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City of Beaufort
1911 Boundary Street
Beaufort Municipal Complex
Beaufort, South Carolina 29902
(843) 525-7070

**City Council Worksession Meeting Agenda
August 19, 2025**

Statement of Media Notification

"In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, all local media was duly notified of the time, date, place and agenda of this meeting."

Worksession Meeting - Planning Conference Room - 5:00 PM

Please note, this meeting will be broadcast via zoom and live-streamed on Facebook. You can view the meeting at the City's page; City Beaufort SC

- I. Call to Order - Philip Cromer, Mayor**
- II. Employee New Hire Recognition**
 - A. Finance - Charlene Gregory
 - B. Public Works - Leroy Jenkins
 - C. Fire - Daniel Giglio, Barry Weilacher
- III. Discussion**
 - A. Parking for employees of Downtown Businesses
 - B. Short-Term Rental Policies
 - C. Fire Truck Leasing Bank Bid RFP Results
 - D. Brightly Asset Management System
 - E. Tiger Team Study
 - F. Historic Program Initiative/Subcommittee
- IV. Adjourn**



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 08/12/2025
From: Scott Marshall, City Manager
Item Name: Parking for employees of Downtown Businesses
Meeting Date: August 19, 2025
Department: City Managers Office

Background Information:

Introduction:

This agenda item was requested by Councilman Scallate, with concurrence from Mayor Cromer. Councilman Scallate will lead the discussion.

Background:

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Attachments:

1. Memo Questions from Councilman 08.08.2025
2. City of Beaufort Downtown Employee Parking[50][20]_1



CITY OF BEAUFORT

MEMORANDUM

TO: Scott Marshall, City Manager

FROM: Linda Roper, Dir. Downtown Operations

DATE: August 12, 2025

SUBJECT: Monthly Parking Questions

A few questions were asked about Membership/Monthly Parking:

Q. How many active memberships exist?

\$35 per month 8-hour space passes

There are currently 146 monthly members with 8-hour parking passes. There is a total of 290 8-hour parking spaces (Combined lots and on-street) within the city.

We allow up to 200 8-hour pass members. This is to help maintain availability of long-term public parking and to allow adequate 8-hour space availability during City approved events at the waterfront, when the Marina Lot is largely unavailable for public and monthly member parking.

This pass is available to business owners, residents, and employees within the downtown area of the city as a heavily discounted parking rate (83% for \$1 per hour meters & 66% for \$.50 per hour meters).

\$20 per month Carteret gravel lot passes

There are currently 17 monthly members with Carteret gravel lot passes. There is a total of 22 spaces available in these lots, which are permit only parking.

We allow the industry standard 25% oversell on these passes, for a maximum of 27, as these spaces are not available for public parking. Only Carteret gravel lot monthly members can park in this lot.

This pass is available to business owners and employees within the downtown area of the city as a heavily discounted parking rate (90% for \$1 per hour meters & 81% for \$.50 per hour meters) with guaranteed parking availability.

Q. How are notifications for available spots listed? For instance, if I had a membership and was enroute to DT could I see through the app what dedicated member spots were empty?

There are not individual reserved spaces for 8-hour monthly members and there is no technology installed in the city to enable members to see real time space availability without physical viewing the spaces.

Please let me know if you have any questions.

A Comprehensive Study

By: Jared Madison

City of Beaufort Gratis Employee Parking A Comprehensive Study

By: Jared Madison

I. Introduction:

This study and the following documentation seek to accentuate the ongoing inefficiency of equitable parking for employees of downtown businesses located in Beaufort, South Carolina.

Correlating examination will employ a variety of analytical tools to expose inadequacies pertaining to current employee parking ordinances/regulations within a historical, conjectural, and chronological perspective. In each of the following corresponding sections the viewpoints examined will highlight both the perceived benefits and disadvantages of associated mechanisms.

From a historical perspective, accommodable parking for downtown employees has been problematic for at minimum 17 years. Attempted alleviation of this concern has resulted in a paid employee parking lot located at 500 Carteret Street. The following sections seek to highlight the inefficiency of the current ordinances/regulations in place.

II. Safety Concerns:

In accordance with data obtained from the National Institute of Justice, parking facilities are associated with the most likely of settings to contribute to violent crimes; 7.3% of all violent crimes take place in a parking lot¹.

According to the Federal Bureau of Investigation, parking lots are the third most likely place individuals will become a victim of a violent crime. Between 2010 and 2020, there were 45,107 instances reported².

Jonathan Tal, Security Consultant and Risk Management expert and CEO of Tal Global, and Board Member at Qylur Intelligent Systems, says of parking lot crimes: “One-third of the crimes committed in the U.S. are committed in parking lots, amounting to as many as 1,400 crimes committed in parking lots every day.” (Johnathan Tal, 2022)

¹ <https://radsecurity.com/retail-parking-lot-security-problems-understanding-the-risks-and-solutions/#:~:text=Theft%20and%20Break%2DIns:%20Retail,location%2C%20impacting%20revenue%20and%20reputation.>

² <https://www.lot-guard.com/resources/blog/common-parking-lot-crimes/>

In 1990, The London based Consumers' Association published results by means of a survey of 165 parking lots in 12 towns and cities in order to "find out what you get for your money." The article entitled, 'Pay & Dismay,' sought to consider significant issues associated with parking lot users. The issues included theft of and from cars, as well as personal injury as a result of an assault or accident. From this survey, ten tips for car security were suggested. The tips included ¹parking in a well-lit parking lot, ²choosing one that is staffed, and ³parking close to the pay booth. (Webb, Brown, & Bennett, 1992)

The currently designated employee parking at 500 Carteret Street poses a viable potential safety hazard. Lack of proper lighting and absence of security features similar to call boxes and video cameras, as well as an insufficiency of surrounding residences and open businesses make the area a prime location for violent crimes to occur. (Point of emphasis: many employees of the restaurants downtown return to their cars at night and after normal business hours).

In the previously mentioned report from the London based Police Research Group, equipping parking lots with on-site security personnel increased safety of parking lots and decreased crime. Incorporating this information equates to safety viability through means of hiring multiple full time parking lot security personnel. In this case, The City of Beaufort would assumably take on an unnecessary cost especially considering alternative methodologies in this regard.

2.1.1 Lighting Considerations:

Given building codes vary by jurisdiction, The Illuminating Engineering Society of North America³ recommends the following lighting requirements of parking lots:

- Have horizontal lighting that falls on sidewalks and other surfaces. Vertical lighting should illuminate surfaces like the sides of buildings.
- Regular parking lots should maintain a minimum horizontal illuminance of 0.2 footcandles (a unit of measurement for light intensity) and a minimum vertical illuminance of 1 footcandles. (One footcandle is enough to saturate a one-foot area with one lumen of light.)
 - To achieve this level of light intensity, residential and small parking lots generally need 12,000 to 18,000 lumens, while medium-sized commercial areas can require 20,000 to 30,000 lumens.
- Parking facilities should also maintain uniform lighting throughout, enhancing the overall visibility for users and staff while diminishing the presence of shadows. The IES recommends a maximum to minimum ratio of lighting levels, which expresses lighting uniformity.

³ The IES (Illuminating Engineering Society) supports projects that are directed to advance lighting knowledge in the areas of light and visual processes, light and human health, light quality and the integration of lighting in the holistic built environment.

- Lighting uniformity is how humans perceive how evenly lighting is distributed throughout an area.
- Regular parking lots should also maintain a uniformity ratio of 20:1 maximum to minimum, meaning there can be 20 times more illumination measured in one area of a parking lot compared to another.
- For parking facilities that need enhanced security, there should be a minimum horizontal illuminance of 0.5 footcandles, a minimum vertical illuminance of 0.25 footcandles, and a uniformity ratio of 15:1, meaning there can be 15 times more illumination measured in one area of a parking lot compared to another.

2.1.2 The Counterargument for Safety Concerns:

A counterargument would suggest simply enhancing the 500 Carteret Street lot with security features. The weakness in this stance is assimilated with the resulting cost associated with the administration and construction of stated security features and its infrastructure compared to the cost of zoning free areas closer to Bay Street for employee parking.

An additional resolution to appease safety concerns of the 500 Carteret Street lot emphasis the use of police presence to “shuttle” employees to and from downtown. Fund allocation, expenditure, and accessibility all come into question when suggesting this framework as an efficient *modus operandi*.

2.1.3 Hypothetical Considerations for Police Escorts:

Conservative estimation would regard five restaurants which close at approximately 9:00 p.m., seven nights per week. The logistics of organizing a police escort service would have to consider numerous varying factors on an ongoing basis. These factors include but are not limited to:

- Number of employees at each restaurant that would require the escort service per night (this number would fluctuate)
- Time employees from the different establishments would be ready to leave.
- Concerns for longer or shorter than average time it takes to complete closing duties by said employees.
- Considerations for the escort service given the need for a significant police response elsewhere.

- Considerations for the number of police officers required to allow efficient functionality of escort service.
- Willingness of downtown employees to ride in the back of a police car with all their belongings multiple times per week.
- Functionality of police cars as a shuttle van.

Even with a police escort service in place there still remains the question of the lack of crime deterring security features located at 500 Carteret Street. The association between the cost of allocating police resources for an escort service accompanied with the associated cost of hiring full-time security service personnel for the lot itself must be considered.

2.1.4 Safety Concerns of Parents and Business Owners

Parents and downtown business owners alike share similar concerns referencing in particular the 500 Carteret Street. General concerns regarding the safety of downtown employees going to and from their cars are shared between both groups as well.

Waynette Payne, mother of Livi Payne (downtown employee) shared the following statement when asked about her safety concerns for her daughter:

“As a parent, I’m deeply concerned about the safety of individuals, especially young women who work in our downtown area and are required to walk to and from their vehicles late at night due to limited parking availability.

In many cases, employees are left with no option but to park farther away, often in areas that are poorly lit and have little to no foot traffic after dark. These conditions can create a real sense of vulnerability and raise the risk of unsafe encounters.

No parent wants to worry every evening about whether their child, or anyone’s child will make it safely to their car after a shift. My daughter works downtown and often at night. Due to the current parking situation, my husband and I typically take the time to drop her off and pick her up to ensure her safety. While many workers do everything they can to stay safe, the burden shouldn’t fall entirely on them. More lighting, expanded parking access, and even designated employee parking areas could make a huge and meaningful difference.”

When it comes to downtown business owners, often times they fail to disclose the availability of the 500 Carteret Street lot to their employees due to safety concerns. A notable consideration mentioned in this scope revolved around liability in the event of a crime.

2.1.5 An Alternative Proposition for Safety Concerns

The use of a shuttle service to and from the 500 Carteret Street lot has been proposed as an alternative approach to alleviating safety concerns. This methodology imposes an unnecessary cost to The City of Beaufort.

From a conservative viewpoint, consider 2 part time employees of the shuttle service. At minimum each employee would receive \$7.25/hour. The shuttle would run hypothetically for 2 hours in the morning, 2 hours midday, 2 hours in the evening, and 2 hours at night. Run times per day equate to 8 hours. The service would need to be available 7 days per week, year-round. This returns a number of 2,912 hours/year of shuttle run time. Multiplying this number by the South Carolina minimum wage rate of \$7.25/hour returns a cost of \$21,112/year operating cost for the shuttle service.

When considering this possibility, allowances must be made for the associated cost of developing the 500 Carteret Street lot as infrastructurally sound from a safety perspective.

III. Functionality:

Most employees of the businesses downtown attempt to find parking within a close proximity to said business. (Madison, 2025)

A counter argument to free employee parking located within a close proximity to the employee's said business is that employees would take away spots that could be utilized by patrons. This argument is moot as current implications suggest that employees park as close to their respected businesses as possible. Main motivations for parking within close proximity of their corresponding businesses includes safety, convenience, and lack of functionality enhancing parking accommodations.

It should therefore be noted that a portion of Bay Street and The Marina/Waterfront parking spots are already being utilized by employees. There is a position that should be taken into consideration in this respect which corresponds to an ordinance in place which dictates time limitations in certain parking areas.

Theoretically, if a downtown employee paid to park in a four-hour metered spot during an eight-hour shift, they would simply add money to their meter physically or through the Park Mobile App. Concerning the time restricting ordinance for parking, is it feasible to cite an employee for failing to move his/her car after the four hours have expired? This poses a dilemma: Should employees be effectively penalized for being at work?

Closer examination on where some downtown employees park has revealed an informal established paid employee parking lot located at 802 Bay Street. To access this lot, you must drive down a seemingly private alleyway. Currently, employees from Saltus and Hearth park in this area from 9:45am-11:00pm. This particular lot is therefore in direct contradiction with the

intended purpose of metered parking as a means for consumer turn around throughout downtown Beaufort. This brings up the question of effectiveness and practicality of retaining the 802 Bay Street parking lot for paid public parking.

Further consideration must be undertaken with respect to employees parking in the surrounding areas in the city of Beaufort. There seem to be no other employees in the city of Beaufort that are required to pay for parking. What makes downtown employees “special” in this context?

3.1.1 Functionality of 500 Carteret Street Lot

As of August 1, 2025, there were a total of 22 spaces reserved for the \$20 monthly parking pass holders. Of the two gravel lots providing these spaces, one lot has 8 spaces, and the other lot has 14 spaces. This being the case, the argument to implement the 500 Carteret Street lot as the designated employee parking lot lacks plausibility.

Concerns on plausibility become additionally disconcerting when the actual number of active monthly parking accounts of the Carteret Gravel Lots are considered. Currently there are 17 active monthly accounts with 15 hang tags assigned.

Consider the following estimations:

There are approximately 13 restaurants located on Bay Street. A notably conservative estimate would suggest 5 employees at each of those restaurants drive to work every day. This equates to a total of 65 employees who would require parking. With a notably conservative estimate this leaves a total of 43 employees without a practical parking option.

Bearing in mind the actual number of 17 active monthly parking accounts, this leaves a total of 60 employees without access to the 500 Carteret Street employee parking lot.

Actual estimates for the demand for employee parking spaces place the number much higher than 65. This rudimentary theoretical estimation only accounts for a small number of employees in one particular segment (the restaurant industry). It should therefore be recognized that even with the implementation of the 500 Carteret Street lot as an employee parking lot, there would be no perceivable change or mitigation to the employee parking predicament.

