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City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

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Walterboro, South Carolina 29488-0008

**Walterboro City Council
Public Hearing and Regular Meeting
June 24, 2014
City Hall
6:15 P.M.**

**REVISED
A G E N D A**

I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

II. Public Input on Agenda Items:

III. Public Hearing:

1. **Ordinance # 2014-05**, An Ordinance to Modify the Public Safety Department of the City of Walterboro, South Carolina to Provide for the Establishment of Two (2) Positions, A Police Chief and a Fire Chief.
2. **Ordinance # 2014-06**, An Ordinance to Abolish the Equipment Replacement Fund of the City of Walterboro, South Carolina.

IV. Proclamations and Resolutions:

1. **Resolution # 2014-R-07**, A Resolution to Honor Franklin R. Smalls for Exceptional Service and Recognition of His 80th Birthday (Resolution attached).
2. **Resolution # 2014-R-08**, for Science Achievement Award, Amber Avant, Bailey Crosby, Morgan Dandridge, Megan Dewitt and Casey Powell (Resolution attached).

V. Presentation:

1. Ms. Kim Bridge, Program Coordinator, Colleton County Arts Council.

VI. Approval of Minutes:

1. Minutes of the May 27, 2014 Work Session on Historic Preservation Overlay Ordinance (Minutes attached).
2. Minutes of the May 27, 2014 Public Hearing and Regular Meeting (Minutes attached).
3. Minutes of the June 10, 2014 Public Hearing and Regular Meeting (Minutes attached).

VII. Old Business:

1. **Ordinance # 2014-05**, An Ordinance to Modify the Public Safety Department of the City of Walterboro, South Carolina to Provide for the Establishment of Two (2) Positions, A Police Chief and a Fire Chief, **Second Reading and Adoption** (Ordinance attached).
2. **Ordinance # 2014-06**, An Ordinance to Abolish the Equipment Replacement Fund of the City of Walterboro, South Carolina, **Second Reading & Adoption** (Ordinance attached).

VIII. New Business:

1. **Ordinance # 2014-07**, An Ordinance to Amend the Unified Development Ordinance of the City of Walterboro, South Carolina to Establish the Boundaries of the Historic Preservation Overlay District, **First Reading** (Ordinance attached).
2. **Ordinance # 2014-08**, An Ordinance to Amend the Unified Development Ordinance of the City of Walterboro, South Carolina to Establish the Historic Preservation Overlay (HP-0) to Include Commercial Design Guidelines, **First Reading** (Ordinance attached).
3. Consideration of Bids Received for the Lucas Street Storm Drainage Project (Bid Summary attached).
4. Consideration of Funding Recommendations from the Accommodations Tax Advisory Board (Memorandum attached).
5. Request for Street Closing for Alumni Community Walk, July 5, 2014, 7:30 A.M. - 8:30 A.M., by Colleton Training School/Colleton High School Alumni Association, Inc. (Letter and Parade Permit attached).

IX. City Manager's Report:

X. Executive Session:

1. Personnel Matter - Appointment of City Attorney and City Prosecutor.
2. Contractual Matter - Consideration of Joining Lawsuit Against Colleton County Legislative Delegation to Challenge School Board Reapportionment.
3. Receipt of Legal Advice.

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XI. Other Matters:

1. Consideration of Joining Lawsuit Against Colleton County
Legislative Delegation to Challenge School Board
Reapportionment.

XII. ADJOURNMENT.

AFFIDAVIT OF PUBLICATION IN

The Press and Standard

PERSONALLY appeared before me, William B. Moore, who being duly sworn, says that he is the publisher of The Press and Standard, published on Thursday of each week in Walterboro, County of Colleton, State of South Carolina; that the notice, of which a printed copy is hereby attached, was published in The Press and Standard for One(1) issues, said publication commencing on June 19, 2014, and ending on June 19, 2014.

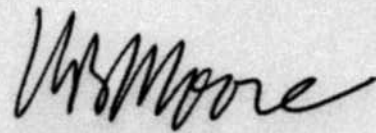
SWORN to before me

this 10 day of June, 2014

William Moore (L.S.)

Notary Public for South Carolina

Commission expires 6-2-22



William B. Moore



PUBLIC HEARING NOTICE

Walterboro City Council will hold a public hearing on Tuesday, June 24, 2014 at 6:15 P.M. in City Hall, 242 Hampton Street, to receive public comments on the following proposed ordinances:

Ordinance # 2014-05, An Ordinance to Modify the Public Safety Department of the City of Walterboro, South Carolina to Provide for the Establishment of Two (2) Positions, A Police Chief and a Fire Chief.

