confirmed in Executive Order No. 2020-15; and

WHEREAS, on March 29, the President extended the provisions of his Coronavirus Guidelines for America until April 30, 2020; and

WHEREAS, on March 17, the Governor issued Executive Order 2020-10 suspending on-premises restaurant service; and

WHEREAS, on March 19, 2020, Summerville Town Council passed an Emergency Ordinance declaring a State of Emergency in the Town; and

WHEREAS, Town Ordinance Sec. 8-142 states in part:

> Taxes and required reports shall be submitted to the town by the 20th day of the month and shall cover sales of the previous month. Any taxes not timely remitted and late from one to 30 days shall be subject to a penalty of five percent of the sum owed for each month or portion thereof until paid. Any taxes not timely remitted and late for more than 30 days shall be subject to a penalty of ten percent of the sum owed. The failure to collect from patrons the tax imposed by this division shall not relieve any establishment subject to this division from making the required remittance;
>
> and

WHEREAS, Town Ordinance Sec.8-145 states in part:

> It shall be a violation of this division to:
>
> (1) Fail to collect the local hospitality tax in connection with the sale of prepared meals, food and beverages;
>
> (2) Fail to remit to the town the taxes collected pursuant to this division on a monthly basis, or as provided by state law;
>
> (3) Provide false information on the form of return submitted to the town;
>
> (4) Fail to provide or make available books and records to the license official or other authorized agent for the purpose of an audit upon 24 hours' written notice; or
>
> (5) Fail to comply with any other specific provision/requirement of this division. The failure of an establishment subject to this division to remit to the town the taxes required by the division, as and when due, shall constitute

a misdemeanor, punishable by a fine of not more than $500.00 or imprisonment for up to 30 days, or both. Notwithstanding the foregoing, any misrepresentation of the information required by return(s) as set forth in this division or the failure to collect or timely remit to the town the taxes imposed by this division may result in the suspension and/or revocation of the business license of the offending establishment, as may be determined, after a hearing by the finance committee. At least ten days notice of such hearing shall be provided to the owner of the applicable establishment.

WHEREAS, Executive Order N0. 2020-10 is and has created a severe financial hardship on restaurants and businesses providing food subject to paying Hospitality Tax located within the Town of Summerville municipal limits; and

WHEREAS, it is the desire of Town Council to relieve, to the extent possible, the financial hardship thrust upon these affected businesses.

NOW THEREFORE

BE IT ORDAINED, by the Mayor and Council Members of the Town of Summerville, in Council assembled that:

1. The penalty provisions for fines in Town Ordinance 8-142 are hereby temporarily suspended retroactive to March 1, 2020 and ending at 11:59 pm on June 30, 2020.
2. So much of Town Ordinance 8-145 imposing criminal penalties for late payment of Hospitality Taxes are hereby temporarily suspended retroactive to March 1, 2020 and ending at 11:59 pm on May 30, 2020. The balance of the provisions of Town Ordinance 8-145 shall remain in full force and effect including any criminal penalties associated therewith
3. Beginning at 12:01 am on July 1, 2020, this Ordinance shall expire and the provisions of Ordinance 8-142 and Ordinance 8-145 in effect prior to the enactment of this Temporary Ordinance shall be automatically reinstated; and

IT IS SO ORDAINED!

Date: _____

_____
Richard G. Waring, Mayor

Attest:

_____
Beth Messervy, Town Clerk

1st Reading _____

2nd Reading _____

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: April 7, 2020

Subject: Business License Late Penalties

ISSUE

Council approval is needed of an Ordinance to Temporarily Suspend the Provision of Town Ordinance Section 8-42. – Delinquent License Taxes; Partial Payment. Subsection (a).

BACKGROUND/DISCUSSION

In an effort to assist businesses during the COVID-19 emergency, staff is asking that Council suspend the portion of Town Ordinances that requires a penalty be charged if a Business License payment is not paid by June 30th of each year. Staff is asking that this suspension expire on September 1st. This suspension is only for the penalties and does not affect the actual payments.

RECOMMENDATION

Staff recommends approval of this request.