IV. Argument Against Free & Accommodable Employee Parking:

In the previous section on functionality, the perceived mitigation of revenue for downtown businesses was discussed as a deterrent for free and accommodable employee parking. Through speaking with multiple business owners, managers, and representatives, this concern was not mentioned. In fact, the opposite was true.

One Vice President with multiple business holdings downtown said of giving free and accommodable parking to employees, “From what I’ve seen, providing this kind of support for downtown workers can only strengthen our local businesses and make downtown more accessible and vibrant overall.”- Robin Price VP, Plums Inc.

Another business owner, Kevin Cuppia said, “I don’t feel like a merchant downtown would be opposed to having dedicated employee parking...I would love to see it!”

The main concern downtown merchants have, and something Mr. Cuppia reiterated, was the aversion to downtown employees parking in metered spaces during normal business hours (9a.m.-5pm.). It seems most retail spaces operate during those hours while restaurants require their employees to come in at 3p.m. - 4p.m. for dinner service. Considerations must be adjudicated for restaurants open for breakfast and dinner, however.

Referencing restaurants open for business during breakfast and lunch, it appears highly beneficial to both employees and merchants to have dedicated employee parking in a convenient and safe area. An easily assessable dedicated employee parking area immediately produces additional availability for patrons. A dedicated and convenient employee parking area also addresses the issue of safety expressed by downtown merchants, employees, and parents of employees.

V. The Morale Clause:

Employee Disengagement and Economic Impact

The following data was presented during a May 13, 2025, City Council meeting. The corresponding research highlights the symbiotic relationship between morale and employee performance.

Free and accommodable parking for employees of downtown business can very well act as a catalyst, positively affecting employee morale. The positive effect on employee morale would have a subsequent favorable effect on business revenues.

A Gallup study was conducted which uncovered an astounding \$450-\$500 billion per year lost as a result in disengaged employees.

Employee engagement in the U.S. fell to its lowest level in a decade in 2024, with only 31% of employees engaged. This matches the figure last seen in 2014. The percentage of actively disengaged employees, at 17%, also reflects 2014 levels. (Harter, 2025)

Questions based on Gallup Q¹² Items:

- 01. I know what is expected of me at work.
- 02. I have the materials and equipment I need to do my work right.
- 03. At work, I have the opportunity to do what I do best every day.
- 04. In the last seven days, I have received recognition or praise for doing good work.
- 05. My supervisor, or someone at work, seems to care about me as a person.
- 06. There is someone at work who encourages my development.
- 07. At work, my opinions seem to count.
- 08. The mission or purpose of my company makes me feel my job is important.
- 09. My associates or fellow employees are committed to doing quality work.
- 10. I have a best friend at work.
- 11. In the last six months, someone at work has talked to me about my progress.
- 12. This last year, I have had opportunities at work to learn and grow.

52% of employees in the United States of America and Canada were evaluated as having lives that were thriving, 44% of employees were evaluated as struggling and 4% of employees were evaluated as suffering.

Taken from Forbes.com:

“According to Gallup, disengaged employees have 37% higher absenteeism, 18% lower productivity and 15% lower profitability. When that translates into dollars, you’re looking at the cost of 34% of a disengaged employee’s annual salary, or \$3,400 for every \$10,000 they make.

- The average salary in the United States is about \$47,000
- 34% of \$47,000 is \$15,980

A single disengaged employee at the average salary level is going to cost you almost \$16,000 per year.”

Let's apply this formula to a whole organization.

- You lead a small business that employs around 250 people.
- Using the Achievers data {Achievers data-driven HR insight} (which states only 21% of employees are engaged), we can calculate that around 198 of those 250 employees are engaged and complacent in their work.
- Let's say the average salary of those employees is \$47,000.
- That means your employee complacency is costing you \$3,164,040.

It just got real, didn't it? Of a total payroll of \$11,750,000, utilizing the average salary, your employee complacency is costing you over \$3 million a year. Play with the math and apply these numbers to your business. If you aren't shocked by your results, perhaps you should question your own complacency!" (Borysenko, 2019)

Employees seem to feel unheard and underappreciated. Imagine a single mom that works in a restaurant downtown. She has to take care of her kids from the moment she wakes up. Once she's fed, clothed, and gotten them ready to go to school or day care, she has to start another job.

Now imagine that mom going to work in the summer months downtown. She can't find parking close to her job, so she parks a few blocks away. She walks into work to clock in soaking wet from the accompaniment of hot rays of the sun during her walk. Once she begins her shift, she has to deal with people from all walks of life and with varying dispositions for hours. Once the restaurant is closed for business, she has to clean everything up. Once she's done cleaning, she has to gather all her belongings and take the long walk back to her car. Once she's back home, she has to clock in as "mom" once more.

Now imagine how someone like that feels. She probably feels stressed out, alone, and maybe even depressed. Now imagine feeling like that every day of your life while attempting to maintain a positive attitude at work when someone is yelling at you about why their food is taking too long. Now try to envision what it may feel like driving to work every day and feeling like you are being financially penalized for coming into work. Do you think that this person may be disengaged?

VI. Moral Considerations:

What makes downtown employees special in correspondence with requiring that particular demographic to pay for parking when no other employees within city limits are required to?

The COVID pandemic brought the term “essential worker” to the forefront of economy. According to the U.S. Department of Homeland Security, essential workers are those who conduct a range of operations and services that are typically essential to continue critical infrastructure operations.⁴

Familiar numbers to consider:

- \$1.4B- The economic impact of the Hospitality/ Tourism industry in Beaufort County.
- \$18.6M- Combined revenues to the city Hospitality Tax and Accommodations Tax generated since 2018.
- \$21M- Amount tourism supports in payroll in Beaufort, generating more than 1,234 jobs in the city.
- \$4.7M- Combined revenue derived annually from the Hospitality/Tourism Industry, directly supporting key city services that include Police Staffing, Public Operations, Waterfront Park, Marina Operations, Parking improvements, and more
- \$7 to \$1 Return on Investment- For every dollar of that support, the city and taxpayers receive a return on investment of \$7.

Provided The City of Beaufort’s monetary and infrastructural dependency upon the hospitality industry, the downtown employees of Beaufort must be considered essential. Contemplating this stance, there appears to be an evident deficit in the incentivization and preservation of individuals within this economic demographic; there is no “kick-back” for the employees who are generating/facilitating the revenue stream.

Long term growth and expansion in the Hospitality/Tourism sector can thereby be exponentially increased with the addition of employee-based support initiatives.

An adverse effect of lack of incentivization and preservation pertaining to the Hospitality/Tourism employee would be a decline in workforce numbers. The decline in available and willing workers would then correspond to a decrease in business revenues and therefore a decrease in tax revenues for the city.

⁴ <https://www.ncsl.org/labor-and-employment/covid-19-essential-workers-in-the-states#:~:text=According%20to%20the%20U.S.%20Department,energy%20to%20defense%20to%20agriculture.>

Concluding the section on Moral Considerations, a few pertinent questions persist:

- With the revenue generated by downtown businesses with the help of downtown employees, why are those employees still required to pay for parking?
- Who benefits from requiring employees to pay for parking?
- What is the intent of charging employees a fee to park?

6.1.1 Revenue & Expense Report Park Beaufort

June 2024 Revenue & Expense (Meter Parking & Violation Revenue)

Actual	Budget	Variance	Revenue
14,658.21	16,955.00	(2,296.79)	Meter Parking
9,920.00	9,025.00	895.00	Violation Revenue

Year-To-Date (Meter Parking & Violation Revenue)

Actual	Budget	Variance	Revenue
173,190.35	184,097.00	(10,906.65)	Meter Parking
100,525.00	103,725.00	(3,200.00)	Violation Revenue

Park Beaufort produces revenue from both meter parking fees as well as fees associated with violations. 0% of this revenue is funneled back into the City of Beaufort as revenue generated is used for Park Beaufort payroll. Park Beaufort is not a City of Beaufort employee.

A moral consideration should be made for the effectiveness of this program. If residents of Beaufort and the surrounding area, as well as tourists, are adding to this particular company's revenue stream, what benefit are the residents of Beaufort receiving in return? Could there be a more efficient alternative to using a third-party company for the city's parking program?

VII. Implementation and Mechanisms of Gratis Employee Parking:

7.1.1 Window Stickers with scannable bar codes:

- Downtown businesses receive window stickers with scannable bar codes for all employees wanting to participate in employee program.
- Employees then fill out a form including their driver's license number, license plate number, make, model, and color, of their vehicle.
- All employees participating in program would be required to fill out a program agreement form which would include the following (but not limited to):
 - Signature acknowledging requirements of parking program.
 - Initials acknowledging rules and regulations of program.
 - Initials acknowledging responsibility for towing fees associated with using or attempting to use an invalid sticker.
- Given employee termination, employer and/or program liaison would report color, make, and model of past employee to officials in order to retain functionality and fairness of program.
- Infrastructure through ParkMobile is currently in place that would foster program implementation.

7.1.2 Numbered window stickers (without scannable bar codes):

- Downtown businesses receive window stickers for all employees wanting to participate in employee parking program.
- Employees then fill out a form including their driver's license number, license plate number, make, model, and color, of their vehicle.
- All employees participating in program would be required to fill out a program agreement form which would include the following (but not limited to):
 - Signature acknowledging requirements of parking program.
 - Initials acknowledging rules and regulations of program.

- Initials acknowledging responsibility for towing fees associated with using or attempting to use an invalid sticker.
- Employee vehicle information would coincide with a unique identification number.
- Given employee termination or change in job, employer and/or program liaison would report invalidated identification number to retain functionality and fairness of program.
 - Example: Let's say Joe works downtown and has parking pass number 001. One month after Joe receives his stickered pass he gets terminated from his place of employment. The employer notifies program liaison of Joe's termination. Parking program liaison updates the information in program data sheet. Liaison then notifies parking attendants of invalid window sticker number, make, model, and color of past employees' car.

7.1.3 Charleston (Hospitality Worker Pilot Program)

In May 2025, The City of Charleston introduced a pilot program to address the issue of safe, accommodable, and free parking for employees of the hospitality industry. The program's intent was to "test how a structured, employer-based parking system could work. Insights from this pilot program will inform a broader, long-term strategy to improve access for more hospitality workers across Charleston." (Charleston, 2025)

If a community which saw similar initial growth at its onset has experienced the adverse effects of lack of accommodable employee parking, why would The City of Beaufort act now?

See attached section 7.1.4 for City of Charleston's rules, regulations, and implementation examples City of Beaufort could adopt.

7.1.4. Charleston Pilot Program

Hospitality Worker Parking Pilot Program

Hospitality Worker Parking Pilot Program – Union Pier Lot B

Supporting Charleston’s Hospitality Industry

The City of Charleston is launching a **pilot program** to provide *free parking* for hospitality workers on the Peninsula. This limited-scale initiative is designed to test a model that could expand in the future to support even more workers in the city’s essential hospitality sector.

Program Overview

- **What:** Free 24-hour parking for permitted hospitality workers at Union Pier Lot B
- **Where:** 196 Concord Street, Union Pier Lot B (clearly marked for hospitality use)
- **When:**
 - **Application Window:** May 12 – May 30, 2025
 - **Parking Begins:** June 1, 2025
 - **Program Ends:** December 30, 2025

How It Works

- A total of **140 parking permits** will be issued through this pilot program.
- **Only business owners or general managers may apply** on behalf of their employees.
- Each business may request up to **5 permits**.
- Permit holders may park at no cost in designated spaces at Union Pier Lot B.
- **Permit cost:** \$15 per permit (non-refundable if canceled or revoked).
- **Lost permit fee:** \$100.
- **Spaces are not guaranteed** and are available on a **first-come, first-served basis**.

Permit Flexibility

- Permits are **not vehicle-specific** and may be shared among employees at a business.
- Businesses are responsible for keeping the permit **on-site** and available to staff when needed.
- Employers must manage the distribution and return of permits to ensure proper use.

7.1.5 Charleston Pilot Program cont.

Parking RULES AND REGULATIONS FOR City of Charleston Parking Garages and/or Parking Lots
The parking facilities owned or operated by the City of Charleston have certain rules and regulations for those transient and monthly parkers patronizing the facilities. Below are listed rules and regulations for those individuals or businesses choosing to use these facilities and we ask that they be adhered to when parking in the City facilities. [1] Your parking agreement and/or the issuance of a parking decal authorizes you to park and lock one vehicle in a designated area at your sole risk. The City does not guard or assume care, custody, or control of your vehicle or its contents and is not responsible for fire, theft, damage or loss. The City issues either a ticket or monthly decal as your contract and for timekeeping or access purposes only. Only a license to park is granted hereby and no bailment is created. The parking ticket and/or monthly parking decal is not a claim check. Any vehicle that appears abandoned (no movement over 30 days) may be considered abandoned and impounded at the owner's expense. The City assumes no liability while parking within this Parking Lot. Any vehicle that is left in the parking for more than 24 hours may also be subject to towing. [2] Trespassing, congregating or loitering within parking facilities or lots owned or operated by the City of Charleston is prohibited. [3] Defacing, damaging, or destroying any real or personal property within the parking facilities or lots is prohibited. This shall include but not be limited to writing, spraying, or otherwise affixing any items on such property. [4] Engaging in non-commercial expressive activity without the prior written permission of the City of Charleston is prohibited. [5] Soliciting money or other contributions or donations, or distributing commercial advertising or promotional material of any kind, or offering samples of items which are sold, available for sale, or available for exchange for a donation or contribution is prohibited. [6] Do not leave valuables in your vehicle. Always lock your vehicle each time you park. [7] Possessing any open container containing any alcoholic beverage is prohibited. [8] Engagement in any unlawful activity or behavior within the parking facilities or lot is prohibited. [9] Open fires and grills are prohibited. [10] Trailers, golf carts, boats, etc. are prohibited. [11] Vehicles may not occupy more than one parking space. These Rules and Regulations may be changed from time-to-time by the City of Charleston. I HAVE READ THE ABOVE RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM.

