



**Planning Commission Meeting
4:30pm, Wednesday, July 14, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

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

Absent: Lisa Safford

2. Approval of minutes

Mr. Stone made a motion to approve the minutes of the May 27, 2021 special meeting, the June 8, 2021 special meeting, and the June 15, 2021 regular meeting. Mr. Pierce seconded the motion. The motion passed unanimously.

3. New Business

Discuss new assignment from City Council to review short-term rental policies

Director Kerr stated that City Council would like for the Planning Commission to look into “issues stemming from short-term rentals” and to consider whether or not a cap on those rentals would be in order. He briefly reviewed the work on short-term rentals completed by the Planning Commission in 2019, resulting in a series of recommendations and enforcement tools to the City Council.

Commissioners engaged in a lengthy discussion of the data and metrics they would need to conduct such a review. Such data might include the number of noise complaints from short-term rental units, tonnage of debris, traffic counts, number of bedrooms and maximum occupancy in short-term rentals, the number and makeup of the building permits being applied for, and the number short-term license renewals and the number of short-term rentals that did not renew from the previous year.

An initial review of this data will be discussed at a Special Meeting of the Planning Commission on Tuesday, July 27, 2021 at 4:15pm.

B. Discuss housing data from Assessor

Director Kerr reported that the newly requested data from the Assessor’s office has just arrived. Mr. Pierce, Mr. Cohen, and Mr. Corney will be working on analyzing that data.

C. Consider making recommendation on drainage master plan RFP

Commissioners discussed the \$248,000 bid from Davis & Floyd. They agreed they would like to see more of a cost breakdown as well as time and labor breakdowns for each task.

D. Consider making recommendation on extending outdoor sales exemption

Director Kerr said that this proposed ordinance will circumvent the BOZA approval process for restaurants requesting outdoor dining. The Real Property Committee has recommended January 31, 2023 as the end date for this allowance.

MOTION: Mr. Stone made a motion to accept the recommendation from the Real Property Committee of an expiration date of January 31, 2023 in Ordinance 2021-10.

4. Old Business

A. Review of the Priority Investment Element of the Comprehensive Plan

Commissioners agreed they like the direction of the proposed draft of the Priority Investment Element. They would like to have traffic mitigation added to the list of projects discussed in this section.

5. Miscellaneous Business

There will be a Special Meeting of the Planning Commission on Tuesday, July 27, 2021 at 4:15pm.

The next regular meeting of the Planning Commission will be Wednesday, August 18, 2021 at 4:30pm.

6. Adjournment

Mr. Stone made a motion to adjourn, and Cohen seconded the motion. The meeting was adjourned at approximately 6:31pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Exhibit - Estimated Cost Summary Report

Project Name: Phase 4 Drainage - Island-Wide Drainage Master Plan

D&F Project #: 000110.00/0007

Date: 7/27/2021

Task	Description	Cost
1.1 - A	Data Gathering, Field Inventory, and Survey	\$ 20,300.00
1.2 - B	Watershed Assessment and Evaluation of System Performance	\$ 44,200.00
1.3 - C	Project Alternatives and Conceptual Design	\$ 82,000.00
2.1 - D	Capital Improvement Projects	\$ 57,000.00
2.2 - E	Maintenance	\$ 21,600.00
2.3 - F	Development Regulations	\$ 14,200.00
0.1 - G	Rainfall and Water Level Monitoring	\$ 8,700.00
	Estimated Cost	\$ 248,000.00

