

City Council  
6:00 p.m., Tuesday, August 28, 2018  
Council Chambers  
1207 Palm Boulevard, Isle of Palms

**AGENDA**

1. INTRODUCTION OF MEETING and notification that members of the press and public were duly notified in accordance with the Freedom of Information Act.  
A. Invocation      B. Pledge of Allegiance      C. Roll Call
2. **READING OF THE JOURNAL OF PREVIOUS MEETING**  
Regular Meeting of July 24, 2018
3. **CITIZENS' COMMENTS**
4. **REPORTS FROM STANDING COMMITTEES**
  - A. **Ways and Means Committee – no meeting in August**
    1. Consideration of an award of a contract to Applied Management Technology (ATM) in the amount of \$62,000 for the design, engineering and permitting of the IOP Marina docks rehabilitation (RFP 2018-01) (Pg. 36, In 42 – Marina Fund, Professional Services, \$36,000)
    2. Consideration of an award of a contract to Circle H Land Services, LLC in the amount of \$16,610 for supplying, planting and fertilizing dune vegetation in areas of the City's recently restored beach (RFB 2018-05) (Pg 30, In 317 – Beach Preservation Fee Fund, Maintenance and Service Contracts, \$25,000)
    3. Consideration of usage of the metal detector for security at City Council meetings, including a security officer at a cost of \$200 for 4 hours
    4. Consideration of an award of a sole source contract in the amount of \$25,585.69 to L3 Mobile-Vision for 5 in-car flashback HD camera systems (Pg 28, In 265 – State ATAX Fund, Police Department, Capital Outlay, \$30,000)
    5. Approval of an amount not to exceed \$20,000, state contract pricing, to TSC Technology Solutions of Charleston for the replacement of City computer network uninterrupted power supply located in the Public Safety Building and the services of an electrician for the removal and installation (pg 22, In 31 & 40 – Capital Projects Fund, split 50/50 between Police and Fire Department Maintenance & Service Contracts)
    6. Consideration of an award of a contract in an amount not to exceed \$13,000 to American Dock and Marine Construction to replace damaged and missing floats under marina docks (pg 36, In 56 – Marina Fund, Marina Operations, Maintenance and Service Contracts - \$250,000)
    7. Consideration of a contract award to Hughes Motors for the purchase of one Mack flatbed truck at \$106,891 and one Mack garbage packer truck at \$203,917 (pg 223, In 53 – Capital Projects, Public Works Capital Outlay, 1/3 flatbed at \$35,631 and 1/3 garbage truck at \$67,973; pg 25, In 120 – Muni ATAX, Public Works Capital Outlay, 1/3 flatbed at \$35,630 and 1/3 of garbage truck at \$67,972; pg 29, In 281 – State ATAX, Public Works Capital Outlay, 1/3 of flatbed at \$35,630 and 1/3 of garbage truck at \$67,972)
    8. Consideration of the purchase of a beach cleaner and associated costs
    9. Consideration of trailer rental for Fire Department personnel in preparation of Public Safety Building repairs
  - B. **Public Safety Committee**
    1. Consideration of changes to the Visitor Daily Parking Pass to an annual, multi-use pass and adopting an ordinance stating that residents will be given 2 annual visitor pass booklets
    2. Consideration of changes to the dog ordinances to require all dogs, resident and non-resident, to have an IOP dog license, to set the fees for the licenses and, through an ordinance, to adopt a requirement to have proof of a current rabies inoculation into the City Code

**C. Public Works Committee**

**D. Recreation Committee**

**E. Personnel Committee – no meeting in August**

**July Safety Sweepstakes Winners**

General Government – Laura McLellan

Police Department – Melissa Dawson

Fire Department – Curtis Helm

Public Works – Russell Roper

**F. Real Property Committee**

**5. REPORTS FROM CITY OFFICERS, BOARDS AND COMMISSIONS**

**A. Accommodations Tax Advisory Committee – no meeting in August**

**B. Board of Zoning Appeals – no meeting in August**

**C. Planning Commission – minutes attached**

**6. REPORTS FROM SPECIAL OR JOINT COMMITTEES – None**

**7. PETITIONS RECEIVED, REFERRED OR DISPOSED OF – None**

**8. BILLS ALREADY IN POSSESSION OF COUNCIL**

Second Reading of Ordinance 2018-13 – AN ORDINANCE AMENDING TITLE 5, PLANNING AND DEVELOPMENT, CHAPTER 4, ZONING, ARTICLE 1, GENERAL PROVISIONS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES TO PROVIDE A NEW DEFINITION FOR IMPERVIOUS SURFACE; TO DELETE REFERENCE TO “IMPERVIOUS MATERIAL” AND REPLACE IT WITH “IMPERVIOUS SURFACE;” AND TO PROVIDE ADDITIONAL REGULATIONS RELATED TO FILLING OR RE-COUNTOURING OF LOTS, GROUND ELEVATION, AND SITE CHANGES REQUIRING A STORMWATER MANAGEMENT PLAN.

**9. INTRODUCTION OF NEW BILLS, RESOLUTIONS AND PROCLAMATIONS**

**10. MISCELLANEOUS BUSINESS**

Next Meeting Date – 6:00 p.m., Tuesday, September 25, 2018 in Council Chambers

**11. EXECUTIVE SESSION – if needed**

Upon returning to open session, Council may take action on matters discussed in Executive Session

**12. CONCLUSION/ADJOURNMENT**

## **CITY COUNCIL**

6:00 p.m., Tuesday, July 24, 2018

The regular meeting of City Council was called to order at 6:00 p.m., Tuesday, July 24, 2018 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bell, Buckhannon, Ferencz, Kinghorn, Moyer, Rice, Smith and Ward, Mayor Carroll, Interim City Administrator Fragoso, Assistant City Attorney Copeland, and City Clerk Copeland; a quorum was present to conduct business.

1. Mayor Carroll called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act. Following a brief invocation and the Pledge of Allegiance, Clerk Copeland called the roll.

### **2. Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Bell moved to approve the minutes of the regular meeting of June 26, 2018 as submitted; Councilmember Rice seconded.**

Councilmember Rice stated that, on page 3 paragraph 3, Morris should be corrected to Hanbury.

**Vote on Corrected Minutes: The motion PASSED UNANIMOUSLY.**

### **3. Citizens' Comments**

Jim Raih, 3904 Cameron Boulevard, clarified that Attorney Copeland has been serving as the Assistant City Attorney and has now moved into the position of City Attorney. Addressing the item of business about hiring a search firm to assist with filling the positions of City Administrator, Chief of Police and Assistant Director of Public Works, Mr. Raih commented that Council frequently opts to hire consultants, but he questions the return on investment for the citizens. He stated that his definition of luck was when preparation meets opportunity, and he said that he has been waiting seventeen (17) years for this opportunity. He informed Council that he had applied for the position of City Administrator when Linda Tucker was hired, and he did not want the opportunity to pass him by again; he expressed interest in becoming the IOP City Administrator.

Christine Donovan, 31 – 26<sup>th</sup> Avenue, spoke to Council in regards to “common sense in the setting and enforcing of parking ordinances.” The full text of her comments and accompanying photos are attached to the historical record of this meeting.

Michael Fiem of Tidal Wave Watersports invited island residents to the first Residents Day hosted by Tidal Wave on Saturday, September 8, 2018; residents will be allowed to enjoy the various water activities provided by Tidal Wave at no charge. Donations will be accepted and will go to the MUSC Children's Hospital. Reservations for activities will be taken beginning on August 15<sup>th</sup>.

Bill Campbell of 34 – 42<sup>nd</sup> Avenue explained to City Council the dramatic changes to his street neighborhood since the house directly across the street went from being occupied by fulltime island residents to a fulltime short-term rental property with owners in Seattle, Washington. The text of his comments and suggestions are attached to the historical record of this meeting.

#### 4. Reports from Standing Committees

##### A. Ways and Means Committee

Reporting on the meeting of July 17<sup>th</sup>, Councilmember Ward stated that Rebecca Stephenson, one (1) of the managers of the IOP Farmers Market, addressed the Committee about the Agenda item about relocating the market to the City's parking lot; she told the Committee about the positive aspects of holding the market in the County Park. After discussing the issue, the Committee decided not to move the Farmers Market to the City parking lot. Treasurer Suggs provided the Committee with preliminary and unaudited financial statements for the end of FY18; she informed the Committee that the City would accrue revenue and expenditures possibly through August as funds and invoices are received reflecting activity prior to June 30, 2018. The auditors will begin their work in September. General Fund Revenues were ninety-nine percent (99%) collected and expenditures were at ninety-six percent (96%) of budget; General Fund cash on-hand was at three million eight hundred thousand dollars (\$3,800,000), which represents thirty-five percent (35%) of General Fund budgeted expenses. Municipal Accommodations Taxes and the Beach Preservation Fee Fund are running two percent (2%) ahead of FY17. Although the Charleston County Accommodations Pass-through ended the year down sixteen percent (16%) from FY17, Treasurer Suggs reminded the Committee that Charleston County was not obligated to send these funds to the City; she noted that, according to the County, these funds will increase in FY19. The City has not yet received the fourth quarter's State Accommodations Taxes. Considered a good economic indicator, Local Option Sales Taxes were running five percent (5%) ahead of FY17.

1. Consideration of the award of a contract to The Mercer Group, Inc. for the recruitment of a City Administrator, Chief of Police and Assistant Director of Public Works for Maintenance and Facilities in an amount not to exceed \$39,000 (General Fund, Gen Govt, Professional Services pg. 9, Ln 55 - \$80,000)

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**MOTION: Councilmember Ferencz moved to award a contract to The Mercer Group, Inc. in an amount not to exceed \$39,000 for the purpose stated above; Councilmember Rice seconded.**

As Chair of the Personnel Committee, Councilmember Ferencz reported that they selected three (3) search firms for more in-depth vetting by contacting several municipalities for which they have previously worked; this resulted in a unanimous decision to recommend The Mercer Group to City Council. The Committee opined that they were a good fit for the City, and, coincidentally, they were the least expensive.

Councilmember Moyer added that, based on the leadership requirements and importance of these positions, the Committee recognized the level of effort to be put into the searches, and this sentiment was echoed and affirmed in the conversations with other cities. All reported bad experiences when they chose not to work with search firms.

When Councilmember Ward asked if the City would be obligated to hire a candidate they introduced to the City, Councilmember Ferencz stated that the City would not be so obligated. She explained that local candidates would be considered, but they should apply through The Mercer Group and not directly to the City's Human Resources Department.

**VOTE: The motion PASSED UNANIMOUSLY.**



2. Report on annual purchase of beach path matting from AccessRec (FY18 budget – State ATAX, Public Works Capital Outlay, pg. 29, ln. 295 - \$60,000)

Interim Administrator Fragoso was requesting an approval from Council for the purchase of beach path matting made at the end of June from the FY18 State ATAX budget; this matting will replace the matting at the beach accesses at 42<sup>nd</sup>, 9<sup>th</sup> and 30<sup>th</sup> Avenues, which are heavily used.

**MOTION: Councilmember Ward moved to approve \$59,999.92 from the FY18 State ATAX budget spent on beach access matting; Councilmember Kinghorn seconded.**

Councilmember Bell asked if the City was replacing the lighter weight matting that tends to tear away when emergency vehicles drive over them; he stated that he has received complaints that it is slippery, that some have skid marks and that others have been torn out of the ground in two (2) months' use.

Director Pitts encouraged Councilmembers to go to the 9<sup>th</sup> Avenue access where the two (2) shades of blue matting on the landward side of the toe of the primary dune are essentially the same in density and exhibit no slipping. Once across the toe of the primary dune, the matting moves with the loose sand underneath on a daily basis with the winds, requiring a lot of maintenance; he stated that he anticipated this type of movement from the beginning of its use. The primary difference with the new matting is that it is wider to better accommodate the wheel base of the public safety vehicles that access the beach.

**VOTE: The motion PASSED UNANIMOUSLY.**

3. **Approval of an amount not to exceed \$15,000 for the replacement of 2 AC condensing units at the Public Safety Building** (Capital Projects Fund, Fire, pg. 22, ln. 40 - 50%, from Hill Report maintenance - \$225,058 and Capital, Projects, Police, pg. 22, ln. 31 – 50% from Hill Report maintenance - \$186,496)

Chief Graham has reported that one (1) unit was “shot” and the other was failing; additionally, a lift truck will be needed to install one (1) unit since it is located on the roof.

Interim Administrator Fragoso noted that the cost would be split evenly between the Fire and Police Departments' maintenance budgets; the City has now received three (3) proposals and will select the lowest one (1). With a maximum expenditure of fifteen thousand dollars (\$15,000), it will fall under the threshold for the Purchasing Agent to approve.

**MOTION: Councilmember Bell moved to approve an amount not to exceed \$15,000 for the replacement of 2 AC condensing units at the Public Safety Building; Councilmember Buckhannon seconded.**

Councilmember Buckhannon asked if the City could apply to OCRM to make the base layer more stable; Director Pitts responded that he would be unable to take any action until twice a week garbage collections ended after Labor Day.

The most heavily trafficked beach accesses are at 5<sup>th</sup>, 9<sup>th</sup>, 25<sup>th</sup>, 42<sup>nd</sup> and 53<sup>rd</sup> Avenues; with only five (5) heavily travelled accesses, Councilmember Bell asked if the City would be better served with a longer lasting product.

Director Pitts explained that the 5<sup>th</sup> Avenue access has hard-packed sand shell and no mobi-mat; the 9<sup>th</sup> Avenue access has sand shell to the landward toe of the primary dune with matting across the primary dune to the toe on the beach side; and 25<sup>th</sup> Avenue is also hard-packed sand shell. The biggest problems are at 42<sup>nd</sup> Avenue and the 53<sup>rd</sup> Avenue accesses that have become very hard due to their use by the heavy equipment associated the renourishment project.

Councilmember Bell repeated his question relative to the 42<sup>nd</sup> Avenue access.

Interim Administrator Fragoso noted that the City staff was having on-going discussions about a product to use on the beach access paths that would be long-lasting but not too labor intensive.

**VOTE: The purchase received UNANIMOUS APPROVAL.**

- 4. Consideration of the award of a contract to Parkeon in the amount of \$58,939.25 for 5 replacement kiosks with accessories** (State ATAX Fund, pg. 29, ln. 200 - \$70,000)

**MOTION: Councilmember Bell moved to award a contract to Parkeon in the amount of \$58,939.25 for 5 replacement kiosks with accessories; Councilmember Buckhannon seconded.**

Interim Administrator Fragoso pointed out that the sole source explanation was on the dais when Councilmembers arrived for the meeting this evening, and a copy will be attached to the historical record of the meeting.

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**VOTE: The motion PASSED UNANIMOUSLY.**

- 5. Report on the purchase of 2 A/C-heating units from Berkeley Heating and Air in the amount of \$20,750 at the Recreation Center** (Capital Projects Fund, Recreation, pg. 23, ln. 62 - \$30,000)

The Interim Administrator stated that the two (2) HVAC systems being replaced were fourteen (14) years old. The purchase was under budget and under the threshold for the Purchasing Agent to approve; the Agent was required only to report it to Council, but no action was needed by City Council.

The next Ways and Means Committee meeting will be at 5:00 p.m., Tuesday, September 18<sup>th</sup>.

## **B. Public Safety Committee**

Reporting on the meeting of July 2<sup>nd</sup>, Councilmember Smith stated that Elizabeth Campsen thanked the Committee for its efforts to protect the neighborhoods around the marina, and Christine Donovan spoke to the Committee about common sense parking ordinances and enforcement. As in previous meetings, the Committee discussed various aspects of the managed beach parking plan, i.e. guest passes versus hang-tags for visitors to the island and the Request for Bid for new signage, which was opened on Monday, July 23<sup>rd</sup>. Interim Chief Usry informed the Committee that hang-tags would be much more expensive; as a result, the Committee

decided to stay with the visitor pass booklets and to allow residents to have two (2) booklets at no charge.

**MOTION: Councilmember Smith moved to allow residents to have 2 visitor parking pass booklets at no charge assuming that a funding source can be found in the FY19 budget without creating an over-budget line item; Councilmember Rice seconded.**

Councilmember Bell suggested finding a way to re-use the visitor passes.

Interim Chief Usry stated that the Police Department could easily follow Council's directive by not requiring the passes to be dated or the passes could be good for one (1) year; she also pointed out that, once the ordinance has been amended, the passes would require a slight design change.

Councilmember Rice recommended that the issue go back to the Public Safety Committee to define the changes being considered.

Councilmembers Smith and Rice withdrew the motion and second respectively.

**MOTION: Councilmember Buckhannon moved to allow residents to re-use the current visitor passes for the balance of 2018 and to eliminate the requirement to write a date on the passes; Councilmember Bell seconded.**

Interim Administrator Fragoso indicated that staff would draft an ordinance with the requested changes to the managed beach parking plan for the Public Safety Committee's review at their next meeting.

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**VOTE: The motion PASSED UNANIMOUSLY.**

Other topics discussed were a method for doctors to exit the island quickly in the face of summer traffic, the addition of lights and sirens to the vehicles of volunteer firefighters, surfing instruction on the beach, the best course of action for repairs needed to the Public Safety Building, public safety at the IOP Marina, traffic counts on 41<sup>st</sup> Avenue and the review of the revised job description for the Chief of Police position.

The next scheduled Public Safety Committee meeting will be at 10:00 a.m., Wednesday, September 5<sup>th</sup> in the Conference Room.

Councilmember Buckhannon asked that the Public Safety Committee consider free parking at Front Beach for veterans whose vehicle license plates indicate that they served in the military; since the City owns Ocean Boulevard, this action should not be difficult to accomplish. Commenting that he and one of his sons were issued citations over the July 4<sup>th</sup> holiday, the Councilmember stated that, in both cases, the officers said that Council was "pushing for more citations" to be written. When he looked back over the minutes of past meetings, he did not find a reference to City Council urging patrol officers to write more tickets; he asked if such a directive had come through the Public Safety Committee.

Councilmember Smith stated that, although the Committee has discussed enforcement on more than one occasion, it has not taken any action or given a directive to issue more citations to either Chief Buckhannon or Interim Chief Usry.

Councilmember Bell acknowledged that he was likely the source of that idea; based on information included in the Police Department's monthly report, he has noticed that the number of traffic stops has increased year to year, but the number of fine citations has decreased relative to the number of stops. Several months ago, he asked why patrol officers were stopping so many people to write warnings; from his viewpoint, driving at certain speeds should automatically mean a citation with a fine attached. The amount of ticketing for speeding has increased as a percentage of the number of stops, but he stated that the Committee has not discussed having officers issue more tickets.

Responding to Councilmember Ferencz' comments, Councilmember Smith stated that the Committee did discuss a shuttle running between Mount Pleasant and the Isle of Palms, and Councilmember Ferencz indicated that she was pleased to see the discussion revived. She referenced recent newspaper articles reporting that a quarter of a million (250,000) new homes and/or apartments were to be constructed, and she noted that these people were going to want to come to the beach, but the island would not be able to provide parking for such growth. In Councilmember Ferencz' opinion, a collaborative effort would be necessary to devise some form of public transportation between Mount Pleasant and the City.

As the City's representative on the CARTA board, Councilmember Ward stated that the biggest hindrance to shuttle service from Mount Pleasant to the island was locating a spot in Mount Pleasant that was large enough to hold one hundred fifty to two hundred (150 – 200) cars and that was reasonably priced.

### **C. Public Works Committee**

At the Public Works Committee meeting of July 6<sup>th</sup>, Bill Schupp introduced John Garrells as a prospective buyer for his garbage and recycling collection business; Mr. and Mrs. Garrells have retired to the island and now operate Chunky's Chairs & Umbrellas. Mr. Garrells agreed to provide the Committee with a written overview of the policies and procedures he would employ if he succeeds in buying the business.

In the departmental, monthly report, Director Pitts stated that garbage collections were up slightly and debris collections were down; he attributed the reduction in debris collections to having a truck out of service for the majority of the month. The Phase II Drainage project continues with a projected completion date of mid-September; the removal and replacement of the underground storage tanks at the Public Works site is due to begin in mid-July. In addition, the Committee discussed the drainage issues on 32<sup>nd</sup> Avenue and Cross Lane, the issues with chairs and tents left on the beach and the use of commercial dumpsters in Wild Dunes.

The next meeting of the Public Works Committee will be at 9:00 a.m., Wednesday, August 1<sup>st</sup> in the Conference Room.

### **D. Recreation Committee – no meeting in July**

The Recreation Committee will hold its next meeting at 9:00 a.m., Tuesday, August 7<sup>th</sup> in the Conference Room.

**E. Personnel Committee**

Reporting on the meeting of July 5<sup>th</sup>, Councilmember Ferencz recalled that the first item of business was the selection of the search firm that would assist the City in hiring a City Administrator, Chief of Police and Assistant Director of Public Works for Maintenance and Facilities, which was covered earlier in the meeting. The Committee made a list of traits and characteristics the ideal City Administrator would have and reviewed the revised job description for the position of City Administrator.

**MOTION: Councilmember Ferencz moved to approve the revised job description for the City Administrator; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.**

The Committee also prepared a list of traits and characteristics they would like to see in the ideal Chief of Police and reviewed the revised job description for that position.

**MOTION: Councilmember Ferencz moved to approve the revised job description for the Chief of Police position; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.**

Councilmember Ferencz noted that the revised job descriptions were reviewed by the City's labor attorney.

The Safety Sweepstakes winners for June were Karrie Ferrell of the Recreation Department, Joshua Phillips of the Police Department, Dana Burnette from the Fire Department and Joseph Washington from the Public Works Department.

The only job opening with the City was for the Chief of Police.

The next meeting has tentatively been set for 5:00 p.m., Thursday, August 2 in the Conference Room.

**F. Real Property Committee**

From the Real Property Committee meeting of July 3, Councilmember Bell reported that Holy Spokes, a bike share business now operating in the downtown area, made a presentation to the Committee about the possibility of bringing their ride share business to the IOP. The bid opening for RFP 2018-01 – Engineering, Design and Permitting for the IOP Marina Dock Rehabilitation was held on June 25<sup>th</sup>, and the City received three (3) proposals. Due to the complexity of the request, City staff continued its evaluation the proposals to ensure they met all of the specifications of the RFP. According to the Interim Administrator, the survey for the property at 1100 Palm has been completed and supplied to the City's real estate attorney; City staff is awaiting his advice. After considerable discussion of Ordinance 2018-09, an ordinance to allow

public parking on lots located in SR-1, SR-2, LC and GC-12 zoning districts, the Committee deferred the ordinance indefinitely. The removal and replacement of the underground storage tanks at the Public Works site was to begin on Monday, July 16<sup>th</sup>. At the request of the Committee, the Interim Administrator requested copies of every lease, sub-lease and insurance coverage from the four (4) primary tenants of the City; the City is in receipt of the documents requested. Of note was learning that Marina Joint Ventures submitted twenty-four (24) sub-leases, including individual slips. City staff was sorting through the documents to ensure that each major tenant was in compliance with the terms of their lease with the City, and, after a brief review, some tenants must bring their insurance into compliance with their leases. Copies of the sub-leases held by Marina Joint Ventures will be used to trace fees/rent from them through Marina Joint Ventures and ultimately to the City. The Committee discussed whether other business using the IOP Marina as their base of operations, such as charter boats, should carry the same insurance coverage as those entities with leases either with the City or Marina Joint Ventures. Abandoned or derelict properties generated a lengthy discussion with Director Kerr on how the City determined if a property has been abandoned, and how the City could tighten up code enforcement. The discussion about the use of the Citadel Beach House parking for construction vehicles for the new hotel in Wild Dunes led to the consideration of non-conforming uses and a new ordinance sun-setting the non-conforming use of properties in the SR-1, SR-2, LC and GC-1 zoning districts. In the discussions, an unintended consequence of such an ordinance would be that it would apply to all other properties in those zoning districts throughout the island. Since the intent of the ordinance was, specifically, to prohibit the vehicles associated with the hotel construction in Wild Dunes at the Citadel Beach House, the suggestion was made that an easier solution might be to have an agreement between The Citadel and Lowe Wild Dunes relative to the construction.

The Real Property Committee will hold its next meeting at 4:00 p.m., Monday, August 6<sup>th</sup> in the Conference Room.

### **Results of RFB 2018-03 – Fabrication and Installation of Managed Beach Parking Signs**

Interim Administrator Fragoso announced that the City opened bids on Monday, July 23<sup>rd</sup> for RFB 2018-03 – Fabrication and Installation of Managed Beach Parking Signs. The City received two (2) bids, and the low bid was from A&H Co., Inc. of Ironton, Minnesota, the same company that made and installed the signage initially. Since their bid was thirteen thousand five hundred dollars (\$13,500), no action was required from City Council, i.e. the bid was less than twenty-five thousand dollars (\$25,000) and was budgeted.

#### **5. REPORTS FROM CITY OFFICERS, BOARDS AND COMMISSIONS**

- A. Accommodations Tax Advisory Committee** – no meeting in July
- B. Board of Zoning Appeals** – minutes attached
- C. Planning Commission** – minutes attached

#### **6. REPORTS FROM SPECIAL OR JOINT COMMITTEES** – None

#### **7. PETITIONS RECEIVED, REFERRED OR DISPOSED OF** – None

#### **8. BILLS ALREADY IN POSSESSION OF COUNCIL**

**Second Reading of Ordinance 2018-11** – An Ordinance Amending Title 1, Government and Administration, Chapter 5, Budget, Finance and Taxation, of the City of Isle of Palms Code of Ordinances to provide consistency with the Procurement Code related to the approval of appropriations and expenditures.

The Mayor stated that this ordinance was primarily a housekeeping item relative to an ordinance adopted in January 2018.

**MOTION:** Councilmember Ward moved to waive the reading and to approve for Second Reading Ordinance 2018-11; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

**Second Reading of Ordinance 2018-12** – An Ordinance Amending Title 1, Government and Administration, Chapter 10, Purchasing Procedures, of the City of Isle of Palms Code of Ordinances to Provide New Exceptions from Competitive Procurement Requirements and to Delete Reference to the state Budget and Control Board.

**MOTION:** Councilmember Ward moved to waive the reading and to approve for Second Reading Ordinance 2018-12; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.

Mayor Carroll stated that Ordinance 2018-13 was about impervious surfaces and had come to Council from the Planning Commission; he announced that no action was required at this meeting because, as part of the Zoning Code, a Public Hearing was required before Second Reading.

**MOTION:** Councilmember Bell moved to defer Second Reading of Ordinance 2018-13 until the August City Council meeting; Mayor Carroll seconded and the motion PASSED UNANIMOUSLY.