Signature: _____

Print Name: _____

Contact information: _____

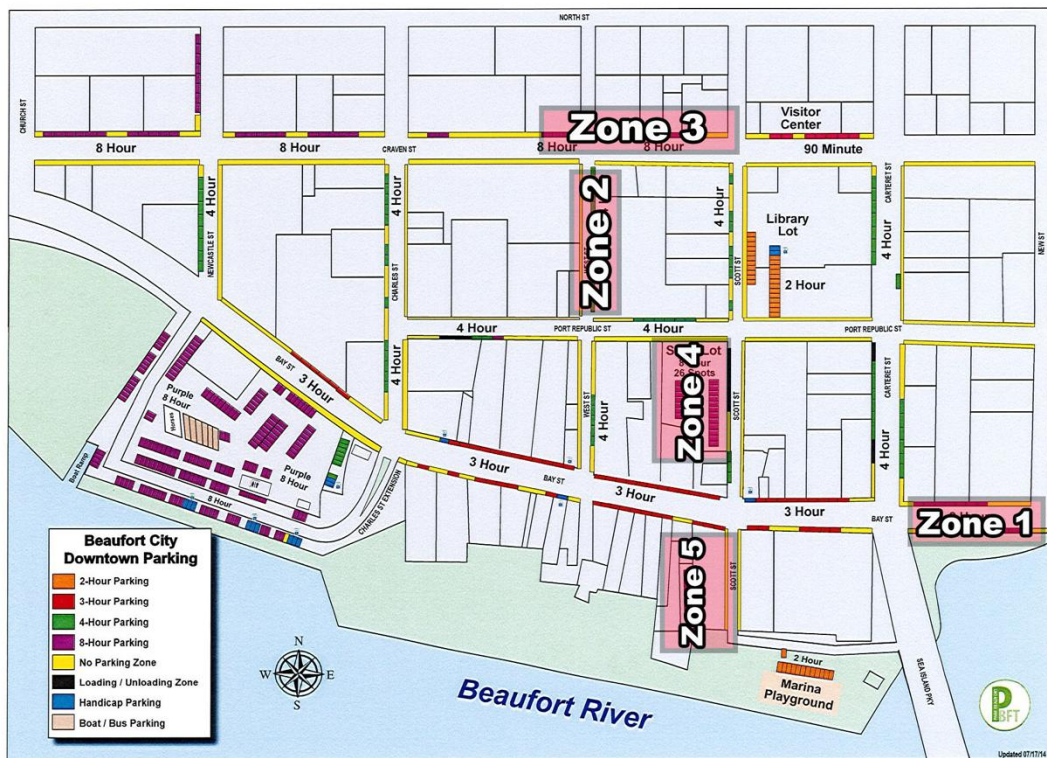
Research has revealed a total of 4 prospective areas that could effectively serve as free employee parking zones.

- **Zone 1:** Area located from 611 Bay Street extending eastward to New Street.
⇒ 17 spots available which are currently designated as 8 hour paid meter spaces.
- **Zone 2:** West Street located between Craven Street and Port Republic
⇒ 11 spots available which are currently designated as 4 hour paid meter spaces.
- **Zone 3:** Craven Street between Charles Street and Carteret Street
⇒ 13 spaces available which are currently designated as 8 hour paid meter spaces.
- **Zone 4:** Scott Street Parking Lot
⇒ 26 spaces available which are currently designated as 8 hour paid meter spaces.
- **Zone 5:** 802 Bay Street (Alleyway behind Hearth and Saltus)
⇒ 8 spaces available which are currently designated as 8 hour paid meter spaces which are currently being utilized by employees of Hearth and Saltus from 9:00a.m.-11p.m.

Total = 75 spaces

- Current implications place Zone 5 in a status of “unofficial employee parking” as these 8 spaces are occupied by employees from 9 a.m. – 11 p.m. It should be noted that there is a significantly small demographic that is currently aware of this particular parking area.

Beaufort City Downtown Parking



*Allocations should be considered for the Marina parking lot to add additional spaces. The means by which these particular spaces were selected as being efficient came as a result of obtaining data through visually counting availability of spaces over the course of one month. On a daily average, each related zone exhibited a parking availability of greater than 50% at times which saw an influx of downtown employees.

When comparing percentage availability of the correlating zones with percentage availability of metered spots on Bay Street, the difference is significant. During normal business hours metered spots located on Bay Street saw an average availability percentage less than 3%.

Data concluded that designated zones 1, 2, 3, and 4 were therefore “spillover” areas used in the event Bay Street lacked sufficient parking.

Case in point: Mitsushi Tamari, Cambridge University press author of “An Optimal Parking Problem,” defines the walking distance from the parking spot to the destination as a loss for the driver. (Tamari, 1982). Robert Hampshire, an associate professor of public policy at the Ford School of Public Policy at the University of Michigan, and Donald Shoup, a research professor of urban planning at the UCLA Luskin School of Public Affairs, concluded that most individuals

spend anywhere from 3.5 minutes to 15.4 minutes attempting to find a curb space. (Robert Hampshire, 2019).

Previous research on the matter illustrates most individuals will continue to search for a parking place as close in proximity to their desired location as possible. Therefore zones 1, 2, 3, 4, and 5 should be looked at as undesirable by downtown business clientele.

VIII. Downtown Festivals & Parking:

During the 2025 Water Festival, of the 168 available parking spaces located in the marina, 144 spaces were restricted, allocated for festival employees, merchants, and volunteers. The time period these spots were restricted was 6 a.m.-12 a.m.

The marina parking during events like Water Festival highlight an awakening disproportionality concerning the lack of parking considerations for employees of downtown businesses. It should be noted that the merchants/vendors, employees, and volunteers pay for these spaces, however, this reflects zero regard for availability of accommodable employee parking.

This creates an enigma. During festivals, merchants, employees of the festival, and even volunteers have the option of paying for accommodating parking whereas year-round employees are not afforded this opportunity. The nearest “paid” employee parking area is located multiple blocks away in an unsupervised lot with no security framework in place.

A consideration that should also be examined in this light is the availability of paid monthly passes. There also exists a lack of regulations that would protect the employee lot from civilians who hold monthly passes. How would a ParkMobile employee identify which cars are employee cars or which cars belong to people who simply can’t find parking elsewhere?

IX. Conclusion:

Who benefits from charging downtown employees a fee to park?

It seems that in life we tend to do things that benefit us in some way, shape, or form. We go to work to pay bills in order to have safety and comfort. We sleep so that our body can rest and heal. We eat food so that we can have energy. We raise children to pass on our genes, lessons, and love. Therefore, the order of government should be to ensure that each citizen has the daily opportunity to benefit from the regulations established for the betterment of his/her life and the viability of the community and nation at large.

Hypothetical considerations must be taken into account from an empirical perspective regarding the potential growth percentage of the city of Beaufort. Beaufort is currently growing at a rate of 0.61% annually and its population has increased by 3.13% since the most recent census, which recorded a population of 13,594 in 2020. (Review, 2025). If current growth rate projections remained fixed, infrastructural enhancements must therefore be counter-balanced in order to sufficiently retain economic stability of the city of Beaufort. Failure to enhance current infrastructural components will result in catastrophic economic effects.

In non-technical terms this means that as the city of Beaufort grows, there will be an increase demand for parking. If there is an increased demand for parking while available spaces remain fixed, then there will be a shortage of available parking. Theoretically what will occur is a total lack of available parking not just for employees but for everyone. This then equates to downtown business experiencing a lack of demand in the work force. As growth rates increase, property value follow. With an increase in property value and a corresponding decrease in the availability in the work force, businesses may be forced to close their doors. This is an inevitable reality if parking accommodations are not re-evaluated in downtown Beaufort, South Carolina.

In conclusion, there seems to be no practicable nor plausible cause to hinder or obstruct free and accommodating employee parking for downtown employees.

9.1.1 Solutions

- **Option 1:** Allocate Zones 1-5 plus 24 marina spaces as dedicated free employee parking zones.
 - 99 TOTAL SPACES
- **Option 2:** Allocate Zones 1, 5, & 4 plus 24 marina spaces as dedicated free employee parking zones.
 - 72 TOTAL SPACES
- **Option 3:** Allocate Zones 4 & 5 plus 24 marina spaces as dedicated free employee parking zones.
 - 56 TOTAL SPACES



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 08/12/2025
From: Curt Freese, Community Development Director
Item Name: Short-Term Rental Policies
Meeting Date: August 19, 2025
Department: Community Development Department

Background Information:

Introduction:

The City Manager tasked City Staff to draft a new standalone short term rental ordinance. The proposed draft ordinance attached, was developed after a number of meetings with the following internal staff group:

Curt Freese, Community Development Director
Alan Eisenman, Finance Director
Justin Rose, Business License Inspector/Administrator
Kat Kirkland, GIS
Christopher Klement, Planner III
Ken Meola, Code Enforcement Officer
Bruce Skipper, Building Official
John Badget, Fire Marshall

The group reviewed the current ordinance, the current short term rental licenses and policies, inspections, complaints, and staff capacity, with Short Term Rental policies and practices around the State of South Carolina. Moreover, the group placed great emphasis on the comments from City Council at its June 10, 2025, work session, and the data and materials provided at that work session. To that end, the major subjects Staff attempted to address with the proposed ordinance included:

1. The 6% cap which applies to lots, not structures
2. The owner exemption.
3. The allowance for ADU's to be utilized as STR's with no restriction or multiple structures on one lot to be utilized as ADU's, and not counted individually against the cap.
4. Clustering of STRS
5. Nuisance issues related to STRS, including noise and events

6. Violations of STRS
7. Licensing, annual licensing and waitlists

The draft ordinance is intended for discussion and is intended to address the aforementioned issues. Staff would note such a standalone ordinance, should it be adopted, therefore requires revisions to the existing requirements of Section 3.6.2 C. 2. of the Development Code. This Section would merely lay out the eligible zoning districts, while all other regulation would be found in the standalone ordinance in the Municipal Code.

Background:

Major Topics/Discussion:

1. The 6% cap which applies to lots, not structures

The draft Ordinance would keep the 6% cap and only allow one structure per lot closing this loophole. Staff believes discussion is merited if this cap with the additional restrictions is still reflective of what the City desires.

2. The owner exemption

The draft ordinance separates owner occupied and investor occupied. Owner occupied is now part of the same 6% cap and is allowed to utilize an ADU. As per number 1, this may merit discussing the cap. Other STR ordinances around the state have either the cap, or a specific limit on total STRs.

3. The allowance for ADU's to be utilized as STR's with no restriction or multiple structures on one lot to be utilized as ADU's, and not counted individually against the cap.

The draft ordinance restricts ADU's only to be allowed in owner occupied STR's, and only one ADU may be allowed.

4. Clustering of STRS

Staff believes the changes to the requirements moving to one per lot, and one ADU for only owner occupied STR's, as well as eliminating the owner occupied exemption, will go a long way in naturally preventing the clustering of STR's. Staff did not find a STR ordinance which specifically restricted clustering to use as a model.

5. Nuisance issues related to STRS, including noise and events

The draft ordinance restricts noise, events, and a number of other activities as part of the STR license, and not as a zoning code violation.

6. Violations of STRS

The draft ordinance requires yearly licensing, and has a three strike system wherein a STR can be revoked for violations including noise, events, etc. Such a system allows the city the clear

ability to address complaints and nuisances with STR's.

7. Licensing, annual licensing, inspections, and waitlists

The draft ordinance requires a new STR license approved every year. Staff discussed doing inspections, and all departments felt that with over 250 current STR's, there is not Staff capacity to handle a yearly inspection. Thus, the ordinance requires the applicant to attest to their compliance and allows inspections should there be any complaints at any time. In that same vein, Staff also felt the rolling date for each STR should be kept, instead of switching to a yearly deadline (June or July) that all STR's must be licensed by. A single yearly deadline would be an undue burden on Staff.

Staff would recommend moving to a waitlist consistent with many other communities. This can be a policy change, which does not require an ordinance amendment.

Finally, the annual fees range from \$100 to up to \$1,000 in other communities. Currently, the city only takes a one time fee to set up the STR, and then business license fees.

Summary of Draft Code:

- Requirements and Eligibility: Compliance: STRs must adhere to the Beaufort Development Code (Section 3.6.2 C 2).
- Cap on STRs: Limited to 6% of dwelling units in specific zones (T3-S, T3-N, T4-HN, T4-N, T5-UC); prohibited in The Point, LI, IC, RMX, and T-1 zones.
- Limit per Lot: One STR per lot for both OSTR and ISTR.
- Accessory Units: Only OSTRs may use accessory dwelling units (e.g., carriage or pool houses) as STRs.
- Minimum Stay: 2 nights.
- Parking: One on-site parking space per bedroom, located to the side or rear, with an improved surface.
- Signs: No on-site signs allowed.
- Fire Safety: Monitored fire alarms required.
- External Approvals: Written approval from property owners' associations or property management is required for applicable neighborhoods or multifamily structures.
- Safety Inspection: Required before issuing a business license.
- License and Registration: Owners must obtain and annually renew a business license and rental registration permit, paying applicable fees and taxes.
- Licenses are issued only to owners, not lessees; a designated agent may apply on behalf of the owner.
- Licenses for units under construction require a certificate of occupancy.
- Failure to maintain good standing or renew within 10 days of license expiration may lead to denial or revocation.
- Registration requires detailed information, including property details, owner/agent contact info, parking plans, and certifications of compliance with city ordinances (e.g., noise, trash, parking).
- Owners must designate a local agent (self or a licensed professional) who can respond to emergencies within 60 minutes.
- Changes in ownership or registration details must be updated within 60 days.

Violations:

- Violations include operating without a license/permit, false advertising, exceeding permitted occupancy or bedroom counts, hosting large events (>25 people), failing to provide required tenant information, or accumulating three strikes within a 12-month period for ordinance violations (e.g., noise, parking). Strikes reset upon property transfer with no overlapping ownership. Penalties: Fines up to \$500 per violation, with each day considered a separate offense.
- Denial, revocation, suspension, or non-renewal of licenses for non-compliance or three strikes in a 12-month period.
- Noise violations trigger a strike and a recommendation to install noise monitoring.
- Additional Requirements: Owners/agents must retain rental agreement details, signed city regulation summaries, and occupant certifications for one year.
- Tenants must receive property details, emergency contacts, parking diagrams, and city ordinance summaries.
- STRs are limited to one rental contract per dwelling unit at a time.
- Events are capped at 25 people with no outdoor amplified music, except for owner-hosted, non-compensated events with proper notification.
- Mobile food trucks or outdoor retail are prohibited, though catering is allowed.