Task A	Task Description	Principal	Project Manager	Licensed Surveyor	Staff Engineer	Survey Field Technician	Intern Technician						
A.	Data Gathering, Field Inventory, and Survey												
A.1	Kick-Off Meeting and Project Setup	1	4										
A.2	GIS Data (e.g., soils, land use, zoning, dem, etc.)		1		4								
A.3	Field Inventory/Survey Preparation		1	1	4								
A.4	Field Inventory/Survey		4	12	8	130							
A.5	Field Inventory/Survey Review and Post-Processing		2	12	4	12							
A.6	Review Meeting		2		2								
A.7	Reporting	1	2		9								
A.8													
A.9													
A.10													
A.11													
A.12													
A.13													
	Labor Hours by Personnel:	2 hrs	16 hrs	25 hrs	31 hrs	142 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	216 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>										
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 126.00	\$ 105.00	\$ 63.00	\$ 63.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task A Extended Cost by Personnel Category:	\$ 462.00	\$ 2,688.00	\$ 3,150.00	\$ 3,255.00	\$ 8,946.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task A Estimated Labor Cost:	\$ 18,501.00											
	Task A Estimated Expenses Cost:	\$ 1,800											
	Estimated Cost Task A =	\$ 20,301.00											

Task B	Task Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer						
B.	Watershed Assessment and Evaluation of System Performance											
B.1	Kick-Off Meeting and Project Setup	1	4			1						
B.2	Watershed Hydrology		2			28						
B.3	Model Setup and Boundary Conditions		2	10		60						
B.4	Model Troubleshooting		2	4		20						
B.5	Model QA/QC and Revisions		1	10		20						
B.6	Model Results Post-Processing		4			40						
B.7	Reporting	2	8	12		80						
B.8	Field Review		6			6						
B.9	Review Meeting	2	4			4						
B.10	Revisions Based on Review Meeting and Field Review		1	2		24						
B.11												
B.12												
	Labor Hours by Personnel:	5 hrs	34 hrs	38 hrs	0 hrs	283 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	360 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task B Extended Cost by Personnel Category:	\$ 1,155.00	\$ 5,712.00	\$ 6,384.00	\$ -	\$ 29,715.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task B Estimated Labor Cost:	\$ 42,966.00										
	Task B Estimated Expenses Cost:	\$ 1,250										
	Estimated Cost Task B =	\$ 44,216.00										

Task C	Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer	Senior Architect	Architect				
C.	Project Alternatives and Conceptual Design											
C.1	Kick-Off Meeting and Project Setup	1	4			1						
C.2	Existing Conditions Review		2	2	2	2						
C.3	Alternative Investigation/Modeling		4	6	12	108						
C.4	Review Meetings		14			5	14	4				
C.5	Alternative Investigation/Modeling Revisions		2	4	4	36						
C.6	Conceptual Design of Alternatives and Planning	1		10	20	60	20	50				
C.7	Cost Estimating		1	10		20		30				
C.8	Reporting		9	10	10	36	10	40				
C.9	QA/QC	4	9	18			18					
C.10												
C.11												
C.12												
	Labor Hours by Personnel:	6 hrs	45 hrs	60 hrs	48 hrs	268 hrs	62 hrs	124 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	613 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ 158.00	\$ 137.00	\$ -	\$ -	\$ -	\$ -
	Task C Extended Cost by Personnel Category:	\$ 1,386.00	\$ 7,560.00	\$ 10,080.00	\$ 6,576.00	\$ 28,140.00	\$ 9,796.00	\$ 16,988.00	\$ -	\$ -	\$ -	\$ -
	Task C Estimated Labor Cost:	\$ 80,526.00										
	Task C Total Expenses Cost:	\$ 1,483										
	Estimated Cost Task C =	\$ 82,008.50										

