

PLANNING COMMISSION
February 10, 2021

Virtual Meeting Due to COVID-19 Pandemic

The public may view the public meeting at:
www.youtube.com/user/cityofisleofpalms

Public Comment: Citizens may provide public comment here:
<https://www.iop.net/public-comment-form>

AGENDA

The Isle of Palms Planning Commission will hold its regular meeting on Wednesday, February 10, 2021 at **4:30 p.m.**

- A. Call to order and acknowledgment that the press and the public were duly notified in accordance with state law
- B. Approval of minutes January 13, 2021
- C. New business review of RFP for drainage master plan
- D. Old business Review Economic and Cultural Resources
Elements of Comprehensive Plan
<https://www.iop.net/comprehensive-plan>
- E. Miscellaneous business
- F. Adjourn



Planning Commission Meeting
4:30pm, Wednesday, January 13, 2021
Virtual Meeting via Zoom call due to COVID-19 Pandemic
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to Order

Present: Scott Pierce, Ron Denton, Steven Corney, David Cohen, Sandy Stone, Marty Brown, Lisa Safford, and Douglas Kerr, Director of Planning

2. Election of Chair and Vice Chair

Ms. Safford nominated Mr. Denton for Chair of the Planning Commission, and Mr. Pierce seconded the motion. There being no other nominations, the vote for Mr. Denton as Chair of the Planning Commission was unanimous.

Mr. Pierce nominated Ms. Safford for Vice Chair of the Planning Commission, and Ms. Safford declined the nomination.

Ms. Safford nominated Mr. Pierce for Vice Chair the Planning Commission, and Mr. Cohen seconded the nomination. There being no other nominations, the vote for Mr. Pierce as Vice Chair of the Planning Commission unanimous.

3. Approval of minutes

Mr. Pierce made a motion to approve the minutes of the December 9 regular meeting, and Ms. Safford seconded the motion. The motion passed unanimously.

4. New Business

Review of upcoming of RFP for drainage Master Plan

Director Kerr briefly reviewed the status of the upcoming drainage projects. Construction on the smaller internal project will begin at the end of the month. Phase III of the drainage project is expected to begin in a year.

He shared that City Council put money in the budget for a creation of a Master Plan for drainage and has requested the Planning Commission review the RFP, interview potential engineering candidates, and make a recommendation to the City Council. \$200,000 has been set aside in the budget for the completion of a Master Plan.

Director Kerr explained the RFP entails an analysis of the City's current drainage issues, identification of large and small projects that can be completed to mitigate those issues, and give the City a prioritized roadmap of those projects as well provide a cost/benefit analysis of the projects. He said the likely focus will be the area of the island from 30th Avenue to Breach Inlet. He expects the process of executing the RFP, reviewing the bid offers, and interviewing candidates to take approximately three months. Commissioners discussed runoff issues and said they would like to see that addressed in the Master Plan.

5. Old Business

Review of Economic Element of Comprehensive Plan

Director Kerr reviewed the Comprehensive Plan process for the newer members, noting that the previous Planning Commission had completed its review of three of its eight elements. Commissioners discussed the strategies and measures of success surrounding the economic goals of balancing the needs of residents and tourists with those of the environment; maintaining a sound tax base; and determining the impact of tourists on the island's revenue and cost structure. The remaining economic goals will be reviewed at the next regular meeting.

6. Miscellaneous Business

Director Kerr said he will reach out to the new Commission members to discuss orientation.

7. Adjournment

Mr. Cohen made a motion to adjourn and Mr. Brown seconded the motion. The meeting was adjourned at approximately 6:35pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms, South Carolina
Request for Proposals 2021-xx
Phase 4 Drainage- Island-Wide Drainage Masterplan

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals and probable costs for a comprehensive drainage masterplan to steer policy and funding decisions for the foreseeable future. The plan will include developing: a series of conceptual designs to serve the last 600 acres that have not been recently studied, a schedule and budget to complete construction for these last 600 acres; a schedule, budget and process for maintaining the existing and proposed drainage infrastructure (1200 acres); a review of existing development standards and recommendations to ensure future development does not overwhelm the drainage system. The request will be bid and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject all proposals and to waive irregularities.

Proposals should be submitted to the following:

Douglas Kerr, Director of Building and Planning City of Isle of Palms
1207 Palm Boulevard, Post Office Box 508
Isle of Palms, South Carolina 29451

Mandatory Meeting for Proposers: The City will hold a mandatory meeting for all firms submitting proposals at **2:00 p.m. Eastern Time, ???? in City Hall Conference Chambers, 1207 Palm Boulevard, Isle of Palms, SC 29451.**

Deadline for Questions: The deadline for questions is **5:00 p.m. Eastern Time, March XXX, 2021** Proposers should send questions regarding this Request for Proposals to Douglas Kerr, Director of Building and Planning, in writing or email to dkerr@iop.net. Questions received before this deadline will be answered via addendum posted on the City's website at <http://www.iop.net/requests-for-bids-proposals>. Questions received after this deadline will not be answered. If an addendum is issued, Proposers must acknowledge receipt of the addendum with their proposal.