Legal Authority:

S.C. Code Ann. §§ 5-7-30, 5-7-60; S.C. Code Ann. § 6-29-310 et seq.

Staff Recommendation:

This item is intended for discussion and Council direction.

Placed on Agenda For:**Attachments:**

1. New STR Ordinance_aug_19
2. str memo new
3. 3.6.2__ADDITIONAL_STANDARDS_FOR_COMMERCIAL_USES (short term rental redline) new

A. PURPOSE, APPLICABILITY, AND DEFINITIONS.

The purpose of this chapter is to regulate the use of residential licensing of dwelling units as short-term rentals in order to:

1. Protect the integrity of the city's neighborhoods and the quality of life of its citizens;
2. Establish a system to track the short-term rental inventory in the city;
3. To protect the health and safety of occupants of short-term rental units;
4. To ensure a level playing field for individuals in the short-term rental market; and
5. To protect the residential character of the residential dwelling units within the city.

B. DEFINITIONS

The following definitions apply:

DWELLING UNIT. A structure, or portion thereof, providing complete living facilities for a single family including a complete kitchen. One structure may contain multiple dwelling units with different property tax classifications.

GOOD STANDING. A license shall be considered in good standing if:

1. The license has not been denied, revoked, or suspended in the current license year. A license which has been denied, revoked, or suspended in the current license year shall not be renewed except upon successful appeal of the denial, revocation, or suspension.
2. The license has not expired. A license shall be deemed expired ten (10) business days after the final day of the previous business license year.
3. A natural disaster or other Act of God renders the dwelling unit uninhabitable for a period of more than six months in the current business license year, or
4. Work related to valid building permit, carried out to address life, safety, or health violations documented by the Building Official renders the dwelling unit uninhabitable for a period of more than six months in the current business license year.

INVESTMENT SHORT TERM RENTAL BUSINESS LICENSE (ISTR). A license issued for a dwelling unit, to be rented as a short term rental, that:

1. Is not the legal residence of the owner; or
2. Is not the legal residence of the owner and was inherited from the person named as of record on XXX, 2025; or
3. Proof of inheritance shall be shown through a deed of distribution, court order, will or similar document.

LEGAL RESIDENCE. A dwelling unit assigned a 4% property tax ratio by the Beaufort County Assessor's Office under the requirements of S.C. Code § 12-43-220.

OWNER-OCCUPIED SHORT TERM RENTAL BUSINESS LICENSE (OSTR). A license issued for a dwelling unit to be rented annually and is the legal residence of the owner to be used as a short-term rental.

SHORT TERM RENTAL OCCUPANT. Any person who, in exchange for compensation paid, occupies a dwelling unit for less than 30 days.

SHORT TERM RENTALS. A dwelling unit, or any portion thereof, rented for any period less than 30 days and used in a manner consistent with the residential character of the dwelling. Tourist accommodations, including hotels, motels, inns, and bed and breakfasts, are not considered Short Term Rentals.

TIME SHARES. "Vacation time sharing plans" as defined in S.C. Code § 27-32-10(9) are not short-term rentals. However, any "vacation time sharing lease plan" as defined in S.C. Code § 27-32-10(8) that is less than three years is considered a short term rental. "Vacation multiple ownership interests" as defined in S.C. Code § 27-32-250(1) are not short term rentals.

TRANSFER OF PROPERTY. An assessable transfer of interest in real estate triggering an appraisal and reassessment for taxation purposes as defined by SC Code 12-37-3150.

C. REQUIREMENTS AND ELIGIBILITY:

1. Any Short-Term Rental shall comply with Section 3.6.2 C 2 of the Beaufort Development Code.
2. Short-term rentals, are limited to 6% of the dwelling units in the neighborhood as shown on the City of Beaufort Neighborhoods Map zoned T3-S, T3-N, T4-HN, T4-N and T5-UC.
3. Each eligible Investment Short Term Rental (ISTR) and Owner occupied short term rental (OSTR) lot is limited to one short term rental.
4. Short term rentals shall not be permitted for any accessory dwelling unit, carriage or pool house, with the following exception:
 - a) Owner occupied (OSTR) short term rentals, may be allowed one short term rental on any accessory dwelling unit, carriage or pool house.
5. Minimum Stay: 2 nights.
6. Parking: Parking shall be provided on-site and is encouraged to be located to the side or rear of the dwelling. The number of parking spaces provided on site as well as a site plan showing the location of all on-site parking spaces. One on-site parking space must be provided for each bedroom being rented. On-site parking shall be clearly delineated with an improved surface such as pavement, gravel, or another method approved by the administrator.
7. Signs: No on-site signs shall be permitted.
8. Monitored Fire Alarm: A monitored fire alarm is required for all units.
9. Outside Approvals Required: For properties located in a neighborhood with a property owners' association, written confirmation from the association president that short-term

rentals are permitted in the neighborhood is required. In multifamily structures, written approval from the property management association is required.

10. Safety Inspection: A Safety Inspection shall be conducted before the Business License for the facility is issued.

11. LICENSE, REGISTRATION, AND TAX REQUIREMENTS.

- a) Any owner wishing to operate a short-term rental must maintain a current business license, comply with rental registration permit requirements, and make proper payment of local, county, and state taxes.
- b) *Business license.* A business license must be obtained and renewed annually by the submittal of a form and fee as established by the city for each residential dwelling unit or portion thereof offered as a short-term rental.
- c) No business license shall be issued for the rental of a residential unit which is planned or under construction until a certificate of occupancy is issued for the unit, except that a license issued for the rental of an existing residential unit may be renewed, or a new license issued for the rental of a replacement unit on the same site, upon issuance of a new certificate of occupancy and satisfaction of all other requirements for short term rental licenses. The replacement unit must be under the same ownership, contain the same or fewer heated square feet, and contain the same number or fewer bedrooms as the original STR permit.
- d) A business license shall only be issued to owners of a residential unit. Lessees of residential dwelling units may not apply for a business license to rent the unit.
- e) A designated agent may apply for a short-term rental business license on behalf of an owner. An application for a business license submitted by a designated agent must provide the correct taxpayer identification and contact information for the owner including name, address, phone number, email, and any other information as required on the application form.
- f) Failure to maintain good standing shall be considered grounds for denial of an application to renew and existing license
- g) To remain in good standing. an application to renew an existing license must be submitted no later than Ten (10) days after the final day of the previous business license year.

D. SHORT TERM RENTAL PERMIT

Short Term Rental Permit. A rental registration permit must be obtained and renewed annually by the submittal of a form and fee as established by the city for each residential dwelling unit or portion thereof offered as a short-term rental.

1. *Annual registration.* The short term rental registration permit shall be effective for one calendar year.

2. No new business license to operate a short-term rental shall be issued prior to the approval of a rental registration permit.
3. Renewals of valid prior year business licenses shall be allowed prior to the approval of a rental registration permit. Failure to complete a rental registration permit application within 30 days of the business license renewal date shall be grounds for revocation of the license.
4. *Annual fee.* The fee for a rental registration permit shall be set by City Council and shall be reviewed periodically.
5. A rental registration permit shall only be issued to owners of a residential unit. Lessees of a residential dwelling unit may not apply for a rental registration permit.
6. A designated agent may apply for a rental registration permit on behalf of an owner. An application for a rental registration permit submitted by a designated agent must provide the correct taxpayer identification and contact information for the owner, including name, address, phone number, email, and any other information as required on the application form.
7. *Change in registered information.* The owner or designated agent of a rental dwelling already registered with the city shall re-register within 60 days after any change occurs in the registration information. There shall be no additional fee upon change of registration information except that a new owner of a registered dwelling, upon application for a new business license, shall re-register the dwelling and pay the appropriate fee within 60 days of assuming ownership.
8. *Information required.* Application for rental registration permit shall contain the following information:
 - a) The street address of the rental dwelling unit;
 - b) The unit number if applicable;
 - c) The number of bedrooms in each rental dwelling unit;
 - d) *Designation of local agent.* The owner of a rental dwelling shall designate a responsible agent who shall be responsible for operating the rental dwelling in compliance with the law. Official notices may be served on the responsible local agent and/or the owner, and any notice served on the agent shall be deemed to have been served upon the owner of record. Nothing shall prevent the owner of rental property from designating himself or herself as the agent.
 - e) Non-owner agents must be licensed by the State of South Carolina as an attorney, real estate agent, broker in charge, or property manager. Employees under the direct supervision of attorneys, real estate agents, brokers in charge, or property managers licensed by the State of South Carolina may be designated as local agents.
 - f) The agent shall be required to be able to physically respond to the site upon notification from the city within 60 minutes in case of emergency or need by the city for entry into the property.

- g) *More than one owner or ownership by entity.* Where more than one person has an ownership interest in a short-term rental, the required information shall be provided for each owner. In those cases in which the owner is not a person, the information required shall be provided for the organization owning the rental dwelling, and for the president, general manager, or other chief executive officer of the organization.
- h) The number of parking spaces provided on site as well as a site plan showing the location of all on-site parking spaces.
- i) The name, mailing address, email address, business phone number, personal phone number, and business address of the owner and local agent;
- j) The physical address and email address where the owner and local agent will accept notices and orders from the city and acknowledgment that service by U.S. Mail and/or transmission to the provided email addresses will constitute acceptable service of any notice, notice of violation, ordinance summons, or ticket;
- k) Certification that the owner has read applicable city ordinances, including, but not limited to, regulations regarding noise, trash, parking, alcohol on the beach, animals, litter, , requirements for special events, maximum occupancy, and golf carts;
- l) Certification that a copy of the parking diagram provided to the city for the property as well as a summary of applicable city ordinances, including, but not limited to, regulations regarding noise, trash, parking, animals, litter, requirements for special events, maximum occupancy, and golf carts is prominently posted within the residential dwelling unit to be rented;
- m) Certifications that tenants listed on any rental agreement shall receive a copy of the parking diagram provided to the city for the property as well as a summary of applicable city ordinances, including, but not limited to, regulations regarding noise, trash, parking, animals, litter, requirements for special events, maximum occupancy, and golf carts is prominently posted within the residential dwelling unit to be rented. The summary of applicable ordinances shall be in a form determined by the city, and made available to all owners of rental property;
- n) Proof of payment from the owner or designated agent for payment of local, county, and state taxes due on short term rental accommodations;
- o) Certification that the owner is aware that short term rental licensees shall be subject to strikes issued against the license when the owner, agent, occupant, or guest has been convicted of any violation of the requirements of this chapter or other city ordinances related to the use of the property as a short term rental, and that three strikes during any rolling twelve-month period can result in suspension, revocation, or non-renewal of the license;
- p) Certification by the owner verifying the presence of smoke alarms, carbon monoxide monitors, fire extinguishers, the number of bedrooms, the number of parking spaces, the provision of trash receptacles, the posting of address and house numbers, and posting of rules and regulations, and, if present, that sprinklers are operational; and

- q) Documentation in the form of Beaufort County property records or a certificate of occupancy confirming the number of bedrooms offered for rent.

E. VIOLATIONS.

Violations. Violations of this chapter include but are not limited to:

1. Operating a short-term rental without complying with the requirements of this chapter and the city code of ordinances;
2. Advertising a property as being available as a short-term rental without first complying with the requirements of this chapter;
3. Operating a short-term rental without a business license, registration permit, and accommodations tax account;
4. Advertising a short-term rental without listing the business license number and rental registration permit number;
5. Operating a short-term rental in such a manner that individual rooms are rented at the same time under separate rental contracts;
6. Advertising a short-term rental as being available for more overnight occupants, or more than the number of bedrooms, than have been permitted pursuant to this chapter;
7. Expanding the allowable occupancy of a short-term rental without obtaining a new permit;
8. Advertising more short-term rental units on a property than have been permitted pursuant to this chapter. For example, advertising a single-family dwelling as accommodating multiple short-term rentals is not permitted;
9. Advertising a property as a short-term rental or "event house" for events or parties with more than 25 people in attendance;
10. Offering a short-term rental in any zoning district for fewer than two consecutive nights;
11. Failure to post the business license number, rental registration permit number, allowable overnight occupancy, prominently within a rental unit;
12. Failure to obtain a rental registration permit within 30 days of renewing a business license, failure to provide accurate information for the registration of rental dwellings, failure to provide information required by the application form;
13. Failure to complete a new rental registration permit application within 60 days of a change in ownership;
14. Failure of the designated agent listed on the rental registration permit to respond physically to the site within 60 minutes of notification from the city of an emergency;
15. Failure to maintain, and provide to the city, any and all information required in this Section.
16. Failure to provide tenants listed on any rental agreement information as required in this Section.
17. Failure to inspect and repair any water or sewer related issues.

18. Operating a business out of a short term rental or otherwise using a short term rental for non-residential use except for allowable home occupations, e-commerce, and remote work; and
19. Operating a short term rental that has received three strikes within any twelve-month rolling period.
20. The number strikes shall be reset upon a change of ownership that results in no overlap with prior common ownership.
21. For the purpose of determining the total number of strikes, all convictions stemming from violations occurring within a single rental contract period shall be considered one instance. In no case shall strikes exceed one per rental contract period.

F. PENALTIES.

No permit may be issued or approved unless the requirements of this chapter, or any ordinance adopted pursuant to it, are complied with. A violation of this chapter may result in the following penalties:

1. Any person violating any provision of this chapter shall be deemed guilty of a civil offense and shall be subject to a fine of up to \$500 upon conviction. Each day of violation shall be considered a separate offense. Punishment for violations shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for in this chapter.
2. Denial, revocation, suspension, or non-renewal of a business license pursuant to §§ or and in accordance with the appeal procedures set forth in §
3. Revocation, suspension, or non-renewal of the short-term rental business license, in accordance with the appeal procedures set forth in §, for three strikes during a rolling twelve-month period.
4. The license will be assessed a strike when the owner, agent, occupant, or guest of the property has been convicted of any violation of the requirements of this chapter or any other city ordinances related to the use of the property as a short-term rental, including but not limited to noise, trash, parking, litter, , animals at large and when the registered agent of the property is given notice of the strike as set forth herein.
5. For the purpose of determining the total number of strikes, each strike issued upon conviction shall be considered in effect on the date of the original offense and all convictions related to offenses occurring within a single rental contract period shall be considered one strike. In no case shall strikes exceed one per rental contract period.
6. Strikes will re-set upon the transfer of the property.
7. The city will provide notice of each strike to the registered agent of the property as follows:
 - a) First strike: a description of the violation and resultant conviction, and a warning that progressive action shall be taken by the city in the case of further violations.