Task D	Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer	Senior Architect	Landscape Architect	Program Director			
D.	Capital Improvement Projects											
D.1	Kick-Off Meeting and Project Setup	1	4				1					
D.2	Phase I Project Reviews		2	24	8							
D.3	Phase II Project Reviews		2	24	8							
D.4	Phase III Project Reviews		2	24	8							
D.5	Waterway Blvd Project Review		2				6	24				
D.6	Phase IV Project Reviews		2	20	8							
D.7	Funding Evaluation	1	2			30			40			
D.8	Island-Wide Capital Plan/Reporting/Recommendations		2	40		40			20			
D.9	QA/QC	4	2	10								
D.10	Review Meetings	2	6				4		4			
D.11												
D.12												
	Labor Hours by Personnel:	8 hrs	26 hrs	142 hrs	32 hrs	70 hrs	11 hrs	24 hrs	64 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	377 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ 158.00	\$ 137.00	\$ 147.00	\$ -	\$ -	\$ -
	Task D Extended Cost by Personnel Category:	\$ 1,848.00	\$ 4,368.00	\$ 23,856.00	\$ 4,384.00	\$ 7,350.00	\$ 1,738.00	\$ 3,288.00	\$ 9,408.00	\$ -	\$ -	\$ -
	Task D Estimated Labor Cost:	\$ 56,240.00										
	Task D Estimated Expenses Cost:	\$ 754										
	Estimated Cost Task D =	\$ 56,994.00										

Task E	Description	Principal	Project Manager	Senior Engineer	Staff Engineer	Program Director						
E.	Maintenance											
E.1	Kick-Off Meeting and Project Setup	1	2		1							
E.2	Review Maintenance Procedures and Scheduling		1	20	6							
E.3	Review Maintenance Work-Order Request Methods		1	20		2						
E.4	Recommendations/Reporting	2	4	40	8	4						
E.5	QA/QC	2	2	8								
E.6	Review Meetings		4			2						
E.7												
E.8												
E.9												
E.10												
E.11												
E.12												
	Labor Hours by Personnel:	5 hrs	14 hrs	88 hrs	15 hrs	8 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	130 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 105.00	\$ 147.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task E Extended Cost by Personnel Category:	\$ 1,155.00	\$ 2,352.00	\$ 14,784.00	\$ 1,575.00	\$ 1,176.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task E Estimated Labor Cost:	\$ 21,042.00										
	Task E Estimated Expenses Cost:	\$ 550										
	Estimated Cost Task E =	\$ 21,592.00										

Task F	Description	Principal	Project Manager	Senior Engineer	Senior Architect							
F.	Development Regulations											
F.1	Kick-Off Meeting and Project Setup		2									
F.2	Review Regulations		1	8	20							
F.3	Recommendations/Reporting	1	2	22	22							
F.4	Review Meeting		4		4							
F.5												
F.6												
F.7												
F.8												
F.9												
F.10												
F.11												
F.12												
	Labor Hours by Personnel:	1 hrs	9 hrs	30 hrs	46 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	86 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 158.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task F Extended Cost by Personnel Category:	\$ 231.00	\$ 1,512.00	\$ 5,040.00	\$ 7,268.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task F Estimated Labor Cost:	\$ 14,051.00										
	Task F Estimated Expenses Cost:	\$ 150										
	Estimated Cost Task F =	\$ 14,201.00										

Task G	Description	Principal	Project Manager	Staff Engineer								
G.	Rainfall and Water Level Monitoring											
G.1	Kick-Off Meeting and Project Setup	1	1									
G.2	Deployment/Pickup		1	18								
G.3	Monitoring		2	32								
G.4	Reporting	1	2	8								
G.5												
G.6												
G.7												
G.8												
G.9												
G.10												
G.11												
G.12												
	Labor Hours by Personnel:	2 hrs	6 hrs	58 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	66 hrs	<i>Note: Total Labor Hours is for information only and is not used to calculate fees.</i>									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task G Extended Cost by Personnel Category:	\$ 462.00	\$ 1,008.00	\$ 6,090.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task G Estimated Labor Cost:	\$ 7,560.00										
	Task G Estimated Expenses Cost:	\$ 1,140										
	Estimated Cost Task G =	\$ 8,700.00										

Isle of Plams Phase IV Stormwater Master Plan



Project: Isle of Plams Phase IV Stormwater Master Plan

Task Summary Deadline Critical Progress Slippage

Milestone Project Summary Slack Critical Split Manual Progress

PRIORITY INVESTMENT

As required by the Priority Investment Act of 2007, an analysis of upcoming projects and ~~was conducted of the~~ likely federal, state and local funds available for ~~public infrastructure and facilities~~ these projects was conducted on the Isle of Palms. Projects can include roads, parks, government facilities, pathways, drainage and stormwater infrastructure improvements, or beach renourishment.