Deadline for Submissions: The deadline for submission is **2:00 p.m. Eastern Time, March xxx, 2021.** Submissions must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope, where they will be opened and acknowledged. Sealed envelopes must be clearly marked "**Phase 4 Drainage- Island-Wide Drainage Masterplan**" and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. The City accepts no responsibility for electronic submissions, and it will be the responsibility of the Proposers to verify receipt by the City.

Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any means of delivery of bids.

All proposals submitted shall include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the City's website. Notice of Award and notices of non-award, shall be sent to all Proposers via e-mail.

Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proposer or any member of the Proposer's organization as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requested. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any Proposer even if all the requirements in the RFP have been met.

Proposers must have or be able to procure an Isle of Palms Business License.

Background

The drainage system within the City of Isle of Palms (City) evolved over time and was primarily installed in the 1960's by the Beach Company or the South Carolina Department of Transportation (SCDOT) as roads and neighborhoods were developed on the island. The system is compromised by a mix of open ditches and closed pipe systems and the system is owned and maintained by a mix of the City, Charleston County (County), and the SCDOT. Each entity has their own protocol for maintenance and the maintenance efforts are not always coordinated. Some portions of the island still have no drainage infrastructure.

Additionally, the most problematic portions of the island's drainage system have been upgraded in the past ten years, but a large section of about 600 acres of the island between 30th Avenue and Breach Inlet has not been upgraded and is underperforming. During heavy rain events and extreme high tides, certain roads on the island are impassable, non-elevated houses are inundated, septic systems are compromised, and standing water is left in an unsanitary condition. Almost all the island's drainage systems are tidally influenced and during high tides, much of the drainage system is full and has little to no capacity to handle any rainwater.

The City currently has an annual maintenance agreement with a contractor to cut vegetation twice annually on all City ditches and remove silt by jetting all City maintained ditches every three years. This practice includes some, but not all, of the SCDOT systems. This schedule is attached as an exhibit to this request.

Charleston County handles all aspects of the NPDES program for the City and has provided the City with an inventory of the existing stormwater infrastructure, which is attached as an exhibit to this request.

Objectives

There are two primary objectives of this masterplan. The first is to provide conceptual construction plans for the remaining 600 acres that have not been address by recent projects. This plan is not intended to provide construction level documentation, but rather a concept, opinion of cost and strategy to complete the work. The second objective is to provide a maintenance plan for the entire system the City controls, which is about 1200 acres. This plan will be used by the City to plan the funding and sequencing of projects that will ultimately lead to all parts of the City having adequate drainage infrastructure and the system being adequately maintained.

The chosen firm will be expected to identify problematic areas through any necessary measures, including but not limited to meeting with staff, analyzing existing conditions, modeling and any other method deemed useful.

The chosen firm will be expected to analyze the current development standards and determine if the current standards are potentially contributing to stormwater problems and make recommendations of new standards, if warranted.

The work included in the masterplan should be conceived to achieve the following goals:

- Be designed to ensure that any stormwater that sheds from a developable property onto public property on the island is managed either by leading the water into a collection or conveyance system as to not be a nuisance.
- Be designed to anticipate a reasonable expectation of sea level rise.
- Be designed to anticipate a reasonable expectation of increase in impervious surfacing on the island.
- Be designed to anticipate a high level of soil saturation before storms.
- The design should be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses.

Scope of Work

1. For the 600 acres of new work, the chosen firm will be expected to collect data (including limited survey data) on the existing system, including how alternatives analysis and selection and preliminary design of recommended improvements.
2. For the 600 acres of new work, the chosen firm will be expected to identify the areas where no infrastructure or minimal infrastructure is causing standing water or other drainage problems on a regular basis.
3. For the 600 acres of new work, the chosen firm will be expected to collect and analyze whatever information or data is necessary to fully understand the quantity of stormwater each basin will handle. This will include collection and analyzing topographical data (including some limited surveying), prior construction work, prior maintenance work, anticipating future infrastructure improvements or any other information necessary to identify problem areas and the necessary improvements within these drainage basins.