ORDINANCE

TO TEMPORARILY SUSPEND THE PROVISION OF TOWN ORDINANCE SECTION 8-42. – DELIQUENT LICENSE TAXES; PARTIAL PAYMENT. SUBSECTION (a)

WHEREAS, on March 13, 2020, Governor Henry McMaster issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus ("***COVID-19***") and declared that a State of Emergency exists in South Carolina which he confirmed in Executive Order No. 2020- 15; and

WHEREAS, on March 31, the Governor issued Executive Order No. 2020-17 suspending operation of non-essential businesses which was rescinded and superseded by his Executive Order No. 2020-18, expanding the provisions of Executive Order No. 2020-17; and

WHEREAS, on March 29, the President extended the provisions of his Coronavirus Guidelines for America until April 30, 2020; and

WHEREAS, on March 19, 2020, Summerville Town Council passed an Emergency Ordinance declaring a State of Emergency in the Town; and

WHEREAS, Town Ordinance Sec. 8-42 dealing with Business Licenses states in part:

> (a) For non-payment of all or any part of the correct license tax, the license official shall levy and collect a late penalty of five percent of the unpaid tax for each month or portion thereof after the due date until paid. Penalties shall not be waived. If any license tax remains unpaid for 60 days after its due date, the license official shall report it to the municipal attorney for appropriate legal action.

and;

WHEREAS, the Governor's Executive Orders have and will continue to have the creation of a severe financial hardship on business concerns located within the Town of Summerville municipal limits; and

WHEREAS, it is the desire of Town Council to relieve, to the extent possible, the financial hardship thrust upon these affected businesses.

NOW THEREFORE

BE IT ORDAINED, by the Mayor and Council Members of the Town of Summerville, in Council assembled that:

1. The penalty provisions of Town Ordinance 8-42 (a) are hereby temporarily suspended until September 1, 2020.

2. Beginning at 12:01 am on September 1, 2020, this Ordinance shall expire and the provisions of Ordinance 8-42 (a) in effect prior to the enactment of this Temporary Ordinance shall be automatically reinstated; and

IT IS SO ORDAINED!

Date: _____

_____
Richard G. Waring, Mayor

Attest:

_____
Beth Messervy, Town Clerk

1st Reading _____

2nd Reading _____

EMERGENCY ORDINANCE

To renew Emergency Ordinance No. 20-0401 suspending the normal operating procedures of the Summerville Town Council and to authorize the Town Administrator and Mayor to develop and enact a plan to ensure the continuity in the delivery of Government Services during the 2019 Novel Coronavirus ("***COVID-19***") Emergency.

WHEREAS, on March 19, 2020, Town Council enacted Ordinance No. 20-0401 relating to ***COVID-19*** and declared that a State of Emergency exists in the Town of Summerville. South Carolina; and

WHEREAS, the dire circumstances existing at the time of the passage of this Emergency Ordinance exist until this day; and

WHEREAS, it is necessary to continue the provisions of the Emergency Ordinance in order to protect the lives and welfare of the Citizens of the Town of Summerville and to provide for the continuity of Government Services,

NOW THEREFORE:

BE IT ORDAINED, by the Mayor and Council Members of the Town of Summerville, in Council assembled that:

1. The recitals set forth in Emergency Ordinance No. 20-0401 which is attached hereto, are incorporated herein to the same extent as if set out verbatim; and
2. The Ordainments set forth in Emergency Ordinance No. 20-0401 which is attached hereto, are incorporated herein to the same extent as if set out verbatim; and
3. This Ordinance shall expire at 11:59pm on May 14, 2020 unless sooner revoked or renewed by Council, but in no event later than the sixty-first day following the date of enactment at which time it will automatically expire, and

IT IS SO ORDAINED!

Date: _____

_____
Richard G. Waring, Mayor

Attest:

_____
Beth Messervy, Town Clerk

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: April 3, 2020

Subject: Requested Change in Town Organizational Chart

ISSUE

Staff is requesting to create a new Division in the Town Organizational Chart for Building Services.