Overview

In creating this element of the Comprehensive Plan, the Planning Commission began by assembling a list of all capital improvement projects listed or referenced throughout all elements of this plan.

The Commission also reviewed the current practice of developing the 10-Year Capital Improvement Plan (Ten-Year CIP) and identified that Plan as the key document to tie to this element.

The current process for creating the Ten-Year CIP involves the City staff and Committees of Council reviewing initiatives and prioritizing expenditures based on need, anticipated funds, staff to manage projects, funding sources, project seasonality, and organizational prioritization. The Ten-Year CIP is reviewed and modified on an annual bases and approved as part of the fiscal planning cycle. This process is well-established and has been successful for the City.

In the goals and strategies section of this plan, there are suggestions on how this process might be improved by having the Planning Commission review the status of projects identified in this element and compared against the draft Ten-Year CIP to ensure the two are aligned.

Funding

A summary of the traditional revenue sources are shown in the chart below. Most of the revenue for the City comes from property taxes (25%), building permits and business/ rental licenses (22%) and accommodations taxes (19%).

In addition to these three major sources of funding, the following are other common revenue sources for the City:

Beach Preservation Fee....

Bond Proceeds....

Hospitality Tax....

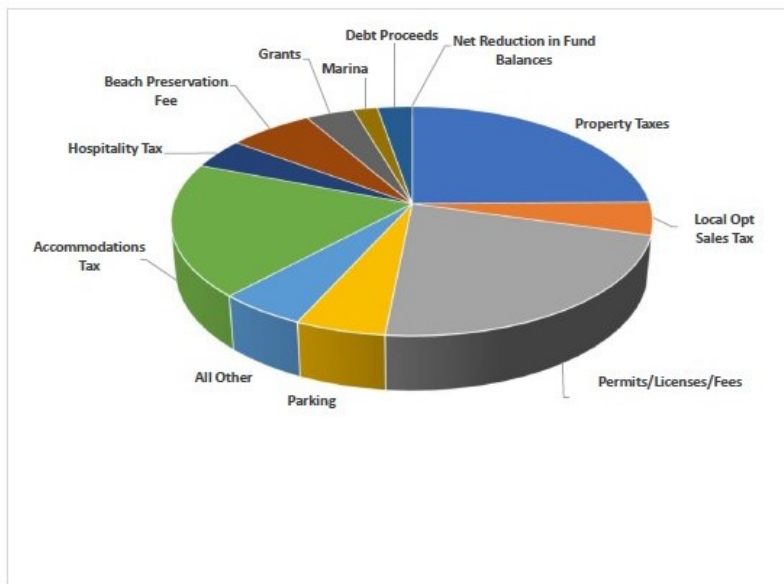
Fund Balance....

Local Option Sales Tax....

Parking Fees....

Marina....

Debt Proceeds....



FY 2022 Revenue Summary - All Funds		
Property Taxes	4,806,000	25%
Local Opt Sales Tax	895,000	5%
Permits/Licenses/Fees	4,307,000	22%
Parking	1,019,250	5%
All Other	992,484	5%
Accommodations Tax	3,672,663	19%
Hospitality Tax	835,800	4%
Beach Preservation Fee	1,274,663	7%
Grants	726,000	4%
Marina	360,081	2%
Debt Proceeds	525,000	3%
Net Reduction in Fund Balances	-	0%
Total Revenues + Use of Fund Bal	19,413,940	100%

Outside of these common revenue sources, the City will need to look at less traditional funding sources to accomplish the goals established in this plan. It is expected more grants funds could become available than have traditionally been and the City should position itself to take advantage of those funds. Specific funds that could be targeted include:

U.S. Department of Commerce, Economic Development Administration (EDA)- In April of 2018, a notice of funding opportunity was issued by EDA for Disaster Supplemental Funds related to the many disasters that occurred in recent years. This funding is for \$587M in grants to assist communities in TX, LA, FL, GA, SC, PR, & VI. These funds are available until they are all spent. Regionally, the Atlanta office, which serves SC, was allocated \$147,362,000 of the \$587M.