## **9. Introduction of New Bills, Resolutions and Proclamations**

**First Reading, by title only, of Ordinance 2018-14** – An Ordinance Amending Title 5, Planning and Development, Chapter 4, Zoning, Article 6, Parking and Loading, of the City of Isle of Palms Code of Ordinances to Provide Parking Requirements for Use of Off-street Parking Spaces in the SR-1, SR-2 and SR-3 Districts

Mayor Carroll reiterated Councilmember Bell's caution that this ordinance could have unintended consequences for the Exchange Club, the Lutheran Retreat Center, the IOP United Methodist Church, etc. The ordinance would negate the flexibility for vehicles to park in a lot when the passengers are not necessarily attending the venue on the site; it would also create enforcement problems because the patrol officers would not know the reason the vehicles were on the site.

**First Reading, by title only, of Ordinance 2018-15** – An Ordinance Amending Title 5, Planning and Development, Chapter 4, Zoning, Article 2, District Regulations, of the City of Isle of Palms Code of Ordinances, to Provide for Cessation of Nonconforming Use of Off-street Parking Spaces in the SF-1, SR-2 and SR-3 Districts.

Mayor Carroll coupled Ordinance 2017-15 with Ordinance 2018-14 and repeated that these two (2) ordinances would have far-reaching repercussions on the island; he also noted that the City was engaging The Citadel and Lowe Wild Dunes in discussions to determine if an agreement can be reached on the use of The Citadel Beach House for the overflow parking of construction vehicles associated with the new hotel.

**MOTION: Councilmember Kinghorn moved to defer indefinitely Ordinance 2018-14 and Ordinance 2018-15; Councilmember Rice seconded.**

Councilmember Bell reported that the members of the Real Property Committee do not believe that Wild Dunes has sufficient parking to handle the number of vehicles that will be on-site for the hotel construction, but, as the Code reads today, the City has no means to stop that from happening. If no agreement can be reached between The Citadel and Lowe Wild Dunes, the Real Property Committee might bring these ordinances back to Council.

Interim Administrator Fragoso told the Committee that City staff has communicated with the management of The Citadel Beach House and Lowe Wild Dunes; both stated that they have heard the message “loud and clear” and that Lowe Wild Dunes was not considering using The Citadel Beach House parking lot after construction has been completed.

**VOTE: The motion PASSED UNANIMOUSLY.**

#### **10. Miscellaneous Business**

##### **Adoption of Resolution to Support and Approve the CARTA FY19 Budget**

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**MOTION: Councilmember Ward moved to waive the reading and to approve the draft CARTA FY19 budget; Councilmember Buckhannon seconded.**

Mayor Carroll asked the CARTA representative to come forward and to make a brief comment; Andrea Coslosky introduced herself as the Deputy Director of the BCD Council of Governments (COG). She reported that the COG has taken over administration of CARTA in the last two (2) years and that the cover memo included in the meeting packet gave a detailed, line-by-line description of the budget, the changes made, and the progress made since the COG took over, such as improved technology on-board and off-board the buses. The ribbon-cutting for the new Intermodel Center is scheduled in February, and Express Service from Summerville to Downtown will begin next year. She stated that she will meet with Councilmember Ward about a possible shuttle from Mount Pleasant to the Isle of Palms.

**VOTE: The motion PASSED UNANIMOUSLY.**

##### **Adoption of Resolution Supporting the Elimination of all Forms of Discrimination and Violence Against Women and Girls**

**MOTION: Councilmember Ward moved to waive the reading and to adopt the Resolution; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.**



Public Hearing: 5:45 p.m., Tuesday, August 28, 2018 in Council Chambers  
Next Meeting Date: 6:00 p.m., Tuesday, August 28, 2018 in Council Chambers

**11. Executive Session – not needed**

**12. Conclusion/Adjournment**

**MOTION: Councilmember Ward moved to adjourn the meeting at 7:50 p.m.;  
Councilmember Moya seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk



**Response to**  
**CITY OF ISLE OF PALMS, SC**  
**REQUEST FOR PROPOSALS**

**RFP No. 2018-01**  
**ENGINEERING, DESIGN AND PERMITTING**  
**FOR ISLE OF PALMS MARINA DOCKS**  
**REHABILITATION**

**June 25, 2017 | 2:00 PM**

**Submitted by:**



**Applied Technology & Management, Inc.**  
**941 Houston Northcutt Blvd., Suite 201**  
**Mount Pleasant, SC 29464**  
**843.414.1040**





Response to  
**CITY OF ISLE OF PALMS, SC**  
**REQUEST FOR PROPOSALS**  
**RFQ No. 2018-01**

**ENGINEERING, DESIGN AND PERMITTING FOR  
ISLE OF PALMS MARINA DOCKS REHABILITATION**

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## A. TRANSMITTAL LETTER



June 22, 2018

## A. TRANSMITTAL LETTER

Ms. Desiree Fragoso, Interim City Administrator  
City of Isle of Palms  
1207 Palm Boulevard  
Post Office Box 508  
Isle of Palms, South Carolina 29451

Re: RFP 2018-01 Engineering, Design and Permitting for the Isle of Palms Marina Docks  
Rehabilitation

Dear Ms. Fragoso:

Please find attached our response to the above-mentioned Request for Proposals to facilitate the repair and/or replacement of the floating docks at the Isle of Palms Marina. ATM is excited about this opportunity and confident that we can provide the comprehensive services the City requires on this project. We have the specialized expertise needed to make this project a reality within the framework of the City's current goals for the project site. In addition, our dedicated workforce and local knowledge will help the City realize this project in an optimally efficient manner.

As you are aware, it was our privilege to serve the City of Isle of Palms from 2015-2017 in the evaluation and comprehensive redevelopment planning for the Isle of Palms Marina site. This work provides us with unparalleled insight into the existing conditions, opportunities and constraints that will affect dock rehabilitation at the site. Additionally, our ongoing work at the immediately adjacent Dewees Marina has given us valuable insight into the regulatory climate affecting dock rehabilitation on Morgan Creek. This site-specific experience, coupled with our vast local, regional, national, and global resume of similar project work will yield incredible value to the City on this project.

If selected, ATM will reliably fulfill the Scope of Work outlined in the RFP. We look forward to the opportunity to work with you and the current members of the Real Property Committee, the Ways and Means Committee, and City Council on this important project.

Sincerely,  
**APPLIED TECHNOLOGY & MANAGEMENT, INC.**

A handwritten signature in blue ink, appearing to read "W. S. Phlegar".

W. Samuel Phlegar  
President

Attachment



**Documentation of Site visit to the Isle of Palms Marina**

**In association with RFP 2018-01, I, Brian Berrigan, attest that Kirby Marshall of Applied Technology & Management, Inc. accompanied me on June 4, 2018 at 9:00am for a site visit to the Isle of Palms Marina.**

---

**Signature of Brian Berrigan**



---

**Signature of Proposer**



**Kirby Marshall, Applied Technology & Management, Inc.**

**NOTE: This sheet must be turned in with the Proposer's proposal to the City.**





## B. FIRM'S WORK HISTORY & REFERENCES



Response to  
**CITY OF ISLE OF PALMS, SC**  
**REQUEST FOR PROPOSALS**  
**RFP No. 2018-01**

**ENGINEERING, DESIGN AND PERMITTING FOR**  
**ISLE OF PALMS MARINA DOCKS REHABILITATION**

**B – FIRM’S WORK HISTORY & REFERENCES**

**About ATM**

**Applied Technology & Management (ATM)** has more than 30 years of experience in providing *marine, coastal, environmental, civil, and water resources engineering services* to both public and private clients. Our staff includes **21 Registered Professional Engineers, Professional Ecologists, Geologists, Environmental Scientists, Marina Specialists, Land Planner, Modelers, CAD and GIS Technicians, and a Professional Surveyor/Mapper.** Our services are grouped into five principal disciplines:

- ❖ Marina & Waterfront Development
- ❖ Specialized Civil/Environmental Engineering
- ❖ Coastal Engineering
- ❖ Environmental Sciences
- ❖ Water Resources

Our approach to every project focuses on minimization of impacts to environmental resources, implementation of recognized and advanced industry standards in design and construction techniques, and specific attention to scheduling and cost controls.

**ATM engineers have planned, permitted, and/or designed over 800 public and private marina and waterfront facilities throughout the U.S. and abroad.** Many of these projects included marina assessment, redevelopment planning, regulatory permitting, engineering design, and construction phase services. This direct, relevant experience will prove exceptionally valuable on the Isle of Palms Marina Docks Rehabilitation project.

ATM has maintained an office in Charleston area for more than 30 years, and we pride ourselves on being an integral part of our local community. We are intimately aware of the specific market, regulatory and operational factors that affect marina facilities in our area. Our Mount Pleasant office hosts multiple, licensed professional marine/coastal engineers and planners who specialize in marina planning, permitting, bidding, and construction practices. This wealth of experience in our local office, coupled with our substantial knowledge of this project site, make ATM the team best suited to provide the City highly efficient, expert service on this project.

**Why Choose ATM**

<i>ATM’s Desire to Work with the City Again &amp; Deliver a Project of the Finest Quality</i>	<i>100% Local Team of Highly Skilled Recreational Marina Experts</i>
<i>Unparalleled Marina Assessment, Planning, Permitting, Design &amp; Construction Expertise</i>	<i>Exceptional, Recent Work History at the Project Site</i>
<i>Our Commitment to Support the City’s <b>CURRENT</b> Vision for this Project</i>	<i>Strong Financial Analysis Experience That Will Help the City Develop Cost-Efficient Phasing Plans for Proposed Improvements</i>
<i>Exceptional Understanding &amp; Experience with the BIG Program</i>	<i>Familiarity with Our Quality Work &amp; Staff</i>



Selected project work history and references are proudly provided below.

### Mount Pleasant Memorial Waterfront Park Phase II, Mount Pleasant, South Carolina

**Reference:** Ms. Katherine Hendricks - Former Assistant Town Administrator and Project Manager  
207.522.1213

#### Services Rendered

- Stakeholder Meetings
- Bathymetric Survey
- Construction Cost Estimating
- Dive Inspection
- Regulatory Permitting (OCRM/USACE)
- Coastal Conditions (Wind/Wave) Analysis
- Conceptual Marine/Launch Planning
- Grant Funding Summary
- Boating Infrastructure Grant (BIG) Application
- Engineering Design

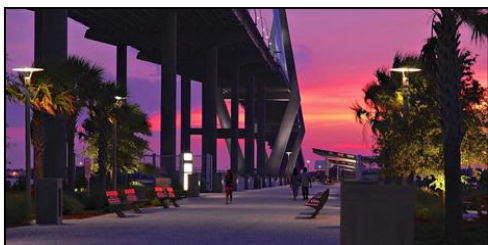
#### Project Summary

As part of a multi-disciplinary team led by Johnson, Laschober, and Associates, ATM was engaged to provide consulting services related to analyzing and developing water access at Mount Pleasant Memorial Waterfront Park. Our efforts included a combined analysis of physical investigation and assessment of feedback from key stakeholders.

The Town was specifically interested in assessing the potential for non-motorized vessel access at the park. To gather the necessary data, ATM interviewed several kayak tour operators and professionals in the area to review site conditions and potential launch/access/storage scenarios.

Providing access to the park for larger vessels was also a project priority. To this end, our team closely studied site bathymetry and exposure to determine the potential viability of dockage at the site.

The result of our analyses was a water-side master plan for the park that integrated a new, public fishing pier, protected berthing for approximately 10 vessels, a water taxi and Town law enforcement watercraft.



ATM also compiled and submitted a \$1.2M BIG application on the Town's behalf to help fund waterside improvements which was funded in the spring of 2016. This represents one of the largest grants that the Town of Mount Pleasant has ever received for any infrastructure project.

ATM was subsequently engaged to provide regulatory permitting services for the proposed pier expansion and marina development. Regulatory permits through both state (OCRM) and federal (USACE) agencies have been received.

Our team also developed detailed hydrodynamic loading for fixed pier elements and generated plans and performance specifications for floating docks, anchorage, and gangways.

### Charleston City Marina, Charleston, South Carolina

**Reference:** Mr. Robert Freeman  
843.577.7702  
rfreeman@megadock.us



*Named Marina Dock Age 2005 Marina of the Year  
Recipient of PIANC's Jack Nichol Award 2009 for  
outstanding marina design*



#### Services Rendered

- Conditions Assessments
- Financial Performance Modeling
- Complete Redevelopment Services
- Grant Funding Assistance
- Dredge, Disposal & Sedimentation Study
- Engineering Design & Bid Documents
- Construction Contract Administration/Owner's Representative Services
- Operations & Maintenance Plan
- Market Studies
- Economic & Investment Strategies
- Regulatory Permitting
- Fuel System Replacement Consulting
- Continuing Consulting Services

#### Project Summary

ATM began working with The City Marina Company in 1994 as the City of Charleston was privatizing the 30-year-old municipal marina located in the heart of historic Charleston. Detailed economic and investment strategies were developed and were subsequently followed by several years of phased improvements and expansions to the facility. We provided a full range of consulting services, including extensive regulatory permitting and complete redesign and reconstruction of the marina's infrastructure and docking facilities. Subsequent improvements

included the addition of a 1,000-foot-long transient "MegaDock" and high speed fueling stations specifically designed to capture the largest boats passing through Charleston's historic seaport.



The City Marina is a key component of Charleston's overall downtown redevelopment plan and serves as an anchor for the upland, providing easy access to everything historic Downtown Charleston has to offer. Serving as the primary entry into the city for all transient boaters, the marina also offers charter services, tour boats, restaurants, and a full-service ship's store.

ATM continues to provide consulting services on a regular basis to the City Marina and recently achieved regulatory approvals for expansion and reconfiguration of the facility's docks. The work includes relocation and expansion of the "MegaDock", addition of 120 dedicated slips, and the relocation of 20 slips. The proposed reconfiguration impacts both a USACE designated navigation channel as well as a mooring field that is managed by the United States Coast Guard (USCG). ATM has led the City Marina through these myriad issues and continues to maintain close coordination with South Carolina Department of Health and Environmental Control, USACE and various other federal, state and local entities (USCG, South Carolina Department of Transportation, etc.) on the project.

**Megadock project budget:** \$2,967,798  
**Final project cost:** \$3,066,599.44  
**Delta from budget:** 3.3% -- **ALL OWNER REQUESTED CHANGES**

**Cooper River Marina Expansion, North Charleston, South Carolina**

**Reference:** Mr. Bruce Wright, Sr. Project Manager  
Charleston County Park & Recreation Commission  
843.343.4756  
bwright@ccprc.com

**Services Rendered**

- Planning & Feasibility Study
- Alternatives Assessment
- Environmental Assessment
- Regulatory Permitting
- Dock Supplier Pre-Qualification
- Engineering Design & Construction Documents
- Bidding
- Construction Contract Administration
- Detailed Condition Assessment & Life Cycle Cost Analysis



**Project Summary**

The Charleston County Park and Recreation Commission (PRC) was awarded funding assistance through the U.S. Fish and Wildlife Service BIG Program to expand the Cooper River Marina to accommodate transient boaters. The approach to the facility expansion underwent several changes and ATM developed conceptual plans and budgets for each as the PRC evaluated the options.

Our team developed the regulatory permit applications and successfully guided the PRC through the complex approval process. After the PRC's share of the project funding was secured, ATM completed the engineering design and bidding of the expansion. Because PRC's procurement policies required acceptance of the lowest bid, ATM and PRC developed a supplier pre-qualification process for floating dock and attenuator manufacturers to ensure that the new docks were capable of withstanding exposure at the site.



Following the pre-qualification process, we developed engineered bid documents and assisted the PRC with the bidding process. ATM also provided construction contract administration services for the project.

In 2017, we were awarded a follow up contract to conduct a detailed condition assessment of the interior marina docks and utilities and to develop a range of repair/replacement alternatives for County consideration. This included a detailed costing and life cycle analysis.

**Green Pond Landing Event Center, Lake Hartwell, South Carolina**

**Reference:** Mr. Matthew Schell, Parks Department Manager  
864.231.7275 (O) 864.760.5948 (C)  
mschell@andersoncountysc.org

**Services Rendered**

- Site Assessment
- Boat Ramp, Parking & Tournament Facility Planning
- Engineering Design
- Regulatory Permitting
- Project Bidding
- Construction Administration Services



**Project Summary**

ATM provided comprehensive consulting services related to the development of a six-lane mega ramp and bass tournament facility on Lake Hartwell.

To capitalize on the popularity of competitive bass fishing in the region and provide improved access to local boaters Anderson County set out to develop the preeminent boat ramp and fishing tournament facility on Lake Hartwell.

ATM provided specialized facility planning, including boat ramp access, orientation, trailer parking, and tournament facility flow analysis. A key element of project planning also included consideration of highly variable site topography and the need for proper ADA access to all aspects of the project.

At Green Pond Landing, our team also guided the initial regulatory permitting effort for the boat ramp and floating docks through the U.S. Army Corps of Engineers (USACE). The first phase of the project was completed in 2015 and hosted that year's Bassmaster Classic. The event resulted in a \$20M+ economic impact to the Anderson/Greenville area.

Due to the success of this tournament, and subsequent events at the site, ATM was re-engaged by the County in 2017 to provide guidance for phased facility expansion. we led the necessary regulatory permitting process through the USACE, conducted a detailed facility expansion planning assessment, developed detailed budgets for project improvements and phasing, facilitated grant funding efforts, developed the engineering design for floating dock, anchorage, shoreline stabilization, and related improvements. We also led the project bidding process and diligently oversaw the construction of the project. The project was completed within an exceptionally tight development window, just in time for the 2018 Bassmaster Classic which returned to the site in March of 2018. The event was a tremendous success and was the most attended "Superbowl of Bass Fishing" in the history of the tournament.

The project has been nominated for an Outstanding Project Award through SOBA, the States Organization for Boating Access.

**Original budget:** \$1,000,000

**Actual cost:** \$985,855



**Atlantic Marina Holdings – Multiple Marina Projects, Charleston South Carolina**

**Reference:** Mr. Bruce Wallace, General Manager  
843.200.6764  
bw@atlanticmarinaholdings.com

**Services Rendered**

- *Ashley Marina*
  - Existing Conditions Assessment
  - Repair/Replacement Alternatives Analysis
  - Detailed Costing & Reserve Fund Analysis
  - Tier 1 & Tier 2 BIG Applications
- *Shem Creek Marina*
  - Conditions Assessment
  - Floating Dock Permitting
- *Ripley Light Drystack*
  - Conditions Assessment
  - Maintenance/Repair Costing
- *NE FL Marina (confidential)*
  - Detailed Conditions Assessment
  - Maintenance/Repair Costing
- *Tampa Harbor Marina*
  - Due Diligence Conditions Assessment

**Project Summary**

ATM has worked on several recent projects for Atlantic Marina Holdings, LLC (AMH) that are similar in scope to that proposed in this RFP. AMH owns and/or operates multiple marina facilities throughout Charleston and the SE US. We have been engaged with AMH numerous times as a marina consultant to provide a variety of services.

**Ashley Marina** - The Ashley Marina Homeowners' Association and AMH needed assistance to determine the remaining useful life of their floating dock system and related marina infrastructure so that they could execute needed repairs and budget for the replacement of their floating dock system. ATM conducted a detailed condition assessment of floating dock and marina infrastructure and developed a detailed repair/replacement cost summary for Owner consideration. We also conducted a financial analysis to inform the Owner as to required funding contributions necessary to realize dock replacement at the appropriate time.

In addition, ATM worked with AMH and their partners to procure funding for fuel system upgrades through a Tier 1 BIG. We also procured project funding for a proposed expansion of the marina through a Tier 2 BIG.

**Shem Creek Marina & Ripley Light Drystack** – ATM was contracted by AMH to conduct conditions assessments of these two marina/drystack facilities in the Charleston, SC area. The drystack racks and floating docks were assessed to determine current conditions and to identify deferred maintenance/replacement requirements. Costs were estimated for the proposed repairs/maintenance/replacement.

Our team also assisted AMH with the procurement of regulatory permits for a floating dock at the Shem Creek Marina. This permitting process required close coordination with neighboring property Owners and regulatory officials at OCRM and the USACE-Charleston District.

In addition to our multiple projects in Charleston, ATM recently conducted a due diligence inspection on a marina and drystack facility in Tampa, FL and previously on a similar project in NE FL. These included detailed inspections of the facilities, estimated remaining useful life determinations, and estimation of repair/replacement costs.





## C. PROJECT TEAM



Response to  
**CITY OF ISLE OF PALMS, SC**  
**REQUEST FOR PROPOSALS**  
**RFP No. 2018-01**

**ENGINEERING, DESIGN AND PERMITTING FOR**  
**ISLE OF PALMS MARINA DOCKS REHABILITATION**

**C – PROJECT TEAM**

**Applied Technology & Management's (ATM's)** highly qualified professionals proposed to serve the City of Isle of Palms for this contract are exceptionally skilled in marina repair/redevelopment, and exceptionally well-suited to this assignment. Both *Mr. Marshall and Mr. Davis were actively involved in ATM's recent work at the City's marina* as well. Below is a summary of their skills relevant to the scope of work outlines in this solicitation.



**Kirby Marshall, MBA – Project Manager:** Mr. Marshall would serve as the project manager and primary point of contact for the City for this effort. He has an exceptional range of knowledge in marina assessment, planning, permitting, and redevelopment projects. Mr. Marshall currently serves as Associate Principal for ATM and has worked on a multitude of marina redevelopment projects throughout North America, the Caribbean and beyond, including numerous municipal marina projects.

He has specific experience with BIG-funded projects and serves on a national BIG Task Force. Mr. Marshall has direct, recent experience in the Charleston area with the regulatory permitting of marina facilities similar to the Isle of Palms Marina. This includes close work with the USACE-Charleston District and SCDHEC-OCRM. Furthermore, he has previously spoken with both agencies about this specific project during our previous project work and is familiar with the regulatory climate on Morgan Creek through ATM's ongoing work at the neighboring Dewees Marina.

Mr. Marshall also routinely leads projects through the design, bidding and construction phases and is keenly aware of the challenges and opportunities at each of these project stages. This experience includes substantial recent municipal marine work.

His marina construction experience and financial background enable him to generate and communicate detailed and accurate project budgets and phasing plans to his clients. This has translated into substantial project success for numerous recreational marina clients and would yield exceptional value to the City of Isle of Palms on this project.

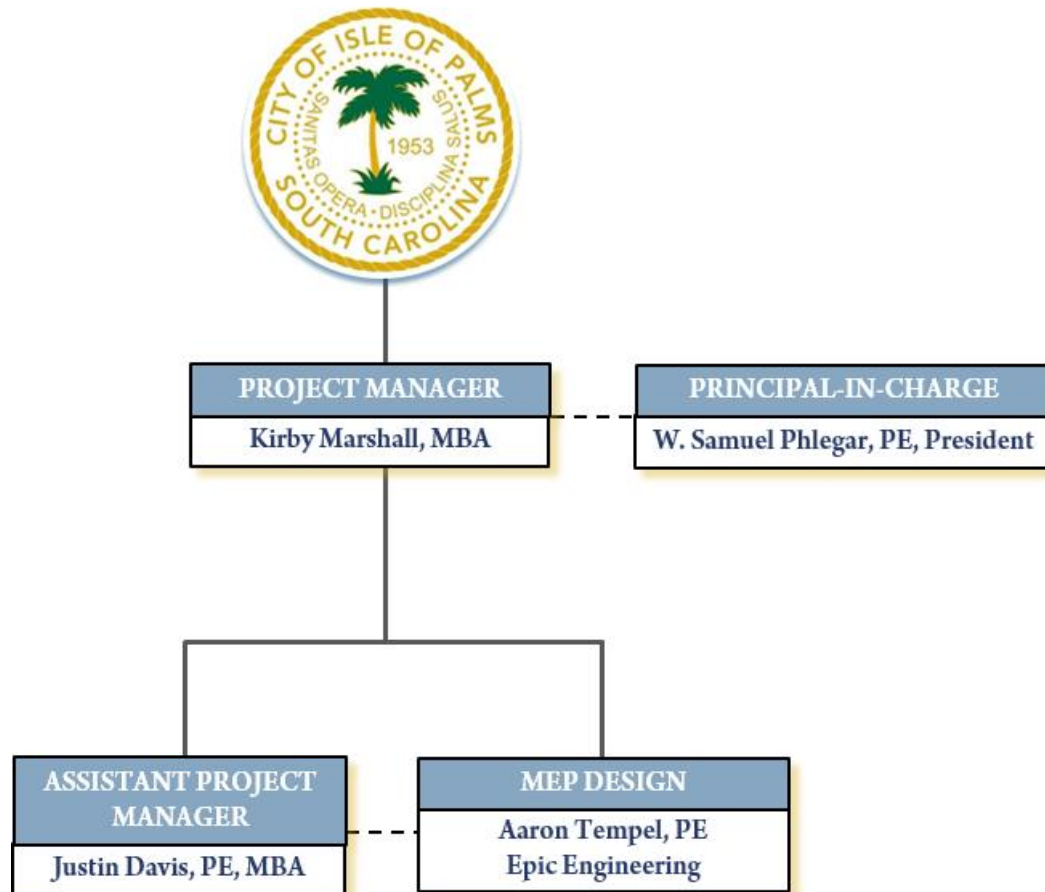
**Justin Davis, PE, MBA – Assistant Project Manager:** Mr. Davis is skilled in the evaluation of all aspects of marina facility planning, design and development. He regularly utilizes his civil engineering and construction background to evaluate existing marina and waterfront structures from an engineering perspective. Additionally, he has established himself as a leading marina permitting specialist, with extensive permitting experience in South Carolina and the Charleston area.

He has served as project manager on several relevant projects over the past few years including the redevelopment of the Gratwick Park Marina for the City of North Tonawanda, NY; the Redevelopment Planning of the Port of Québec Marina, QC; and condition assessment, expansion planning, regulatory permitting, grant funding, and marina design for the expansion of the Charleston City Marina.

While Mr. Marshall and Mr. Davis are eager and fully capable of providing exceptional support to the City on this project, we also have additional staff members in our Mount Pleasant, SC office capable of providing “on call” support if/when needed. This staff includes multiple, licensed, masters-level coastal engineers with deep resumes of recreational marina work.

***Resumes summarizing select relevant project experience for Mr. Marshall and Mr. Davis are included at the end of this section***

### Project Team Organizational Chart





Mr. Marshall has an exceptional range of experience in waterfront feasibility, planning and development projects. He currently serves as an Associate Principal for ATM with duties including business development and project procurement, feasibility, facility assessment, planning, market studies, financial modeling, cost estimating, scheduling, regulatory permitting, design, bidding, construction management, owner's representative services, and overall project management.