BACKGROUND/DISCUSSION

The Town Building Department and Codes Enforcement Departments are currently under the Director of Planning in the Town's Organizational Chart and the Town Building Official oversees the Codes Department. Staff would like to create a new Division to oversee the Building Department, Codes Enforcement Department and to additionally oversee all small and large Town Building Capital Projects. The current Town Building Official would become the Director of Building Services.

RECOMMENDATION

Staff recommends approval of this request.

A Resolution

WHEREAS, Summerville Town Council, by Resolution, may amend the Organizational Chart to represent the various supervisory relationships of key employees; and

WHEREAS, Summerville Town Council desires to create a new Division, herein known as the Department of Building Services, to oversee the Building Department, Codes Enforcement Department and to additionally oversee all small and large Town Building Capital Projects.

NOW, THEREFORE, BE IT RESOLVED, that the Organizational Chart attached hereto is designated as the official Organizational Chart of the Town of Summerville, to remain in full force and effect until changed by Resolution of Town Council, and

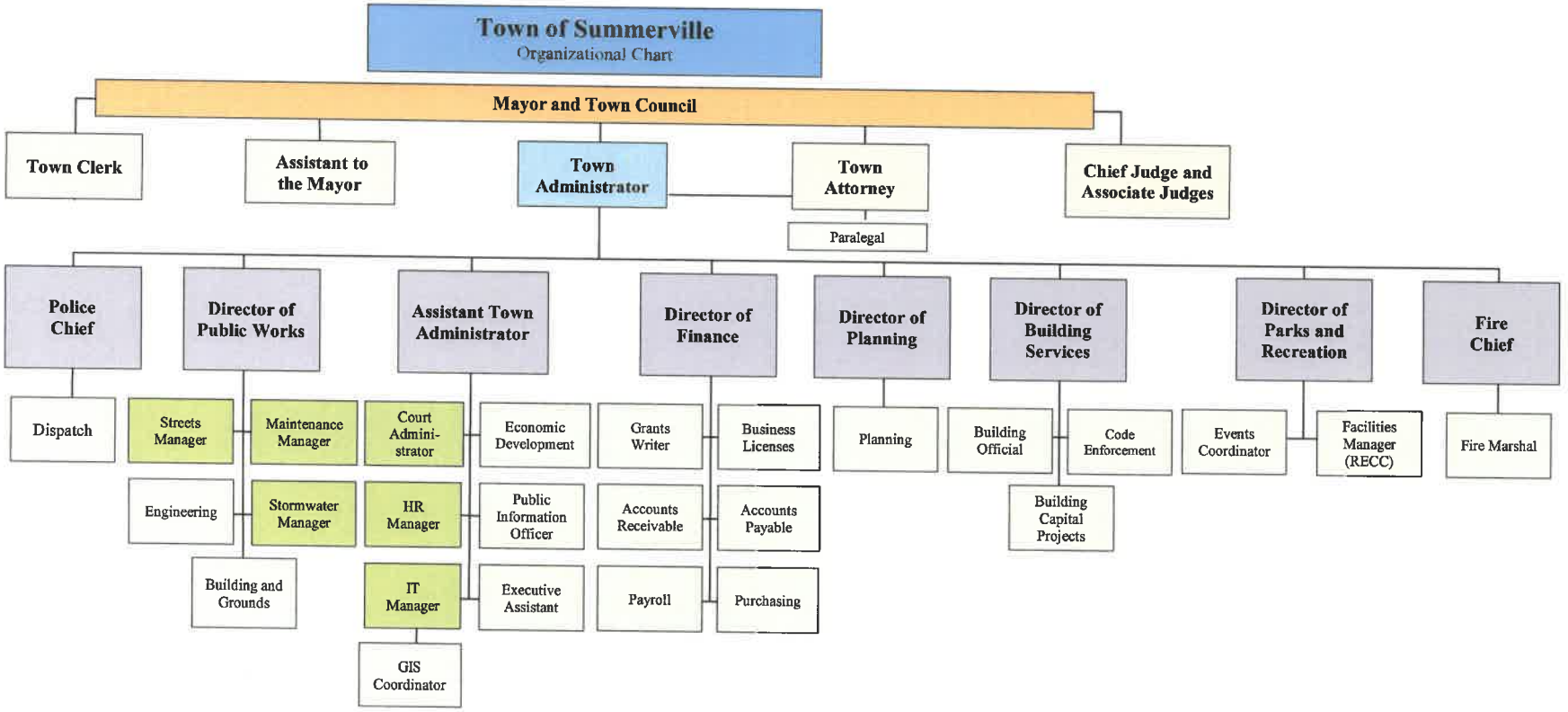
BE IT FURTHER, RESOLVED, that all previous Organizational Charts for the Town are hereby rescinded.