4. For the 600 acres of new work, the chosen firm will need to produce limited survey data on the depths, size and location of all ditches, underground infrastructure and drainage structures within the drainage basins.
5. Once the background data has been gathered and analyzed for the 600 acres of new work, the chosen firm will be expected to provide the City with several conceptual project alternatives, including cost, of different flood recurrence intervals including 10-year, 100-year storm and 500-year storm and different levels of stormwater velocity within the system. The expectation is that the chosen design would be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses within the associated drainage basins.
6. For the 600 acres of new work, the chosen firm must provide a list of key performance indicators and the expected performance of the chosen design. The firm must provide two examples of performance and an estimate of associated cost with each level to help the City choose the right level of performance to fund.
7. For the 600 acres of new work, the chosen firm will be expected to identify all of the necessary permits through all applicable agencies including OCRM, US Army Corps of Engineers, Charleston County, SCDOT, and the City.
8. For the 600 acres of new work, the chosen firm will be expected to provide budget estimates of the chosen design to assist the City in assembling adequate funding to complete the improvement.
9. For the 600 acres of new work, the chosen firm will be expected to advise the City on whether the work could be prioritized to identify immediate smaller projects that could provide stormwater relief in the near term, while the City works to assemble the funding for costlier long-term improvements.
10. For the entire 1200 acres the City manages, the chosen firm will be expected to provide a maintenance schedule that will act as a work list and budgeting tool for the City.
11. For the entire 1200 acres the City manages, the chosen firm will be expected to analyze the development regulations to determine whether the future development should be modified to not strain the stormwater system.

Qualifications

The firm and their team will demonstrate a minimum of five years of experience in the following disciplines:

- Land surveying
- Regulatory Permitting
- Civil engineering and designing
- Construction cost estimating
- Hydrology

The firms must provide at least three examples of projects of similar scale and complexity along with contact information associated with each project.

Depending on the performance of the chosen firm on this project, the City may elect to extend the contract to include future tasks associated with the associated drainage systems.

Proposal Format:

The proposal format requirements were developed to aid Proposers in their proposal development. These directions apply to all proposals submitted. The purpose of the proposal is to demonstrate the technical capabilities, professional proposals, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

A. Transmittal Letter: A transmittal letter must be submitted with a Proposer's proposal which shall include:

1. The RFP subject, RFP number, and Scope(s) of Work in which Proposer is submitting.
2. Name of the firm responding, including mailing address, e-mail address, telephone number, and name of contact person.
3. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
4. Prepare an executive summary stating the Proposer's understanding of the project, familiarity of the outfall sites, design approach and opinion why the Proposer's firm should be chosen. Include any general information the Proposer wishes the City to consider about the proposal.

B. Firm's Work History and References:

Provide a brief description of any relevant large-scale drainage system redesign projects, or similar drainage projects of comparable size and complexity for which the Proposer provided services within the past five (5) years. Limit information to no more than five (5) projects. All such descriptions should include:

1. Project location
2. Redesign of existing system and/or design of new system
3. Description of original project budget versus actual cost.
4. Name and contact information for a reference with knowledge of the Proposer's work on the specified project.

C. Project Team:

1. The proposal should clearly outline the background and experience of the Project Team. The Project Team will include any of the Proposer's staff who will be assigned to the project. If possible, include a one-page summary CV of each member. Understand that once the City issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated City representative.
2. Provide the following information for each proposed team member where applicable:
 - i. Name

- ii. Job title for this project
- iii. Professional Discipline
- iv. South Carolina license number
- v. Specific duties assigned on this project
- vi. Recent experience with related drainage projects

D. Sub-Consultants/Contractors:

Provide the Firm(s) and if possible the names and proposals of all subconsultants that will be part of the Proposer's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the City.

E. Price Quote for Each Scope of Work:

The proposal should include a price for each itemized project in the Scope of Work section of this request as well as the two alternates.

Proposal Evaluation Criteria:

The City will evaluate proposals based on the factors outlined within this RFP and the City's procurement ordinance, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal from a Proposer it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the proposals of the Proposer as it deems appropriate.

Award of any contract may be made without discussion with Proposers after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of proposal, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, the Planning Commission will make a recommendation to City Council for award of a contract.

ECONOMIC

Characteristics

Isle of Palms is primarily a residential community with world-class resort amenities and a relatively large commercial base when compared to most other barrier island communities in the area. Of the approximately 2,880 acres on the island, approximately 40.6 acres or 1.4 percent of the island is zoned commercial, excluding resort amenities within the gated section of Wild Dunes. Only a small portion of the commercially zoned land remains undeveloped. The island's economic diversity and high property values provide a strong tax base and has allowed the millage rate, the factor that is multiplied by the assessed value of a property to determine the amount of property tax to be paid, to be the lowest of all municipalities within the Charleston area.