- Isle of Palms Marina Redevelopment Master Planning, SC: Led comprehensive redevelopment master planning effort for proposed renovation of municipal marina. Work included organizing and moderating stakeholder meetings; developing, monitoring, updating project website; leading detailed facility condition assessment, detailed marina market analysis, detailed parking and traffic assessment, and regulatory and engineering assessment; redevelopment of master planning efforts; and developing economic projections for proposed improvements. Include multiple public presentations and detailed coordination with site tenants and City officials. Development of successful Tier 1 BIG application was done in 2017.
- Mount Pleasant Memorial Waterfront Park - Assessment, Planning, Grant Funding, Permitting, Design, Mount Pleasant, SC
- Dewees Marina - Assessment, Planning, Permitting, Isle of Palms, SC
- Seabreeze Marina - Marina Planning, Permitting, Charleston, SC
- Carolina Yacht Club Expansion, Assessment, Planning, Design, Bidding, Construction Administration, Charleston, SC
- Charleston City Marina Megadock – Planning, Construction Administration, Charleston, SC
- Daniel Island Marina – Planning, Financial Analysis, Charleston, SC
- Ashley Marina – Condition Assessment, Reserve Fund Analysis for Facility Replacement, Charleston, SC
- Bristol Marina – Planning, Construction Management, Charleston, SC
- Town of Hilton Head Island Rowing and Sailing Center - Planning, Permitting, Design, Construction Administration, Hilton Head Island, SC
- Green Pond Landing Event Center - Assessment, Planning, Permitting, Design, Construction Administration, Lake Hartwell, SC
- RiverLights Marina – Assessment, Planning, Financial Analysis, Design, Bidding, Construction Administration, NC
- Burlington Harbor Marina - Assessment, Planning, Grant Funding, Permitting, Design, Construction Administration, VT
- Okee-Tantie Campground and Marina Redevelopment - Assessment, Planning, Financial Analysis, FL
- Palm Cove Marina Expansion - Assessment, Planning, Permitting, FL
- Bay Bridge Marina Redevelopment - Assessment, Planning, Permitting, Design, Bidding, Construction Administration, MD
- The Landings Marinas– Condition Assessment, Planning, Financial Analysis, GA
- Cypress Landing Marina – Condition Assessment, Planning, Financial Analysis, Permitting, Design, Construction Administration, NC
- Lockett Marina - Assessment, Planning, Permitting, Design, TN
- Rodney Bay Marina - Redevelopment Assessment, Planning, Permitting, Design, Bidding, Construction Administration, St. Lucia
- Town of Clayton NY Marina - Assessment, Planning, Grant Funding, Permitting, Design, Construction Administration, NY
- Yacht Haven Grande Marina - Redevelopment Assessment, Planning, Design, Construction Administration, St. Thomas, USVI
- City of Long Beach Harbor - Redevelopment Planning, MS
- 58 Fore Street Marina – Marina Feasibility, Planning, Grant Funding, Permitting, Design, ME



Mr. Davis specializes in domestic and international marina and waterfront development projects. His specific experience includes project management, site assessments, due diligence inspection, project feasibility analysis, market analysis, marina layout and design, operational assessments, cost estimating, pro forma financial modeling, regulatory permitting, contract bidding/negotiation/review, and construction administration, inspection, and oversight. He has specific, unique experience with municipal marina facility feasibility, assessment, planning, design, and construction.

- Cooper River Marina Conditions Assessment - Assessment, repair /replacement alternatives, detailed cost estimates, North Charleston, SC
- City Marina Expansion - Construction Bid documents, permitting, Construction Administration, Charleston, SC
- St. Maarten Post - Hurricane Assessment of Marine Infrastructure, St. Maartin
- Kiawah River Community Dock - Detailed Design, Construction Administration, Johns Island, SC
- Bohicket Marina - Water Quality Modeling, Permitting, Boating Infrastructure Grant Application, Johns Island, SC
- South Carolina Ports Authority - Marine Permitting, Planning, Charleston, SC
- Golden Isles Marina - Post-Hurricane Assessment, St. Simons Island, GA
- Isle of Palms Marina Redevelopment - Master planning assistance, Isle of Palms, SC
- Isle of Palms Dock Permitting, Isle of Palms, SC
- Kiawah River Plantation – Permitting, Site and Bathymetric Surveying, Johns Island, SC
- Charleston City Marina - Seawall Inspection, Evaluation, Repair/Replacement Alternatives Analysis, Charleston, SC
- Friday Harbour Marina - Planning, Development, Construction Administration, Ontario, Canada:
- Shem Creek - Dock Permitting, Mount Pleasant, SC:
- Brown Road Floating Fishing Dock – Permitting, Construction Administration, Anderson County, SC
- Old Towne Creek Pier Replacement – Design, Permitting, Charleston, SC
- Pleasant Harbour Due Diligence - Conditions Evaluation, Pro Forma Modeling Lake Pleasant, AZ
- Gratwick Park Marina Redevelopment Program - Engineering Evaluation, Planning, Financial Analysis North Tonawanda, NY:
- Charleston City Marina – Permitting, Boating Infrastructure Grant, Charleston, SC
- O’Heare Pointe - Site and Feasibility Analysis, Planning, Conceptual Design. SC
- Lakewilde Plantation - Site Assessment, Access Alternatives, Permitting, Elloree, SC
- Charleston Harbor Pilots - Permitting, SC
- Dubai Marina - Damage Assessment, Dubai, UAE
- Christophe Harbour Phase 1 Marina Development - Project Design, Bidding, Negotiations, Construction Oversight, St. Kitts
- Port of Québec Marina - Marina Redevelopment/Expansion Assessment, Québec, Canada





## D. SUB CONSULTANTS / CONTRACTORS



Response to  
**CITY OF ISLE OF PALMS, SC**  
**REQUEST FOR PROPOSALS**  
**RFP No. 2018-01**

**ENGINEERING, DESIGN AND PERMITTING FOR**  
**ISLE OF PALMS MARINA DOCKS REHABILITATION**

**D – SUB CONSULTANTS/CONTRACTORS**

**Applied Technology & Management, Inc. (ATM)** has brought together a team of highly qualified professionals to address the specific needs of the City of Isle of Palms based on the services outlined in this solicitation.

For this project, we have again included Epic Engineering of Charleston as our teaming partner.



EPIC is a mechanical and electrical engineering firm with over 23 years of consulting experience on industrial, commercial and municipal clients. The company originally specialized in the design of electrical power, instrument and control (EPIC) projects for industrial clients, and have since evolved into a full-service firm providing HVAC, Plumbing, Fire Protection, Fire Alarm, Fuel System, and Electrical design services for a variety of residential, commercial, industrial, and governmental clients.

*EPIC has become an industry leader and respected consultant in the design of highly specialized marina utility systems. ATM has utilized EPIC as a sub-consultant on projects throughout the United States and abroad to evaluate existing utility systems, identify utility requirements, and design all manner of marina and upland utilities, including fuel, electrical, potable water, marine pumpout, fire standpipe, and other specialized items.* We have several, ongoing marina assessment, design and construction projects with Epic currently. **They were also part of our team for our recent work at the Isle of Palms Marina and are exceptionally familiar with the on-site infrastructure.**

EPIC is based in Charleston and their staff is comprised of eight employees including two registered electrical engineers, two electrical technicians, one registered mechanical engineer, one mechanical technician and two AutoCAD Technicians. They also employ on a part-time basis one registered mechanical engineer, one electrical engineer, and one AutoCAD technician as required. The Owner and Principal Engineer of Epic is also an Isle of Palms resident and avid boater.



## E. PRICE QUOTES





Response to  
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**RFP No. 2018-01**

**ENGINEERING, DESIGN AND PERMITTING FOR**  
**ISLE OF PALMS MARINA DOCKS REHABILITATION**

**E – PRICE QUOTE FOR EACH SCOPE OF WORK**

**Task 1 –Preliminary Prioritization and Phasing Plan**

Under this task, ATM will call upon our extensive experience and intimate knowledge of the site gained through previous efforts to develop a preliminary Prioritization and Phasing Plan. This plan will be critical to inform the current planning/permitting effort and will serve as a basis for discussions with the City (Task 2). ATM is exceptionally well positioned to assist the City in this regard given our previous inspection of the marina infrastructure and general experience with the marina redevelopment efforts.

ATM's scope under this task will include:

- Discuss conditions and recent repairs with marina manager
- Prioritize specific dock areas/elements to be repaired or replaced
- Develop a preliminary prioritization and phasing plan
- Develop preliminary cost estimate based on preliminary prioritization and phasing plan

*The deliverable for this task will be a single Prioritization and Phasing Plan and associated preliminary cost estimate to facilitate discussions with the City.*

**Task 2 – Collaboration and Plan Refinement**

ATM recognizes the importance of collaboration with the City and other stakeholders to ensure that the specific needs and goals for the project are well-understood, budget constraints are clear, and to guide ATM's efforts on the project.

**Task 2.1 – Collaboration with City Staff**

Upon completion of Task 1, ATM will host/lead a collaboration meeting with City staff (**Staff Meeting No. 1**). This meeting is assumed to last ½ day and may be held onsite, at the City's offices, or at ATM's offices. Key topics of conversation may include, but are not necessarily limited to:

- Define and prioritize the City's goals for the current efforts and overall marina redevelopment
- Review and discuss the Preliminary Prioritization and Phasing Plan developed in Task 1
- Discuss permitting process and strategy
- Discuss budgetary factors and limitations
- Discuss project phasing within the context of permitting, design, and budgetary constraints
- Review anticipated project timeline/schedule including phasing considerations
- Discuss Boating Infrastructure Grant (BIG) obligations, requirements, and timeline

*Upon completion of the meeting, ATM will develop detailed minutes for distribution to the project team.*

**Task 2.2 – Repair/Replacement Plan Refinement**

Under this task, ATM will develop a more detailed plan for the dock repair and/or replacement based on staff input (Task 2.1). This plan will serve as the "road map" for the dock repair/replacement and permitting

efforts. It will also facilitate discussions with regulatory officials (Task 3). We will utilize the survey and base maps developed in our previous efforts to streamline the development of this refined plan.

The plan will consider:

- Current conditions and repair/replacement recommendations
- City goals and constraints
- Repair/Replacement prioritization and phasing
- Modifications to dock layout(s) required to achieve ADA access compliance
- Other modifications deemed necessary by the City

The preliminary cost estimate developed previously (Task 1) will also be refined based on the updated plan.

*Note: It is **clearly** understood from the RFP that the docks will remain in the same general configuration/arrangement as the existing docks but that minor modifications to facilitate access or other critical project components may be required.*

*The deliverable for this sub-task will be refined phasing plan suitable for presentation to project stakeholders and to facilitate discussions with regulatory officials (Task 3) along with associated cost estimates.*

### Task 2.3 – Plan Presentation

Once the plans have been developed and refined as discussed in previous tasks, they will be presented for review and discussion to various City entities, including:

- **Real Property Committee (Real Property Committee Meeting No. 1)**
- **Ways and Means Committee**
- **City Council**

*There is no specific deliverable associated with this sub-task except for the plan itself and associated cost estimate.*

## Task 3 – Permit Application Development and Submittal

### Task 3.1 - Pre-application Meetings

ATM will utilize the plans developed in Task 2 to facilitate pre-application meetings with representatives from the South Carolina Department of Health and Environmental Control - Office of Ocean and Coastal Resource Management (OCRM) and the US Army Corps of Engineers (USACE). Specifically, ATM will complete and submit a Pre-application Request form and supporting information as required by the USACE. This same information will be used to facilitate a pre-application meeting with OCRM as well.

The goal of these pre-application meetings will be to describe the basic scope of work and identify any “red flags” that the Agencies may have regarding the permitting of the improvements. We will explore whether the proposed scope of work may be accomplished via a repair/maintenance authorization as opposed to a new individual permit\* and will identify any other information that may be required by the Agencies.

\* *Prior to submittal of this response to the City’s RFP, ATM contacted OCRM regarding anticipated permitting requirements associated with the dock repair/replacement. They indicated that the specific scope of work,*

*changes to dock configuration, etc. will determine whether an individual permit will be required or if the work can be approved via a repair/maintenance authorization.*

*Based upon the anticipated scope of work that will be required, ATM has assumed that an individual permit will be required. Should the agencies determine that the work may be accomplished under a more simplified repair/maintenance authorization, ATM's scope and fee can be adjusted accordingly at that time.*

ATM will coordinate meeting dates and times with the City, should representative(s) desire to attend these meetings.

*The deliverables for this task will include: Pre-application form and associated required documentation and figures; meeting minutes from pre-application meetings with each agency.*

### **Task 3.2 - Joint Permit Application Preparation & Submittal**

*Note: Regardless of project phasing identified in previous tasks, ATM recommends that the entire scope of repair/replacement throughout the marina (i.e. – all docks) be covered under a single permitting effort. This is preferred by the agencies and will afford the City flexibility to address dock repair/replacement phases as funding becomes available and/or specific needs arise.*

Upon completion of the pre-application meetings, ATM will compile and submit a joint permit application to the USACE and OCRM for the proposed improvements. This shall include but not be limited to the following specific elements:

- Drawings prepared to state and federal processing guidelines, signed/sealed by a South Carolina Professional Engineer including:
  - Project location map
  - Existing conditions
  - Proposed improvements (plan view)
  - Typical sections and details
- Application form with supporting information and documentation
- Project description
- Coastal zone management form and agent authorization
- Affidavit of Ownership or Control and associated documentation (deed, right to purchase, etc.). ATM will provide the form to the City. The City will be responsible for providing ATM with an executed copy of the form along with all required supporting documentation and the permit fee.
- Updated Operations and Maintenance (O&M) Manual\*
- Present and discuss permit application package with City Staff (**Staff Meeting No. 2**)
- Present and discuss permit application package with Real Property Committee (**Real Property Meeting No. 2**)
- Coordination of public notice: Once the application is received and deemed administratively complete, the project will be put on public notice and must be advertised in a locally distributed newspaper (e.g. – the Post & Courier). ATM will develop appropriate language for the public notice and coordinate with the Post and Courier to have the ad published.

\* *The permit application process will require that the O&M manual for the facility be updated. It is assumed that the O&M manual for the existing facility will be made available in MS Word or another editable format.*



*The deliverable for this task will include a single, comprehensive permit application package for submittal to the USACE and SCDHEC-OCRM.*

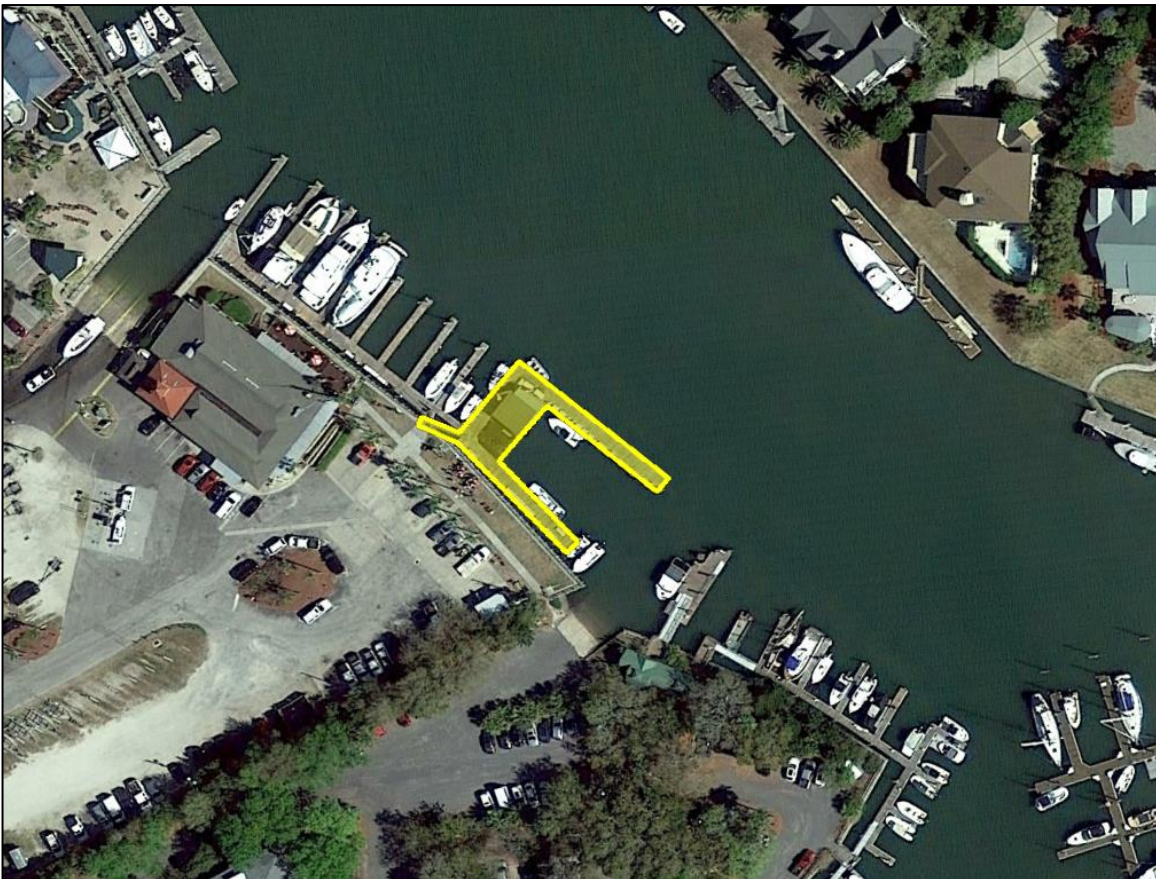
**Notes:**

- *It is assumed that appropriate signatures, proof of ownership/control, plats, permit application fee(s), etc. will be provided by the City.*
- *Detailed design is not included herein. Permit drawings will not be suitable for construction.*
- *This scope does not include any additional studies or services that may be required by the agencies beyond the original application. Once the public notice period for the permit has expired, the agencies will typically send out a summary of received comments and/or any additional information requirements that they may have. Since it is impossible to determine the level of effort that may be required, ATM will be pleased to coordinate with the City to develop specific scope/fee requirements for any such efforts.*

## **Task 4 - Plans, Specifications, and Bid Documents (Alternative No. 1)**

### **Scope Assumptions**

Based upon our previous inspection efforts, the timeline for the BIG funding that was awarded to the marina, and discussions with the marina manager, we anticipate that the replacement of the fuel dock at the subject marina will be the highest priority. Therefore; for the purposes of this proposal we have assumed that the initial design, bidding and construction efforts will include only the gangway, floating docks and utilities on the fuel dock highlighted below.



#### Task 4.1 - Design Development

Under this task, ATM (in conjunction with our sub-consultant, EPIC Engineering), will develop detailed designs and specifications for key project elements. These will generally include:

- Dimensional layout(s) of the docks, fuel hut, etc. suitable for project bidding
- Detailed design plans and specifications for marine utility systems on the fuel dock:
  - Fuel system – It is assumed that the upland tanks and upland piping design will be completed by others. ATM's scope of services includes only development of design plans from the landward end of the gangway to the dispenser(s) on the docks
  - Sewage pumpout – It is assumed that the pumpout system will connect to the existing upland sewage system. ATM's scope of services includes only the design of the system from the upland sewage connection to the pumpout unit on the dock
  - Fire standpipe – Based upon recent experience and National Fire Protection Association standards, it is assumed that a fire suppression standpipe system will be required and that this system will only be required on the dock being replaced (i.e. – the fuel dock). *Note: This item may be removed or modified based on direction/negotiations with City Fire Department officials.*
  - Electrical service to slip pedestals and fuel hut building
  - Potable water to slip pedestals
- Gangway technical specifications
- Floating dock technical specifications
  - ATM will utilize readily-available information sources to determine appropriate wind, wave, current, and other design criteria for the floating docks.
  - Design loading will be reviewed with the City as part of the development of the floating dock technical specifications.
- Anchor piling technical specifications
- Basic fuel hut performance specifications suitable for project bidding. *Note: The fuel hut building will be bid under a design/build scenario. No architectural or structural design is included herein.*

*The deliverable for this task will be a comprehensive set of drawings and specifications suitable for project bidding and construction.*

#### Task 4.2 – Bid Package Development

Once the design of the various project components is developed (Task 4.1), ATM will compile a comprehensive bid package for solicitation of competitive bids from qualified marine general contractors and commercial dock suppliers. This package will be developed using AIA, EJCDC, or City-provided form documents to the extent practicable and will include, but not necessarily be limited to, the following primary components:

- Front End Documents
  - Project narrative/invitation to bid
  - Instructions to bidders
  - Bid form/schedule of values
  - Form of contract
  - Insurance and bonding requirements
- Bid drawings (Task 4.1)
- Technical specifications (Task 4.1)

- Technical appendices (geotechnical information\*, permits, etc.)

*\* ATM will develop a Request for Quote (RFQ) document outlining required geotechnical information and will procure competitive quotes from up to three local geotechnical firms for City consideration. It is assumed that the City will contract directly with the selected geotechnical firm for the required geotechnical services.*

All the documents described above will be compiled into a comprehensive set of bid documents suitable for distribution to Contractors and commercial dock suppliers for bidding of the work. Those elements of the package that represent final designs will be signed/sealed by a Professional Engineer registered in the State of SC, as/if required.

*The deliverable for this sub-task will be a comprehensive bid package including drawings, specifications, and front-end documents suitable for bidding of the proposed expansion works.*

#### **Task 4.3 - Project Bidding, Evaluation, and Negotiation**

ATM will utilize the comprehensive bid package developed in Task 4.2 to procure formal, competitive bids for the proposed replacement of the fuel dock. ATM will administer the bidding process on behalf of the City and will act as primary point of contact and liaison between the City and bidders. Specific responsibilities under this task will include:

- Contact regional contractors and dock suppliers to gauge interest in the project and to identify appropriate contact persons for bid package distribution.
- Develop distribution list of qualified bidders and suppliers based upon ATM's experience in the region and industry contacts.
- Coordinate with the City to advertise/distribute bid packages.
- Coordinate and lead a pre-bid meeting with the City, prospective bidders, and suppliers. *It is assumed that this meeting will be held onsite and will be two (2) hours in duration.*
- Review and respond to technical queries (RFIs) during the bidding process. Formal addenda will be developed and issued to bidders as needed. *Limited to eight (8) hours of ATM professional time for proposal purposes.*
- Conduct technical review of received bids.
  - Tabulate bids in MS Excel™ software for ease of comparison
  - Review bids to ensure thoroughness and adherence to bid requirements
  - Review contractor's technical bid submittals for conformance with design intent and criteria*Note: ATM's technical review is not intended to include an exhaustive review of multiple alternates or complex contractual matters.*
- Provide formal recommendation for award to the City regarding contractor selection.
- Provide technical support to the City during negotiations with the selected contractor(s). *Limited to two (2) hours of ATM professional time for proposal purposes.*

*Deliverables:* Pre-bid meeting agenda, pre-bid meeting minutes, addenda, bid tabulation in MS Excel format, summary memorandum of technical review of bids including contractor selection recommendations

### Task 5 - Construction Phase Services (Alternate No. 2)

Upon contractor selection and execution of the construction contract, ATM and our sub-consultants will provide construction-phase services to ensure that the works are being delivered in compliance with contract documents and to aid the City with the administration of the contract.

#### Task 5.1 – Construction Phase Services – 1-month Duration

We anticipate that the construction may be completed in as little as one (1) month and will require, at a minimum, the services outlined below. We have also provided a monthly rate for construction support services under Task 5.2, below, should such be required. Responsibilities during construction will include:

- Coordinate and participate in an onsite pre-construction meeting with the City, marine contractor, sub-contractors, suppliers, etc. *It is assumed the meeting will be held onsite and will last two (2) hours.*
- Facilitate regulatory commencement notification.
- Establish project documentation protocols.
- Review floating dock calculations and shop drawings. This is a critical step to ensure design intent and operational success are met. It is assumed that the design package would be provided in a single, comprehensive package for review.
- Review miscellaneous contractor submittals (schedule, work plan, safety plan, hurricane preparedness plan, etc.).
- Review contractor materials submittals and product certifications.
- Review utilities shop drawings and materials submittals.
- Coordinate and participate in one (1) interim (mid-construction) meeting with the City and the selected Contractor. ATM will develop agendas and minutes for this meeting.
- Conduct inspection of ongoing construction works in conjunction with bi-weekly meetings.
- Review and certify contractor's Application for Payment. ATM will ensure that the pay application properly reflects the work completed, accounts for procured materials stored onsite or elsewhere, and is produced in accordance with the contract requirements.
- Facilitate project close-out.
  - Conduct final punch list inspection of all project components
  - Conduct audit of project documentation and close-out of open items
  - Establish and execute Certificate of Substantial Completion and release of retainage/final payment
  - Facilitate regulatory closeout
  - Facilitate compilation of as-built documents for the City/Project Record. It is assumed that the as-built drawings will be produced by the installing Contractor.

*Deliverables for this task will include: pre-construction agenda and minutes, response to floating dock shop drawing review, responses to contractor submittals, bi-weekly meeting agendas and minutes, punch-list inspection summary and project close-out documentation.*

#### Optional Task 5.2 – Additional Monthly Construction Phase Services

Since the actual duration of construction cannot be clearly defined at this time, ATM proposes to provide construction-phase services on a month-to-month basis should the construction duration exceed one (1) month. Specific duties to be completed each additional month would include:



- Coordinate and participate in two (2) meetings with the City and the selected contractor. ATM will develop agendas and minutes for each meeting.
- Conduct inspection of ongoing construction works in conjunction with bi-weekly meetings
- Review and certify contractor's monthly application for payment(s): ATM will ensure that the pay application(s) properly reflects the work completed, accounts for procured materials stored onsite or elsewhere, and are produced in accordance with the contract requirements.
- Response to contractor's technical inquiries. *Limited to four (4) hours of professional time per month for proposal purposes.*

### Fee Summary

ATM proposes to perform the scope of services outlined herein for the following professional fees:

PROFESSIONAL FEE ESTIMATE SUMMARY	
<b>BASE PROPOSAL</b>	
Task 1 – Preliminary Prioritization and Phasing	\$ 3,000
Task 2 - Collaboration and Plan Refinement	\$ 7,100
Task 3 - Permit Application Development & Submittal	\$12,500
<b>ALTERNATE #1: Construction Bid Procurement Services</b>	
Task 4 - Plans, Specifications, and Bid Documents (Alternative No. 1)	\$39,400
<b>ALTERNATE #2: Construction Administration and Oversight Services*</b>	
Task 5 - Construction Phase Services	\$17,300
* Assumes one (1) month construction duration; additional construction-phase services may be requested at a rate of \$4,000/month.	