- b) Second strike: a description of the violation and resultant conviction, and a warning that the city shall initiate revocation of the rental license in the case of further violations.
 - c) Third strike: a description of the violation and resultant conviction, and notice of the initiation of license revocation procedures.
8. Any violation of a noise ordinance that occurs on the property will result in a notice that the owner is strongly encouraged to install noise monitoring, and one strike as set forth in this section.

G. ADDITIONAL REQUIREMENTS FOR SHORT-TERM RENTALS.

1. All owners and/or agents responsible for the leasing of short-term rentals shall be required to keep the following for city inspection and copying for a period of one year:
 - a) The name, address, and other contact information of each signatory on the rental agreement;
 - b) A copy of the city approved rental regulations summary, signed by each signatory of the rental agreement.
 - c) A document signed by the owner and/or agent responsible for renting the dwelling, certifying the number of persons intended to occupy the dwelling.
 - d) The information required by this section shall be updated by the owner and/or agent for each rental to different tenants or occupants.
2. The owner and/or agent shall provide the following for each person signing a rental agreement as a responsible party for a short-term rental:
 - a) The address of the short-term rental and emergency contact numbers;
 - b) The name and contact information for the owner or designated agent; and
 - c) copy of the parking diagram provided to the city for the property as well as a copy of the city's rules and regulations regarding noise, trash, parking, , animals, litter, surfing, , requirements for special events, maximum occupancy, and golf carts.
3. Each residential dwelling unit may contain only one short term rental. Individual rooms in short term rentals may not be rented under separate contracts at the same time. For example, a single-family home or individual multi-family unit may only be rented as a single short-term rental under one contract.
4. Shall be subject to all applicable provisions of the noise regulations in §§
5. Shall not feature mobile food trucks, carts, or other outdoor retailers offering products for sale or in exchange for donations. Caterers are allowed at events on the premises of short-term rentals.
6. All events held on the premises of a short-term rental shall meet the following requirements:
 - a) May not exceed 25 people; and

- b) May not include outdoor amplified music, including bands, deejays, music broadcast through speakers and electronic musical instruments.
- c) These requirements do not apply to events hosted by the owner of the property for which the owner is on site for the duration the event, the owner has completed the required special event notification, and for which no compensation has been paid for the event or the use of the house.



CITY OF BEAUFORT
Community Development Department

SCOTT MARSHALL
City Manager

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CURT FREESE
Community Development
Director

To: City Council
From: Curt Freese, Community Development Director
Date: 8/19/25
Issue: Short Term Rentals

BACKGROUND:

The City Manager tasked City Staff to draft a new standalone short term rental ordinance. The proposed draft ordinance attached, was developed after a number of meetings with the following internal staff group:

Curt Freese, Community Development Director
Alan Eisenman, Finance Director
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Bruce Skipper, Building Official
John Badget, Fire Marshall

The group reviewed the current ordinance, the current short term rental licenses and policies, inspections, complaints, and staff capacity, with Short Term Rental policies and practices around the State of South Carolina. Moreover, the group placed great emphasis on the comments from City Council at its June 10, 2025, work session, and the data and materials provided at that work session. To that end, the major subjects Staff attempted to address with the proposed ordinance included:

- 1) The 6% cap which applies to lots, not structures
- 2) The owner exemption.
- 3) The allowance for ADU's to be utilized as STR's with no restriction or multiple structures on one lot to be utilized as ADU's, and not counted individually against the cap.
- 4) Clustering of STRS



CITY OF BEAUFORT
Community Development Department

SCOTT MARSHALL
City Manager

1911 BOUNDARY STREET
BEAUFORT, SC 29902
(843) 525-7011
FAX (843) 986-5606

CURT FREESE
Community Development
Director

- 5) Nuisance issues related to STRS, including noise and events
- 6) Violations of STRS
- 7) Licensing, annual licensing and waitlists

The draft ordinance is intended for discussion and is intended to address the aforementioned issues. . Staff would note such a standalone ordinance, should it be adopted, therefore requires revisions to the existing requirements of Section 3.6.2 C. 2. of the Development Code. This Section would merely lay out the eligible zoning districts, while all other regulation would be found in the standalone ordinance in the Municipal Code.

MAJOR TOPICS/DISCUSSION:

1) The 6% cap which applies to lots, not structures

The draft Ordinance would keep the 6% cap and only allow one structure per lot closing this loophole. Staff believes discussion is merited if this cap with the additional restrictions is still reflective of what the City desires.

2) The owner exemption

The draft ordinance separates owner occupied and investor occupied. Owner occupied is now part of the same 6% cap and is allowed to utilize an ADU. As per number 1, this may merit discussing the cap. Other STR ordinances around the state have either the cap, or a specific limit on total STRs.

3) The allowance for ADU's to be utilized as STR's with no restriction or multiple structures on one lot to be utilized as ADU's, and not counted individually against the cap.

The draft ordinance restricts ADU's only to be allowed in owner occupied STR's, and only one ADU may be allowed.

4) Clustering of STRS

Staff believes the changes to the requirements moving to one per lot, and one ADU for only owner occupied STR's, as well as eliminating the owner occupied exemption, will go a long way in naturally preventing the clustering of STR's. Staff did not find a STR ordinance which specifically restricted clustering to use as a model.

5) Nuisance issues related to STRS, including noise and events



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The draft ordinance restricts noise, events, and a number of other activities as part of the STR license, and not as a zoning code violation.

6) Violations of STRS

The draft ordinance requires yearly licensing, and has a three strike system wherein a STR can be revoked for violations including noise, events, etc. Such a system allows the city the clear ability to address complaints and nuisances with STR's.

7) Licensing, annual licensing, inspections, and waitlists

The draft ordinance requires a new STR license approved every year. Staff discussed doing inspections, and all departments felt that with over 250 current STR's, there is not Staff capacity to handle a yearly inspection. Thus, the ordinance requires the applicant to attest to their compliance and allows inspections should there be any complaints at any time. In that same vein, Staff also felt the rolling date for each STR should be kept, instead of switching to a yearly deadline (June or July) that all STR's must be licensed by. A single yearly deadline would be an undue burden on Staff.

Staff would recommend moving to a waitlist consistent with many other communities. This can be a policy change, which does not require an ordinance amendment.

Finally, the annual fees range from \$100 to up to \$1,000 in other communities. Currently, the city only takes a one time fee to set up the STR, and then business license fees.

SUMMARY OF DRAFT CODE:

- Requirements and Eligibility: Compliance: STRs must adhere to the Beaufort Development Code (Section 3.6.2 C 2).
- Cap on STRs: Limited to 6% of dwelling units in specific zones (T3-S, T3-N, T4-HN, T4-N, T5-UC); prohibited in The Point, LI, IC, RMX, and T-1 zones.
- Limit per Lot: One STR per lot for both OSTR and ISTR.
- Accessory Units: Only OSTRs may use accessory dwelling units (e.g., carriage or pool houses) as STRs.
- Minimum Stay: 2 nights.
- Parking: One on-site parking space per bedroom, located to the side or rear, with an improved surface.
- Signs: No on-site signs allowed.



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- Fire Safety: Monitored fire alarms required.
- External Approvals: Written approval from property owners' associations or property management is required for applicable neighborhoods or multifamily structures.
- Safety Inspection: Required before issuing a business license.
- License and Registration: Owners must obtain and annually renew a business license and rental registration permit, paying applicable fees and taxes.
- Licenses are issued only to owners, not lessees; a designated agent may apply on behalf of the owner.
- Licenses for units under construction require a certificate of occupancy.
- Failure to maintain good standing or renew within 10 days of license expiration may lead to denial or revocation.
- Registration requires detailed information, including property details, owner/agent contact info, parking plans, and certifications of compliance with city ordinances (e.g., noise, trash, parking).
- Owners must designate a local agent (self or a licensed professional) who can respond to emergencies within 60 minutes.
- Changes in ownership or registration details must be updated within 60 days.

VIOLATIONS:

- Violations include operating without a license/permit, false advertising, exceeding permitted occupancy or bedroom counts, hosting large events (>25 people), failing to provide required tenant information, or accumulating three strikes within a 12-month period for ordinance violations (e.g., noise, parking). Strikes reset upon property transfer with no overlapping ownership. Penalties: Fines up to \$500 per violation, with each day considered a separate offense.
- Denial, revocation, suspension, or non-renewal of licenses for non-compliance or three strikes in a 12-month period.
- Noise violations trigger a strike and a recommendation to install noise monitoring.
- Additional Requirements: Owners/agents must retain rental agreement details, signed city regulation summaries, and occupant certifications for one year.
- Tenants must receive property details, emergency contacts, parking diagrams, and city ordinance summaries.
- STRs are limited to one rental contract per dwelling unit at a time.



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Community Development
Director

- Events are capped at 25 people with no outdoor amplified music, except for owner-hosted, non-compensated events with proper notification.
- Mobile food trucks or outdoor retail are prohibited, though catering is allowed.

RECOMMENDATION:

This item is intended for discussion and Council direction.

3.6.2 ADDITIONAL STANDARDS FOR COMMERCIAL USES

The following additional standards apply to the approval and development of projects where the use is listed in the "Table of Permitted Uses" in Section 3.2 as Conditional (C), Special Exception (SE), or T4-Neighborhood Artisan (A). In addition, any Building Design standards, as set forth in Article 4, apply as applicable.

2. Short Term Rental:

- a. ~~Short Term Rentals are permitted in the following zoning districts: T3-S, T3-N, T4- HN, T4-N, T5-UC~~ **Specific to T3-S, T3-N, and T4-HN:** Short term rentals, where the owner does not live on the premises, are limited to 6% of the lots in the neighborhood as shown on the City of Beaufort Neighborhoods Map zoned T3-S, T3-N, and/or T4-HN with the following exceptions:
 - i. Structures on the City's List of Vacant and Abandoned Structures being rehabilitated for use as a short term rental; and
 - ii. Short term rentals are prohibited in The Point neighborhood, as shown on the City of Beaufort Neighborhoods Map and the LI, RMX, IC, and the T-1 districts.
- b. ~~Short Term Rentals shall follow the guidelines of Section xxx of the City of Beaufort Municipal Code. **Minimum Stay:** 2 nights.~~
- c. ~~Permitted Rental Types:~~
 - i. ~~Rental of the primary dwelling.~~
 - ii. ~~Rental of an accessory dwelling.~~
 - iii. ~~Rental of a portion of a primary dwelling.~~
 - iv. ~~Rental of a boat in an approved marina.~~
 - d. ~~**Parking:** Parking shall be provided on-site and located to the side or rear of the dwelling. On-site parking shall be clearly delineated with an improved surface such as pavement, gravel, or another method approved by the administrator. If formalized parking is provided on the street(s) adjacent to the primary or accessory unit, this may be utilized in lieu of on-site parking.~~
 - e. ~~**Rental Agreement:** The applicant shall provide a copy of the rental agreement that will be used. The rental agreement shall specify the following:~~
 - i. ~~The minimum stay.~~
 - ii. ~~The maximum number of guests—which shall be based on the number of beds in the unit. For Primary house rentals, the number of adult guests is limited to 2 per bedroom. For Carriage House rentals, the total number of adult guests is limited to 4.~~
 - iii. ~~The maximum number of vehicles permitted at the unit—which shall be based on the number of bedrooms and the design of the driveway. For Primary house rentals, the number of vehicles is limited to 1 per bedroom. For Carriage House rentals, the total number of adult guests is limited to 2.~~
 - iv. ~~Where guests are to park. Where no formalized on-street parking is available, the agreement shall specify that guests are to park on-site and not in the street.~~
 - v. ~~That the City's noise ordinance applies between 9:00 p.m. and 8:00 a.m.~~

-
- vi. ~~Prohibit large gatherings such as weddings and reunions unless specifically approved by the City.~~
 - vii. ~~Pets, if permitted, are not to be left outside unattended.~~
 - f. **Property Management Plan:** A property management plan shall be developed and approved by the administrator. The property management plan shall identify a property manager. Where the property owner does not live on the premises, the property manager must be available to appear on the premises to respond a complaint within three hours of being notified by the administrator. Where the property owner lives on the premises, a back-up property manager must be identified unless the owner certifies the unit will not be rented when the owner is out of town. The administrator shall be notified when management of the unit changes. Failure to comply with the approved property management plan shall result in the revocation of the zoning permit (Section 9.4).
 - g. **Signs:** No on-site signs shall be permitted.
 - h. **Rental Rules:** Rental rules, including use of the sanitation and recycling roll-carts, and emergency contact information including the police non-emergency number, shall be posted in a conspicuous location in the unit.
 - i. **Monitored Fire Alarm:** A monitored fire alarm is required for all units except boats. Boats are required to provide documentation that a Coast Guard Auxiliary Safety Vessel Check has been performed is required. The Vessel Safety Check can be arranged through this link: <http://www.cgaux.org/vsc> . Existing facilities not meeting this requirement shall be brought into conformance within 6 months of the date of adoption of this Code.
 - j. **Outside Approvals Required:** For properties located in a neighborhood with a property owners' association, written confirmation from the association president that short-term rentals are permitted in the neighborhood is required. In multifamily structures, written approval from the property management association is required. For boats in an approved marina, written permission from the marina manager is required.
 - k. **Safety Inspection and Licensing:** A Safety Inspection shall be conducted before the Business License for the facility is issued. The facility shall comply with all business license, revenue collection, and health laws of the City of Beaufort, Beaufort County and the State of South Carolina.
 - l. **Unlicensed Units:** For units that are found to be operating without approval of the City, the short term rental application fee shall be \$1,000. If the property owner chooses not to submit a short term rental application within 60 days of being notified by the City of being in violation of the ordinance, a short term rental application shall not be approved for a period of 2 years.



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 08/13/2025
From: Alan Eisenman, Finance Director
Item Name: Fire Truck Leasing Bank Bid RFP Results
Meeting Date: August 19, 2025
Department: Finance Department

Background Information:

Introduction:

In the fiscal year 2026 approved budget, the City will be financing the purchase of a new fire truck.