The island's ocean beach, tidal marshland, and marinas constitute the most important economic assets. They are the main reason residents and tourists alike are drawn to the area. Only by maintaining and improving these natural assets will the island's community continue to grow and prosper. The desirability of living near these natural resources has created relatively high property values, which in turn raises the tax base. These same resources attract tourists, which results in accommodations tax revenue. This revenue is essential in the support of services and infrastructure.

The gated community of Wild Dunes includes the major resort, conference, golf and tennis facilities, as well as single-family and multi-family dwelling units. Destination Wild Dunes Incorporated (DWD) owns and operates these facilities and also manages many of the short-term rental properties within Wild Dunes. Short-term rental of these units in season is reaching capacity while unoccupied units remain during the off season. The Planned Development District, "PDD" zoning district, which applies to most of the Wild Dunes community, allows up to 350 inn rooms, 147 of which have been constructed to date in the Boardwalk Inn and The Village.

Key Issues

- Assure continuous economic vitality of the island by maintaining the quality of natural resources and community facilities.
- Assure the quality of life of full-time residents is not diminished by the vacation rental commerce.
- Maintain and expand City services as needed.
- Determine the impact that daily visitors and tourists may have on natural resources, services and infrastructure.
- Maintain a sound tax base on the island.

Goals and Implementation Strategies

Goal 2.1: Balance the needs of residents and tourists with those of the environment.

Strategy 2.1.1: Establish policies and procedures to ensure that beaches, marshlands and marinas are protected and preserved. *(Ongoing; Building Department and City Council)*

Strategy 2.1.2: Encourage business development commensurate with the needs of the local community. *(Ongoing)*

Strategy 2.1.3: Maintain and enhance an effective monitoring system to ensure beaches, marshlands and marinas are properly maintained. *(Ongoing; General Government and City Council)*

Goal 2.2: Maintain a sound tax base.

Strategy 2.2.1: Monitor the activity of the State Legislature to ensure an equitable formulation of accommodation tax revenue for island communities. *(Ongoing; General Government and City Council)*

Strategy 2.2.2: Investigate other sources of revenue that can be generated from daily visitors and longer term tourists. *(Ongoing; General Government and City Council)*

Goal 2.3: Determine the impact of tourists (daily, short-term and long-term) on the island's revenue and cost structure.

Strategy 2.3.1: Initiate comprehensive study by an outside agency to determine economic impact of visitors on recreational facilities, City services and infrastructure. *(2008; Recreation Department, General Government and City Council)*

Goal 2.4: Minimize escalating cost structure.

Strategy 2.4.1: Personnel costs make up approximately three-quarters of the City's general fund expenditure budget. Continually scrutinize planned projects for additional long-term personnel costs that may be associated with them. *(Ongoing; General Government and City Council)*

CULTURAL RESOURCES

Historic Sites and Buildings

Although the Isle of Palms served a variety of purposes prior to its development as a residential/resort community, very little remains in the way of historic buildings or archeological sites. Currently, there are no sites on the island listed in the National Register of Historic Places. A marker in the first block of Charleston Boulevard tells of Lord Cornwallis and the British troops who briefly occupied the island during the American Revolution.

The Ocean Boulevard commercial district or “Front Beach” area was once the site of open-air pavilions and amusement rides, although none of these buildings remain. The existing office building at the corner of 10th Avenue and Palm Boulevard was once a hotel, and the existing house located next to City Hall was originally the station for the trolley that connected the island to Sullivan’s Island. Also the building on the northeast side of J.C. Long Boulevard near the intersection with Ocean Boulevard, which has been used recently as a gift shop, was for many years the 2nd U.S. Post Office on the island.

Events

The City hosts a number of cultural events on the island. “Piccolo Spoleto Goes to the Beach” is a series of arts performances held in recent years at various venues throughout the island. The City’s Recreation Department organizes several events each year including a Holiday Street Festival, Island Gras, Music in the Park, an Easter Egg Hunt, a Halloween Carnival and Doggie Day. In March of 2003, the City commemorated its 50th Anniversary by holding numerous events including a street dance, a play, a nickel carnival, a Ferris wheel on Ocean Boulevard and two historical displays..

The Isle of Palms has become a popular site for sporting events in recent years. Wild Dunes plans to continue hosting a number of amateur golf and tennis tournaments.

Key issues

Awareness of the island's history

Goals and Implementation Strategies

Goal 4.1: Promote awareness of the history of the island

Strategy 4.1.1: Explore the possibility of establishing a commemorative exhibit online and/or in one of the City's buildings including the collection of historic photographs and documents compiled in 2003 for the City's 50th Anniversary celebration. (2008; *General Government*)

Strategy 4.1.2: Investigate the possibility of permanently marking sites of historical significance on the island and ensuring their preservation. (2008; *General Government*)