## F. SUPPLEMENTAL INFORMATION



Response to  
**CITY OF ISLE OF PALMS, SC**  
**REQUEST FOR PROPOSALS**  
**RFP No. 2018-01**

**ENGINEERING, DESIGN AND PERMITTING FOR**  
**ISLE OF PALMS MARINA DOCKS REHABILITATION**

**F. SUPPLEMENTAL INFORMATION**

**South Carolina Marina Experience**

Since 1984, ATM has been providing comprehensive design, engineering and consulting services to regional marina facilities from our offices in Charleston and Hilton Head Island. Selected South Carolina marina project locations are as follows:

- Harbour Town Yacht Basin, Hilton Head Island
- Windmill Harbor, Hilton Head Island
- Big House Landing, Palmetto Bluff – Bluffton
- Beaufort City Marina, Beaufort
- Lady's Island Marina, Beaufort Co.
- Charleston City Marina, Charleston
- Bristol Marina, Charleston
- Cooper River Marina, North Charleston
- Seabreeze Marina, Charleston
- Charleston Harbor Marina, Mount Pleasant
- Litchfield Marina, Litchfield
- Georgetown Harborwalk Marina, Georgetown
- The Reserve at Lake Keowee, Sunset
- Crickett Cove Marina, Little River
- Grande Dunes Marina, Myrtle Beach
- Port Royal Landing Marina, Port Royal
- St. Johns Yacht Harbor, Johns Island
- Mariners Cove Marina, Little River
- Osprey Marina, Myrtle Beach
- Mount Pleasant Memorial Waterfront Park, Mount Pleasant
- Turtle Bay Marina, Folly Beach
- The Harborage (Ashley Marina), Charleston
- Fountainwalk Marina, Charleston
- Charleston Maritime Center, Charleston
- Ripley Light Marina, Charleston
- Ripley Light Drystack, Charleston
- Shem Creek Marina, Mount Pleasant
- Toler's Cove Marina, Mount Pleasant
- City Boatyard, Huger
- Georgetown Landing Marina, Georgetown
- The Boat Shed, Georgetown
- Osprey Marina, Socastee
- Dock Holidays, Myrtle Beach
- Isle of Palms Marina
- Bloody Point, Daufuskie Island
- Charleston Yacht Club, Charleston
- Kiawah River Plantation, Johns Island
- Carolina Yacht Club, Charleston
- Town of Hilton Head Island Rowing and Sailing Center, Hilton Head
- Shelter Cover Marina, Hilton Head
- South Beach Marina, Hilton Head
- Daufuskie Island Marina, Daufuskie Island
- Edisto Watersports Marina, Edisto Beach
- Bohicket Marina, Seabrook Island



### ATM's Boating Infrastructure Grant Experience

ATM is **THE** consulting industry leader regarding the development of Boating Infrastructure Grant (BIG) projects. Our staff has routinely **obtained on the order of 40% of the available nationwide BIG funds** over the past several years, including the **nearly \$70,000 Tier I BIG award for the Isle of Palms Marina**. We maintain close communication with SCDNR, the agency responsible for administering the BIG program in SC, as well as the USFWS. We have numerous BIG projects underway in SC and other states across the country. **Kirby Marshall, ATM's proposed project manager for this work, is on a national BIG Task Force** and works with members of SCDNR, USFWS, and BIG coordinators from a variety of other states on BIG-program related work. This unparalleled expertise will allow us to help the City maximize the use and flexibility of awarded BIG funding.

ATM has helped  
their clients  
secure over  
**\$18M** in federal  
funding for their  
projects





## Marina and Waterfront Development

### Boating Infrastructure Grant (BIG) Program Experience

Project funding is a crucial element of any development or redevelopment project, and marina/waterfront projects are no exception. There are several unique funding opportunities available specifically for marina/waterfront projects that often can represent a significant source of funding to help projects get off the drawing board and under construction.

One of the most prevalent of these funding sources related specifically to marina/waterfront development is the BIG Program. This program is administered by the U.S. Fish and Wildlife Service and is specifically designed to help eligible candidates “construct, renovate and maintain tie-up facilities with features for transient boaters in vessels 26 feet or more in length.” Over the years, ATM has assisted numerous clients to secure BIG funding. The table below summarizes several of ATM's projects that have received BIG Funding:

Project	Location	Total BIG Funding
Charleston City Marina Mega Dock	Charleston, SC	\$1,329,000
Charleston Maritime Center	Charleston, SC	\$323,750
Cooper River Marina, North Charleston	Charleston, SC	\$928,125
Georgetown Harborwalk Marina (Award #1)	Georgetown, SC	\$328,488
Georgetown Harborwalk Marina (Award #2)	Georgetown, SC	\$234,497
Town of Clayton	Clayton, NY	\$1,100,000
City of North Tonawanda Gratwick Park	North Tonawanda, NY	\$686,919
Fernandina Harbor Marina	Fernandina Beach, FL	\$1,571,500
Titusville Mooring Field	Titusville, FL	\$83,409
Charleston City Marina Transient Docking	Charleston, SC	\$1,496,462
USVI Marina, Island of St. John	USVI	\$1,273,689
St. Johns Yacht harbor	Johns Island, SC	\$983,320
Savannah City Lights Marina	Savannah, GA	\$1,500,000
Bohicket Marina Expansion	John's Island, SC	\$833,120
Port Royal Landing Marina Transient Facilities	Port Royal, SC	\$324,109
58 Fore Street Marina Redevelopment	Portland, ME	\$1,500,000
Palatka Riverfront Park & City Pier	Palatka, FL	\$193,000
Hinckley Yacht Services Transient Docks	Stuart, FL	\$431,287
Mt. Pleasant Memorial Waterfront Park Boating Infrastructure	Mt. Pleasant, SC	\$1,215,076
Renaissance Marina Transient Boater Infrastructure	Daufuskie Island, SC	\$1,500,000
Charleston Harbour Marina Transient Infrastructure Expansion	Charleston, SC	\$358,631
		<b>\$18,194,382</b>



ATM worked with the above clients to secure over \$18 million in federal funding for these projects. The total federal plus local match approximates \$30 million. ATM continued to work with its clients through the design, engineering and construction phases on the vast majority of these projects. Our staff is knowledgeable in the BIG Program's requirements and administration of contracts that have received BIG funding. This experience provides yet another avenue to ensure that our clients' projects are not only conceptualized, but realized.



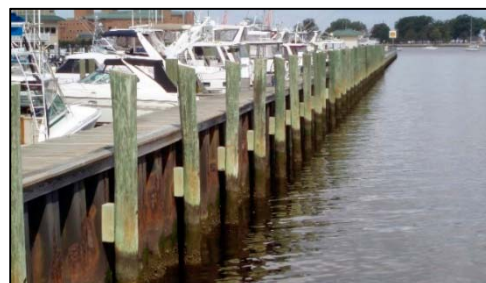


## Marina Due Diligence and Business Audits

ATM has performed countless due diligence and marina facility inspections to determine life cycle and replacement values for key marine components, evaluated whether proper construction and design procedures were followed, and conducted damage assessments. These services have been successfully provided as part of the acquisition of marinas and waterfront properties in different countries. ATM also provides marina business audits, operation audits, marina market analysis, or assessment of environmental liabilities, in order to offer a holistic assessment of a facility.

ATM's valuation process and "due diligence" includes marina evaluations from three principle perspectives: engineering, environmental and business (market and operational). Our due diligence services include detailed assessments of a facility's infrastructure, business and operational practices, market positioning, environmental history and current liabilities, risk assessment, and determination of deferred maintenance and life/safety issues. Through thorough examination of these factors, ATM can determine the "true" value of a marina facility and/or make recommendations for optimizing the value of the assets.

Our specialized marina due diligence and business audit services have been used as part of comprehensive evaluations for investment, acquisition, lending or optimization of the marina business.



### Selected Project Experience

- Palm Cove, FL
- Rarity Point Marina, TN
- Newport Yacht Club and Marina, NJ
- Old Port Cove Marina, FL
- Finest Kind Marina, FL
- Lake Park Marina, NY
- Pleasant Harbor Marina, AZ
- E.D. Holdings (5 Facilities)
- G.E. Capital Real Estate (10 Facilities)
- Cypress Landing, NC
- Galveston Yacht Basin Assessment, TX
- Montauk Yacht Club, NY
- Daniel Island Marina, SC
- The Landings Marinas, GA
- Bay Bridge Marina, MD
- Liberty Landing Marina, NJ
- Old Port Cove South, FL
- Gratwick Park, NY
- Ripley Light Yacht Club, SC
- PGA Marina, FL
- Rivers Edge Marina, SC
- Dataw Island Marina, SC
- Rarity Point Marina, TN
- Miami Beach Marina, FL
- Amelia Island Yacht Basin, FL
- Sealine Marina, FL
- Sailfish Marina, FL
- Island Global Yachting (5 Facilities)
- Nickajack Marina, TN





## Marine Engineering Studies and Design

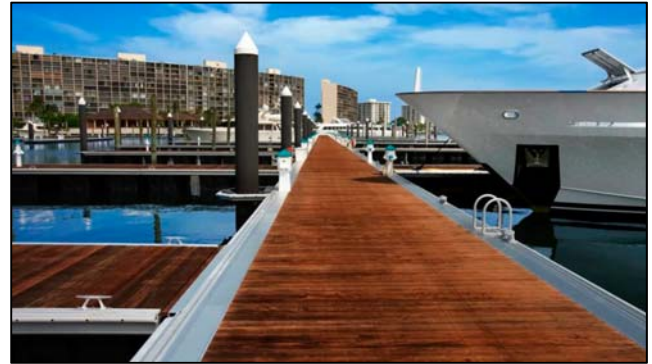
ATM's coastal and structural engineers are experienced in addressing the challenges of marina structures planning and design. Our extensive working knowledge of coastal environments and practical experience gives us a unique understanding of the site-specific needs of coastal structures and their effect on natural systems. We use the most advanced analytical and numerical engineering tools for engineering design that conforms to the highest standards.

Our in-house numerical modeling capabilities of coastal processes, hydraulics and water quality allow us to optimize the design process.

In addition, our experience in environmental sciences and marina business and planning provides valuable insight for a comprehensive marina design, and sets us apart from other firms that only specialize in engineering.

### Selected Project Experience

- Indian River Inlet Marina, DE
- Clayton Marina, NY
- Carolina Yacht Club, SC
- City of Titusville Mooring Field, FL
- Mayport Boat Dock, FL
- Marineland Marina, FL
- Newport Marina, NJ
- Bay Bridge Marina, MD
- Finest Kind Marina, FL
- Daniels Point Marina, NC
- Georgetown Harborwalk Marina, SC
- Old Port Cove Marina, FL
- Gulfport Marina, FL
- 58 Fore Street Marina, FL
- Parkers River Marina, MA
- Charleston City Marina, SC
- Old Port Cove Marina, FL
- Riverlights Marina, NC
- Cypress Landing Marina, NC
- Cooper River Marina, SC
- Sebastian Island Harbor, FL
- Lake Park Marina, FL



- Town of Mount Pleasant Waterfront Park, Ph. II, SC
- Bristol Marina, SC



### ATM's Construction Experience

Though some of the projects listed in the Work History and References section of this response do not include construction work, it does include a plethora of work here in South Carolina. Our Mount Pleasant

*ATM has overseen  
nearly **quarter  
billion dollars** in  
recreational marina  
work in the past  
several years.*

office marina staff is extremely experienced in the marina bidding and construction process. Additionally, we know and work with many of the local (CHS) and regional (SC, SE US) marine contractors on a regular basis. Our team also works regularly with numerous local, regional, national, and international floating dock suppliers throughout the US and beyond. ATM's work history and relationships enable us to deliver marina construction projects efficiently for our clients and help us to generate accurate construction cost estimates that enable our clients to properly budget for their projects.



## Bidding and Construction Services

In recent years, ATM's professionals have assisted our clients with hundreds of millions of dollars in marina construction.

Detailed construction planning/phasing, demolition planning, consideration of ongoing marina operations, project bidding, construction contract negotiation, shop drawing review for design-build contracts, observations of work in progress, pay request approvals, change order management and contractor coordination are all services performed by ATM staff.

Our marina bid documents have been used for projects in the U.S. and throughout the world for the selection of marine contractors, and suppliers of docks and marina utilities. A carefully balanced approach allows maximum participation of all suppliers that meet project needs, with clear rules that encourage fair competition. These bidding documents are set up to seamlessly become contract documents that provide adequate tools to protect the owner's interests.

### Selected Project Experience

- City of Titusville Mooring Field, FL
- Carolina Yacht Club, SC
- Jacksonville Port Authority, FL
- Bay Bridge Marina, MD
- Marineland Marina, FL
- Madeira Beach Municipal Marina, Phase I, FL
- Georgetown Harborwalk Marina, SC
- Old Port Cove Marina, FL
- Charleston City Marina, SC
- Bristol Marina, SC
- Indian River Inlet Marina, DE
- Vilano Boat Basin, FL
- Washington Sailing Marina, VA
- Cypress Landing, NC
- Riverlights Marina, NC
- Beaufort City Marina, SC
- New Port Cover Marina, FL
- Waterways Township Marina, FL





## ATM Marina Construction Phase Services

### Overview of ATM's Marina Construction Experience

In addition to providing leadership for marina projects during the planning, permitting, and design development stages; ATM also provides clients with construction phase services that utilize our years of experience in this highly specialized industry. ATM has provided construction phase services for a wide variety of marina construction projects throughout the United States and abroad, and has overseen the development of more than 4,200 wet slips and over 675 drystack racks in the last decade.

This direct experience with marina project bidding, negotiation, contract administration, and construction inspection coupled with the technical expertise of our professional staff give ATM the unique capacity to assist our clients in moving their projects, efficiently and effectively, from the drawing board to reality.

### ATM Marina Projects Constructed or In Progress

Name of Facility	Location	Wet slips	Drystack Racks	Construction Value (USD)
Indian River Marina, Phase I	Rehoboth Beach, DE	112		\$ 7,800,000
City Marina Mega Dock	Charleston, SC	80		\$ 3,000,000
Bristol Marina	Charleston, SC	192		\$ 2,500,000
Marina at Litchfield Plantation	Pawleys Island, SC	68		\$ 1,000,000
Cypress Landing	Chocowinity, NC	222		\$ 1,700,000
Washington Sailing Marina	Washington, DC	195		\$ 2,200,000
New Port Cove Marina	Riviera Beach, FL	49	304	\$ 2,800,000
Indian River Marina, Phase II	Rehoboth Beach, DE	162		\$ 3,500,000
Indian River Marina, Drystack	Rehoboth Beach, DE		174	\$ 2,200,000
Cooper River Marina Expansion	North Charleston, SC	39		\$ 2,000,000
Yacht Haven (Phase I)	St. Thomas, USVI	45		\$ 16,000,000
Ritz-Carlton Rose Island Marina, Phase 1	Rose Island, Bahamas	300		\$ 30,000,000
Puerto Los Cabos	San Jose del Cabo, Mexico	430	200	\$ 25,000,000
41 North	Newport, RI	25		\$ 1,500,000
Rodney Bay Marina	Gros Islet, St. Lucia	208		\$ 22,000,000
Georgetown Harborwalk	Georgetown, SC	27		\$ 1,400,000
Anchor Marina, Palm Jumeirah	Dubai, UAE	522		\$ 46,000,000
Dubai Festival City Marina	Dubai, UAE	74		\$ 4,000,000
Dubai Marina, Phase III	Dubai, UAE	280		\$ 15,000,000
Jumeirah Beach Hotel Marina	Dubai, UAE	67		\$ 7,000,000
Dubai Maritime Center, Temporary Sales Marina	Dubai, UAE	48		\$ 2,000,000
Old Port Cove North	North Palm Beach, FL	59		\$ 7,000,000
Old Port Cove South	North Palm Beach, FL	144		\$ 15,000,000
Bay Bridge Marina (Phase 1)	Stevensville, MD	69		\$ 2,100,000
Christophe Harbor Marina	Christophe Harbor, St. Kitts	34		\$ 6,200,000
YCCS Virgin Gorda	British Virgin Islands	38		\$ 5,000,000
Bay Bridge Marina (Phase 2)	Stevensville, MD	127		\$ 3,700,000
North Cove Marina	Manhattan, NYC	25		\$ 3,100,000
Marineland Marina (Phase 1)	Marineland, FL	36		\$ 650,000
RiverLights Marina (Phase 1)	Wilmington, NC	10		\$ 381,688
Friday Harbour (Phase 1)	Barrie, ON	300		\$ 6,100,000
Maximo Marina Redevelopment	Tampa, FL	217		\$19,500,000
TOTALS		4,204	678	\$ 266,950,000





**Official Sealed Bid Opening**  
**RFP 2018-01 – Engineering, Design and Permitting for Isle of Palms**  
**Marina Docks Rehabilitation**

2:00 p.m., Monday, June 25, 2018  
Council Chamber of City Hall  
1207 Palm Boulevard, Isle of Palms, South Carolina

Present: Interim City Administrator Desirée Fragoso  
City Clerk Marie Copeland

Interim Administrator Fragoso announced the sealed bid opening of RFP 2018-01 - Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation and stated that the request for proposal was properly noticed in accordance with the City's Procurement Code on the City's website and advertised in *The Post and Courier*.

		Jon, Guerry Taylor & Assoc. Post Office box 1082 Mount Pleasant, SC 29465	SHFR Waterfront Solutions 891 Rutledge Avenue Charleston, SC 29403	ATM 941 Houston Northcutt, #201 Mount Pleasant, SC 29464
<b>Base Proposal</b>				
Task 1 – Rehabilitation Prioritization		\$27,100.	\$ 3,750	\$ 3,000
Task 2 – Phased Dock Rehabilitation			9,750	7,100
Task 3 – Regulatory Permitting		<u>          </u>	<u>7,500</u>	<u>12,500</u>
		27,100	21,000	22,600
<b>Alternate 1</b>				
Task 4 – Plans, Specifications, Bid Documents	Area A-C	32,000	97,000	39,400
	Area D	14,000		
	Area E	<u>14,000</u>		
		60,000	<u>97,000</u>	<u>39,400</u>
<b>Alternate 2</b>				
Task 5 – Construction Administration		<u>20,000</u>	<u>50,000</u>	<u>17,300</u>
<b>TOTAL</b>		<b><u>\$107,100</u></b>	<b><u>\$168,000</u></b>	<b><u>\$79,300</u></b>

Interim Administrator Fragoso stated that the bids will be reviewed for compliance with the RFP and addenda. A recommendation for an award of a contract will be made at the Real Property Committee at its meeting of July 3, 2018, and, assuming approval, the recommendation will be made to the Ways & Means Committee on Tuesday, July 17 and, if approved there, will go before City Council at its meeting at 6:00 p.m., Tuesday, July 24, 2018.

Respectfully submitted:

Marie Copeland  
City Clerk

## City of Isle Palms

### Summary of Bids Received - Marina Dock Rehabilitation RFP

Scope of Work	Jon, Guerry, Taylor & Associates	SHFR Waterfront Solutions	Applied Technology Management
<b>Prioritization and recommendations for repair or replacement</b>	Assess existing docks, utilities and other marina components. Evaluate existing information and develop prioritization repair/replacement plan	Provide opinion on accuracy of Limited Conditions Assessment and remaining useful life of docks. Make recommendations on priorities for repair and/or replacement	Develop a preliminary prioritization and phased plan and cost estimates
	\$ 3,000	\$ 3,750	\$ 3,000
<b>Planning and Design</b>	Develop a phased master-plan for the repair/replacement of docks, gangways, piles, electrical, plumbing, etc.	Develop phased plan for docks and utility systems rehabilitation. SHFR will prepare up to two alternative rehab plans and provide estimated costs for each phase. During planning and design process, SHFR will meet with regulatory agencies to identify any potential permitting challenges.	Develop detailed repair/replacement plan and cost estimates
	11,100	9,750	7,100
<b>Permitting</b>	Preparation and submittal of complete joint USACE and OCRM permit application. Permit application fees included.	Preparation and submittal of complete joint USACE and SCDHEC-OCRM permit application package. Permit application fees included.	Hold pre-application meetings to determine if individual permit is required or if work can be approved via a repair/maintenance authorization. Preparation and submittal of joint USACE and OCRM permit application. Permit application fees not included.
	13,000	7,500	12,500
<b>Total Cost w/o Alternates</b>	<b>\$ 27,100</b>	<b>\$ 21,000</b>	<b>\$ 22,600</b>

## City of Isle Palms

### Summary of Bids Received - Marina Dock Rehabilitation RFP

Scope of Work	Jon, Guerry, Taylor & Associates	SHFR Waterfront Solutions	Applied Technology Management
<b><u>Alternate #1</u> - Plans, Specifications and Bid documents</b>	Develop complete set of engineering drawings for the improvements and bid package. Oversee bidding process and facilitate selection of contractor.	*assumes design and construction of the entire facility and one bidding process. Develop construction plans and technical specifications for bidding process. Oversee bidding and contract negotiation services, and assist City in contractor selection. SHFR requests re-evaluating fees after completion of Planning and Design phase.	*alternate quote includes detailed designs specifications for the gangway, floating docks and marine utility systems on the fuel dock only. Preparation of bid package, including drawings, technical specifications and front end documents, bidding administration, evaluation and negotiation, and contractor selection.
<b>Total Alternate #1</b>	<b>\$ 60,000</b>	<b>\$ 82,000</b>	<b>\$ 39,400</b>

<b><u>Alternate #2</u> - Construction Administration</b>	Construction administration and oversight services	SHFR requests re-evaluating fees after completion of Planning and Design phase.	*alternate quote assumes 1 month construction duration. Additional construction administration services at a rate of \$4,000/month
<b>Total Alternate #2</b>	<b>\$ 20,000</b>	<b>\$ 50,000</b>	<b>\$ 17,300</b>

## City of Isle Palms

### Summary of Bids Received - Marina Dock Rehabilitation RFP

Scope of Work	Jon, Guerry, Taylor & Associates	SHFR Waterfront Solutions	Applied Technology Management
<b>Other Items for Consideration</b>	Designed IOP Marina bulkhead  City has experienced multiple issues with the bulkhead	Project Lead passed away  SHFR Waterfront Solutions will be dissolved  Principal Engineer will create own engineering firm: Bolchoz Marine Solutions  Principal Engineer Bolchoz mostly works out of Florida	Worked with the City in the development of the Marina Redevelopment Master Plan  Prepared and submitted BIG grant application on behalf of the City  Secured BIG grant funds for the replacement of the fuel dock, fuel hut, fuel dispensers, hose reels and distribution lines  Currently working on the Dewees Marina project
			Team is professional, responsive

**City of Isle of Palms, South Carolina  
Request for Bids (RFB) 2018.05  
Isle of Palms Dune Vegetation**

Name of Company: CIRCLE H LAND SERVICES LLC.  
Address of Company: P.O. Box 968  
GEORGETOWN S.C. 29442

Contact Person: HARRY W DROTOR  
Email: hdrotor@gmail.com  
Phone number: 843-240-5013

Acknowledgement of Addendum: I HARRY DROTOR acknowledge that I have read  
(insert name)  
any addendum issued as part of this RFB.

**\*Base Bid:** Installation of 11,000 plants over ~3,400 linear feet of shoreline. The eastern area includes ~800 linear feet of beach fronting Port O' Call, Seascape and Ocean Club and the western area includes ~2,600 linear feet fronting the Wild Dunes Grand Pavilion, Seagrove, and Beachwood East.  
Plants shall be a mix of ~75% sea oats and 25% bitter panicum planted 18" on center. Plants shall be installed with appropriate long-release fertilizer. Plants shall be planted in a continuous ~6 ft width, leaving gaps at beach access points.

Plants shall be located along the lower half of the dune slope unless otherwise directed by the Owner. Contractor shall warranty the plants for 80% survivorship for 90 days following installation.

\$16,610

(insert base bid)

**\*Alternate Bid:** Add/deduct Price for each plant. If the Owner elects and add, plants will be installed along the same areas as the base project, with the width of planting increased based on the total quantity.

\$1.50 \$/Sea Oat  
(insert alternate bid)  
\$1.55 \$/bitter panicum  
(insert alternate bid)

**\*Option:**

Cost for individuals to purchase additional plants for installation at their own expense.

\$1.20 \$/plant 500 minimum individual order.  
(insert option bid)

I, HARRY DROTOR, acknowledge that I have read, and my business is  
(insert name)  
prepared to enter into, the contract noted as part of the RFB.

- Bids are incomplete without names, emails and phone numbers of references attached to the response.



**Sealed Bid Opening**  
**RFP 2018-05 – Dune Vegetation**  
2:00 p.m., Thursday, August 23, 2018  
City Hall Conference Room  
1207 Palm Boulevard, Isle of Palms, South Carolina

Present: Douglas Kerr, Director of Building and Planning  
Marie Copeland, City Clerk

Director Kerr announced the sealed bid opening for RFB 2018-05 – Dune Vegetation; he noted that the Request for Bid was properly noticed in accordance with the Procurement Code on the City's website and advertised in *The Post and Courier*.

Bidder	Circle H Lawn Services, LLC	Earth Balance	Quality Home & Lawn Repair & Maintenance
	PO Box 968 Georgetown, SC 29442	2570 Commerce Pkwy North Port, FL 34282	7728 Hwy 164 Hollywood, SC 29449

Base Bid	\$ 16,610	\$ 33,600	\$112, 788
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Alternate Bid			
Sea oats plants	1.50/plant	1.75/plant	no bid
Bitter panicum plants	1.55/plant	1.75/plant	no bid

Option for individuals to purchase additional plants	1.20/plant, 500 minimum	1.05/plan, 100 minimum	no bid
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The bids will be reviewed for compliance with the Request for Bid, and a recommendation for an award of a contract will be made to City Council at the meeting of August 28, 2018.

Respectfully submitted:

Marie Copeland  
City Clerk



**Mobile-Vision, Inc.**

400 Commons Way, Rockaway, NJ 07866  
T. 973-453-8562 F. 973-257-3024

# QUOTE

**Number** 208657430

**Date** July 10, 2018

**Sold To**

**Isle of Palms Police Dept**  
Kimberly Usry  
30 J.C. Long Blvd  
Isle of Palms, SC 29451

**Phone** 843-455-2741

**Fax** 843-886-8005

**Ship To**

**Isle of Palms Police Dept**  
Kimberly Usry  
30 J.C. Long Blvd  
Isle of Palms, SC 29451

**Phone** 843-455-2741

**Fax** 843-886-8005

Salesperson	P.O. Number	Ship Via	Terms
Kris Newton		None	

Line	Qty	SKU	Description	Unit Price	Ext.Price	Comments
1	5	FBHKSA32ZSN2K4	FlashbackHD Syst, 32GBSD, OZ Cam, VLX, Std-Mon, Wht-thru-hole-wifi/wifi/GPS Ant, Trunk Mount	\$4,495.00	\$22,475.00	
2	5	IRCAM5	Camera kit, rear seal IR with 14 ft extension cable. No integrated microphone	\$221.25	\$1,106.25	
3	5	MVD-RDR-RAPTOR	Radar Interface, FB, Kustom Raptor 1	\$225.90	\$1,129.50	
4	5	W-FB-RDR-RP-20	Cable, Kustom Raptor to Flashback Radar Interface Box, 20'	\$59.95	\$299.75	

For Budgetary Pricing. Pricing applies to either the Kustom Raptor or Golden Eagle radar interface. Freight is \$25 per unit. Sales tax calculated at 9%.

