

PLANNING COMMISSION
March 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, March 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 February 10, 2021
- C. New business annual legal briefing by City Attorney
- D. Old business Review edits of Economic Elements of Comprehensive Plan

Initial review of Housing Element of Comprehensive Plan

<https://www.iop.net/comprehensive-plan>

Review of RFP for drainage master plan
- E. Miscellaneous business
- F. Adjourn



Planning Commission Meeting
4:30pm, Wednesday, February 10, 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, Lisa Safford, and Douglas Kerr, Director of Planning

Absent: Marty Brown

2. 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.

3. New Business

Review of upcoming of RFP for drainage Master Plan

Director Kerr gave an overview of the scope and intent of island drainage projects past, present, and future. He said the area of the island from 30th Avenue to Breach Inlet has not yet been addressed regarding drainage improvements, and this is the area the RFP will focus on. The City would like to see a conceptual plan that addresses drainage issues on that part of the island, including analyzing what is in the ground, the problem areas, what is undersized, and what is functioning and what is not. They also want an island-wide maintenance and capital improvement plan for drainage concerns.

Commissioners reviewed and discussed the scope of work and the objectives in the RFP. Director Kerr said the design of the long-term plan should be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging homes. Commissioners discussed whether or not the RFP should include subsection E, "Price Quote for Each Scope of Work." Commissioners determined that the RFP is acceptable as presented after "wordsmithing and legal review."

4. Old Business

Review of Economic and Cultural Resources Elements of Comprehensive Plan

Commissioners continued their discussion of strategies and measures of success surrounding the economic goals of maintaining a sound tax base; and determining the impact of tourists on the island's revenue and cost structure. Census data is anticipated shortly and will update the

housing unit information in this section. Commissioners discussed changes to the section narrative, including distinguishing between the economic impact of day visitors versus overnight guests.

Regarding the Cultural Resources Element of the plan, Director Kerr will ask Director Page to update the events hosted within City limits. Commissioners decided to leave the key issue of promoting awareness of the history of the island in the Comprehensive Plan but eliminate all associated goals and strategies.

5. Miscellaneous Business

The next meeting of the Planning Commission will be Wednesday, March 10, 2021 at 4:30pm.

6. Adjournment

Mr. Pierce made a motion to adjourn and Mr. Cohen seconded the motion. The meeting was adjourned at approximately 6:45pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

ECONOMIC

Characteristics

Isle of Palms is primarily a residential community consisting of year-round residents, second home owners, vacation rentals, long-term rentals and a commercial district. There is also a World class resort at the north end of the island with a similar blend of properties as well as resort amenities. ~~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, daily visitors 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 daily visitors or 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)*

Strategy 2.2.32: Analyze revenue streams each year to ensure an appropriate balance is maintained. *(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)*

HOUSING

Characteristics

Over the years the island has attracted those seeking a permanent residence, a vacation home, an investment opportunity or a retirement home. At the present time, approximately 33% of the housing units on the island are owner-occupied, year-round residential units.

The cost of insurance and the possibility of a major storm are concerns for many of the residents of the island. In 2012, the U.S. Congress passed the Biggert-Waters Flood Insurance Reform Act of 2012. One of the provisions of the Act is expected to result in the increase of flood insurance rates to reflect the true flood risk. This provision could significantly increase the cost of flood insurance for the older houses on the island that are not elevated.

Many of the older homes on the island are small, with small kitchens, bathrooms and closets, making them less desirable in the current market. In some instances, the land by itself would be worth more if the house were removed. For these reasons many of these older homes are being replaced by updated structures.

Many homes on the island are on a septic system. Some of these septic systems have no problems and would pass all present requirements for a new system. However, some septic systems that pre-date health regulations do not meet the current requirements. At the present time, the Isle of Palms Water and Sewer Department has the capacity to handle more users, but they do have a maximum capacity. Property owners with substandard septic systems will face a dilemma if the public sewer capacity is met and their existing system fails. Therefore, the cost of connecting to the sewer system may be justifiable for these property owners while there is still capacity at the sewer plant.

Key issues

- Maintenance of a high quality of life for the island residents
- Balancing the increasing property values and the livability of the community

Goals and Implementation Strategies

Goal 6.1: The City should continuously monitor the effect of development upon the quality of life of the existing permanent residents.

Strategy 6.1.1: Continue to track construction trends including: the number of houses demolished each year and the number of square feet, bedrooms and bathrooms of new houses. *(2008; Building Department)*

Strategy 6.1.2: Continually assess ordinances which limit the size and width of houses and the amount of impervious surface on the island. *(Ongoing; Building Department)*

Goal 6.2: Improve water quality associated with residential properties (see also Goal 3.2).

Strategy 6.2.1: Amend the zoning ordinance to limit the density of development allowed on property not serviced by a public wastewater system. *(2008; Building Department and City Council)*

Strategy 6.2.2: Educate the owners of septic systems in the proper maintenance and encourage owners to have their septic systems checked and serviced according to established standards. *(Ongoing; Building Department)*

Strategy 6.2.3: Monitor the amount of impervious surface on residential lots. *(Ongoing; Building Department)*

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, on Thursday March 18th, 2021 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 23rd, 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, April 9th, 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 and field information (including limited survey data) on the existing system. The City has a stormwater inventory that was created by Charleston County that is attached to this RFP as an exhibit.
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 review all recent projects including Phase I, which was a new system in the neighbors bound by 57th and 53rd Avenues; Phase II, which was a new system in the neighborhood bound by 52nd and 44th Avenues; Forest Trail drainage basin capacity study and internal projects which are currently under construction, Phase III, which is being designed now and anticipated to begin construction in the fall of 2021 and will improve the outfalls at 30th Avenue, Forest Trails and 41st Avenue; and the concept of elevating the Waterway Boulevard multiuse path.
11. For the entire 1200 acres the City manages, the chosen firm will be expected to review the isolated areas that continue to have flooding problems and develop a priority list of projects to be undertaken in the future.
12. For the entire 1200 acres the City manages, the chosen firm will be expected to review the City's current maintenance practices and schedules and present alternate methods that could provide improvements to the drainage system function, the efficiency of maintenance and expenses.
13. For the entire 1200 acres the City manages, the chosen firm will be expected to identify an optimum maintenance schedule that the City can reasonably afford and will keep the system functioning at an acceptable level.

14. 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:

Prior to entering into an agreement, but after the proposals are evaluated the chosen firm will be requested to provide a price for each itemized project in the Scope of Work section of this request.

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, and a series of interviews, the Planning Commission will make a recommendation to City Council for award of a contract.

DRAFT