DONE AT SUMMERVILLE, SC this ___ day of _____, 2020

_____
Ricky Waring, Mayor

ATTEST:

_____
Beth Messervy, Town Clerk



Division Director Level

Department Head Level

Proposed Chart - April 9, 2020

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: April 7, 2020

Subject: Amendments to Leases of Town Property

ISSUE

The broker for the property that the Town owns at 100 West Richardson Avenue and 118 West Richardson Avenue has asked for a deferral of the April and May lease payments.

BACKGROUND/DISCUSSION

The Town owns the properties located at 100 West Richardson Avenue, Suites A, B, C and D and 118 West Richardson Avenue and leases them to different businesses. The broker for the properties has asked, on behalf of the lessees, for a deferral of the April and May lease payments. They are asking Town Council to amend the current leases to allow for this deferment, without penalties, and the repayment of the deferred payments in equal parts through December 2020. Council approval is needed of this request.

RECOMMENDATION

Staff recommends approval of this request.

LEASE AMENDMENT

This Amendment by and between KATHLEEN CASTELLANO and JESSE J. FRANK, (hereinafter called Tenant), and TOWN OF SUMMERVILLE (hereinafter called Landlord), shall be an amendment of that certain lease effective October 1, 2008, as renewed and amended, by and between the parties. The property is located at 100WEST RICHARDSON AVENUE, SUITE D, SUMMERVILLE, SC 29483. It is understood and agreed by both parties that the lease will be amended as follows;

1. Landlord agrees to defer Monthly Base Rental for the months of April 2020 and May 2020 in the amount of $1,278.49 per month. Tenant shall remit to Landlord April 2020 and May 2020 CAM fees in the amount of $176.52 per month in accordance with the Lease Agreement.

2. Tenant shall repay the deferred Monthly Base Rental amount of $2,556.98 along with Monthly Base Rental in the amount of $511.40 per month effective August 1, 2020 through December 31, 2020.

All other terms and conditions of the original lease shall remain in full force and effect.

Tenant: KATHLEEN CASTELLANO

_____ _____

WITNESS

Dated: _____

Tenant: JESSE J. FRANK

_____ _____

WITNESS

Dated: _____

Landlord: TOWN OF SUMMERVILLE

_____ _____

WITNESS

By: _____

Dated: _____ Its: _____

LEASE AMENDMENT

This Renewal by and between OTC RESTAURANT GROUP, LLC, (hereinafter called Tenant), and THE TOWN OF SUMMERVILLE, (hereinafter called Landlord), shall be an amendment of that certain lease dated September 1, 2013, as amended and renewed, by and between the parties. The property is located at 100 W. RICHARDSON AVENUE, SUITES A & B, SUMMERVILLE, SC 29483. It is understood and agreed by both parties that the lease will be amended as follows;

1. Landlord agrees to defer Monthly Base Rental for the month of April 2020 in the amount of $2,580.21. Tenant shall remit to Landlord April 2020 CAM fees in the amount of $274.19 in accordance with the Lease Agreement.

2. Tenant shall repay the deferred Monthly Base Rental amount of $2,580.21 along with Monthly Base Rental in the amount of $516.04 per month effective August 1, 2020 through December 31, 2020.

All other terms and conditions of the original lease shall remain in full force and effect.