Signing below is in lieu of a formal Purchase Order.  
Your signature will authorize acceptance of both pricing and product:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

L-3 Shipping Terms are FOB Rockaway, NJ. By signing below you agree to waive your shipping terms and ship this order FOB Rockaway, NJ.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

<b>SubTotal</b>	<b>25,010.50</b>
<b>Tax</b>	<b>\$450.19</b>
<b>S&amp;H</b>	<b>125.00</b>
<b>Total</b>	<b>25,585.69</b>

Quotation is valid for 60 days from date issued. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce. State/Local Fees and Taxes are not included.

**Isle of Palms Police  
Department**

# Memo

**To:** Interim City Administrator Desiree Fragoso

**From:** Interim Chief Kimberly Usry



**Date:** July 27, 2018

**Re:** Sole Source – L3 Mobile Vision, Inc. – Patrol Vehicle In-Car Camera System

---

I am requesting that City Council authorize a contract in the amount of \$25,585.69 to L3 Mobile Vision, Inc. for the purchase of five (5) Flashback HD In-Car Camera Systems with rear seat camera kit and radar interface for patrol vehicles. I am requesting that L3 Mobile Vision, Inc. be designated as a sole source provider, in compliance with the City's Purchasing Procedures, Section 1-10-3, which allows for a contract to be awarded without competitive bidding when the Purchasing Agent (i.e., the City Administrator) reasonably determines that there is only one qualified source for the required goods or services.

L3 Mobile Vision, Inc. is the only supplier able to meet the needs of the Police Department. The Police Department currently utilizes a server and software from L3 Mobile Vision, Inc. for our body-worn camera and in-car camera solution. By continuing to purchase the Flashback HD In-Car Camera Systems from L3 Mobile Vision, Inc. we ensure the integrity and technology will remain the same and therefore, facilitate its administration, monitoring, maintenance and production of DVDs as required for legal discoveries and FOIA requests. According to the provisions of the Code, this statement must be submitted to City Council and entered in the minutes of the Council.

I recommend that City Council approve the use of L3 Mobile Vision, Inc. as one qualified source for the purchase of five (5) Flashback HD In-Car Camera Systems for Police Department patrol vehicles.



4973 Rivers Avenue  
North Charleston SC 29406

www.tscharleston.com

# QUOTE

Date	Quote #
8/15/18	12165

Name / Address
City of Isle of Palms 1207 Palm Boulevard Isle of Palms, SC 29451

Ship To
Fire Department

Customer PO #	Terms	Rep
Step Down UPS	Due on Receipt	JS

SPC 18262		Security Protection Contract WSCA Contract 3047 South Carolina State Contract 4400018262		0.00
3A2925	1	Schneider Electric Smart-UPS SRT 10kVA RM with 208/240V to 120V 10kVA Step-Down Transformer - 10000 VA / 10 kW - SNMP Manageable - 2, 2, 2, 4, 2 x Hard Wire 3-wire (2PH + G), NEMA L14-30R, NEMA L5-20R, NEMA L6-20R, NEMA L6-30R - Input Voltage: 208 V AC, 240 V AC - Output Voltage: 208 V AC, 120 V DC - Tower/Rack Mountable 208/240V TO 120V 10KVA	7,987.00	7,987.00T
YM6185	2	Schneider Electric Smart-UPS SRT 192V 8 and 10kVA RM Battery Pack - Sealed Lead Acid (SLA) - Spill-proof/Maintenance-free - 3 Year Minimum Battery Life - 5 Year Maximum Battery Life RM BATTERY PACK	1,635.00	3,270.00T
FREIGHT/SHIP	1	FREIGHT/SHIPPING CHARGE **ESTIMATED**	208.00	208.00
Proj40	1	Service Project- Set up only (electrical quote by others)	600.00	600.00
<p>** Trade up discount applied. Old UPS must be exchanged.</p> <p>** This quote does not include electrical work. A certified electrical contractor is required for this project.</p> <p><i>uninterrupted Power supply includes Trade in 1/2 PD 2044405026 1/2 FD 2045405026</i></p>				

		<b>Subtotal</b>	\$12,065.00
		<b>Sales Tax (9.0%)</b>	\$1,013.13
		<b>Total</b>	\$13,078.13

Quotes valid for 30 days. Prices do not include shipping, tax or installation unless otherwise noted.  
PAST DUE ACCOUNTS ARE SUBJECT TO A MONTHLY FINANCE CHARGE.  
TERMS ARE NET 10.



# Proposal

## AMERICAN DOCK & MARINE CONSTRUCTION, INC.

1533 D-5 Folly Road

CHARLESTON, SC 29412

Phone (843) 795-2999

americandock1@gmail.com

Proposal Submitted to Isle of Palms Fire Dept. c/o Chief Ann Graham	Phone 843-886-4410	Date August 8, 2018
Street P.O. Box 508	Job Name Same	
City Isle of Palms, SC 29451	Job Location Isle of Palms Marina	
Email anngraham@iop.net	SCCL # 12475	AS

We hereby submit specifications and estimates for the following:

Page 1 of 1

- 1) Scrape floats free of growth. Replace three (3) C-650 and three (3) B-900 floats under C-1 finger pier for a total of six (6) floats.
- 2) Provide and install three (3) floats under C2 – C3, six (6) floats under C4 – C5, seventeen (17) floats under C5 – C6, six (6) floats under C6 – C7 and (1) float under main dock adjacent to C7, for a total of thirty-three (33) floats. Secure floats with stainless steel lags and washers.

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

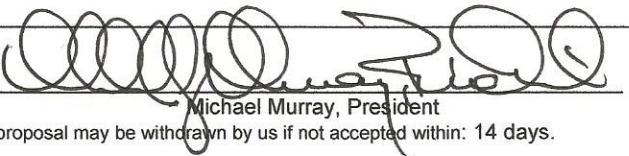
**ELEVEN THOUSAND, SIXTY-EIGHT DOLLARS**

**(\$11,068.00)**

Payment to be made as follows: Draws as needed for completed work. Balance due in full upon completion. Invoices due upon receipt and subject to 1.5% interest ten days after invoice date.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to the standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature



Michael Murray, President

Note: This proposal may be withdrawn by us if not accepted within: 14 days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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**MEMORANDUM**

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**DATE:** AUGUST 21, 2018  
**TO:** CITY COUNCIL  
**FROM:** DESIRÉE FRAGOSO, INTERIM CITY ADMINISTRATOR  
**RE:** MACK FLATBED AND GARBAGE PACKER TRUCKS, FY19 BUDGET

---

City Council is requested to authorize a contract to Hughes Motors for the purchase of the FY19 budgeted 17-foot flatbed truck and a 30 yard garbage packer truck. for the Public Works Department. Both are re-budgets from FY18 due to delays in delivery related to the custom nature of each vehicle and vendor backlogs.

It has long been the City's policy to purchase only Mack vehicles for sanitation purposes. These trucks have proven to have the reliability that is crucial to the Public Works operation and an extended useful life that makes them a good fiscal investment. The two vehicles under consideration replace similar vehicles that were purchased in 2002.

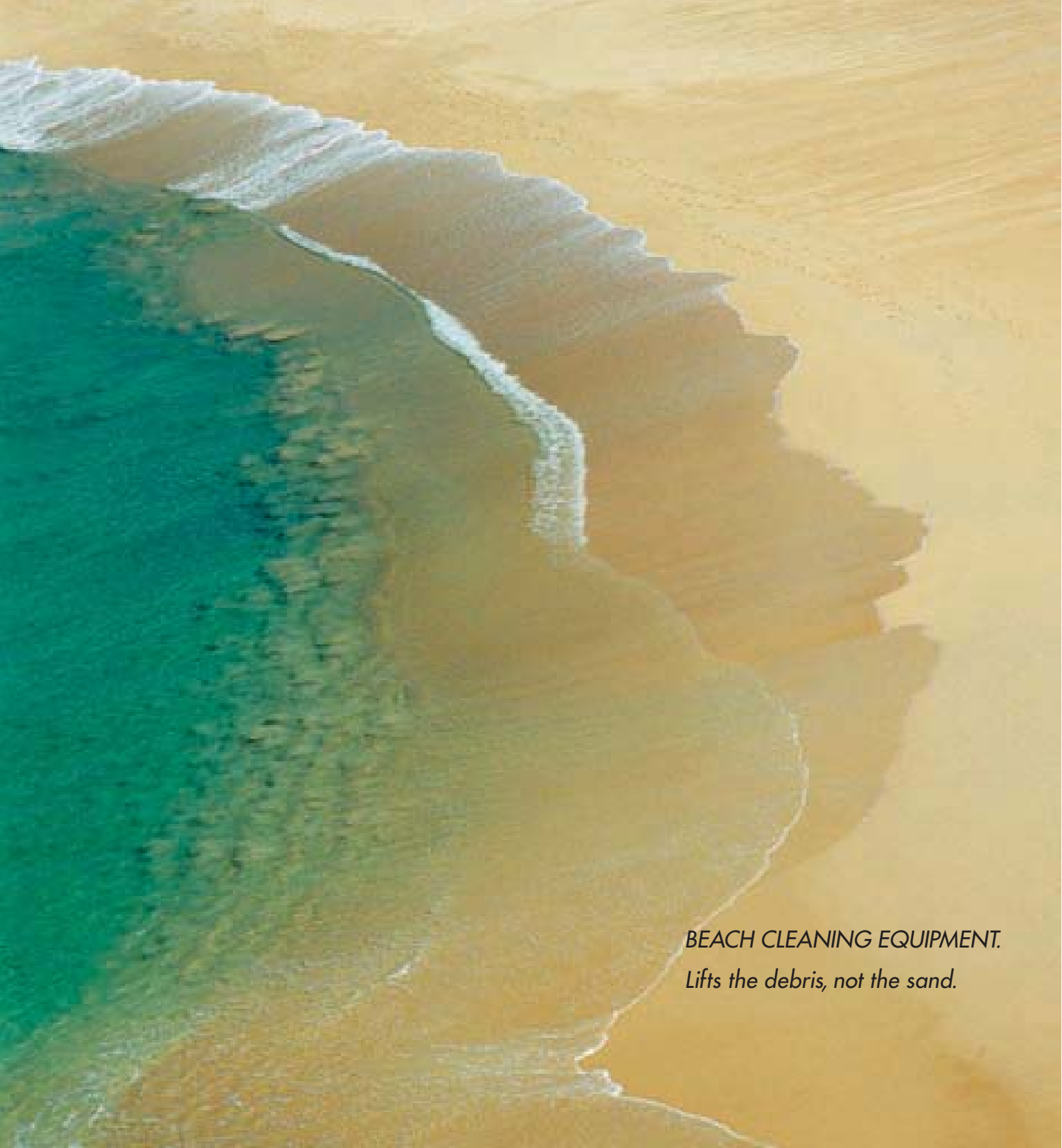
It is requested that these vehicles be authorized to be purchased in compliance with Section 1-10-4 of the City's Purchasing Procedures which allows for a contract to be awarded without competitive bidding when the Purchasing Agent reasonable determines that there is only one qualified source for the required good or services. We propose both be purchased from Hughes Motors. Hughes is one of three Mack dealerships in the State of SC and the only one in Charleston. All the Macks in the City's fleet were purchased from Hughes Motors either directly or indirectly via Amick Equipment. Hughes is the supplier used by the vast majority (if not all) of the surrounding municipalities and Charleston County.

Quoted prices have not changed from those included in the FY19 budget:

17-foot flatbed truck - quote of \$106,891

Garbage packer truck – quote of \$203,917





BEACH CLEANING EQUIPMENT.  
*Lifts the debris, not the sand.*

 **BARBER** SURF RAKE®

## THE COMPLETE LINE OF BARBER SURF RAKES®



### Model 600HD

At 3,800 pounds, the 600HD is H. Barber & Sons' largest SURF RAKE®. It has been successfully used in a variety of municipal applications. Cleaning up to eight acres an hour with its seven foot wide cleaning width, the 600HD has the greatest cleaning capacity of any beachcleaner. The 3 cubic yard hopper can lift up to 4,500 pounds of material and dump its contents hydraulically from a clearance height of nine feet.

### Model 400HD

The model 400HD is an excellent choice for resorts, hotels and lakeshore communities. At 2,700 pounds, it is H. Barber & Sons' moderate-size SURF RAKE®. The 400HD is equipped with a 2 cubic yard hopper which will lift 3,500 pounds of debris to a dumping height of nine feet. This mid-sized model uses the same heavy-duty conveyor and dump components as the 600HD. The 400HD can clean up to five acres per hour.

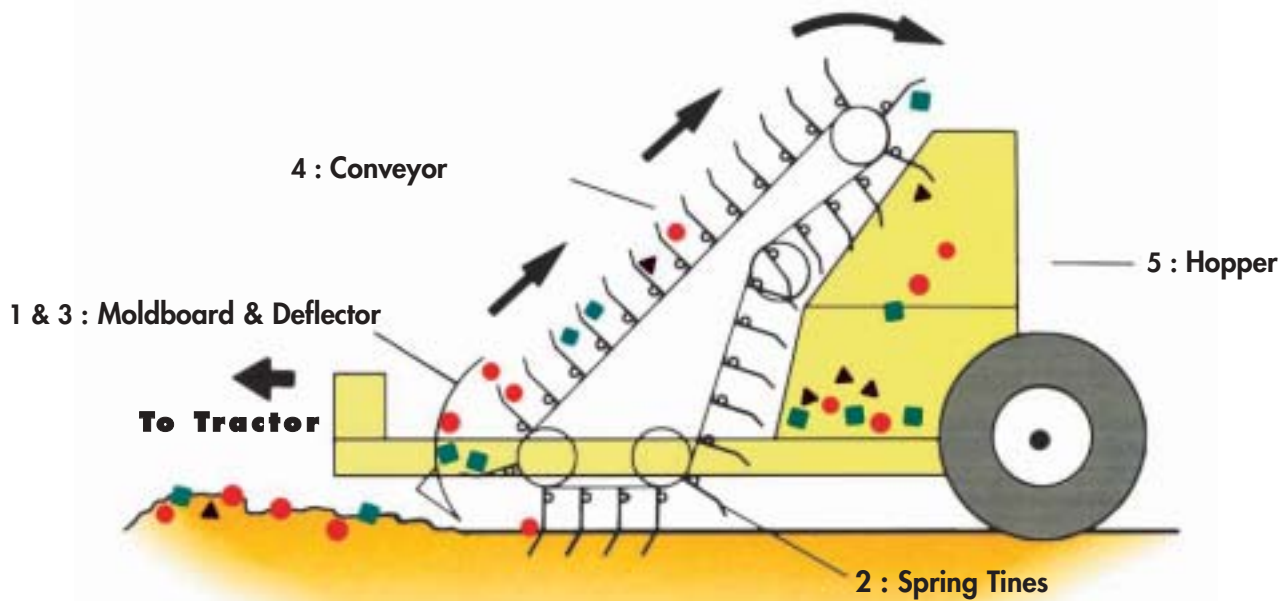


### Model 400

Similar to the model 400HD, the model 400 is the smallest SURF RAKE®. It weighs 1,900 pounds and can lift up to 2,400 pounds in its 1 cubic yard hopper. Its hydraulic dump discards material neatly on the ground. Within one hour, the model 400 can effectively clean up to four acres.



# HOW IT WORKS



The Barber SURF RAKE® is a unique mechanical rake operated by one person from the seat of a towing tractor. It provides safe, fast and efficient beach cleaning. Here is how it works: **1.** The moldboard levels uneven areas in the sand. **2.** A 3/8" grid of stainless steel spring tines rake debris from the sand toward **3.** an adjustable deflector plate. As a result, refuse is deposited on **4.** the conveyor to **5.** the hydraulically raised hopper. The result: a clean, safe and well-manicured beach.



## ◀ THOROUGH CLEANING

Hundreds of stainless steel tines, mounted in offset rows, rake through the sand every second, removing the unwanted debris. Even the smallest objects such as glass, cigarette butts and pop-tops are captured by the SURF RAKE® and deposited in the hopper



## ◀ SANITIZING CONVEYOR BELT

The Barber SURF RAKE features a new Sanitizing Conveyor "S-Belt". This new belt design maximizes sand penetration and removal of extremely fine debris. Belt perforations, mounting tines underneath the conveyor and eliminating retaining bars now reduce the risk of residual sand removal. The new conveyor belt is easier to repair and keep clean and clear of debris.

## EXTRA STRENGTH STAINLESS STEEL TINE ▶

A new, double torsion, three coil stainless steel tine offers long life, great durability and resistance to corrosion.



## SPECIFICATIONS



### MODELS

#### HYDRAULIC DRIVE

#### CONVEYOR

#### TINES

#### HOPPER

#### DUMP HEIGHT

#### TIRES

#### MOLDBOARD

#### OPERATING SPEEDS

#### CLEANING WIDTH

#### CLEANING DEPTH

#### DIMENSIONS

#### WEIGHT

#### PAINT

#### FINISHING ATTACHMENT

#### GALVANIZATION

#### PERFORMANCE

#### TRACTOR REQUIREMENTS

#### DEBRIS REMOVED

### 600HD

Completely sealed and protected by full flow filter. Large capacity spline mounted cast iron pump, hydraulic motor, flow control, and built-in overflow protection.

Of bar flight type with chain and sprocket drive, covered with continuous 6' wide NBR belt, which will not stretch or corrode.

Approx. 700 Stainless steel tines

3 cubic yard (4,500 lbs.)/  
Hot dip galvanized

9 feet

36 x 13.5 x 15 high  
flotation design

A moldboard deflector plate is positioned at the front of the machine to level the beach before cleaning.

Up to 15.0 miles per hour

7 feet (6 foot processing width)

Adjustable to 6"

Height: 7'6"  
Length: 13'1"  
Width: 7'8"

Approximately 3800 lbs.

Dupont IMRON®  
Polyurethane enamel

To smooth the sand and eliminate tire marks for a minimum 9 foot wide path - optional.

All frame and body parts Hot Dip Galvanized - optional.

Cleans up to 8 acres per hour

60 PTO horsepower 4-wheel drive agricultural type tractor with 30" rear wheels.

### 400HD

Completely sealed and protected by full flow filter. Large capacity spline mounted cast iron pump, hydraulic motor, flow control, and built-in overflow protection.

Of bar flight type with chain and sprocket drive, covered with continuous 4' wide NBR belt, which will not stretch or corrode.

Approx. 380 Stainless steel tines

2 cubic yard (3,500 lbs.)/  
Hot dip galvanized

9 feet

31 x 13.5 x 15 high  
flotation design

A moldboard deflector plate is positioned at the front of the machine to level the beach before cleaning.

Up to 15.0 miles per hour

6 feet (4 foot processing width)

Adjustable to 6"

Height: 7'3"  
Length: 11'9"  
Width: 7'6"

Approximately 2700 lbs.

Dupont IMRON®  
Polyurethane enamel

To smooth the sand and eliminate tire marks for a minimum 9 foot wide path - optional.

All frame and body parts Hot Dip Galvanized - optional.

Cleans up to 5 acres per hour

35 PTO horsepower 4-wheel drive agricultural type tractor with 28" rear wheels.

### 400

Completely sealed and protected by full flow filter. Large capacity spline mounted cast iron pump, hydraulic motor, flow control, and built-in overflow protection.

Of bar flight type with chain and sprocket drive, covered with continuous 4' wide NBR belt, which will not stretch or corrode.

Approx. 340 Stainless steel tines

1 cubic yard (2,400 lbs.)  
Hot dip galvanized

Ground

31 x 13.5 x 15 high  
flotation design

A moldboard deflector plate is positioned at the front of the machine to level the beach before cleaning.

Up to 15.0 miles per hour

6 feet (4 foot processing width)

Adjustable to 6"

Height: 4'5"  
Length: 9'10"  
Width: 7'6"

Approximately 1900 lbs.

Dupont IMRON®  
Polyurethane enamel

To smooth the sand and eliminate tire marks for a minimum 9 foot wide path - optional.

All frame and body parts Hot Dip Galvanized - optional.

Cleans up to 4 acres per hour

30 PTO horsepower 4-wheel drive agricultural type tractor with 28" rear wheels.

540 RPM rear PTO, 3 point hitch, and 1 remote hydraulic valve (minimum), up to 3 with options. This is a general guideline. Larger or smaller tractors may be used depending on beach conditions.

Broken glass, plastic, syringes, cigarette butts, pop-tops, straws, cans, tar balls, stones 3/8" to 4" in diameter, sea grass, sea weed, fish, small pieces of wood.

The manufacturer reserves the right to change the specifications without notice and without incurring obligation. The information contained herein is from data available at the time of printing.



**T**he Barber SURF RAKE is the beach cleaner of choice for improving the appearance of public and private beaches. The most widely cited reason for choosing the SURF RAKE is its efficiency. It is designed with a unique raking system that quickly and thoroughly cleans an entire beach, including heavy debris areas along the water's edge. It is also the only beach cleaner that is equally effective in wet and dry sand at speeds up to 15 miles per hour. The ultimate result: your beaches are returned to a cleaner, more beautiful condition.



**B**y eliminating the need for hand labor, the SURF RAKE actually reduces time and expense, resulting in an extremely cost-efficient method as well. Users find the SURF RAKE dependable, easy to operate and maintain. And with increasing concern for the environment, the Barber SURF RAKE is the least intrusive method of mechanical beach cleaning available today.

**B**arber SURF RAKES are maintaining beautiful beaches both domestically and internationally. Regardless of where a customer may be located, H. Barber & Sons promises expedient delivery of all parts and machinery. It is part of the company-wide commitment to excellent service which customers have come to expect from H. Barber & Sons. The corporate headquarters and manufacturing plant of

H. Barber & Sons is based in Connecticut. Sales and support services are handled through a worldwide dealer network. Throughout the company, quality production, responsive service and customer support are of utmost importance.

**S**ince its establishment in 1966, H. Barber & Sons has been committed to the preservation of beautiful beaches and the environment. Its product, the Barber SURF RAKE, is the highest quality, most efficient beach cleaning equipment available. With its ability to clean a variety of beach conditions, the SURF RAKE has earned H. Barber & Sons the distinction of being the leader in beach cleaning technology and the largest manufacturer of beach cleaners in the world.

# *The World Leader in Tine Raking Cleaning Equipment.*



**Litter collection machines for both paved surfaces and grass areas.  
Truck towed and tractor towed models for all applications.**



**Stone pickers that remove debris and level work area in one pass.  
A variety of models for different size jobs.**



**World leader in beach cleaning equipment for more than 40 years.  
Models for all beaches and conditions.**



H. Barber & Sons, Inc.  
Telephone (203) 729-9000

15 Raytkwich Drive  
Fax (203) 729-4000

Naugatuck, CT 06770  
[www.hbarber.com](http://www.hbarber.com)



**PUBLIC SAFETY COMMITTEE**  
5:00 p.m., Wednesday, August 15, 2018

The regular meeting of the Public Safety Committee was called to order at 5:00 p.m., Wednesday, August 15, 2018 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bell and Ward, Chair Smith, Interim City Administrator Fragoso, Fire Chief Graham, Interim Chief of Police Usry and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Smith called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

**2. Approval of Previous Meeting's Minutes**

**MOTION:** Councilmember Bell moved to approve the minutes of the regular meeting of July 2, 2018 as submitted; Chair Smith seconded and the motion PASSED UNANIMOUSLY.

**3. Citizens' Comments**

Alice Bova, 403 Palm Boulevard, referenced an email she sent to Interim Administrator Fragoso, Interim Chief Usry, Clerk Copeland and Public Works Director Pitts earlier in the month requesting that the City do what it could to assist her in getting a crosswalk, a "Yield to Pedestrians" sign on Palm at 5<sup>th</sup> Avenue and the relocation of the 30 mph sign. She noted that the neighborhood includes Merritt Boulevard and Palm Boulevard between 4<sup>th</sup> and 5<sup>th</sup> Avenues, and the residents are primarily year-round residents with a total of eight (8) children of school age. She stated that one (1) of the neighbors had contacted the Transportation Department (likely SCDOT) about installing a crosswalk on Palm at 5<sup>th</sup> Avenue and was told that a crosswalk would make crossing Palm Boulevard even more dangerous.

Chair Smith told Mrs. Bova that her request would be on the Agenda for discussion at next month's meeting.

Troy Hagemann, owner of Coastal Bus Line, addressed the Committee about his company providing a shuttle service between Mount Pleasant and the Isle of Palms. He said that his buses were yellow school buses that have been retrofitted for air conditioning and seat belts and were capable of carrying the beach gear people typically have when going to the beach. He stated that his goal was to keep his drivers employed year-round.

**4. Old Business**

**A. Update on Managed Beach Parking Plan**

**1. Discussion of fall implementation of approved changes**

Related to the sign contract recently awarded, Interim Administrator Fragoso reported that she did not yet have a firm delivery date, but the contractor has requested that the sign installation begin after Labor Day, the hope is that the installation will be completed by mid-October.

Interim Chief Usry gave the Committee members a copy of the pamphlet the Police Department has printed explaining what changes have been made; she said that some of them were distributed at the National Night Out event and others would be made available to residents and visitors closer to the implementation date along with a media blitz, email blasts and space on the City's and Police Department's websites. Interim Administrator Fragoso also noted that the most recent Mayor's message in *The Island Eye* was dedicated to the upcoming changes to the City's Managed Beach Parking Plan.

Councilmember Bell thought the key to enforcement was consistency; he then asked what the City's policy was related to warning periods.

Interim Chief Usry said that the City normally observes a thirty-day (30 day) grace period when only warnings are issued; she commented that this happened every spring when the covers were taken off the kiosks on Front Beach.

## **2. Discussion of new signage from 42<sup>nd</sup> to 57<sup>th</sup> Avenues**

The Interim Administrator reported that concerns have been expressed that, when the parallel parking goes into effect between 21<sup>st</sup> and 41<sup>st</sup> Avenue, the dramatic reduction in parking in that area will migrate up Palm Boulevard between 42<sup>nd</sup> Avenue to 57<sup>th</sup> Avenue. She pointed out that the ocean side in that area was No Parking zone while the opposite side was part of the Beach Parking zone. The area between 42<sup>nd</sup> and 57<sup>th</sup> Avenues was not originally considered a problem area since the majority of parking would stay between 21<sup>st</sup> and 41<sup>st</sup> Avenue. The only signs there now were at intersections saying "No Parking Here to Corner" with no signage in the middle of the blocks leading one to think that parking was allowed. Since the beach parking was expected to migrate northward with the current changes, the City should act proactively and install the necessary signage indicating "No Parking" on the ocean side between 44<sup>th</sup> and 57<sup>th</sup> and "No Parking" on either side of Palm between 42<sup>nd</sup> and 44<sup>th</sup> Avenues.