Ordinance # 2014-06, An Ordinance to Abolish the Equipment Replacement Fund of the City of Walterboro, South Carolina.

A copy of the proposed ordinance is available in the City Manager's Office at City Hall, 242 Hampton Street. Written comments may be mailed to the City Manager, P.O. Box 709, Walterboro, SC 29488 and must be received prior to the public hearing. Please call the City Manager's Office (782-1011) for additional information or for disabled persons needing auxiliary aids. Please give at least 24 hours notice if auxiliary aids are required.

RESOLUTION # 2014-R-07
A RESOLUTION
TO RECOGNIZE AND HONOR FRANKLIN R. SMALLS OF WALTERBORO, SOUTH CAROLINA FOR HIS
EXCEPTIONAL YEARS OF DEDICATED SERVICE TO THE WALTERBORO COMMUNITY AND
COLLETON COUNTY.

WHEREAS, born in Colleton County, in 1934, *Franklin R. Smalls* has been a lifelong resident of Walterboro for over 60 years; and

WHEREAS, he dedicated his life to a career in education for 43 years and 34 years with the Colleton County School District; and

WHEREAS, *Franklin R. Smalls* worked in the Colleton County School District for 34 years, serving as Principal, Baseball, Basketball, and Football Coach, Athletic Director, Building and Grounds Director, and Recruiter for Adult Education; and

WHEREAS, recognized for his outstanding professional achievements, *Franklin R. Smalls* has been a recipient of the Distinguished Teacher – Citizen of Colleton County, and Basketball Coach of the Year Award; and

WHEREAS, *Franklin Smalls'* impressive professional and civic achievements led to his recognition by the Chamber of Commerce as Outstanding Contribution in the Field of Education in 2002; and

WHEREAS, involved in numerous professional and civic organizations, *Franklin R. Smalls* was the Chair of the SC Middle School Association, Chair of the Tuskegee Airmen local chapter, Kappa Alpha Psi Fraternity , and is currently a Master Mason and Noble Shrine; and

WHEREAS, *Franklin R. Smalls* served for several years as Chair of the Colleton County Recreation Commission and Chair of the Colleton County Grievance Committee; and

WHEREAS, *Franklin R. Smalls* served an incredible 22 years on the City Council for the City of Walterboro, where he served for several years as Mayor Pro Tem; and

WHEREAS, an avid sports lover, *Franklin R. Smalls* enjoys all levels of Baseball, Basketball, and Football; and

WHEREAS, devoted to his family, his wife of 52 years, Lula S. Smalls, twin sons, David and Gregory, and grandfather to two adorable grandchildren, Karrington, and Kinsley; and

WHEREAS, the Mayor and the City Council of the City of Walterboro appreciate the dedication, passion and service that *Franklin R. Smalls* has provided for our City in improving the quality of life in Walterboro and Colleton County; and

WHEREAS, the City of Walterboro takes great pride in pausing to honor this distinguished public servant of Walterboro and South Carolina.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council, in Council Session Duly Assembled, join in expressing its heartfelt appreciation and gratitude to *Franklin R. Smalls* for his 34

years of tireless service as an educator in Colleton County, and his 22 years of dedicated leadership and service as a City Councilman to Walterboro, its Council, its citizens and to Colleton County, South Carolina.

BE IT FURTHER RESOLVED, that we extend our best wishes to ***Franklin R. Smalls*** on the recognition of his 80th birthday on June 30, 2014.

ADOPTED, this 24th day of June, 2014.

William T. Young, Jr., Mayor

ATTEST:

Betty J. Hudson, City Clerk

**RESOLUTION # 2014-R-08
FOR SCIENCE
ACHIEVEMENT AWARD**

*PUBLIC RECOGNITION FOR AMBER AVANT, BAILEY CROSBY, MORGAN DANDRIDGE,
MEGAN DEWITT, AND CASEY POWELL.*

*In honor of their science project selected to be part of the 2014 Student Spaceflight Experiments
Program or SSEP.*

Whereas:

The Student Spaceflight Experiments Program (SSEP) launched June 2010 by the U.S. National Center for Earth and Space Science Education in partnership with NanoRacks, LLC.; is a remarkable Science, Technology, Engineering and Mathematics (STEM) education initiative that gives typically 300 to 1,000 students across a community the ability to design and propose real experiments to fly in low Earth orbit; and

Whereas:

Key objectives of SSEP Program are: 1) to immerse students in real science, including the design of real experiments by the operation of Microgravity mini-laboratory and flight operations; 2) provide a model for a true STEM education program that enhances student ownership in learning; 3) provide an authentic view of science that has the ability to change perceptions about the nature of science; and 4) use the excitement of real science on the high frontier to engage students, teachers and families; and