Federal Emergency Management Agency (FEMA), Pre-Disaster Mitigation Program (FEMA PDM)- On August 21, 2018, FEMA released the Notice of Funding Opportunity for the 2018 Pre-Disaster Mitigation Program (PDM). This funding is a national competition, so any project submitted must successfully compete against other projects submitted from all over the United States. (Note: The City of Isle of Palms and the Isle of Palms Water and Sewer Commission successfully received funding under this program several years after Hurricane Hugo.) The funding is for \$150M in grants spread among all 50 states and territories. PDM grants are awarded on a competitive basis and without reference to state allocations, quotas, or other formula-based allocation of funds.

FEMA- Building Resilient Infrastructure and Communities (BRIC) Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks they face from disasters and natural hazards. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program.

Department of Housing and Urban Development (HUD) Urban Entitlement, Funding Grant Administered by Charleston County- In approximately December or early January each year, Charleston County publicly notices the availability of funds under this program. These are funds appropriated by Congress and then allocated to the States and administered by Charleston County.

South Carolina Rural Infrastructure Authority (RIA)- The South Carolina Rural Infrastructure Authority operates both grant and loan programs which may be used for water, wastewater and drainage. Grants are for basic infrastructure or Economic Development Infrastructure and information disseminated for FY18 showed \$25,000,000 in funds available.

Place holder for other grants- County road grants are missing here including the Charleston Area Transportation Study (CHATS) and Transportation Sales Tax (TST)

Priority Investment list and potential funding sources

Install new and repair existing stormwater infrastructure

Synopsis of issue and potential funding source- to be added.

Install sewer lines to every property not currently served

Synopsis of issue and potential funding source- to be added.

Renourish beach

Synopsis of issue and potential funding source- to be added.

Underground electrical lines

Synopsis of issue and potential funding source- to be added.

Because many of the projects included in this element are roadway and drainage improvements, they could be funded by the Charleston County RoadWise program. Other infrastructure projects will probably need to be funded in a traditional manner because the Isle of Palms does not qualify as low-income, making grant money unlikely.

Installation of public sewers in areas served by septic systems and having marginal soils should be considered a priority for future projects. Specifically, septic tank systems in the areas near the beach between 42nd

53rd Avenues, adjacent to the Recreation Center from 26th to 29th Avenues and in low areas of the Forest Trail subdivision are affected by flooding and seasonal high water and would benefit from public sewer service.

Because the island is relatively low in elevation and prone to drainage problems, the City will need to identify the most problematic drainage areas and find solutions to move stormwater to the appropriate outfalls. In the Public Facilities element of this plan, several drainage projects are identified. In addition to these projects, many other areas drain poorly, which should be addressed by future drainage projects.

A large portion of the City's electrical distribution service, which is provided by South Carolina Electric and Gas, is provided through lines running above ground. It would be desirable from a maintenance and appearance standpoint to have all of the lines transferred to an underground distribution system.

Providing a safe and efficient system for cyclists, pedestrians, golf carts and low speed vehicles to circulate the island will reduce roadway congestion and parking problems and should be a priority.

Key Issues

- Improve transportation and drainage facilities
- Improve public health by extending the public sewer system to areas service by septic systems in marginal soils

Goals and Implementation Strategies

Goal 9.1: Improve drainage in those areas that drain poorly.

Strategy 9.1.1: Identify problem areas and appropriate funding sources.

Goal 9.2: Improve traffic flow and reduce congestion on the roadways of the island.

Strategy 9.2.1: Expand the system of bike lanes and walking paths.

Goal 9.3: Improve public health by extending the public sewer system to areas service by septic systems in marginal soils.

Strategy 9.3.1: Identify problem areas and appropriate funding sources.

DRAFT