Councilmember Bell reported that residents along Palm in the area between 42<sup>nd</sup> and 44<sup>th</sup> Avenue, where the signs read "No Parking on Pavement," have called him because, in an effort to obey the signs, beach-goers were parking in the residents' yards.

When asked if this area would be signed "No Parking" in this round of signage, Interim Chief Usry said that she and the Interim Administrator plan to draft a change order to the existing contract for "No Parking" signs to be installed from 42<sup>nd</sup> to 57<sup>th</sup> Avenue. This would add approximately twenty (20) signs.

## **3. Discussion of policy changes relative to visitor parking pass booklets**

A copy of the current visitor parking pass was included in the meeting packet; in the interest of responding to resident complaints, the easiest thing to do would be to change the "One Day Residential Visitor Parking Permit" to an annual pass. Chair Smith added that the "date valid" would be removed, but the resident should continue to identify the vehicle license number and the address to which the passes were assigned. The pass as described would not allow a visitor to park at any other address on the island; she continued to suggest that residents be issued two (2) booklets of visitor passes. If a resident needed a third or fourth booklet, the Police Department could continue to sell them for fifteen dollars (\$15).

Councilmember Bell commented that the addition of the license number eliminated the re-use of the visitor pass which was one (1) of the reasons for changing them. If the pass was displayed

in a locked vehicle and located in front of the residence that the visitor pass was assigned, he did not think the license number was necessary, and the Interim Chief indicated that agreement. Prior to giving a definitive answer, Interim Chief Usry asked for time to discuss the changes with Captain Swain.

**MOTION: Councilmember Bell moved to change the daily visitor parking passes to annual multi-use passes showing the address they were assigned to and to authorize an ordinance allowing residents two (2) booklets; Chair Smith seconded and the motion PASSED UNANIMOUSLY.**

**B. Update on traffic counts along 41<sup>st</sup>, Waterway and Palm**

Interim Chief Usry stated that she had contacted SCDOT about their assistance in deploying some traffic counters and was told that, at this time, they do not have them to deploy; additionally the type of counter they use only gives cumulative data, not separate daily counts. She noted that SCDOT does have a counter embedded at 41<sup>st</sup> Avenue near Hartnett that is giving the same kind of numbers as the speed detectors on 41<sup>st</sup>, i.e. approximately seventeen hundred to two thousand (1,700 – 2,000) cars per day travel 41<sup>st</sup> Avenue. The City owns a portable speed counter that could also serve as a counter; it needs a software update, and she and Captain Swain were trying to get that done to determine if it was still usable. She commented that a portable traffic counter was not included in the FY19 budget.

Councilmember Bell asked if the count she quoted was a current one, i.e. in-season, and she confirmed that it was.

**C. Discussion of public transit and seasonal shuttle to IOP**

Councilmember Ward, the City's representative on the CARTA Board, informed the Committee that he met with Ron Mitchum, Executive Director of the Charleston, Dorchester and Colleton Council of Governments (BCD COG), that now manages CARTA and a couple of his colleagues earlier; he told them that he has two (2) areas of concern related to public transit and the type of service CARTA provides, hospitality and long-range day-tripper parking on IOP. His specific ideas on hospitality included getting the cars out of the neighborhoods and off 27<sup>th</sup> Avenue at the Recreation Center. He stated that the problem areas were the IOP Marina and Morgan Creek Grill (MCG) because of the large number of employees that needed to park on-site and Wild Dunes with the one hundred fifty-seven (157) room hotel they were building despite the appearance that they do not have sufficient parking for their guests and hospitality workers. Councilmember Ward said that he would like to see CARTA services to the Isle of Palms revived and to add stops to the marina and MCG, Wild Dunes and Front Beach in the summer months. Mr. Mitchum asked for contact names with the City and said that a plan could possibly be crafted in sixty (60) days. The Councilmember noted that Front Beach restaurants, other than the Acme Lowcountry Kitchen, buy annual parking passes for their employees to park in the municipal lots and that parking spaces were not guaranteed for them. Mr. Mitchum indicated that CARTA was looking at locations in Mount Pleasant that could serve as a park-and-ride base.

Having learned this information today, Interim Administrator Fragoso stated that she looked forward to sharing it with the City's staff and initiating discussions with the CARTA staff to get a clear understanding of what could be done. She opined that it was a great opportunity to address parking problems on the island.

**D. Discussion of plan to address additional parking and traffic issues**  
• **Consideration of scheduling Committee work session**

Commenting that the City would soon be implementing changes to parking and traffic that were adopted earlier in the year, Chair Smith noted that other issues related to parking and traffic were yet to be addressed, and she wanted the Committee to determine the best way to move forward. She distributed a list of topics that she thought warranted further study, including

- Expanding paid street parking beyond Front Beach;
- Palm Boulevard, 21<sup>st</sup> to 41<sup>st</sup> – other possible improvements, bike lanes;
- Palm Boulevard, 42<sup>nd</sup> to 57<sup>th</sup> – safety concerns, needs to keep beach funding;
- Parking issues on southern and western ends of the island;
- Seasonal beach shuttle;
- Redesigning lanes on the Connector; and
- Front Beach traffic flow.

Councilmember Ward asked the Chair if the discussion on these issues could take place at the next meeting giving the Committee members time to consider them and, therefore, have a more productive discourse. He added that, although the meeting might run long, he was not in favor of a work session apart from a regular meeting.

Councilmember Bell opined that one (1) thing that should be done would be to go beyond the Managed Beach Parking Plan to a Balanced Parking Plan, which would involve the understanding of current ordinances, current plans, and state requirements. He thought that the City met state requirements “by stuffing as much as we [the City] can between 21<sup>st</sup> and 41<sup>st</sup> and know that there will be a spill-over to the rest of the island,” but do not address the other side of the Connector. He would like for the administrative staff to report to the Committee on where the City was overall, and come back with a managed view, engaging the citizens, and talking about all of the possibilities to solve the problem for the entirety of the island, rather than sections at a time. He stated that, when the new signs were installed, the marina would not have parking on 41<sup>st</sup> Avenue, and, in his view, the problem spilled over to the possibilities with CARTA. He stated that he wanted answers that addressed all of the parking issues on the island.

Interim Administrator Fragoso recommended that this Committee and the balance of Council go to the City’s website to Parking and Beach Improvements to read the reverse chronology where all of the former Councils’ activities, beginning in 2008, were detailed that lead up to the adoption of the Managed Beach Parking Plan. She stated that City Council and staff worked with traffic engineers from Stantec for years to determine what was best for the City; she suggested that some questions Councilmember Bell has would be answered in the Stantec work product.

Interim Chief Usry endorsed the idea of having a traffic engineer on board as the Committee moved forward on parking, and noted that Stantec has been involved with the City and its parking issues from the beginning and were very familiar with the island and its parking problems.

Referencing the change on Palm Boulevard of going from perpendicular parking to parallel parking only on both sides, Councilmember Bell estimated that the number of cars parked on Palm would be reduced by, at least, half. He noted that Mount Pleasant residents would likely be displeased, but the Councilmembers elected in November 2017 campaigned on maintaining the residential quality of life on the island. He opined that, when the Committee was considering modifications to the Managed Beach Parking Plan, they should begin with goals.

Interim Administrator Fragoso explained that part of the scope of work for Stantec was to analyze the impact of the changes made to the parking plan that will go into effect with the installation of new signage; for instance, they will put numbers to the question of how many cars could park on Palm Boulevard between 21st and 41<sup>st</sup> with the introduction of parallel parking on both sides. She also noted that prior Councils discussed at length having paid parking on Palm Boulevard.

According to Interim Chief Usry, if Council decided to have paid parking on Palm, the rights-of-way would need significant improvements, i.e. paving and lining-off the individual parking spaces.

Another reason Council decided against paid parking on Palm was that the City could not make a distinction between resident and non-resident vehicles, meaning that residents who park in the paid parking area would be required to pay-to-park like non-residents.

The consensus of the Committee was to hold the parking discussion at the October 2018 meeting.

#### **E. Discussion of dog permitting and related policies and ordinances**

Interim Chief Usry prepared a brief presentation, and a copy is attached to the historical record of the meeting.

The Interim Chief restated the two (2) motions that came from the June 2018 Public Safety meeting as follows:

Councilmember Bell moved to go forward with licensing and fees as proof of inoculation for all dogs on the beach or at the Bark Park at a dollar amount comparable to other local governments;

Chair Smith moved to direct staff to research an easily identified collar or tag that would aid the Animal Control Officer in enforcement and recommendations on the amount to charge residents and non-residents for the collar or tag

Her presentation began with Section 6-2-11 of the City Code that states "It shall be unlawful for any person to own, keep or harbor a dog within the City without a written permit from the City;" based on the recommendation from the former City Attorney, the Police Department has enforced this ordinance on island residents only. In Section 6-2-12 of the City Code, the statement is that an applicant for a dog license must have "proof of a current, valid rabies inoculation."

Interim Chief Usry noted that Sullivan's Island was the only local beach community to require that all dogs were to be licensed, resident and non-resident, and she passed around the collar that they were using to identify dogs with a proper dog license for 2018. The Interim Chief said that they have been very successful with the collars and metal tags; Sullivan's Island charges residents twenty-five dollars (\$25) for a collar and tag and non-residents must pay thirty-five dollars (\$35). The Town of Mount Pleasant does not require dogs to be registered through the Town's Police Department; however they do require that all dogs to have a rabies tag issued by the veterinarian on a dog's collar. When looking at Folly Beach, she found that they have a system very similar to IOP with the exceptions that, if a dog is going to be on the island less than thirty (30) days, the owner was not required to purchase a City dog license, and residents fifty-five (55) years old and older were allowed to register their dogs free of charge. Folly Beach also includes the requirement for rabies inoculation in their ordinance, which the Interim Chief would also like to do. The State does have a requirement for a rabies inoculation, but the Animal Control Officer could not enforce State laws because he was not a sworn officer. By including the



requirement for proof of a current rabies inoculation in an ordinance, the Animal Control Officer would have a basis for checking and writing a City citation.

The original motion referred to only the beach and the Bark Park; Interim Chief Usry would prefer that any change to 6-2-11 not be specific to one or two (1 – 2) areas of the island but encompass the entire island and the law should be the same for resident and non-residents. As noted previously, a change being requested for 6-2-12 was inclusion of a requirement for the proof of a current rabies inoculation enabling the Animal Control Officer to write a citation for the dog owner who does not have a current rabies certificate from a veterinarian.

If the City were to stay with the metal tags, the Department normally buys five hundred (500) for approximately one hundred dollars (\$100) including shipping. If the City chose to use the same collars the Sullivan's Island uses, they cost approximately two dollars (\$2.00) each.

Chair Smith asked if non-resident dog owners could be required to have proof of a current rabies vaccination rather than require all dog owners to register their dogs via a visit to the Police Department.

The Interim Chief thought that would be possible, but she also thought that situation would be served by excluding dog owners who plan to have their dogs on the island less than thirty (30) days in the ordinance.

Councilmember Bell pointed out that the original motion from the June meeting did not include any mention of fees to be charged for the dog permit and IOP license. In his opinion, the intent of the motion was that non-resident dogs were still invited to run on the beach, but their owners would now be charged an annual fee for the privilege to do so.

Councilmember Ward stated that, when the City looked at the dog collars several years ago, they cost between twenty-five and thirty-five dollars (\$25 - \$35), and the cost was the reason that City Council did not go forward with colored collars at that time. Councilmember Ward emphasized that he still did not support raising residents fees paid for anything.

The Interim Chief reiterated that Sullivan's Island was the only local community that requires non-residents to register their dogs, and they charge residents twenty-five dollars (\$25) and non-residents must pay thirty-five dollars (\$35) to do so.

Councilmember Bell thought that a disservice was being done to residents when non-residents can come to the island with their dogs without meeting the same standards residents must meet.

For Chair Smith, the issue of not requiring that all dogs owners, visitor or resident, have proof of a current rabies inoculation was a major issue and one that needed to be addressed.

Interim Administrator Fragoso noted that staff was looking to the Committee to give them direction on the fees to be charged for the dog licenses; she indicated that the City could continue using the tags and charge residents five dollars (\$5). Council could also choose to change to the colored collars, and, based on Interim Chief Usry's research, the fee could stay at five dollars (\$5).

Interim Chief Usry opined that the only ordinance changes that she thought were needed were to clarify Section 6-2-11 so that it referred to all dogs, resident and non-resident, and the inclusion of the requirement for rabies inoculation to Section 6-2-12 that would give the Animal Control



Officer the tool to check and write citations for not having proof of a current rabies inoculation. She noted that the data the City collects when issuing a dog license gives the Police Department the information necessary to return lost dogs to their rightful owner.

**MOTION:** Chair Smith moved to change the City's dog permitting ordinances to add "It shall be unlawful for any resident to own, keep, harbor or allow a dog within the City limits or exercise or walk or allow a dog on public properties without a written permit from the City" and to add "It shall be unlawful for any visitor to own, keep, harbor or allow a dog within the City limits or exercise or walk or allow a dog on public properties without a written permit from the City or another proof of current rabies vaccination."

Interim Chief Usry opined that this ordinance would be unfair to the residents since the residents must pay for their dog license and non-residents would not.

**Councilmember Bell seconded the motion for discussion.**

Although non-residents would not be required to pay for their permit, the Chair pointed out that currently non-resident dogs do not have to be registered and, therefore, not required to show proof of current rabies inoculation. The changes stated above would at least require that all dogs, resident and non-resident, be registered with the City and have a current rabies inoculation.

Chair Smith thought that expecting every person who comes onto the island with a dog to go to the Police Department to obtain an IOP dog license was unrealistic, but she thought that, with her suggested changes, the law was simple and would be enforceable.

Councilmember Bell stated that he would not support the proposed changes because they change nothing and the City would have the same problems it has currently.

**Amendment:** Chair Smith moved to change the current ordinances related to dogs to state that unleashed dogs on the beach or at the Bark Park during off-leash hours be required to wear a current City-issued dog license, tag or collar, to make it clearly visible proof of rabies inoculation, and that residents continue to pay \$5 for the permit and non-residents pay \$10 for the permit.

The amendment failed for lack of a second.

Based on additional discussions, Chair Smith withdrew her original motion and Councilmember Bell withdrew the second.

**MOTION:** Councilmember Bell moved to follow Interim Chief Usry's recommendations to require all dogs, resident or non-resident, to have a written permit from the City at a fee of \$5 for residents and \$10 for non-residents to serve as proof of rabies inoculation and to adopt language in the ordinance to require proof of current rabies inoculation; Chair Smith seconded.

The Chair asked for the ordinance amendment to include an exception for dog owners on the island less than thirty (30) days.

Interim Administrator Fragoso said that she needed to confirm the cost for the collars and to study the impact this change would have on current staffing due to the potential increase in activity in the Police Department.

Chair Smith asked the Interim Chief whether this ordinance would be enforceable, and whether it was logical to think all dog-owners who come to the island would go to the Police Department to get the written permit and tag or collar.

The Interim Chief was confident that the new requirement could be enforced, and Interim Administrator Fragoso acknowledged that a major component to initiating the new policy would be public education from social media, the City's website and from officers when patrolling the beach.

**VOTE: The motion PASSED UNANIMOUSLY.**

As the Committee discussed tag versus collar, Interim Chief Usry stated that the collars were not included in the FY19 Police Department budget and that she did not have an extra four thousand dollars (\$4,000) in the FY19 budget to implement this change.

The Chair thought that the cost was much lower than originally anticipated and that the funds could be found in the budget to purchase the collars for 2019. She contended that the optimum time to begin distribution of the new collars would be when the other changes to the dog ordinance went into effect with the new calendar year.

Since collars were not included in the FY19 budget, Councilmember Ward stated that a change to the collars would occur in January of 2020.

Although the Chair continued to assert that the money could be found in the FY19 budget for the collars, Councilmember Ward stated that he was doubtful that Council would support the change to colored dog collars because it would be an unbudgeted expenditure. With the possibility of visitors buying a dog license in October and then having to buy another in January was not practical; therefore, she recommended that all of the changes go into effect January 1, 2019.

Interim Chief Usry said that delaying the rollout of the changes until January 1 would provide the Police Department time for public education about the new requirements.

**5. New Business**

**A. Discussion of free parking for veterans at Front Beach**

Interim Administrator Fragoso stated that Councilmember Buckhannon requested that the Committee discuss the possibility of offering free parking for veterans at Front Beach to veterans and that, in her research, she learned that per State law the vehicles with a handicap placard or license plate belonging to disabled veterans and recipients of the Purple Heart and the Medal of Honor license plates are exempt from paid parking requirements as long as the vehicles displayed the special license plates issued by the Department of Motor Vehicles (DMV). When the Interim Administrator asked Attorney Copeland if the City could legally do this, she was told that the attorney for Myrtle Beach had advised them that they could do it, but cautioned that they would be omitting many who serve the public, i.e., firefighters, first responders, police officers, teachers, nurses, etc. Providing free parking for veterans at Front Beach would require them to get the special license plate from the DMV at an additional cost in order to participate. Since the City owns Ocean Boulevard between 7<sup>th</sup> and 10<sup>th</sup> Avenues, no SCDOT approval would be needed; veterans

who are disabled or received the Purple Heart or Medal of Honor are allowed to park free on the street and in the parking lots as long as they have the special license plates.

As a veteran, Councilmember Ward stated that he was not in favor of the City taking this action because of the exclusion of other worthwhile groups, especially first responders.

**B. Discussion of public safety and security for City Council and City employees**

Councilmember Bell indicated that he discussed public safety with Interim Administrator Fragoso as a result of attending a session at the MASC Annual Meeting related to an active shooter and the necessary response. Although most people think that kind of situation could not happen here, he has learned that is not true as deranged individuals have attacked others indiscriminately and for seemingly no reason. Since the City now uses a metal detector at sessions of court, he suggested that Council should consider using it as well.

**MOTION: Councilmember Bell moved to use the metal detector for Council meetings; Councilmember Ward seconded.**

Interim Administrator Fragoso explained that the City contracts with a local company to operate the metal detector and wand for court sessions; the cost is two hundred dollars (\$200) for four (4) hours.

The Interim Chief was in total agreement with this move by the Committee; she also noted that, when court was held, several armed police officers were present should anything happen outside the norm. She recommended that an armed officer attend Council meetings to engage any threat; she informed the Committee that Officer Storen was certified through the Federal Law Enforcement Training Center to teach "Active Shooter" and "Active Threats." Interim Chief Usry also suggested that City Council set aside time to go through the training session Officer Storen has put together.

Councilmember Ward asked if money had been earmarked in the FY19 budget to cover this expenditure, and the Interim Administrator responded that it was not specifically identified, but she thought the cost could be absorbed in the Meetings and Seminars line.

**Amendment: Chair Smith moved to amend the motion to include the presence of an armed IOP police officer at Council meetings; Councilmember Bell seconded and it PASSED UNANIMOUSLY.**

**VOTE: The amended motion PASSED UNANIMOUSLY.**

**C. Consideration of an award of a sole source contract to L3 Mobile-Vision in the amount of \$25,585.69 for 5 flashback HD camera systems for patrol vehicles**

When asked if these cameras were in the FY19 budget, Interim Chief Usry replied that they were.

**MOTION: Councilmember Ward moved to recommend to City Council the award of a contract to L3 Mobile-Vision for 5 HD in-car camera systems for \$25,585.69; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.**

**6. Highlights of Departmental Reports**

Fire Department – Chief Graham

The Chief reported that crews responded to multiple fire calls during the month and “personnel did an excellent job in getting to the source before they got out of hand.” She stated that, due to the publicity the incident received, she was certain the Committee was aware of the lightning strike on the beach; preliminary reports were that the woman would make a “respectable” recovery. Personnel also responded to a fatal boating accident on Long Creek that required a multi-agency response. Chief Graham stated that personnel have responded to two hundred fifty-five (255) medical calls year-to-date, not including the calls for jellyfish stings; for the month of July, personnel responded to one hundred eighty (180) calls. The Department had several high-ticket repairs during the month, i.e. the ninety-five foot (95 ft.) ladder truck required the replacement of a spring, and, while in the shop, some additional work was done. The resulting bill totaled more than seven thousand dollars (\$7,000). In addition, Fire Station 1 lost an air conditioning unit; about a week later, one (1) of the two (2) units serving the Lobby and the second floor hallway gave out; and now one (1) of the AC units at Fire Station 2 has died. Overtime was high in July because it contained three (3) pay periods and the July 4<sup>th</sup> celebration and fireworks display when everyone works.

Police Department – Interim Chief Usry

On July 2, an officer stopped a car on the Connector going one hundred miles per hour (100 mph); the driver was put into handcuffs immediately, and, when the officer was patting him down, he found a gun in the waistband of the driver’s pants and an open can of beer and bag of cocaine in the vehicle. An officer was riding on the island near another vehicle that was emitting the strong odor of marijuana; therefore, the driver was pulled over and asked to exit the vehicle. When he did, a duffel bag was seen in the car containing marijuana and individually wrapped bags of cocaine and a digital scale; he was charged with intent to distribute cocaine – 3<sup>rd</sup> offense, possession of and intent to distribute marijuana – 3<sup>rd</sup> offense, and driving under suspension – 3<sup>rd</sup> offense. On July 2<sup>nd</sup>, Officer Hardy assisted a session of summer camp at the Rec Center when they were celebrating Hero Week. On July 5<sup>th</sup>, Officers Hardy and Molino organized a beach clean-up in cooperation with Palmetto Pride and Charleston County Parks and Recreation; about thirty (30) volunteers participated with the cleanup; they collected more than fifteen (15) large bags of trash. “Coffee with a Cop” has been replaced by “Pops with a Cop” using freeze pops and distributing them at the beach; Officers Molino and Hardy make up the City’s community relations team. Telecommunication Specialists responded to six thousand one hundred ninety-four (6,194) calls in July; of that number, five thousand twelve (5,012) were for the Police Department. Officers made four hundred fifty-five (455) traffic stops and wrote one hundred sixty (160) citations. The Livability Officer wrote four (4) citations for noise and gave warning citations for noise ordinance violations to five (5) locations; the officer also issued five (5) citations to residents for unkempt lots. A total of nine (9) coyote sightings were reported in July.

**Update on Coyote Management Plan**

Chair Smith asked if there were any incidents of aggression by the coyotes, and the Interim Chief stated that none were reported. Due to the rain and subsequent saturation of the ground, the City was not currently trapping but a coyote pup was killed on Palm Boulevard. The Department has posted information on coyotes on social media, was adding coyote information to the Police Department’s brochure, and information was on the new signs at certain beach accesses.

If the City plans to order more signs for the beach accesses, Chair Smith suggested that the statement “not to feed the wildlife” should be replaced with “Watch for coyotes and snakes.”

Interim Administrator Fragoso explained that the language was chosen because of other similar signage on the island, and the City wanted to make people aware but not to create any kind of panic.

Chair Smith added that, to some people, the animal on the signs looked more like a wolf than a coyote and many visitors might not realize that the island, particularly the access paths, was home to poisonous snakes.

Interim Chief Usry noted that the wildlife signs at the beach accesses were very similar to the signs at a large park in Mount Pleasant.

Councilmember Ward stated, for the record, that he liked the signs as they are and did not want to spend more money on them. He commented that the City did not want to scare people away.

The Chair reiterated her opinion that any future signs should specifically mention snakes.

**7. Miscellaneous Business**

Next Meeting Date: 10:00 a.m., Wednesday, September 5, 2018 in the Conference Room

**8. Executive Session – not needed**

**9. Adjournment**

**MOTION: Councilmember Bell moved to adjourn the meeting at 7:02 p.m.; Chair Smith seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk

# DOG PERMITTING ORDINANCE

Permitting Requirement Options for  
Dog Owners on the Isle of Palms



# Current Isle of Palms Ordinance

**IOP Sec. 6-2-11. - Permit required.**

It shall be unlawful for any person to own, keep or harbor a dog within the City without a written permit from the City.

(Code 1970, § 5-4; Code 1994, § 6-2-11; Ord. No. 2004-4, § 1, 5-25-2004)

**\*Not clear as to residents or visitors\***

# IOP Sec. 6-2-12. - Certificate of vaccination required prior to permit issuance; term

Before issuing the permit required by this article, the City shall require the applicant to show proof of a current, valid rabies inoculation signed by a licensed veterinarian. Each permit shall be good for one (1) year from the date of its issue, and no longer.

(Code 1994, § 6-2-12; Ord. No. 1994-4, 4-26-1994; Ord. No. 2004-4, § 2, 5-25-2004)

# **IOP Sec. 6-2-13. - Badges; records.**

The City shall annually provide a sufficient number of metal badges suitable for dogs to be fastened to the animal's collar, numbered from one upwards, stamped "dog permit" and the year of issue. This badge and the written permit shall be delivered to the person owning, keeping or harboring the dog. The name and address of each party to whom such permit and badge has been issued shall be kept on file by the City, for the purpose of identification in case such badges should at any time be lost, stolen or otherwise misappropriated.

(Code 1994, § 6-2-13; Ord. No. 1994-4, 4-26-1994; Ord. No. 2004-4, § 3, 5-25-2004)

# What are our Neighbors Doing?

## Sullivan's Island



### Sec. 3-7. Dog permits and badges required.

A. It shall be unlawful for any person, resident or visitor, to own, keep, harbor, or allow a dog within the limits of the Town of Sullivan's Island, or exercise, walk, or allow a dog on public properties without a written permit/badge from the Town Clerk. (2-15-05)

B. Before issuing a permit required by Sec. 3-7 A. above, the Town Clerk shall require the applicant to file with him a certificate in writing signed by a licensed veterinarian that the dog designated in the permit has been vaccinated against rabies within one (1) year immediately preceding the date of the application. Each permit shall be valid for the calendar year commencing January 1 of each year, and no longer.