Whereas:

The Student Spaceflight Experiment Program is a district-wide competition where students competed for an opportunity to design a microgravity experiment to fly on the International Space Station in November 2014; and

Whereas:

Over 500 students submitted more than 100 proposals from the entire sixth grade from Colleton County Middle School. Of those, eight proposals moved onto local judging comprised of two educators and a biologist. It was then narrowed down to three proposals that were selected to advance to the final round where scientists from the National Center of Earth and Space Science Education (NCESSE) evaluated their proposals. Five students from Colleton County Middle School (Amber Avant, Bailey Crosby, Morgan Dandridge and Casey Powell) were selected as project winners for 2014. These students will travel to Washington, DC the first week in July, 2014 and will represent Colleton County and South Carolina on a national scale. They will present their proposal at the Smithsonian's National Air and Space Museum.

Now, Therefore, Be it Resolved:

By the Mayor and Walterboro City Council, in Council Assembled, that the members of City Council, by this resolution, recognize Amber Avant, Bailey Crosby, Morgan Dandridge, Megan Dewitt and Casey Powell for their exceptional accomplishment and honor them as shining examples of the City of Walterboro and the Colleton County School District. All citizens are encouraged to extend their congratulations and appreciation to these students on their success.

Done, this 24th day of June, 2014.

William T. Young, Jr., Mayor

Attest:

Betty J. Hudson, City Clerk

DRAFT

**Walterboro City Council
Work Session on the
Historic Overlay Ordinance
May 27, 2015
5:00 P.M.**

Present were: Mayor Bill Young, Council Members Jimmy Syfrett, Paul Siegel, Tom Lohr, Bobby Bonds, James Broderick and Judy Bridge.

Also, Present were: City Manager Jeff Molinari, City Clerk Betty Hudson, Planning and Codes Director David Dodd, Chris Bickley, Chairman of the Planning Commission, Sherry Cawley, Chairman of the Historic Preservation Commission and various members from the Municipal Planning Commission and Historic Preservation Commission were present. (Total persons in the audience: 11 persons)

The purpose of the work session was to discuss the proposed changes to incorporate the Historic Preservation Design Guidelines in the Unified Development Ordinance.

The Mayor opened the meeting and recognized Mr. Chris Bickley of Lowcountry Council of Governments to provide a brief explanation of this agenda item.

Chris Bickley of Lowcountry Council of Governments told Council that he was here as Chairman of the Planning Commission, although he was not chairman of the Commission when this process was started. It had been going on for a number of years.

Mr. Bickley stated that the Planning Commission does recommend Council's approval of the Historic Overlay, and this is the second time this item has come from the Planning Commission to Council. Initially, this (the Historic Overlay) was removed from the overall U.D.O. document that was adopted by Council. Since then, the Planning Commission and the Historic Preservation Commission, as well as City staff, have worked on the Historic Overlay. He said, the overall approach has been to simplify requirements in administration, while at the same time recognizing that the historic area of Walterboro is its heart and a major part of its character, and it's one of the things that makes this City special. We think it is a major City asset and that it is worthy of special attention and extra effort. Mr. Bickley noted that a map outlining the proposed historic preservation overlay area is displayed at the meeting. He pointed out that this map includes both the National Historic District and the Downtown Improvement Districts, as well as a number of doughnut holes within those areas. It is a single, more easily definable area.

Mr. Bickley stated that the Planning Commission worked with the Historic Preservation Commission with the idea in mind that they would not get hung up on whether a person was in the Walterboro Historic District, the Hickory Valley Historic District or whatever, but that we were looking for one overlay that would identify the historic part of Walterboro and be easily identifiable. He said, if you gave a map and a marker to each member of the Planning Commission, each one of us would draw different boundaries. We are not going to say that one line should not be moved a

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little bit this way or a little bit that way. We are not going to argue specific lines, but overall, we believe that this map includes the area that most of us think of as the historic part of Walterboro. The guidelines apply uniformly within the overlay. They apply to both residential and commercial structures. Only residential structures are covered now, and having the guidelines for commercial structures is new. That is what's new.

Mr. Bickley pointed that the new guidelines apply to exteriors that are visible from the street. They don't apply to the interior at all, and they have no effect on uses. Cities have the authority to help approve permits in the Overlay area. It's the same as it is now. Basically, when colors and materials don't change, that can be done with the city staff instead of having to go before the Historic Preservation Commission.