Background:

The City's Financial Advisors, First Tryon, issued a request for proposals for lease purchase financing for a new fire truck. The City received 7 bids on August 12, 2025. Please see attached bid summary. It is the City's intention to proceed with Bank of America, which provided the lowest rate with no additional legal fees.

Legal Authority:

N/A

Staff Recommendation:

Staff will move forward with Bank of America and will prepare a resolution for Council's consideration on September 9, 2025 Council Meeting.

Placed on Agenda For:

Attachments:

1. Bank Bid Summary

City of Beaufort, South Carolina

2025 Lease Purchase Financing
Summary of Bids Received
August 12, 2025

Bank	Rate	Total D/S*	Prepayment	Legal Fees	Additional Terms
Bank of America	3.7800%	\$1,065,954	In whole on any payment date at par after the first half of the term has expired.	\$0	Must be accepted (email is fine) by August 20 Subject to taxable gross up provisions due to actions or inactions of the City Loan proceeds may be funded into an escrow acceptable to BofA May require a payment and performance bond for any advance payment prior to delivery Subject to final credit, legal and investment approval
Pinnacle	3.8200%	\$1,075,153	In whole or in part @ 103% on or after Year 1; 102% on or after Year 2; 101% on or after Year 3; 100% thereafter	\$6,000 Maynard Nexsen	Must be accepted by August 22 Subject to taxable gross up provisions due to actions or inactions of the City Default Rate = the lessor of (i) interest rate + 4%, or (ii) maximum rate permitted by law Assumes proceeds will be fully drawn on the closing day and pending disbursements, will be held and invested at Pinnacle \$25 wire fee for each disbursement from Project Fund Annual audited financial statement within 210 days of fiscal year end
Bank Funding, LLC	3.9900%	\$1,076,962	On any payment date after Year 1 @ 102%	Not specified	Must be accepted by August 18 for rate-lock Loan proceeds to be funded into an escrow held at Bank Funding Subject to final credit approval
Huntington	4.2900%	\$1,097,031	In whole @ 101% before 9/1/30; 100% thereafter	\$3,000	
U.S. Bancorp	4.3750%	\$1,097,543	After 13 months @ 103%	Not specified	
First American	4.4510%	\$1,101,943	Prepayable @ 103%	\$0	
Cogent	4.4600%	\$1,103,847	Non-Callable	\$500	

* Par amount of \$875,000, plus banks fees (if any).



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 08/13/2025
From: Nathan Farrow, Public Works Director
Item Name: Brightly Asset Management System
Meeting Date: August 19, 2025
Department: Public Works Department

Background Information:

Introduction:

Public Works currently does not have a management system in place for tracking assets, budgetary needs, and equipment/work hours. This is currently recorded through spreadsheets generated by the office staff. Brightly Asset Management will bring everything together in one location, while also working with our GIS system for mapping.

Background:

The Public Works Director spoke with two asset management companies and also the work order system of See Click Fix. Brightly Asset Management was able to show a more detailed and compatible system for the needs of Public Works. The management system will provide the following and more:

- Public Works to be more transparent when providing budgetary numbers.
- Detailed breakdown of assets and what has been spent.
- Full Asset Management (Fleet, Facilities, HVAC, Streetlights, Easements, Drainage, etc..)
- Integrated with the City of Beaufort GIS system for asset location.
- Fleet Preventative Maintenance (PM) schedules.
- Monthly/Quarterly/Yearly inspections will automatically be created within the Work Order System.
- Work Orders will be created by staff from See Click Fix requests (SCF).
- Automated reminders when consumable materials are running low.
- A more detailed monthly report.

Legal Authority:

Home Rule and General Powers - S.C. Const. art. VIII; S.C. Code Ann. § 5-7-10 et seq.

Staff Recommendation:

Staff recommends that Brightly Asset Management system is implemented within FY26.

Placed on Agenda For:

Attachments:

1. City of Beaufort, SC - Brightly Asset Essentials



Brightly Software Asset Essentials Overview

Prepared for City of Beaufort, SC

August 19, 2025

Smarter assets, sustainable communities.

© 2025 | Brightly Software CONFIDENTIAL

About Brightly Software

13,000+

Clients

96%

Client Satisfaction

700+

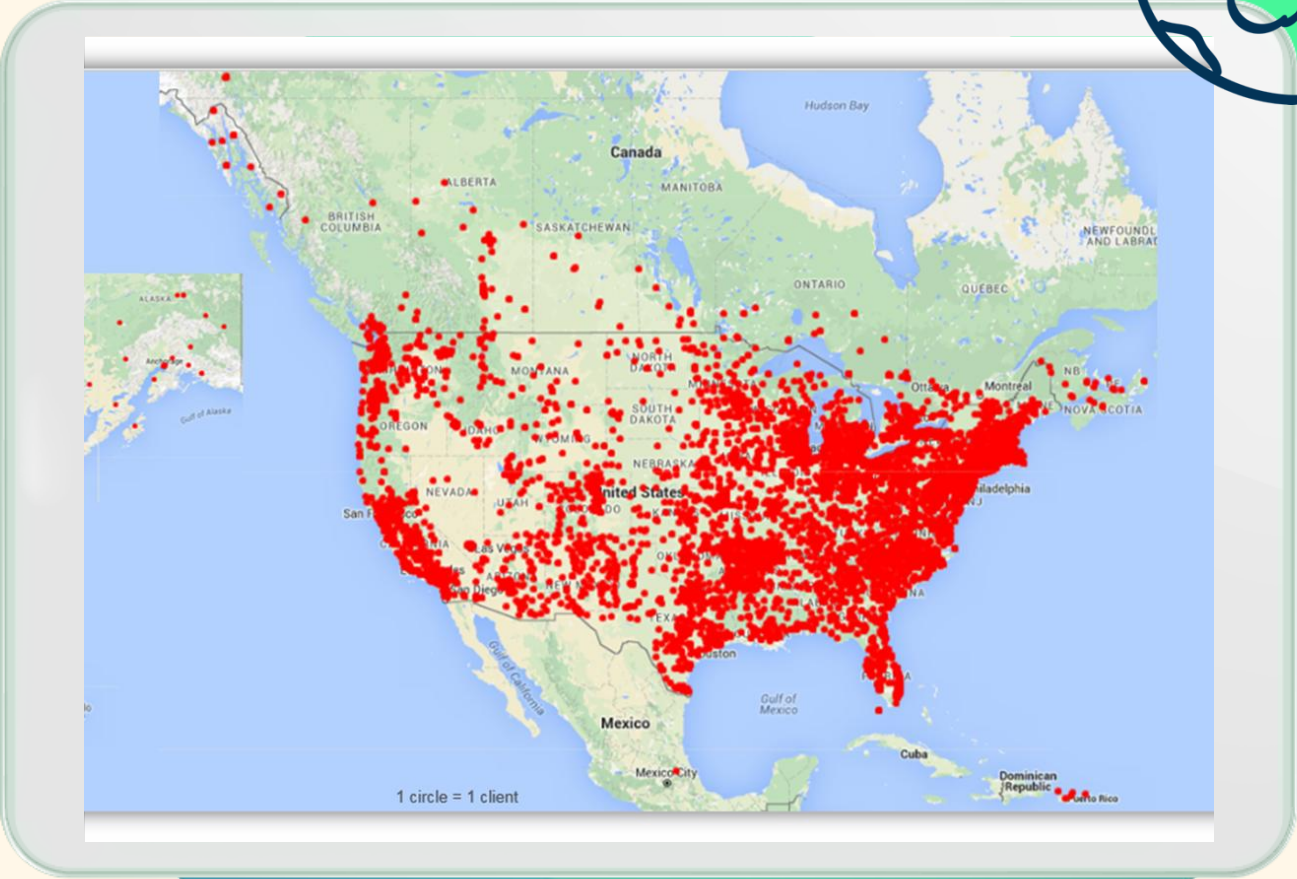
Employees

35 Million +

Work Orders

\$321B +

Asset Value Supported



City of Beaufort

Department of

Public Work's

Goals & Priorities

- Key goals for the department include improving transparency through better work order tracking, managing consumable inventory, comprehensive asset management, integration with city's new GIS system, and streamlined monthly reporting to council.
- The department wants to track man hours, manage assets down to items like individual light poles and HVAC systems, and create recurring work orders for routine tasks like playground inspections.
- Plan to keep the City's existing SeeClickFix system separate for citizens, with office staff creating work orders in Asset Essentials based on the citizen requests for technicians to manage directly within Asset Essentials
- At the end of the day: Provide a better detail of what DPW does all in one place as opposed to having to pull from 6+ different spreadsheets for answers.

Asset Essentials

For Local Government



labor & materials tracking

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Asset Essentials

WORK ORDER FORM

Go To

Help

SAVE

CANCEL

NEW FORM

SUMMARY

PRINT

DE

LABOR

ADD EMPLOYEE LABOR

ADD EXTERNAL LABO

First Name	Last Name	Hour(s)	Reg/OT	Hourly Wage	Sub total (\$)	Labor/End Date
Chad	Hines	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Dan	Arant	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Rodney	Hunter	6	Regular	\$25.00	\$150.00	05/30/2019 07:55:00 AM
Sam	Chapin	5	Regular	\$25.00	\$125.00	05/30/2019 07:55:00 AM
Luke	Anderson	2.5	Regular	\$25.00	\$62.50	05/30/2019 07:55:00 AM

Page Size 25

PARTS

Part Name	Part #	Quantity	Site	Location	Part Storage	Description	Date Used	Usage Type
Snap Cap Diffuser	4	56	[Divide Across All]	WWTP Parts Storage	Aisle: A Bin: 111		05/30/2019 07:23:54 AM	Dispatched

comprehensive asset management

Capture asset condition for capital forecasting

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Work Orders

Assets

Parts & Purchase Orders

Admin

Asset Essentials

ASSETS

+ New

🗑 Delete

More ... ▾

Print/Report ▾

Columns

View ▾

(Shared) Facilities Asset Forecast

Location

Category

Site:
Facilities

[All]

City Hall

Correctional Facility

Courthouse

Facilities-Parts Storage

Fire Station 1

Fire Station 2

Police Department

Organize assets by dept / location

☐	Name	Category	Location	Replacement Cost \$	Current Condition	Est. Replace Date
☐	CF- Backup Generator	Generator	Correctional Facility	3500.00	Excellent	05/10/2025
☐	CF-AHU-001	AHU	Correctional Facility	3000.00	Good	05/01/2034
☐	CH- CHW Pump 1	Pumps	City Hall	5400.00	Fair	01/15/2022
☐	CH- HW Pump 1	Pumps	City Hall	5400.00	Good	01/05/2022
☐	CH- Outdoor Chiller	Chiller	City Hall	22000.00	Excellent	09/15/2029
☐	CH-AHU-001	AHU	City Hall	15000.00	Excellent	01/01/2037
☐	CH-AHU-002	AHU	City Hall	6800.00	Good	05/01/2034
☐	COR-Fridge-001	Appliance	Correctional Facility	3100.00	Fair	06/20/2022
☐	COU-AHU-001	AHU	Courthouse	42500.00	Excellent	11/15/2019
☐	COU-AHU-002	AHU	Courthouse	38000.00	Good	07/15/2035
☐	FS1- AHU	AHU	Fire Station 1	11000.00	Excellent	08/05/2026
☐	FS1- Generator	Generator	Fire Station 1	3500.00	Excellent	05/09/2022



managing consumable inventory

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PARTS

+ New

Delete

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Columns

View

Facility Inventory - Default

Location

Category

Site:

Facilities

[All]

City Hall

Correctional Facility

Courthouse

Facilities-Parts Storage

Fire Station 1

Fire Station 2

Police Department

	☐	Part #	Name	Qty Available	Price \$	Supplier
↻	☐	11CB77	Air Filter 20x24x1	77.00	13.300	Grainger
↻	☐	11CB78	Air Filter 20x25x2	49.00	13.300	Grainger
↻	☐	11CB79	Black chair with Metal frame	45.00	129.950	Grainger
↻	☐	11CB80	Brown Chair with Wood Frame	56.00	119.950	Grainger
↻	☐	11CB81	Clorox Bleach 5 Gal.	20.00	1.800	MSC Industrial
↻	☐	11CB84	Fluorescent Tube 36"	10.00	4.300	MSC Industrial
↻	☐	HVAC-6354	HVAC-Belt-6354	9.00	15.000	Grainger
↻	☐	11CB92	Temperature Sensor-12T38	15.00	115.620	Grainger
↻	☐	11CB93	Thermostat	4.00	49.350	Grainger

Page 1 of 1 (9 items)

⏪

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⏩

Track Supply levels, price info, and supplier

Set high/low levels to be reminded when its time to reorder parts

integration with city's new GIS system

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Asset Essentials

MAP

RESULTS (0)