C. The Town Clerk shall annually provide a sufficient number of metal badges suitable for dogs to be fastened to the animal's collar, numbered from one upwards, and stamped "Dog Permit" and year of issue. This badge and the written permission required in Sec. 3-7 A shall be delivered to the person owning, keeping, or harboring the dog upon the payment of the sum of \$25.00 for residents of the Town and \$35.00 for non-residents of the Town of Sullivan's Island. (11-16-04) (11-17-09)

D. With submittal of an American Kennel Club Canine Good Citizenship Certificate at the time of application, applicant shall receive a \$2.00 discount off the applicable annual fee for each certified dog. (11-17-09)

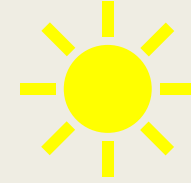
# Town of Mount Pleasant



**§ 90.54 COLLAR; TAG MUST BE WORN.** It shall be unlawful for any person to maintain or keep a dog or cat more than six months of age on any premises within the town unless the dog or cat wears a collar or harness securely attached to its body to which shall be securely attached a tag issued for the dog or cat by a licensed veterinarian, licensed to practice veterinary medicine in the state, showing the dog or cat has been vaccinated against rabies. ('81 Code, § 90.29) (Ord. 93050, passed 10-12-93; Am. Ord. 01031, passed 6-12-01) Penalty, see § 10.99



# Folly Beach



## § 95.09 ANIMAL TAGS.

(A) An animal services officer shall annually provide a sufficient number of metal tags, suitable for animals to be fastened to the animal's collar. This tag shall be delivered to the person holding, keeping or harboring the animal, upon payment of a sum as fixed from time to time by the City Council. The name and address of the person to whom the tag has been issued shall be kept on file in the animal services officer's office for the purpose of identification in case the tag should be at any time lost, stolen or otherwise misappropriated. It is further provided that this section shall not apply to persons living in the city temporarily for a period of less than 30 days; however, the person is not relieved of the responsibility under the other sections of this chapter.

(B) If the license tag is lost, a new tag may be issued for a fee as established from time to time by the City Council.

(C) Senior citizens, 55 years of age or older, will be allowed to register their animals free of charge.

(95 Code, § 6-3-9) (Ord. 89-2, passed 11-17-89; Am. Ord. 07-99, passed 2-16-99; Am. Ord. 03-02, passed 3-26-2002)

# Folly Beach also requires rabies vaccination...

## § 95.11 RABIES VACCINATION.

No person shall own, keep or harbor any pet within the city unless the pet has been vaccinated against rabies as provided herein.

(A) Unless the pet has received (as evidenced by certificate) a vaccination from a licensed graduate veterinarian using a vaccine which is good for a period of one year, provided the vaccine has been approved with the longer period of time specified by the State Department of Health and Environmental Control after consultation with the executive committee of the Association of Veterinarians.

(B) A State Department of Health and Environmental Control certificate of pet rabies vaccination will be issued by a licensed graduate veterinarian for each pet, stating the name and address of the owner, the name, breed, color and markings, age, sex of animal and the veterinary or pharmaceutical control number of the vaccination.

(C) Coincident with the issuance of the certificate, the licensed graduate veterinarian shall also furnish a serially numbered metal tag bearing the same number and year as is on the certificate. The metal license tag shall bear the name of the veterinarian and shall at all times be attached to a collar or harness worn by the pet for which the certificate and tag have been issued. Tags must be of the same color and shape when issued in offices of veterinarians.

(D) The owner shall have a valid certificate of rabies vaccination readily available at all times for inspection by the animal services officer or the Public Safety Department designee of health officials.

(E) In the event that a rabies tag is lost, the owner shall obtain a duplicate tag within seven working days.

(F) A certificate of rabies vaccination issued by a licensed veterinarian from another state will be accepted as valid evidence provided it is less than a year from date of issue.

(G) Rabies inoculation must be given by age four months to all cats and dogs.

(95 Code, § 6-3-13) (Ord. 89-2, passed 11-17-89; Am. Ord. 07-99, passed 2-16-99; Am. Ord. 03-02, passed 3-26-02)

# Proposed Revisions to Current IOP ordinance:

## Proposed Amended Ordinance

**IOP Sec. 6-2-11. - Permit required.**

It shall be unlawful for any person, resident or visitor, to own, keep, harbor or allow a dog within the City limits, or exercise, walk, or allow a dog on public properties without a written permit from the City.

# Proposed Amendments Continued...

## Proposed Amended IOP Sec. 6-2-12.-Rabies Vaccination –

No person shall own, keep or harbor any pet within the city unless the pet has been vaccinated against rabies as provided herein.

(A) Unless the pet has received (as evidenced by certificate) a vaccination from a licensed graduate veterinarian using a vaccine which is good for a period of one year, provided the vaccine has been approved with the longer period of time specified by the State Department of Health and Environmental Control after consultation with the executive committee of the Association of Veterinarians

(B) A State Department of Health and Environmental Control certificate of pet rabies vaccination will be issued by a licensed graduate veterinarian for each pet, stating the name and address of the owner, the name, breed, color and markings, age, sex of animal and the veterinary or pharmaceutical control number of the vaccination.

(C) Coincident with the issuance of the certificate, the licensed graduate veterinarian shall also furnish a serially numbered metal tag bearing the same number and year as is on the certificate. The metal license tag shall bear the name of the veterinarian and shall at all times be attached to a collar or harness worn by the pet for which the certificate and tag have been issued. Tags must be of the same color and shape when issued in offices of veterinarians.

(D) The owner shall have a valid certificate of rabies vaccination readily available at all times for inspection by the animal services officer or the Public Safety Department designee of health officials.

(E) In the event that a rabies tag is lost, the owner shall obtain a duplicate tag within seven working days.

(F) A certificate of rabies vaccination issued by a licensed veterinarian from another state will be accepted as valid evidence provided it is less than a year from date of issue.

(G) Rabies inoculation must be given by age four months to all cats and dogs.

# Proposed Amendments Continued...

## **Proposed amended IOP Sec. 6-2-13. - Badges; records.**

(A) An animal services officer shall annually provide a sufficient number of metal tags, suitable for animals to be fastened to the animal's collar. This tag shall be delivered to the person holding, keeping or harboring the animal, upon payment of \$5.00 for residents and \$10.00 for non-residents. The name and address of the person to whom the tag has been issued shall be kept on file in the Police Department for the purpose of identification in case the tag should be at any time lost, stolen or otherwise misappropriated. It is further provided that this section shall not apply to persons living in the city temporarily for a period of less than 30 days; however, the person is not relieved of the responsibility under the other sections of this chapter.

(B) Before issuance the metal tag, the owner of the dog shall be required to submit a copy of the certificate of rabies vaccination. Each badge shall be valid for the calendar year commencing January 1 of each year, and no longer.

(C) If the license tag is lost, a new tag may be issued for a fee as established from time to time by the City Council.

(D) With submittal of an American Kennel Club Canine Good Citizenship Certificate at the time of application, applicant shall receive a \$2.00 discount off the applicable annual fee for each certified dog.





# City of Isle of Palms



## **Dog Permitting - City Ordinances**

Motion from August 15, 2018 Public Safety Committee Meeting:

**Require all dogs, resident or non-resident, to have a written permit from the City at a fee of \$5 for residents and \$10 for non-residents to serve as proof of rabies inoculation and to adopt language in the ordinance to require proof of current rabies inoculation.**

This motion will require ordinance amendments to the following current City Ordinances: 6-2-11, 6-2-12 and 6-2-13:

### **Ordinance 6-2-11 – Permit required.**

Historically, this has been interpreted and enforced for island residents only. To ensure that all dogs have proof of inoculation, the current ordinance needs to be amended to require both residents and visitors who have a dog within the City limits to obtain a City issued permit after showing proof of inoculation.

### **Ordinance 6-2-12 – Rabies Vaccination**

An ordinance amendment would be required to allow the Animal Control Officer to take enforcement action if a dog does not have current rabies inoculation. The requirement to have a current rabies inoculation is covered in SC State Statute 47-5-60, but the Animal Control Officer is not permitted to issue a state uniform traffic ticket on the City's Municipal Summons.

### **Ordinance 6-2-13 – Badges, Records**

An ordinance amendment would be required specifying the requirement of a metal tag that must be fastened to the animal's collar. The cost of the metal tag for persons who show proof of residency and provide a copy of a current rabies vaccination certificate to the Police Department to be \$5 per metal tag. The cost for non-residents would be \$10.

The Police Department keeps a log with the name, address, phone number, or other contact information of the dog owner.

The metal tags allow the Animal Control Officer to return a found pet to the owner quickly. IOPPD keeps found pets in the kennel at the Public Safety Building for no more than 24 hours, depending on the weather or other circumstances before transporting them to the Charleston Animal Society or emergency vet.

City Council could also consider providing a monetary discount of \$2 with the submittal of an American Kennel Club Canine Good Citizenship Certificate at the time of application for the metal tag.



# City of Isle of Palms

## **Metal Tags vs Collars**

- City of Isle of Palms used metal tags. 500 metal tags are purchased each year.
  - 336 metal tags have been issued year to date 2018
  - 357 metal tags were issued in 2017
  - Metal tags are sold to island residents for \$5.00 each
  - Metal tags are for the calendar year for which they are purchased.
  - Proof of rabies vaccination is required at time of purchase for each animal.
  - Cost: \$.21 cents (does not include personnel time of processing, data entry and issuance of tag)
- Town of Sullivan's Island uses collars with a metal tag that slides onto the collar.
  - 1927 non-resident collars issued year to date 2018
  - 435 resident dog collars issued year to date 2018
  - Collars are good for the calendar year for which they are purchased. The color of the collar changes each year for ease of enforcement.
  - The collar and metal tag are sold to Sullivan's Island residents for \$25.00 each and for non-residents the cost is \$35.00 each.
  - Proof of rabies vaccination is required at time of purchase for each animal.
  - Cost: \$.88 cents (does not include personnel time of processing, data entry and issuance of tag)

## **Incidents involving dog bites and/or scratches**

- 2018 YTD – 2 involving persons, 1 dog vs dog
- 2017 – 2 involving persons, 4 dog vs dog, 1 cat vs dog and 1 coyote vs dog
- 2016 – 5 involving persons, 5 dog vs dog
- 2015 – 7 involving persons, 2 dog vs dog

## **Public Works Committee**

9:00 a.m., Wednesday, August 1, 2018

The regular meeting of the Public Works Committee was called to order at 9:00 a.m., Wednesday, August 1, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Buckhannon and Kinghorn, Chair Rice, Interim Administrator Fragoso and Director Pitts; a quorum was present to conduct business.

1. Chair Rice called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

### **2. Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Kinghorn moved to approve the minutes of the regular meeting of July 6, 2018 as submitted; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.**

### **3. Citizens' Comments**

The resident at 21 – 22<sup>nd</sup> Avenue who asked to speak was not in attendance.

Jim Raih, 3904 Cameron Boulevard, expressed his difficulty in seeing the total expenditure anticipated for the Assistant Public Works Director of Maintenance and Facilities including the salary, building modifications, etc.; he also asked if a relocation package was included. He stated that he saw the functions as a function of time, of labor, of equipment and of the pumps, and he said that he thought that Director Pitts was “doing a great job.” In his opinion, being just one thousand dollars (\$1,000) over budget in an eighty-five thousand dollar (\$85,000) budget “for vehicle maintenance was remarkable.” Mr. Raih suggested that the City buy all of its fuel from the IOP Marina in the time that the City's pumps were out of service for the removal and replacement of the underground storage tank at the Public Works site. On the subject of trash removal, he noted that the dumpsters at the back of the Municipal Parking Lot were reserved for trash removed from the beach, and the dumpster behind the Public Safety Building was reserved for the restaurants on Front Beach. He thought that the City should look into a way to put all of these dumpsters in one (1) location. In addition, he said that the Target on the other side of the Connector can do upwards of three hundred thousand dollars (\$300,000) on a Saturday in the summer from beach chairs, umbrellas and tents; he opined that the problem of tents being left on the beach was a function of the disposable society in which we live, and he opined that it was cheaper to buy a new tent every day than to rent one (1).

Katrina Limbach stated that she owned IOP Beach Chair and Bike Company with her partner Bert Hemingston and that she was unable to attend the July meeting when rental chairs and tents were discussed. She said that she and her partner were willing to help in any way they could to encourage the renting of tents and chairs for a day at the beach. She reported that the frame tents people were buying at Target were difficult to set up and take down and could be very dangerous in a storm; she indicated that they have researched a different type of tent that would be a much better option. She asked to be on the agenda for the next meeting to open a

conversation about tent rentals. She stated that she co-founded a beach sweep group, IOP Clean-up Crew, and, in doing so, researched environmental conservation; the research led to changing many of her old habits. She reported an instance where she wanted to fill her water bottle when at Front Beach and found that there was no place where one could do that. After talking with her partners, she offered to sponsor some type of water filtration system at Front Beach.

Councilmember Kinghorn asked if the City would allow the rental of tents for the beach, and the response was that tents could be rented for use on the beach.

Councilmember Kinghorn then directed his questions to Ms. Limbach; Was there a market for tent rentals? How they would begin to test the market? He opined that the option was preferable to the disposable tents Public Works was dealing with now.

Ms. Limbach said that their product could not compete with the beach tent being sold at Target based on cost.

Councilmember Buckhannon offered that people would opt for the cheaper tents until the City outlawed them.

Ms. Limbach referred again to the danger of the beach tents in a storm; she would support the City banning them from the beach. She also repeated that the product they would offer would be much easier to set up and taken down and would be safer.

The consensus of the Committee was to continue the discussion about beach tents and filtered water at Front Beach at the next meeting.

Director Pitts reminded the Committee that cooled, filtered water fountains were located inside the entrances to the public restrooms, one (1) on the women's side and one (1) on the men's side; he noted that these fountains were not designed to fill water bottles.

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#### **4. Departmental Report for July 2018 – Director Pitts**

##### **Vehicle Maintenance and Trash Collection Tracking Reports**

Since the meeting was being held on the first day of a new month, Director Pitts stated that he has not received the trash and debris collections tonnage numbers from Charleston County; therefore, he does not have the updated reports and graphs. Due to the construction at the Public Works site and pumping water from flooded streets, the Director said that he has not had the time to devote to the monthly activity report and vehicle maintenance expenditures for July; the information will be included with next month's reports.

Chair Rice asked which streets were being pumped today, and the Director replied that pumping was occurring on 46<sup>th</sup>, 50<sup>th</sup> and 51<sup>st</sup> Avenues; the pump on 52<sup>nd</sup> Avenue was having fuel problems this morning. He told the Committee that no beach access paths were being pumped and that his concern was safety, septic systems and streets; the streets had to be pumped to allow access by public safety personnel and equipment.

Interim Administrator Fragoso stated that sand has been brought in to repair and grade the beach access paths in the past, but, with the weather prediction for more rain in the near future, she asked when would be the right time to do it.

Director Pitts added that the “game plan” devised with Director Kerr was to “shore up” the base at the 31A access, to put the new wider mats at 42<sup>nd</sup> Avenue and to move some of the older mats at 31A after the sand shell base is added. He commented that 31A was a long access path and he is trying to make it a more defined path in the middle of the island like the access paths at 5<sup>th</sup>, 9<sup>th</sup>, 25<sup>th</sup>, 31A, 41<sup>st</sup>, 42<sup>nd</sup> and 53<sup>rd</sup> Avenues.

Since one (1) reason for the pumping was related to septic systems and grinder pumps, Councilmember Kinghorn asked if the IOP Water and Sewer Commission was doing any pumping. When the response was in the negative, he questioned whether the City should request that they rent or purchase pumps to augment the City’s efforts to remove stormwater.

The Director explained that stormwater removal was under the City’s purview.

Following up, Councilmember Kinghorn asked if the City sent the Water and Sewer Commission a bill.

Councilmember Buckhannon stated that maintenance of a grinder pump system would fall to the homeowner. When the street flooding affects them, the Water and Sewer Commission typically shuts down the grinder pumps, and the City has, on some occasions in the past, provided temporary toilets on certain streets until the stormwater went down and the grinder pumps were again operational.

## **5. Old Business**

### **A. Update on Phase II Drainage Project**

Interim Administrator Fragoso stated that the rain has caused substantial construction delays, so staff was preparing another extension request of forty-five (45) days for the Rural Infrastructure Grant. Included in the forty-five (45) day extension was time to close out the project along with 3 the submission of the financial information to the grant agency; the extension request did not mean that the City expected construction to continue to the middle of November.

The Interim Administrator informed the Committee that the City has been approached by both The Citadel Beach House and individual property owners on 48<sup>th</sup> Avenue, which are private roads, with an interest in tying into the City’s drainage project. In the past couple of weeks, the Interim Administrator and David Stevens of Civil Site Environmental, who designed and oversees the project, met with the manager of The Citadel Beach House, and they were willing to work with Mr. Stevens for the design and engineering to extend the system onto that road. Mr. Stevens has prepared a proposal for them. Mr. Stevens confirmed that the system, as designed, could handle the additional flow. Since the property owners were willing to pay for the design, engineering and construction, the City has no reason to deny their request, assuming that the engineers confirm that the additional flow would not compromise the system. Interim Administrator Fragoso added



that the private property owners would also need to be willing to sign an agreement stating that they will pay for future maintenance to their portion of the system

Councilmember Kinghorn cautioned that the City needed to consider not only the current flow, but to look at the capacity in the future relative to rising sea levels and changing weather conditions.

Although the property owners on 47<sup>th</sup> Avenue, another private road, have not reached out to the City for inclusion in the project, Councilmember Kinghorn thought the City should contact them and propose the same terms being afforded to property owners on 48<sup>th</sup> Avenue and The Citadel Beach House.

Chair Rice voiced concern about a future sale of property on 48<sup>th</sup> Avenue and how the maintenance of the drainage system could be transferred to a new owner.

Referring to the Phase I Drainage Project, Councilmember Buckhannon recalled that a private street was not included because the property owners chose not to participate.

The Interim Administrator said that the City could reach out to the property owners on 47<sup>th</sup> Avenue about participating in the project; she added that they might have a cost savings if all were included in the design and engineering phase.

Councilmember Kinghorn proposed that the private roads must be deeded back to the City to be included in the project, and Mr. Stevens recalled that was the way the process was addressed in the past.

Since last fall, three (3) property owners on 48<sup>th</sup> Avenue have approached the City about inclusion in the drainage project; according to Interim Administrator Fragoso, the City has not received anything indicating that all of the property owners on 48<sup>th</sup> want to participate.

Mr. Stevens reported that he has sent a proposal to the management of The Citadel Beach House, and they are trying to obtain the funding. Although he has not received any feedback, he stated that the managers of The Citadel Beach House were “very interested” in the project.

Providing the construction update, Mr. Stevens reported that the work on 46<sup>th</sup> Avenue would be completed this week and that a collection box had to be added to 45<sup>th</sup> Avenue; once that box was in place, the contractor intends to add a second crew to the project, assuming the area dries up. He commented that the water table was so high that the crew had to pump to install pipes that 4 were installed at a depth of only three feet (3 ft.).

## **B. Update on removal/replacement of underground storage tanks at Public Works**

Director Pitts reported that both tanks were in place and strapped down; they have been filled with water for DHEC to perform its tests. In addition, they have back filled some of the gravel and work continues.

According to the Interim Administrator, the contractor has submitted the first pay application to the engineer overseeing the project, and it will likely come to Accounts Payable next week.

When Councilmember Buckhannon asked who would be responsible for any state and/or federal reporting, Interim Administrator Fragoso answered that the oversight engineer from Jones and Frank was responsible for all state and/or federal filings and reporting. She commented that oversight by a qualified engineer was vital in a project of this magnitude, particularly since they know the documentation and permitting necessary.

Chair Rice asked if a second person would be trained on the DHEC testing required every month, taking some of the pressure off Director Pitts.

The Director replied that today the City has three (3) Class AB operators; Travis Stafford, the Fire Inspector, and Chris Enourato, the Animal Control Officer, have completed the certification process. When the Assistant Public Works Director of Maintenance and Facilities is hired, the first task assigned to him will be to obtain this certification.

**C. Discussion of Proposal from John Garrels, potential buyer of Schupp Enterprises**

Chair Rice noted that Mr. Garrels' proposal and resumes for Mr. and Mrs. Garrels were included in the meeting packet. She expressed concern that the information on previous jobs did not reference a city or state where the work was performed and lacked education information; she, therefore, asked that they re-submit them with the information requested and references. In addition, Chair Rice asked them to agree to background checks, which they were pleased to do.

Mr. Garrels told the Committee that he and Mr. Schupp have discussed dates when they could run the route together and that he had visited with Director Pitts the previous week.

**5. New Business**

**A. Re-opening stormwater ditch at 21<sup>st</sup> – 22<sup>nd</sup> Avenue**

Director Pitts commented that the property owner sent him the photos in the packet and had intended to attend the meeting; the Director said that the resident had contacted him after Hurricane Matthew but the Public Works Committee meeting was cancelled that month. The resident would like for the ditch to be re-opened and returned to its original form; after he approached the Director last year, Eadies cleaned out the pipe and a portion of open ditch.

Since the fact is that an open ditch flows better, Chair Rice asked what the procedure was to open the ditch, and the Director said that he needed to place a work order with the County to have the ditch opened up after their engineer visits the site and agrees with the request. 5

**B. Discussion of ditch between 31<sup>st</sup> and 32<sup>nd</sup> Avenue**

Director Pitts reported that he has walked the ditch between 31<sup>st</sup> and 32<sup>nd</sup> Avenues with the Warners. When they initially contacted the City about the ditch, the Director contacted Chris

Wannamaker, the Charleston County Stormwater Engineer; after a site visit, he responded that he was concerned about illicit discharge and an iron gate. When the Warner's called this year, he again contacted Mr. Wannamaker, who said that adding to the problem was new construction on 32<sup>nd</sup> Avenue and silt in the collection box. Director Pitts stated that he then requested a followup site visit by the County's inspectors, and he has not yet heard back.

**C. Discussion of ditch at 24<sup>th</sup> and Hartnett Boulevard**

Interim Administrator Fragoso reported that the resident at 2400 Hartnett reached out to the City about the condition of the ditch, and SCDOT responded to complaints about ponding issues. They found that the ditch was piped and that the pipe was blocked, so they removed the pipe. SCDOT has been contacted about the erosion of the ditch; they will make a site visit and subsequently do whatever needs to be done.

The Interim Administrator also noted that someone has complained that the open ditch has eliminated parking on that side of the street; she noted that the property was at an intersection with a STOP sign and that parking within thirty feet (30 ft.) of the intersection was prohibited.

**D. Discussion of beach cleaning equipment**

A copy of the brochure was included in the meeting packet; this beach cleaner is the equipment Councilmember Ward referred to at the July Council meeting. The communities of Myrtle Beach, North Myrtle Beach and Horry County are among the South Carolina beach municipalities using it currently; the cost is approximately sixty thousand dollars (\$60,000) excluding shipping. Councilmember Ward was questioning whether the beach cleaner would be a worthwhile investment for the City.

In discussing the possibility of purchasing one (1), Interim Administrator Fragoso recounted that Director Pitts opined that he would need two (2) additional people to operate it because he could not pull any employees off his current duties to drive this equipment.

Councilmember Kinghorn asked about the merits to this system, and Director Pitts responded that the beach cleaner filtered the sand to a depth of approximately six inches (6 in.) to pull out the small debris, such as cigarette butts, pop-tops, sea weed, etc.

Admitting that cigarette butts were in the sand, the Director thought the volume was far less than in the past and did not warrant the costs of the beach cleaner, additional employees and a tractor to pull it.

**MOTION: Councilmember Kinghorn moved to refer the purchase of a beach cleaner and all associated costs to the Ways and Means Committee; Chair Rice seconded and the motion PASSED UNANIMOUSLY.**

Chair Rice asked the Director if a date has been confirmed for the fall shred day.

Director Pitts recalled that the shredder caught fire during the spring shred day and that the company's employee on-site told the Director that the City would not be charged for the service since they did not fulfill their obligation. The City has since received an invoice, and the Director planned to contact the company to get an alternate date in the fall or a credit for the invoice issued.

**7. Miscellaneous Business**

Next Meeting Date: 9:00 a.m., Thursday, September 6, 2018 in the Conference Room.

**8. Executive Session – not needed**

**9. Adjournment**

**MOTION: Councilmember Kinghorn moved to adjourn the meeting at 9:50 a.m.; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk

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## RECREATION COMMITTEE

9:00 a.m., Tuesday, August 7, 2018

The regular meeting of the Recreation Committee was held at 9:00 a.m., Tuesday, August 7, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present for the meeting were Councilmembers Moyer and Smith, Chair Buckhannon, Interim Administrator Fragoso, Recreation Director Page and Clerk Copeland; a quorum was present to conduct business.

1. Chair Buckhannon called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

### 2. Approval of Previous Meeting's Minutes

**MOTION: Councilmember Smith moved to approve the minutes of the regular meeting of May 7, 2018 as submitted; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.**

### 3. Citizens' Comments

Jim Raih, 3904 Cameron Boulevard, stated that the Recreation Center has set the bar high in the appearance category; the grounds at the Rec Center always look good. He thought that the Front Beach parking lots could look better with getting a couple of loads of gravel to fill in the potholes, and he suggested that the grass at the bumpers needed to be cut so that people can see that there are parking spaces there for more organized parking. He thought that the planned Sunday afternoon opening of the Rec Center would be well-received and that many island residents would take advantage of the new hours.

### 4. Departmental Report for June and July 2018 – Director Page

Director Page reported that the Recreation Department was transitioning into the fall programs that will begin in September; the Director anticipates that the Activity Guide will be available next week. On the first page of the report was a list of the programs that will begin in September; the program named *I am an Artist* has been given a new name *Giggling Artist*; she added that the instructor for this class is very creative. Registration for adult fall athletics has been ongoing through the summer, and games will begin at the end of August or the first of September. Youth soccer registration began July 23<sup>rd</sup> with games to begin in early September. The announcement of the Rec Center being open on Sunday afternoon will be in the Activity Guide, on the City's website, on new signs and social media; the Sunday opening will be from 1:00 p.m. until 5:00 p.m. and begin September 9<sup>th</sup>. From 1:00 p.m. to 3:00 p.m., the gym will be open for adults, 18 and older, for full court basketball and, from 3:00 p.m. to 5:00 p.m., the gym will be open for families participating in half court play. Summer camps ended on Friday, August 3<sup>rd</sup>, and had sixty-five (65) children participating in either Camp Summershine or Wee Camp, and, to keep things interesting, athletic camps were going on at the same time, as well as the normal classes. Recent events were the Sand Sculpting contest that was always a success with approximately thirty (30) teams, and the IOP Beach Run attracted more participants than ever, over four hundred (400). Events happening before the end of the year include the 20<sup>th</sup> Annual Half Rubber Tournament on August 18<sup>th</sup>, the Community Wellness Fair on September 21<sup>st</sup>, the IOP Connector Run on October

6<sup>th</sup>, Ghostly Tide Tails on October 19<sup>th</sup>, the Halloween Carnival on October 31<sup>st</sup> and concluding with the Holiday Street Festival on December 1<sup>st</sup>.

Recreation Committee  
August 7, 2018

Councilmember Moye asked if any of the judges for the sand sculpting contest were island residents, and Director Page told him that the judges were architects. Councilmember Moye expressed that he thought one (1) of the judges should be from the island, and the Director said she would do that in the future.

Councilmember Smith asked who the judges were for the Halloween costumes, and Director Page replied that they often pull people from the audience and the Exchange Club has done it; the judges were routinely members of the community.