Mr. Bickley noted that other permits must be reviewed and approved by the Historic Preservation Commission again, the same as it does now for residential structures in the Historic District. This can require some additional time and effort for an applicant, but I believe and the Planning Commission members believe, that it is worth the extra time and effort to preserve this historic part only. Again, the Planning Commission recommends approval and we stand ready to assist the Council any way we can, as you consider it for final approval and implementation here in the City.

Mayor Young thanked Mr. Bickley for his review and stated, we appreciate all the work that has gone into this. He then recognized Mr. David Dodd, Planning and Codes Director.

Mr. Dodd pointed out that the City's 2010 Comprehensive Plan calls for protecting and enhancing historic sites, structures and resources and fostering compatible new developments and protecting historically significant resources by creating an overlay. So, this is fulfilling part of the goals that were set when you adopted the Comp. Plan in 2010. Mr. Dodd also pointed out that the Unified Development Ordinance (UDO) states that for a historic designation, a group of cultural resources may be designated if a majority of the property conveys a sense of historical or architectural cohesiveness. The area in general is associated with a historically significant period. By adding these donut holes in, so that it is all covered under one overlay, is giving more cohesiveness and protection to the area as a whole, so that you don't have unprotected pockets or spots.

Mr. Dodd stated that the ordinance provisions for the design guidelines for the commercial buildings are pretty much self-explanatory. It covers windows, doors, the facades, and the fronts. The introductory part is being added to the Unified Development Ordinance. It leads to the design

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guidelines. It talks about the purpose of the design guidelines and the goals of the guidelines are to preserve and enhance the aesthetic beauty, to protect themselves with heritage, to preserve and protect the older architectural features, to foster appropriate development, to maintain a pedestrian-friendly environment, promote heritage tourism and to use historic assets for economic development.

Mr. Dodd pointed out that the purpose of the design guidelines is not just to look at a specific element on a specific building. It is to do more for the whole picture, so it protects the character of the area, and to make things harmonious or compatible. It protects the store fronts, the exteriors. It does not at this point, change the use of the property at all. It does not affect how it is used. It's just so that the outward appearance will be protected, so that we maintain a harmonious character for the entire area, rather than having certain spots not protected. So, they work hand in hand with the design guidelines as well as the overlay. We already have residential design guidelines, but we have never had any real specific commercial design guidelines. So, this fulfills that gap, which covers all the Downtown Improvement District area, and some portions of both the National Historic Districts.

Mayor Young then opened the floor to receive any questions. Ms. Sherry Cawley, Chairman of the Historic Preservation Commission, asked to speak on the boundaries of the Historic Preservation Overlay. She said that in some places you could go on both sides of the streets, and some times you could go on another side of the street and not the other side of the street is covered, and that was crazy. So, we took the outside boundary to the property line on the opposite side of the street to get the boundary, so that both sides of the street are covered.

Ms. Cawley then stated, if you have a property in one of the National Districts and you wanted to do something inside the property (house or structure) with government money, then you would have to follow the guidelines that are set by the Department of the Interior, because those properties are on the National Historic properties register.

It was Council Member Broderick's opinion that the Planning Commission has done a great job.

Council Member Bonds, asked about the procedure on how this information would be acted upon. City Manager Molinari answered that Council is having the workshop today to give you a chance to digest it, and then if Council wishes, we can put this on the agenda in June for First Reading. It is a lot, and I just wanted to make sure that before we put anything on the agenda that you were comfortable with it.

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Council Member Bonds then gave the following scenario. This structure is Walterboro Family Practice and all of a sudden it burns down. So, then obviously that building is from the 50s or 60s. So, how does this affect them in terms of rebuilding? What are they going to have to do that's going to be different? My second question would be - let's say, the fire only got 1/3 of the building?

Mr. David Dodd responded, what's different for them that would happen for them being in the Historic Preservation Overlay as opposed to not being in it, is simply that they would have to get a Certificate of Appropriateness prior to starting the replacement of the entire building or the renovations to the 1/3 of the building. If the whole building burned down, and they are building another building back up, this is simply a new construction. With new construction, the design elements are not supposed to be mimicking other historic area structures. It can be a monument of its own, in its own period of time. But it needs to be harmonious in the mass, scale and rhythm of the other buildings surrounding it. With this example, the Walterboro Family Practice does not have any other buildings closely surrounding it because it sets in a block all by itself. The best example for mass, scale and rhythm would be like a building in the main street area on Washington, which would fall down or burn down and you have to rebuild or in-fill a blank spot there. You wouldn't want a four-story building amongst a row of one-story or two story buildings. You wouldn't want a 20-ft tall one story building next to a bunch of 12 ft. tall one story buildings. So, the mass and the scale need to be proportionately compatible. The rhythm would have to do with things like store front windows and doors. Mr. Dodd pointed out, with regard to the Walterboro Family Practice building burning down, when they come in for their permit to rebuild, the only thing they would have to do is, because they are in the Historic Preservation Overlay, is to come before the Historic Preservation Commission for a Certificate of Appropriateness to start with, showing what the exterior elevations that are visible from the streets. In that case, they would be all four elevations.