SHOW >>

Map Mode: Work Order

Map

Map Controls

Map Data

LAYERS

☐ Water Mains

☐ Water Lines

☒ + Storm Water

☐ Storm Drain Lines

☐ SW Culvert

☐ SW Inlet

☐ SW Manhole

☐ SW GravityMain

☐ Street

☐ Parcels

☐ Town Boundary

☒ Traffic Signs

☒ Street Lights

☐ Addresses

☐ Greenway Trails

☐ Parks

☐ Zoning Districts

☐ Major Lakes

☐ Aerial

Interact with GIS layers to track and document repairs done on field assets

recurring work orders for routine tasks

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PM SETUP

Save Save & View Cancel Jump To

Help

Profile

Detailed task list for every pm that is generated

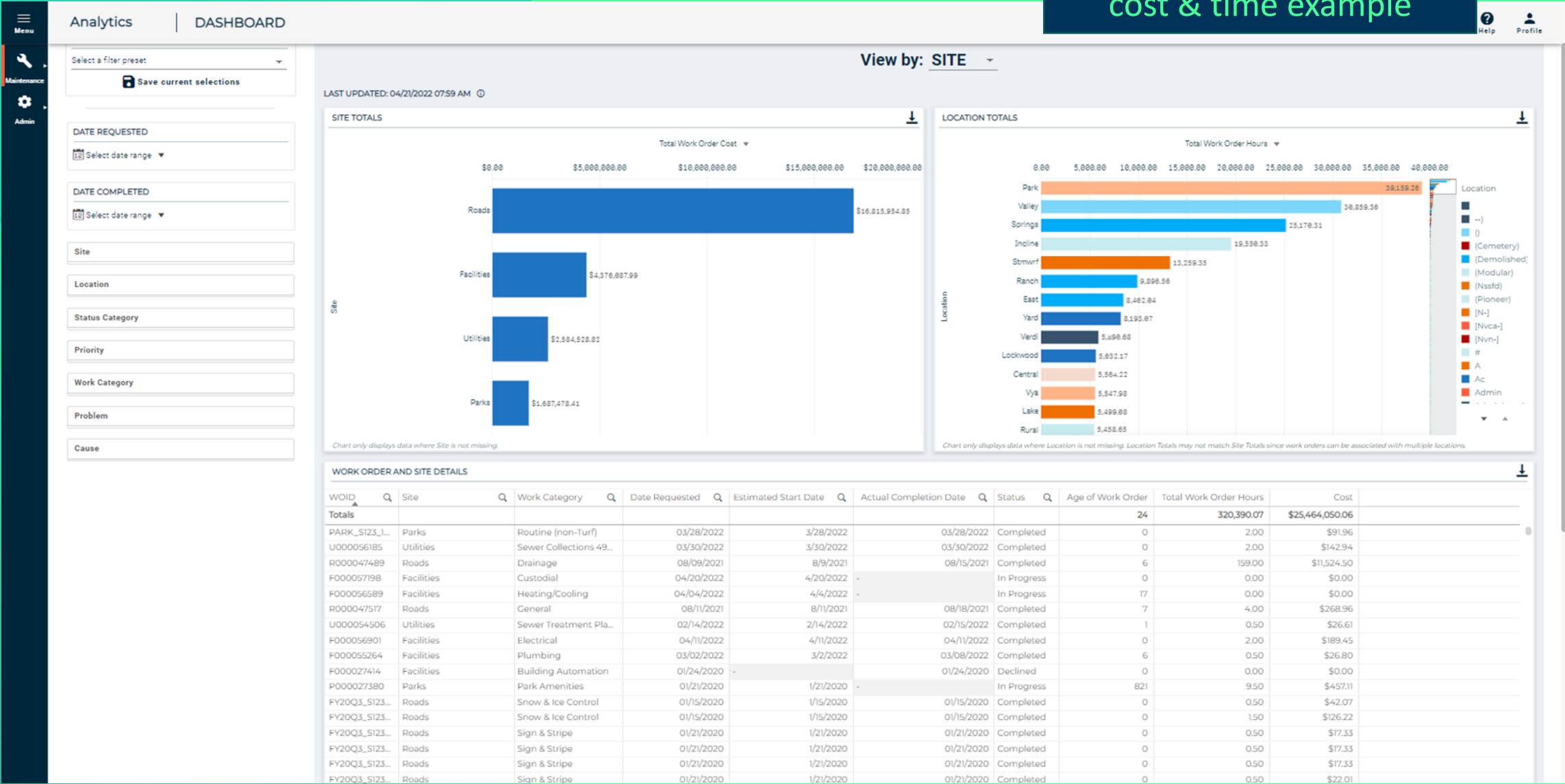
TASKS/STEPS

Select Task from library Add New Task

	Step	Task Type	Asset	Meter Title	Name	Description	Document
	1	Instruction				Adequate protective surfacing under and around equipment? (12 - 14" sand, crushed wood, or equivalent) Add additional material as necessary.	
	2	Instruction				Loose-fill material free of foreign objects or debris? Clear as necessary.	
	3	Instruction				Loose-fill material loose and un-compacted? (especially in heavy use areas such as under swings and at slide exits) Loosen and add additional material as necessary.	
	4	Instruction				Swing Sets: Free of sharp points, dangerous corners, or edges? Protective Caps/Plugs in place? Clothing entanglement hazards removed or repaired? (Open S-hooks, protruding bolts, bars, etc.)	
	5	Instruction				Fencing in undamaged condition?	
	6	Instruction				Benches in undamaged condition?	
	7	Instruction				Playground area free of any trip hazards such as exposed footings and anchoring devices, roots, rocks, branches, etc.?	
	8	Instruction				Playground area free of of miscellaneous debris such as cans, glass, animal waste, etc.?	
	9	Instruction				Satisfactory drainage, especially in heavy use areas?	

Monthly reporting to council

Works orders by division –
cost & time example



Asset Essentials

Pricing

&

Funding

Options

- Initial term 10 months: Sept 1, 2025 – June 30, 2026
 - Software \$12,065
 - Implementation (one-time cost) \$10,865
- Annual investment year 2: July 1, 2026 – June 30, 2027
 - Software roughly \$16,000 – price varies based on % of annual increase. This is based on the average of 6%.
- Current Budget vs Budget Amendment



City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 08/13/2025
From: Linda Roper, Downtown Operations Director
Item Name: Tiger Team Study
Meeting Date: August 19, 2025
Department: Downtown Operations

Background Information:

Introduction:

The City of Beaufort allocated \$100,000 for the FY2024 budget for a downtown twilight hours initiative. The purpose of this initiative was to bring together representatives from the downtown merchants and hospitality businesses with city staff to outline ideas and opportunities for expanding business hours and opportunities downtown and coordinating short and long-term economic initiatives.

Background:

The City Manager established a Tiger Team – Open for Business task force for this initiative in February 2024. This presentation will provide their findings and recommendations.

Report with appendices is located here: [Tiger Team Study](#)

Legal Authority:

Staff Recommendation:

Placed on Agenda For:

Attachments:

1. Tiger Team - Open for Business Report NO Appendices

A photograph of a city street at sunset. The sky is a mix of orange, yellow, and dark grey. Buildings line both sides of the street, and several cars are visible in the distance. Traffic lights are visible in the foreground.

TIGER TEAM STUDY

OPEN FOR BUSINESS REPORT

Linda Roper | lroper@cityofbeaufort.org

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ENGAGING THE COMMUNITY	4-5
ENGAGING THE BUSINESSES	6
RECOMMENDATIONS	7-8
CREATION OF SOCIAL DISTRICT	9-11
NEXT STEPS	12

INTRODUCTION

Downtown Beaufort offers a diverse blend of distinctive retail shops, art galleries, restaurants, and service-oriented and tour-based businesses. While the area experiences steady daytime activity, most retail establishments close by 6:00 p.m. on weekdays and remain closed on Sundays. In recent years, nightlife in the downtown area has declined, with limited options available for evening entertainment. Despite this, downtown continues to draw tourists with its rich history, beautiful architecture, and appealing shopping experiences.

The City of Beaufort allocated \$100,000 for the FY2024 budget for a downtown twilight hours initiative. The purpose of this initiative was to bring together representatives from the downtown merchants and hospitality businesses with city staff to outline ideas and opportunities for expanding business hours and opportunities downtown and coordinating short and long-term economic initiatives.

The City Manager established a Tiger Team – Open for Business task force for this initiative. The team comprised of representatives from City Council, Downtown Beaufort Merchants Association (DBMA), Beaufort Area Hospitality Association (BAHA), Greater Beaufort Port Royal Convention and Visitors Bureau, Beaufort Regional Chamber of Commerce, Beaufort County Black Chamber of Commerce and City Staff.

The Team launched on February 8, 2024, and continued to meet throughout the spring and summer to develop a comprehensive recommendation. Phil Cromer, Mayor attended meetings and served as Liaison for the study. The team expressed the importance of garnering input from the community, businesses and stakeholders. Two separate surveys were developed for the community and businesses to seek input of the current state of Downtown Beaufort and the vision for increased vitality.

Task Force members invited to participate were:

City Council	Neil Lipsitz
City of Beaufort City Manager’s Office	JJ Sauve, Assistant City Manager
City of Beaufort Downtown Operations	Linda Roper, Dir. Downtown Ops Ashley Brandon, Downtown Mgr.
City of Beaufort Police Department	Chief Price Lt. Joseph Dobbins
City of Beaufort Finance Department	Alan Eisenmann, Finance Director
Downtown Beaufort Merchants Association	James Duffy, President
Beaufort Area Hospitality Association	Ashlee Houck, President & CEO
Greater Beaufort - Port Royal CVB	Robb Wells, President & CEO
Beaufort Regional Chamber of Commerce	Megan Morris, President & CEO
Beaufort County Black Chamber of Commerce	Marilyn Harris, Executive Director

ENGAGING THE COMMUNITY



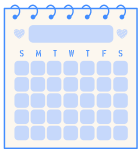
COMMUNITY SURVEY

- TWENTY-SIX QUESTIONS
- 3,194 RESPONSES



DEMOGRAPHICS

- 90% LOCAL (NORTH OF THE BROAD)
- 25-44 YEARS OLD
- MAJORITY FEMALE



SURVEY THEMES

- SATURDAY IS PEAK DAY
- TOP REASON: DINING + SOCIALIZING
- 2,400+ EVENT IDEAS SHARED

The **Downtown Beaufort Community Survey** consisted of twenty-six (26) questions about downtown Beaufort to include visit frequency and timing, activity likings, preferences and needs, communication and feedback as well as the respondents' demographics.

The community was invited to participate in the survey beginning March 27, 2024, and remained open until May 11, 2024. The total number of responses received was 3194 with ninety percent (90%) residing North of the Broad River. The demographics indicated majority of the respondents were 25-44 years old and female.

Main reason to visit downtown was to spend time with family and friends and engage in dining. Most of the respondents visited downtown weekly in the afternoon or evenings. Saturday was the most popular day to visit with Friday and Thursday being second and third. Most of the respondents supported the addition of a Social District downtown.

"When asked the open-ended question, 'What types of activities or events would you like to see more of in downtown Beaufort?', respondents shared a wide range of suggestions. A total of 2,415 responses were collected. Below are several statistically significant groups of responses."

ART/CULTURE/EDUCATION: 322 COMMENTS

The responses included interest in art shows, art walks, classes, outdoor events, and history and heritage activities. A smaller portion of responses mentioned literary events, suggesting an overall community interest that reflects a distinctly 'Pat Conroy-esque' spirit and appreciation for local culture and storytelling.

MUSIC: 277 COMMENTS

These responses included live music concerts, buskers/street performers, concert series, DJ's, and may show that the bars and restaurants who do have music may need some more promotion in the community, or that free music outside may be more desirable.

FAMILY/CHILDREN/YOUNG ADULTS: 241 COMMENTS

These responses were generally vague, "More stuff for kids" e.g. A small number of very specific responses for a splash pad or other water feature were noted.

MORE OF SAME: 226 COMMENTS

These responses seemed to say that the things that are already being done Downtown and in Waterfront Park – food festivals, public events, music, etc. – are in shorter supply than respondents would like.

SPORTS, HEALTH, AND WELLNESS: 208 COMMENTS

These responses included specific exercise activities like yoga and tai chi, but more frequently were the vague responses of “sports” and “wellness”; there may be more family/children/YA responses hiding in these answers, meaning that they want these events to be child- or family-centric.

MOVIES: 199 COMMENTS

This groups responses of “movies”, “outdoor movies” and “movie theater”. Again, there may be more family/children/YA responses hiding in these answers, meaning that they want more events to be child- or family-centric.

FARMERS MARKET: 161 COMMENTS

CRAFT FAIR: 96 COMMENTS

These two groups of responses show that there is something that the community likes about coming downtown and seeing tents and tables filled with products from which they can pick and choose in a dynamic, walkable setting.

PARKING: 91

These responses included suggestions for Free Parking, more parking, parking garages, and relocation of buggy tours to free up space.

Full survey results can be found in Appendix A

ENGAGING THE BUSINESSES



BUSINESS SURVEY

- TWENTY-ONE QUESTIONS
- 35 RESPONSES

The Downtown Business Survey consisted of twenty-one (21) questions about the business to include type of business, how long the business has been open, hours of operation, thoughts on the vibrancy of downtown and ways to enhance its vitality and safety.

The business survey had thirty-five (35) responses citing parking and safety as concerns, the majority agreed downtown was vibrant and would welcome more parking, street music and lights strung back and forth over Bay Street.



TOP CONCERNS

- PARKING FOR STAFF & PUBLIC
- SAFETY AT NIGHT

Full survey results can be found in Appendix B

A breakout team consisting of Ashlee Houck, BAHA and JJ Sauve, City of Beaufort met with individual business owners and stakeholders to obtain additional insights. The sentiment from these owners mirrored the business survey responses with concerns about parking and safety.



SURVEY THEMES

- DOWNTOWN IS VIBRANT
- DESIRE FOR MUSIC + LIGHTING

One consistent issue identified in speaking with both hospitality and merchant representatives in the downtown area, is focusing on events that attract local consumers and that engage local consumers with both business groups. The team received feedback that indicated several consistent concerns or perceptions related to this issue including:

1. Waterfront Park events pull consumers away from the merchants, especially those located on the north side of Bay Street.
2. Street closure events such as First Fridays do not bring consumers into the merchants, only to the hospitality establishments. Perceptions of people only coming into stores to kill time while waiting on a table.
3. Events with food trucks may pull business away from the hospitality establishments and require more coordination.

RECOMMENDATIONS

Foot traffic is the lifeblood of a vibrant downtown. Incentivizing it creates a resilient and desirable place to live, work, and visit. It fuels direct consumer spending while boosting revenues through increased sales and property taxes. Drawing more people to walk, shop, dine, and linger in the area, foot traffic strengthens businesses, supports job growth, and helps build a thriving downtown.

SHUTTLE SERVICES

Survey results from both community members and local businesses indicate that parking limitations and traffic congestion create hesitation about visiting downtown. To address this, the addition of shuttle services connecting key parking areas with shopping, dining, and attractions could significantly improve access and convenience. This solution has the potential to increase downtown engagement among both residents and visitors, encouraging more frequent trips and longer stays.

NORTH OF THE BROAD CONNECTOR

To improve connectivity and mobility for visitors, residents, and the workforce, a fixed-route shuttle system could link Boundary Street, Port Royal, Lady's Island, St. Helena, and Fripp Island to Downtown Beaufort. A trolley-style vehicle, similar to those successfully operating in Hilton Head and Bluffton, would offer a welcoming and recognizable experience while enhancing accessibility. Operating on a consistent schedule, the shuttle would provide reliable transportation, reduce parking pressures downtown, and encourage greater participation in shopping, dining, and community events.