In addition to daily tasks, the Recreation staff maintain the 28<sup>th</sup> Avenue beach access since it is the one (1) used by summer campers; they removed rusty benches from Front Beach; dug out a trash can that was buried on the beach; and they continue to mark the fifteen feet (15 ft.) clearance around fire hydrants on Palm Boulevard.

Interim Administrator Fragoso reported that Charleston County would issue the Notice to Proceed for the 28<sup>th</sup> Avenue sidewalk before Labor Day; she reminded the Committee that this project was being paid via Transportation Sales Taxes (TST) funds awarded to the City. Construction will begin in the fall.

Interim Administrator Fragoso congratulated the Recreation Department and the Livability Officer and the Animal Control Officer for the work they did at the Municipal Parking lot; their team efforts opened twelve (12) parking spaces.

Councilmember Moye asked if the same people were coming to use the equipment in the cardio room; Director Page responded that they get many guests because the rental companies tell 2 people as they check-in that the facility is available. From a suggestion made by the Community \_\_\_\_\_ Specialist Holly Norton, the Rec now has two (2) sign-in sheets, one for residents and a second one for non-residents. Getting back to Councilmember Moye's question, the Director said that the Rec Center welcomes the same four (4) island residents every morning and two or three (2 – 3) other residents every afternoon; the Rec Center does have its regular groups that are there every other day.

She informed Chair Buckhannon that the residents who use the cardio room are grateful it is available to them at no cost. She indicated that many of the younger generation might leave because the Rec does not have other equipment, such as resistance and fitness.

Councilmember Smith said she was interested in seeing the participation numbers for the new Sunday afternoon openings.

Chair Buckhannon was also interested in how the Rec Department was going to handle camp registration to eliminate parents camping there the night before or getting in line at 6:00 a.m.; he suggested that the registration be held on a Saturday so that some parents would not have to miss a day's work to get children registered. He asked that the Rec staff begin to work on an alternate strategy for 2019.



Councilmember Moye and the Interim Administrator had suggestions about on-line registration programs that would not require the City to buy another module for the RecTrak system.

One (1) drawback to on-line registration was that the registration data gathered would have to be entered into the RecTrak system.

Recreation Committee  
August 7, 2018

Director Page stated that the Saturday registration was something the Rec staff could and would do.

When the subject of grandparents registering their grandchildren who would be visiting, Director Page said that the island has only about six (6) grandparents who use the Rec's summer camps.

Director Page noted that for the purposes of summer camps, Sullivan's Island residents are considered non-residents and cannot register until the registration is open for them; on the other hand, Sullivan's Island children can register for athletics with IOP residents.

To eliminate parents camping out at the Rec for registration, Interim Administrator Fragoso suggested starting the registration process at noon.

## **5. Old Business**

### **A. Update on the 2018 Farmers' Market**

Interim Administrator Fragoso commented that the Farmers' Market would again be held on Thursdays in September and October. The managing team have reported to the Interim Administrator that they have received approximately forty (40) vendor applications. The team has identified nine (9) vendors who will participate every week, but they are having problems getting sponsors for the beer and wine and, as instructed, have only approached island businesses. If they are unable to get more sponsors, they will be allowed to approach Sullivan's Island businesses. The City has signed the agreement to Charleston County PRC and has paid them the agreed upon amount for free parking in September and October. The managers are also working on posters and a logo to distribute to businesses on the island.

### **B. Sunday Rec Center opportunities**

Director Page said that the only activity offered now will be basketball; currently no instructors are interested in a offering programs on Sunday afternoons.

## **6. New Business – none**

## **7. Miscellaneous Business**

**Next Meeting Date: 9:00 a.m., October 9, 2019 in the Conference Room.**

## **8. Adjournment**

**MOTION: Councilmember Moya moved to adjourn the meeting at 9:40 a.m.; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk

DRAFT

## **REAL PROPERTY COMMITTEE**

4:00 p.m., Monday, August 6, 2018

The regular meeting of the Real Property Committee was held at 4:00 p.m., Monday, August 6, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Ferencz, Chair Bell, Interim Administrator Fragoso and Clerk Copeland; a quorum was present to conduct business. Councilmember Ward was absent.

1. Chair Bell called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

### **2. Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Ferencz moved to approve the minutes of the regular meeting of July 3, 2018 as submitted; Chair Bell seconded and the motion PASSED UNANIMOUSLY.**

### **3. Citizens' Comments**

Jim Raih, 3904 Cameron Boulevard, stated that he served on the Real Property Advisory Committee for four (4) years and understood how difficult it was to grasp everything that goes on at the marina, what businesses are operating out of it and how they are interconnected. He stated that the marina was a great asset for the City that "needed some attention," and he encouraged the Committee members to seek out past Committee members for historical information.

### **4. Comments from Marina Tenants**

Michael Fiem of Tidal Wave Water Sports took the opportunity to remind the Committee about the Residents Appreciation Day scheduled for Saturday, September 8, 2018 when residents will be invited to participate in any and all of the activities offered by Tidal Wave at no charge, but donations to the MUSC Children's Hospital would be encouraged. Reservations for activities will be taken beginning August 15<sup>th</sup>.

### **5. Old Business**

#### **A. Results of RFP 2018-01 – Engineering, Design and Permitting for Isle of Palms Marina Docks Rehabilitation**

Interim Administrator Fragoso directed attention to the bid summary included in the meeting packet stating that the City received proposals from Jon, Guerry, Taylor and Associates, SHFR Waterfront Solutions and Applied Technology Management (ATM); staff's recommendation was to award the contract to ATM, the lowest price submitted. Noting that ATM was the firm the previous Real Property Committee worked with on the Marina Enhancement Plan, the Interim Administrator stated that they have an in-depth knowledge of the marina that will translate into their ability to "hit the ground running." The City has found ATM to be very responsive and has developed a good working relationship with them. Although some citizens might be concerned about awarding this contract to them because of their work on the Enhancement Plan, she remarked that ATM did the job they were hired to do and followed the directions given to them by

the Committee and City Council; therefore, their previous work for the City should not be a drawback to them on this new contract. ATM is well-qualified and will do a good job for the City.

The other two (2) firms who submitted proposals were equally qualified, but staff had concerns about both. Jon, Guerry, Taylor designed and engineered the bulkhead replacement, and the bulkhead has recently undergone a costly rehabilitation for erosion behind it caused by the incorrect installation of the weep holes. SHFR Waterfront Solutions is undergoing a transition due to the untimely death of the owner about a month ago.

Chair Bell reiterated that the dock rehabilitation was a separate project from the Marina Enhancement Plan, and the reasons the referendum failed did not involve the quality of work done by ATM. In discussing the bids with the Interim Administrator, they concluded that, if the RFP was to go out a second time, the City would likely receive the same three (3) proposals because few companies did this type of work. The Chair agreed that ATM has a stellar reputation in this field of work, and he was comfortable going forward with staff's recommendation.

Councilmember Ferencz asked that ATM use all of the data they have gathered, but to look at the dock rehabilitation with a fresh set of eyes; she also asked that they concentrate on ADA compliance in their scope of work.

**MOTION: Councilmember Ferencz moved to recommend to the Ways and Means Committee the award of the contract for design, engineering and permitting of the dock rehabilitation to ATM; Chair Bell seconded.**

Interim Administrator Fragoso recommended also that Alternate #2 for the construction administration could be excluded at this time since no one expects construction to begin in this fiscal year; without Alternate #2, the contract amount would be sixty-two thousand dollars (\$62,000). In the FY19 Marina Fund budget, two hundred eighty-five thousand dollars (\$285,000) has been allocated to this project, i.e. thirty-five thousand dollars (\$35,000) related to the Boating Infrastructure Grant and two hundred fifty thousand dollars (\$250,000) related to the dock rehabilitation.

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**VOTE: The motion PASSED UNANIMOUSLY.**

**B. Update regarding 1100 Palm and right-of-way on Pavilion Drive**

The Interim Administrator stated that the City has been researching the ownership of Pavilion Drive and found that SCDOT has not conveyed the entirety of Pavilion Drive between Carolina Boulevard and J.C. Long Boulevard. As a result, the real estate attorney asked that the City get a current survey; that has been completed and the results have been sent to the attorney. Once finalized, the City will use the new survey to request and obtain title to the entire right-of-way area and will be in a position to address the owners request to convey part of the right-of-way to him to enable him to get clear title to the property.

**C. Update on Marina operations and requests for documentation**

Chair Bell thanked the tenants who have responded to the City's requests and stated that he has questions about some of the information that has been provided, and that, through the data provided, the Committee was trying to understand how big an operation the marina was. The rainy weather of the past three (3) weeks and the resulting flooding have highlighted some of the urgency around the City's financial decisions when looking at the overall picture of the City's

financial planning related to the drainage issues and the need to make a substantial investment in the marina to make it safer for users. At the marina, the questions that need to be answered are:

- Fit, form and purpose to the residents;
- Who is using it and at what level?
- How much the City needs to invest?

From this point forward, he believes that the Committee will be taking a comprehensive look at the entirety of the marina and coming up with a plan that serves the purposes of the residents. He reiterated that the marina is a City-owned property that, according to the opinion of many residents, has become too commercialized with too many businesses operating there.

Councilmember Ferencz stated that she wanted to compile the information so that the Committee could get a global view and look into the future to learn what the marina represents for the island. The Committee believes that the composite information will provide some guidance in where money should be invested.

Chair Bell thanked Mr. Berrigan for the information received prior to the meeting, and, giving a look at the information briefly, he referred to the March 24, 2015 minutes of the Ways and Means Committee when "Councilmember Ferencz reported that Marina Manager Berrigan had stated that he sold six thousand (6,000) launch vouchers to people from off-island and three hundred (300) to residents." The information received today indicates that through July 2018 forty-six hundred fifty-five (4,655) resident launch passes have been sold and approximately nineteen hundred sixty-seven (1,967) non-resident launch passes have been sold. He questioned the accuracy of the numbers and asked what has happened at the marina to make such a dramatic change in three (3) years. Since the Chair lives on 41<sup>st</sup> Avenue, he reported a steady stream of non-resident boats and trailers passing by all day every day; he stated that, when he goes to the marina, he sees very few resident decals. Chair Bell added that it was going to be very difficult to explain to residents the City's investment without being able to tell them what that investment would do for them; he noted that the Councilmembers elected in November told the voters that future decisions about the marina would be based on residents. He closed his comments by stating that the Committee was interested in seeing the marina become what it should be.

In reviewing the data, Councilmember Ferencz found it hard to put the pieces together, which was the goal of the Committee; they were interested in getting a global view of the marina.

Chair Bell stated that the only parking for residents at the marina was the thirty minute (30 min.) parking at the marina store; all other parking was assigned to the restaurant, Tidal Wave, etc. He commented that the same cars were parking on 41<sup>st</sup> every day, and he has concluded that they belong to marina employees. He recalled that City Council passed some changes to the parking plan that will make parking on 41<sup>st</sup> Avenue "Resident Only" parking; the signage has been order and will be installed very soon. He cautioned the business owners to notify their employees that, if they continue to park on 41<sup>st</sup> Avenue, they will be ticketed; the Chair also reiterated that the point that the marina manager's contract states that he is to provide spaces for employees to park. He repeated his opinion that the best option for employee parking would be to park in the municipal lots and be shuttled to the marina.

**6. New Business**

**Unlicensed businesses operating at IOP Marina, no lease with City or marina manager**

Chair Bell stated that “x” number of leased, tenant charter boat operated at the marina; when the Committee reviews the insurance documentation provided by the marina tenants, the Committee will be looking at the amount of insurance each carries and whether or not the policies name the City as “an also insured.” He noted that he was not wanting to tell non-lease charter boat captains that they could not operate out of the IOP Marina; he assumed that they pick up from several marinas in the area. The question the Committee was asking was if the City had any less liability because they are not renting a slip; City Attorney Copeland has been asked to research this matter and to advise the Committee what it should do. He opined that the boat captain should have an agreement with the marina operator that allows him to operate out of the IOP Marina, and the same insurance requirements would be required on them as other leased charter boat operations.

From discussions with City Attorney Copeland, Interim Administrator Fragoso informed the Chair that the Committee has two (2) options, i.e. the City could enter into leases with these businesses or the marina manager could enter into a lease agreement with them. In both scenarios, the boat captains would be required to meet the City’s insurance requirements because the charter boats that pickup at the IOP Marina do represent a potential liability to the City.

At this point the Chair asked who would be responsible for enforcement and what would happen if someone was in violation.

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**7. Miscellaneous Business**

**Marina rents report** – All tenants were current,

Next Meeting Date: 4:00 p.m., Wednesday, September 5, 2018 in the Conference Room

**8. Executive Session** – not needed

**9. Adjournment**

**MOTION:** Chair Bell moved to adjourn the meeting at 4:35 p.m.; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland  
City Clerk



**MINUTES OF THE ISLE OF PALMS  
PLANNING COMMISSION MEETING  
August 15, 2018**

The Isle of Palms Planning Commission met in the City Hall conference room, 1207 Palm Boulevard on August 15, 2018 at 4:30 p.m. Members attending included Ron Denton, Vince DiGangi, Richard Ferencz, Bill Mills, Phillip Pounds, and Lisa Safford; the Director of Planning Douglas Kerr was present as well. Lewis Gregory was absent. Mr. Ferencz acknowledged that the press had been notified of the meeting, and the agenda for the meeting was posted in City Hall and the Building Department to comply with the Freedom of Information Act.

**PUBLIC COMMENTS**

Mr. Daniel Habbock, 9 Wills Way, reported that his neighborhood floods during rain events, and that he and his family do their best to try to keep the drainage system clear, but the water does not seem to enter into the system.

Ms. Safford, explained that she was Mr. Habbock's neighbor, and she could attest to the fact that the water did not enter into the system.

Mr. Kerr stated that he was confused to hear that a piped system was in their backyards, as he had always believed that the area in the backyards that was a swale. He explained that he could ask Charleston County to investigate the system in an effort to determine what was keeping the water from entering into the system, and he would report back to the Commission at their next meeting.

**APPROVAL OF MINUTES**

The next item on the agenda was the approval of the July 11, 2018 minutes, and Mr. Denton made a motion to approve the minutes as submitted, and Mr. Pounds seconded the motion. The motion PASSED UNANIMOUSLY.

**DISCUSSION OF MEMORANDUM OF UNDERSTANDING REGARDING FUTURE  
SEWER EXPANSION**

The discussion of the development of a Memorandum of Understanding (MOU) between the City and the Isle of Palms Water and Sewer Commission (IOPWSC) regarding the future expansion of the public sewer system to all parts of the island was next on the Agenda.

City Administrator Emerita Tucker explained that she had been making good and steady process on this assignment, and she had been meeting regularly with the IOPWSC staff as well as the engineer working on the project. She explained that the group was

focusing on an old study done by an engineer, G. Robert George, and they were trying to obtain additional data from that study.

She added that the IOPWSC had applied for a Rural Infrastructure Grant to expand sewer into the areas around 29<sup>th</sup> Avenue and they were unsuccessful in their first attempt, but they were hopeful that they could take the feedback from the first attempt, improve the request, and be successful in a subsequent request for the same project. She explained that the IOPWSC was working toward having at least 75% of the owners adjacent to the proposed project committed to tying into the system.

Ms. Tucker added that the IOPWSC had been successful in being awarded a FEMA grant for the expansion of the treatment facility at Forest Trails that would allow the IOPWSC to abandon the Wild Dunes facility and consolidated into one facility.

She added that the IOPWSC had hired a rate consultant to investigate charging impact fees, and the consultant has made recommendations. Mr. Kerr explained that in the joint workshop between City Council and the IOPWSC, it was his impression that the sewer staff believed that the rate consultant would be able to analyze how to raise funds to expand the system and provide recommendations. Ms. Tucker stated that this would be a separate project from the work that has been done, and she believed that the master plan update work that was underway would need to be completed before this study was done.

Ms. Tucker reported that the Commission members have received a draft of the MOU but the current draft was missing elements, i.e. inclusions of an arbitration clause, a need for periodic meetings and progress updates, and a transition in the draft out of background information and into actual goals and strategies.

Mr. Ferencz agreed that, in its current form, the MOU primarily provides background information, and, for the document to be useful, it should include specific tasks that the group will work together on to achieve the goals. He thought the document should include language about the groups being more transparent with each other and sharing information with one another.

Mr. Mills asked if this MOU would be a final product or would it need continued work into the future to be successful. He asked what would happen with the MOU once Ms. Tucker retired. Ms. Tucker answered that the process of expanding sewer would go on for many years, and she thought that the City Hall staff, once they were back up to full employment, would continue work on the project. She indicated that if she were requested to continue to work on the project after her retirement, she would be available.

Mr. DiGangi explained that he thought it would be useful if the structure that exists between the City and the IOPWSC was explained in the MOU. He indicated that he was still unclear on whether the IOPWSC could initiate major water and sewer projects without the City and vice-versa or if one group took any direction from the other on the issues. Mr. Tucker answered that she could add some details, but, in short, the two operate independently, with the exception that the IOPWSC cannot be issued a bond without prior approval by the City.

Ms. Tucker indicated that she had good input to update the MOU, and she would plan on meeting with the IOPWSC staff on the matter to get their input. At that time she would like to have a new draft for the next Planning Commission meeting.

The Planning Commission agreed that they would meet again at their September 12<sup>th</sup> meeting.

#### **DISCUSSION OF STORMWATER REQUEST FOR PROPOSALS**

Mr. Kerr explained that earlier in the day, the City held a mandatory meeting with all companies interested in submitting proposals for this work, and the turnout was good. He noted there were a lot of questions about the fact that the City had indicated that the future improvements should be designed to a level that would have kept structures within the associated drainage basins from being damaged by Hurricane Joaquin. He said that the engineers expressed concerns that this would imply that the design should be to a point to deal with a 1,000-year storm, which was a very high objective and would result in a costly project.

The Commission discussed how to plan to develop a recommendation for City Council. It was generally agreed that the Commission would review the proposals at the regular September 12<sup>th</sup> meeting, and then try to cull the respondents down to the top two or three at a special September 28<sup>th</sup> meeting at 10 a.m. They would interview the top respondents at their October 10<sup>th</sup> meeting at 4:30 p.m., with the goal of having a recommendation ready for the appropriate committee of City Council prior to the November committee meetings; that would allow for the award of a contract at the Council meeting on November 27<sup>th</sup>.

Mr. Mills asked which committee of City Council should review the Planning Commission's recommendation. Mr. Kerr indicated that he would ask the City Hall staff to provide feedback on this question for the next meeting.

## **NEW BUSINESS- DISCUSSION OF PERVIOUS CONCRETE**

Mr. Ferencz asked to have this topic put on the agenda at the request of several Council members. He has learned that pervious concrete is superior in performance to pervious pavers because the entire surface is pervious, and it requires less maintenance, but he has been told that the cost is approximately twice that of regular concrete.

Mr. Kerr stated that the City already acknowledges pervious concrete as a viable option to receive pervious credit in terms of lot coverage and he asked if it was the Chair's intention to require it in all hardscape applications. Mr. Ferencz answered it should be considered in all hardscaping applications.

Mr. Denton felt that, if this was required without reducing the allowable lot coverage on a lot, it could lead to an unintended consequence of larger houses covering more of the lot than they already do. He said that typically, in the design of a house, the house is scaled to a point where some area is left for other impervious surfaces. If the other surfaces are all pervious, and the limit is still 40%, owners will see this as an opportunity to cover more lot with house.

Mr. Kerr reminded the Commission that they had just finalized a recommendation to City Council on the issue of lot coverage, including new guidance on what qualifies as pervious as well as requiring a drainage plan on all new houses and projects larger than 650 square feet.

## **ADJOURNMENT**

With there being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,  
Richard Ferencz, Chairman

## **ORDINANCE 2018-13**

**AN ORDINANCE AMENDING TITLE 5, PLANNING AND DEVELOPMENT, CHAPTER 4, ZONING, ARTICLE 1, GENERAL PROVISIONS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES TO PROVIDE A NEW DEFINITION FOR IMPERVIOUS SURFACE; TO DELETE REFERENCE TO “IMPERVIOUS MATERIAL” AND REPLACE IT WITH “IMPERVIOUS SURFACE;” AND TO PROVIDE ADDITIONAL REGULATIONS RELATED TO FILLING OR RE-COUNTOURING OF LOTS, GROUND ELEVATION, AND SITE CHANGES REQUIRING A STORMWATER MANAGEMENT PLAN.**

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED:

SECTION 1. That Paragraph (23) of Section 5-4-2, “Definitions,” is hereby deleted in its entirety and replaced with the following new Paragraph (23) to state as follows:

“(23) *Impervious surface* means any surface through which water cannot penetrate. Such surfaces include, but are not limited to, principal or accessory structures, porches and decks, either covered or of tongue and groove construction, concrete, asphalt, or similar substances. Any surface through which water can be easily absorbed or passed, at a minimum infiltration rate of 2.0 inches per hour, such as, but not limited to gravel, shell or crushed stone will be considered pervious.”

SECTION 2. That Paragraph (p) of Section 5-4-12, “Additional regulations,” is hereby deleted in its entirety and replaced with the following new Paragraph (p) to state as follows:

“(p) Adding fill or importation of materials of any type, or re-contouring of a lot’s existing contours, that increases a lot’s existing ground elevation more than one (1) foot above existing road and results or may result in elevating an existing or proposed structure is strictly prohibited.”

SECTION 3. That Section 5-4-12, “Additional regulations,” is hereby amended by adding the following new Paragraphs (q) and (r) to state as follows:

“(q) Any decrease in a lot’s existing ground elevation is strictly prohibited.

(r) No lot shall be graded or filled to an elevation that results in a change to the existing stormwater runoff for such lot without the Zoning Administrator's prior approval of a stormwater management plan. The stormwater management plan shall include the stamp and signature of a duly licensed and qualified professional, all existing and proposed topographical features of the lot, existing and proposed drainage flow patterns, and a statement by the professional certifying that the filling or grading of the lot will not adversely impact the drainage of any adjacent properties, drainage systems or rights-of-way. The following site changes shall require the submittal of a stormwater management plan:

(1) Any new building construction, new impervious surface, or replacement of impervious surfaces, which cumulatively exceed six hundred and twenty-

five (625) square feet in area (all development shall be cumulative over time when considering the square footage threshold for requiring a stormwater management plan);

(2) Adding fill or re-contouring of twenty (20) percent or more of the existing lot area in compliance with paragraph (p) of this section.

Additional submittal materials, design specifications and maintenance schedules may be requested at the discretion of the Zoning Administrator to ensure compliance with the Charleston County Stormwater Management Program.”

SECTION 4. That Paragraph 1(a) of Section 5-4-13, “Maximum lot coverage; floor area ratio requirements; additional setback requirements,” is hereby amended to state as follows:

“(a) Not more than forty percent (40%) of the area of a lot shall be covered by impervious surface, provided that this requirement shall not limit lot coverage to less than three thousand two hundred (3,200) square feet nor allow lot coverage to exceed seven thousand (7,000) square feet.”

SECTION 5. That should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 6. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 7. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS,  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_  
Jimmy Carroll, Mayor

(Seal)

Attest:

\_\_\_\_\_  
Marie B. Copeland, City Clerk



First Reading: June 20, 2018

Second Reading: \_\_\_\_\_

Ratification: \_\_\_\_\_

Title 5 – Planning and Development  
Chapter 4 – Zoning  
Article 1 – General Provisions

**Sec. 5-4-2. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (23) *Impervious ~~material-surface~~* means any material-surface through which water cannot penetrate. Such material-surfaces include but are not limited to, principal or accessory structures, porches and decks, either covered or of tongue and groove construction, concrete, asphalt, or similar substances. Any ~~material-surface~~ through which water can be easily absorbed or passed, at a minimum infiltration rate of 2.0 inches per hour, such as, but not limited to gravel, shell or crushed stone will be considered pervious.

**Sec. 5-4-12. - Additional regulations.**

The following additional regulations shall apply to all zoning districts:

- (p) Adding fill or importation of materials of any type, or re-contouring of a lot's existing contours, that increases a lot's existing ground elevation more than one (1) foot above existing ~~graderoad~~ and results or may result in elevating an existing or proposed structure is strictly prohibited.
- (q) Any decrease in a lot's existing ground elevation is strictly prohibited.
- (r) No lot shall be graded or filled to an elevation that results in a change to the existing stormwater runoff for such lot without the Zoning Administrator's prior approval of a stormwater management plan. The stormwater management plan shall include the stamp and signature of a duly licensed and qualified professional, all existing and proposed topographical features of the lot, existing and proposed drainage flow patterns, and a statement by the professional certifying that the filling or grading of the lot will not adversely impact the drainage of any adjacent properties, drainage systems or rights-of-way. The following site changes shall require the submittal of a stormwater management plan:
- (1) Any new building construction, new impervious surface, or replacement of impervious surfaces, which cumulatively exceed six hundred and twenty-five (625) square feet in area (all development shall be cumulative over time when considering the square footage threshold for requiring a stormwater management plan);
- (2) Adding fill or re-contouring of twenty (20) percent or more of the existing lot area in compliance with paragraph (p) of this section.

Additional submittal materials, design specifications and maintenance schedules may be requested at the discretion of the Zoning Administrator to ensure compliance with the Charleston County Stormwater Management Program.

**Sec. 5-4-13. - Maximum lot coverage; floor area ratio requirements; additional setback requirements.**

1. The following regulations shall apply to the SR-1, SR-2 and SR-3 zoning districts:

- (a) Not more than forty percent (40%) of the area of a lot shall be covered by impervious materialsurface, provided that this requirement shall not limit lot coverage to less than three thousand two hundred (3,200) square feet nor allow lot coverage to exceed seven thousand (7,000) square feet.

- (b) The floor area ratio of a lot shall not be greater than forty percent (40%) of the area of a lot, provided that this requirement shall not limit the enclosed living space of a principal structure to less than three thousand two hundred (3,200) square feet not allow such enclosed space to exceed seven thousand (7,000) square feet.
  - (c) For lots larger than eight thousand (8,000) square feet, with a lot width at the front building line of seventy (70) feet or greater, the combined minimum side yard setback requirement for any portion of the enclosed building at or above twenty-five (25) feet in height as measured pursuant to section 5-4-2(18) shall be thirty (30) feet, with no side yard less than ten (10) feet.
  - (d) For lots larger than eight thousand (8,000) square feet, with a lot width at the front building line of at least sixty (60) feet but less than seventy (70) feet, the combined minimum side yard setback requirement for any portion of the enclosed building at or above twenty-five (25) feet in height as measured pursuant to section 5-4-2(18) shall be twenty-five (25) feet, with no one side yard less than ten (10) feet.
2. This section does not prohibit a structure on any City-owned lot which is used for municipal purposes from exceeding seven thousand (7,000) square feet so long as the other requirements of this section which are not inconsistent with this subsection are met.