Tenant: OTC RESTAURANT GROUP, LLC

_____ _____

WITNESS By: _____

Dated: _____ Its: _____

Landlord: TOWN OF SUMMERVILLE

_____ _____

WITNESS By: _____

Dated: _____ Its: _____

LEASE AMENDMENT

This amendment by and between, TOWN OF SUMMERVILE, hereinafter called Landlord, JAGGED EDGE HAIR STUDIO, LLC D/B/A PAZZA BELLA HAIR STUDIO, hereinafter called Tenant, and PATRICIA RICHARDSON and CRYSTAL E. MERCER, hereinafter called Guarantors, shall be an amendment of that certain lease dated September, 2008, as renewed and amended, by and between the parties. The property is located at 100 West Richardson Avenue, Suite C Summerville, SC 29483. It is understood and agreed by both parties that the lease will be amended as follows:

1. Landlord agrees to defer Monthly Base Rental for the month of April 2020 in the amount of $1,913.42. Tenant shall remit to Landlord April 2020 CAM fees in the amount of $233.38 in accordance with the Lease Agreement.

2. Tenant shall repay the deferred Monthly Base Rental amount of $1,913.42 along with Monthly Base Rental in the amount of $382.68 per month effective August 1, 2020 through December 31, 2020.

All other terms and conditions of the original lease shall remain in full force and effect.

JAGGED EDGE HAIR STUDIO, LLC
D/B/A PAZZA BELLA HAIR STUDIO

_____
WITNESS

Dated: _____

_____
TENANT / MEMBER

_____
WITNESS

Dated: _____

_____
Patricia Richardson, Guarantor

_____
WITNESS

Dated: _____

_____
Crystal Mercer, Guarantor

TOWN OF SUMMERVILLE

_____
WITNESS

Dated: _____

By: _____
LANDLORD

LEASE AMENDMENT

This Amendment by and between CENTURY 21 PROPERTIES PLUS and TIM RASH, (hereinafter called Tenant), and TOWN OF SUMMERVILLE, (hereinafter called Landlord), shall be an amendment of that certain lease effective April 1, 2001, as renewed and amended, by and between the parties. The property is located at 118 W. RICHARDSON AVENUE, SUMMERVILLE, SC 29483. It is understood and agreed by both parties that the lease will be amended as follows;

1. Landlord agrees to defer Monthly Base Rental for the month of April 2020 in the amount of $4,999.54. Tenant shall remit to Landlord April 2020 CAM fees in the amount of $77.00 in accordance with the Lease Agreement.

2. Tenant shall repay the deferred Monthly Base Rental amount of $4,999.54 along with Monthly Base Rental in the amount of $999.91 per month effective August 1, 2020 through December 31, 2020.

All other terms and conditions of the original lease and its amendments and renewals shall remain in full force and effect.

Tenant: CENTURY 21 PROPERTIES PLUS

_____ _____

WITNESS

By: _____

Dated: _____ Its: _____

_____ _____

WITNESS Tim Rash - Guarantor

Landlord: TOWN OF SUMMERVILLE

_____ _____

WITNESS

By: _____

Dated: _____ Its: _____

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: April 7, 2020

Subject: Consideration of Emergency Pay for Non-exempt Employees Required to Report for Duty

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ISSUE

Staff was asked to make a recommendation for Emergency Pay for employees that are being required to report for duty during the COVID-19 Emergency.

BACKGROUND/DISCUSSION

Town Council and staff are working to continue to provide Town services while adhering to the various Governor's Orders and social distancing recommendations. Those staff that can work from home are working from home but the nature of some of our public services do not allow those employees to work from home. Staff was asked to create a recommendation for how to compensate those employees that have to report for duty during this emergency.

After working through the personnel, legal and financial ramifications, staff recommends paying each non-exempt employee that is required to report to duty during this emergency $300 per week. These payments would begin with the April 6, 2020 payroll and end when the Town's Emergency Ordinance is no longer in affect or at the vote of Council. Only employees that worked during a week would receive the emergency pay that week and the pay would be based on the percentage of the week that the employee was required to report for duty during that week.

For the purpose of this payment, "report for duty" would mean that an employee is required to report to their normal or a designated place to perform their job duties. Each Department and Division Heads will be required to police and sign off on these hours for payroll. This payment will cost the Town approximately $82,000 per week, which staff is recommending to be paid out of the General Fund fund balance.