Partnering with Palmetto Breeze to provide the shuttle service presents a strong opportunity, with potential grant funding available to support the effort. It's essential for the city to be involved in planning to ensure the service meets local needs and supports downtown connectivity goals.

PARKING SHUTTLE

Free golf cart-style shuttles could transport visitors from parking areas to shopping, dining, attractions, and events throughout downtown. This service would help ease traffic congestion and improve access to available parking just a few blocks from Bay Street. Operating during events and peak times, the shuttles should follow a consistent route with frequent stops, enhancing mobility and convenience near the Core Commercial area. Additionally, there should be consistent marketing and education to increase ridership.

CONSUMER FOCUSED EVENTS

Downtown businesses have emphasized the need for events that attract and engage local consumers, while the community has expressed a strong interest in participating in more downtown activities.

Consistent, well-planned events which draw people to shop, dine, and explore will help increase business visibility, build lasting customer relationships, and boost sales.

To support this, an Event Committee existing stakeholders should be established to enhance existing events and develop new ones that bring together a diverse mix of residents and visitors in creative, engaging ways.

EVENT COMMITTEE MAKEUP:

The committee should have representatives from the following downtown stakeholders:

- | | |
|--|--|
| City of Beaufort Downtown Operations - 1 | Main Street Beaufort (City) - 1 |
| Greater Beaufort-Port Royal CVB - 1 | Beaufort Area Hospitality Association (BAHA) - 1 |
| Downtown Business Owner - 2 | Restaurant Industry - 1 |
| Service Industry - 1 | Property Owner - 1 |
| Resident at large - 1 | |

KEY COMMITTEE GOALS:

Work together to build on current events and create impactful events and activities with consistency throughout the year to bring participants out to shop, eat and enjoy.

Engage organizations to host activities or engage with the community during events.

Assist in execution of events.

Develop an event calendar with a marketing plan to promote the events/activities.

Develop annual budget for events and infrastructure needs.

Event follow up evaluations to include businesses, vendors and attendees feedback as well as economic impact.

CREATION OF SOCIAL DISTRICT

Social districts are designated areas where people can gather, socialize, and enjoy public spaces with fewer restrictions, often centered around the consumption of food and beverages. Social districts have become increasingly popular in North and South Carolina since 2020.

Both the community and businesses support the creation of a district based on the responses to the surveys and meetings with owners. Understanding the success of a district will require public input and stakeholder collaboration.

Here are some key aspects of social districts:

1. **Purpose:** Social districts are designed to create vibrant, pedestrian-friendly areas where people can spend time outdoors, enjoy local businesses, and interact with others. They often aim to enhance community engagement and support local economies.
2. **Regulations:** In a social district, there are specific regulations that allow for the consumption of alcohol in public spaces, which might not be permitted in other parts of the city. These regulations will require changes to the City of Beaufort Code of Ordinances to ensure compliance of the State of South Carolina Laws.
3. **Design and Features:** Social districts have defined geographic boundaries with designated days and hours. The district typically includes features like outdoor seating, street furniture, and often temporary or permanent installations for markets and entertainment venues. The design is geared toward creating a welcoming and lively atmosphere. The addition of café lighting over Bay Street would create a welcoming, stay awhile feel everyone has indicated as a desire.
4. **Economic Impact:** By encouraging people to spend more time in a designated area, social districts can boost local businesses, including bars, restaurants, and shops. They also attract tourists and enhance the overall appeal of the area.
5. **Community and Culture:** Social districts can serve as hubs for community events, cultural activities, and public gatherings. They provide space for festivals, live music, and other activities that foster a sense of community.
6. **Safety and Cleanliness:** To ensure that social districts remain pleasant and safe, there are often measures in place for crowd management, security, and cleanliness. This might include regular patrols by city officials or private security, and increased waste management services.
7. **Flexibility:** Some social districts are temporary and set up for special events or seasons, while others are permanent features of the urban landscape. The setup can be adjusted based on community needs and feedback.



SAFETY MEASURES

Our community and business surveys indicate people feel safe downtown. However, with the addition of the social district and additional events to include street closures, the Police will be in attendance during the hours of the event or district designated times. Lighting can help people feel safe by increasing visibility and deterring crime. The café lighting will give increased visibility on Bay Street. Other streets within the Core Commercial should be evaluated regularly and additional light poles should be are options for additional lighting should be added.

PARKING

Feedback from both customer and business surveys highlighted parking challenges, including a strong interest in free or more convenient options. To effectively support the needs of visitors, businesses, and employees, these concerns should be assessed and addressed through strategic parking solutions that enhance accessibility and support downtown vitality.

MARKETING AND PROMOTION

Marketing and Promotion are the key to driving engagement, attracting visitors, and supporting local businesses in the downtown community.

The development of marketing plan to promote events, businesses, and attractions to a wider audience, making the downtown area a destination for both locals and tourists.

Before the shuttles and social district are launched, it's crucial to develop a branding and marketing strategy to introduce them to the community. Once they are established, regularly promoting these amenities will be key to their success.

By collaborating with the Greater Beaufort-Port Royal CVB, Main Street Beaufort, and BAHA, on a unified marketing and branding strategy, downtown Beaufort will reach a broader audience.

ECONOMIC IMPACT

Implementing the incentives outlined to increase foot traffic and dwell time to boost consumer spending, support local businesses and strengthen our downtown will provide economic returns.

Incentive	Example Results
Consumer Events	15-40% increase in foot traffic
Social District	10-20% increase in food & beverage sales
Parking Shuttles	Improved customer experience; More frequent local visits
Parking Incentives	Improve customer and workforce experience

INFRASTRUCTURE NEEDS

Café lighting and poles - To create the sense of place and gathering space, the community and businesses have indicated closing the street during events and adding café lighting over Bay Street from Charles to Carteret Street would accomplish a welcoming hometown feel. To accomplish this, the city may need to take over the ownership and maintenance of this section of Bay Street.

Temporary bollards - Requested to easily close the road reducing the number of police needed during a street closure.

Shuttle loading/unloading zones - Throughout the downtown area, pick up and drop off areas will need to be added.

Seating - Additional seating should be added throughout the core commercial area.

Gathering places - when the opportunity arises adding gathering places with lighting, landscaping and seating should be added to create a sense of community.

CONTINUATION OF TIGER TEAM

The Tiger Team, with the addition of a property owner representative, should become an Advisory Board to monitor the progress of the recommendations and the Event Committee's recommendations, collect KPI data and assist in planning future incentives.

EVALUATION OF EFFECTIVENESS

Once implementation begins, it is essential to define clear metrics for success and establish a regular evaluation schedule. Tracking foot traffic, business revenue, customer satisfaction, and public safety will ensure accountability, determine adjustments, and demonstrate the impact of the district over time.

Some sample KPI's which could be measured include:

- Business License tax collected year over year
- Event attendance increase
- Participation by locals and visitors
- Sales during events
- Workforce numbers year over year



NEXT STEPS

IMPLEMENTATION PLAN FOLLOWING COUNCIL APPROVAL

If Council approves the recommendations, implementation can commence immediately. Initial steps will include gathering relevant data and establishing budgets to support the proposed actions.

KEY NEXT STEPS:

- **Event Committee Formation:** Establish an event committee to begin planning consumer focused events for 2025–2026. This includes preparing event budgets, developing a marketing and promotion strategy in collaboration with local merchants, and coordinating logistics.
- **Parking Shuttle Service Implementation:** Formalize plans for a parking shuttle service by developing a detailed schedule, selecting a vendor to provide transportation, and creating a marketing plan to promote the service effectively.
- **Social District Implementation:** Initiate the implementation of a social district. This includes defining boundaries, coordinating with SCDOT, local businesses and law enforcement, establishing guidelines, Ordinance amendments, signage, and developing a communications and promotional strategy to ensure public awareness and engagement.





City of Beaufort
Department Request for City Council Agenda Item

To: City Council **Date:** 08/07/2025
From: Curt Freese, Community Development Director
Item Name: Historic Program Initiative/Subcommittee
Meeting Date: August 19, 2025
Department: Community Development Department

Background Information:

Introduction:

Subcommittee Purpose

At the Strategic Planning Work-session, the Chairman of the HRB and PC agreed to meet and revisit Chapter 9.10 of the Development Code regarding the HRB process, demolitions, findings, COA's etc. The PC approved recommendation changes to Chapter 9.10 in June of 2024 which have not been taken up by Council. Since the Strategic Planning Session, a subcommittee has been created and has taken a tour of the vacant and dilapidated structures of the Historic District and had several meetings to explore ideas to improve the Code but foster positive change in the Historic District. The subcommittee included the following members:

- Mike Sutton HRB Chairman
- Eric Berman HRB Vice Chairman
- Mike Tomy PC Chairman
- Bill Bardenwerper PC Vice Chairman
- Rob Montgomery, HBF Board Chairman
- Lise Sundrla, Director HBF
- Dick Stewart, Freedman's Arts District

Recommendation of Subcommittee:

After four collaborative meetings, the subcommittee discussed many of the pressing issues of the historic district, focusing primarily on the Northwest Quadrant and dilapidated buildings. Past projects and efforts, and their success and failure, were also discussed. This produced a wealth of discussion. To that end, the subcommittee agreed on a three point plan it would like to present to City Council for its comment and direction. This three-point plan included the following:

1. Recommended Goal of the Historic District Changes:

The overarching goal of the Beaufort Historic District Program: To preserve the buildings, culture, character, and family interests in Historic neighborhoods and to have buildings restored and renovated where feasible and to facilitate construction on vacant lots.

2. Recommend the Rewrite Section 9.10/Overlay Northwest Quadrant:

A recommendation for the PC to amend Section 9.10 and support the creation of an overlay in the Northwest Quadrant consistent with the approved Northwest Quadrant Guidelines, in which projects would be administratively approved ala the Bladen St. overlay, but also with relaxed and pre-approved material standards to provide for a less burdensome and more predictable process to assist in promoting investment in rehabilitating the district.

3. Establish Task Force:

A recommendation to endorse the currently established working group as a task force.

Background:

Beaufort's National Historic Landmark District embodies a rich tapestry of Gullah, African American, and Reconstruction-era heritage. The historic neighborhoods face following unique challenges: aging structures, heirs' property disputes, and economic pressures threaten historic buildings, while residents grapple with limited resources and distrust from past urban renewal efforts. Beaufort's Northwest Quadrant, a historic "freedman's village" settled post-Civil War, houses African American families with Gullah Geechee roots, many owning freedman's cottages or heirs' properties (land without clear titles). A number of issues have left many homes in disrepair, particularly owner-occupied homes where the residents are unable to afford necessary renovations (incomes are below \$47,200, 80% of Beaufort County's AMI).

Objectives of Committee:

Following extensive input, the subcommittee refined the program's framework around one overarching goal (see above) and four key objectives, each with specific factors to guide implementation.

Legal Authority:

S.C. Code Ann. § 6-29-310 et seq.

Staff Recommendation:

Next Steps: Provide support or direction on the three Step Plan above.

Placed on Agenda For:

Attachments:

1. Historic Program memo_august 7 2025



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CURT FREESE
Community Development
Director

Date: August 19, 2025

From: Curt Freese, Community Development Director

To: City Council

Subject: Historic Program Initiative – Goals, Objectives, and Key Factors

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Objective 1: Prioritize People

The program centers on empowering residents, ensuring preservation efforts enhance their quality of life rather than burden them. Community discussions identified the following factors:

- **People Over Buildings:** Human welfare trumps structural preservation. Flexible criteria for “economically feasible” will prioritize residents’ and property owners’ needs, allowing adaptive reuse or partial renovations when full restoration is impractical.
- **Heirs Property Issues:** Complex ownership disputes often block rehabilitation. The program will partner with legal aid organizations to resolve titles, potentially through grant-funded services.
- **Economic Capability:** Many residents and property owners may not be able to afford renovations. We will pursue subsidies, low-interest loans, and grants, targeting low-income households to prevent displacement.
- **Trust or Willingness to Participate:** Historical distrust from past urban renewal efforts hinders engagement. Transparent, community-led outreach, including town halls and local ambassadors, will build trust.
- **Title Issues:** Beyond heirs’ property, unclear titles complicate progress. Streamlined title searches and state or county support will clarify ownership.

Objective 2: Preserve Buildings

We aim to preserve buildings that embody Beaufort’s architectural and cultural heritage, guided by preservation standards and local context. Key factors include:

- **Architectural Significance:** Buildings with unique design or historical craftsmanship will be prioritized.
- **Seven Integrities of Historic Preservation:** Location, design, setting, materials, workmanship, feeling, and association will guide eligibility, per National Register standards.
- **Development Code:** Compliance with Beaufort’s updated Chapter 7 (e.g., site plans, rezonings) and Chapter 9 (public notice requirements) ensures consistency.
- **Cultural Significance of Building:** Structures tied to community identity, such as Gullah heritage sites, will be emphasized.



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- **Significance to the District:** Buildings that enhance a historic district's cohesion will take precedence.
- **Contributing vs. Non-Contributing Classification:** Contributing structures (integral to a district's historic status) will be prioritized over non-contributing ones.
- **Preservation vs. Conservation Neighborhood:** Preservation neighborhoods (strict historic standards) will have stricter criteria than conservation neighborhoods (more flexible rehabilitation). Consider creating different standards as per the Northwest Quadrant Guidelines into Chapter 9.

Objective 3: Honor Culture

The program must reflect Beaufort's complex cultural history and foster inclusivity. Factors include:

- **Reconstruction History:** Acknowledging post-Civil War legacies, including Gullah contributions, will shape outreach and priorities.
- **Build Trust:** Culturally sensitive engagement will rebuild confidence and foster community participation.
- **Diversity:** The program will invite representation across racial, cultural, economic, and generational lines.
- **Neighborhood Commercial District:** Revitalized buildings should support local businesses, enhancing cultural and economic vitality.

Objective 4: Enhance Character

The program will strengthen Beaufort's unique sense of place by integrating people, culture, and the built environment.

Synthesis of People, Culture, and Built Environment: Projects will harmonize human stories, cultural heritage, and physical structures, creating cohesive neighborhoods that reflect Beaufort's identity.

Next Steps: Provide support or direction on the three Step Plan above.