On a question raised by Council Member Bonds, Mr. Dodd gave further examples of the requirements that would need to be met by Walterboro Family Practice if that building burned down.

Mr. Bonds asked if an appeal arises from this Committee (The Historic Preservation Commission), then where does it go? Mr. Dodd answered that an appeal would go to Circuit Court. Further discussion was held on the Certificate of Appropriateness and when matters are to go before the Zoning Board of Appeals.

Council Member Bonds pointed out that a building across from the post office. He asked, as it stands right now, is that property in the Historic Overlay District? Mr. Dodd answered that this building is already in the Downtown Improvement District. He stated, they already have the

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responsibility of getting a Certificate of Appropriateness before they can get a building permit. The way it is currently set up, they would go to the Board of Zoning Appeals, because they are in the Downtown Improvement District, rather than the Historic Preservation Commission. So, that's one change you would see with the adoption of this, that all the certificates of appropriateness would go through the Historic Preservation Commission.

Ms. Shirley Cawley pointed out a vacant lot on Lucas Street. When some property owners came in years back, they wanted to put a Charleston house in there and we turned them down, because every other house on both sides of the street and one street over, would have been out of proportion to everything else. The lot is so small by state standards so they couldn't do it normally, I mean a regular house. They didn't have enough room. So, they wanted to put a house in there to rent, and we turned them down.

Mayor Young asked if there were any further questions or comments from the public. No comments or questions were received. There being no further business to discuss, a motion to adjourn was made by Council Member Bridge, seconded by Council Member Siegel and passed unanimously. The meeting concluded at 6:00 p.m. Notice of this meeting was distributed to all local media and posted on the City Hall bulletin board at least twenty-four hours prior to meeting time.

Submitted by,

Betty J. Hudson
City Clerk

DRAFT

Walterboro City Council
Public Hearing and Regular Meeting
May 27, 2014

MINUTES

A Public Hearing and Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, May 27, 2014, at 6:15 P.M. with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr, Bobby Bonds, James Broderick and Judy Bridge. City Manager Jeff Molinari, City Clerk Betty Hudson, and City Attorney George Cone were also present. Twenty-three (23) persons were present in the audience.

There being a quorum present, Mayor Young called the meeting to order and welcomed everyone to the meeting. Council Member Syfrett gave the invocation and Council Member Bonds led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

Ms. Marsha Johnson, a city resident, raised concerned on the Tree Protection Committee Ruling related to the IGA Store on Wichman Street. This agenda item was listed under the Executive Session, Item No. 2 (a) Appeal of Tree Protection Committee Ruling. She asked when this item would appear on the agenda for the open meeting. Mayor responded that he did not know. Ms. Johnson stated that she hoped that Council would not think of devaluing the trees in that area. That area has been a renaissance and I hope we can create something that will be permanent, she said.

PUBLIC HEARING:

The Mayor then opened a public hearing, duly advertised to receive public comments on a CDBG Grant Application for North Lemacks Street Village Renaissance Project, Phase III, for approximately \$500,000. A copy of the sign-in sheet is attached as part of these minutes.

The Mayor then recognized Ms. Michelle Knight of Lowcountry Council of Governments to conduct the hearing. The Mayor stated that Ms. Knight has done an outstanding job in the grant process, and we appreciate all her hard work.

Ms. Knight then gave the following highlights of the CDBG Grant Application:

- 1) We are here tonight basically to get comments pro or con on an application that will be turned in this Friday to the South Carolina Department of Commerce. It is for our third and final phase of the North Lemacks Village Renaissance Project.
- 2) We are applying for \$500,000, but the total project is \$598,089 and the City will be asked to pass a resolution to give more money for that project.
- 3) Ms. Knight pointed out that the activities that are going to be completed for North Lemacks Street includes: demolition of 31 structures in the North Lemacks Street neighborhood, clearing and grubbing of some vacant lots, exterior housing rehab on approximately 8 to 10 housing structures that are owner-occupied within the neighborhood, finishing some phase II activities and the construction of a trail that feeds to the park in the neighborhood, as well as lighting and security cameras for that trail. Also, we are looking at providing gateway signs at the beginning and end of North Lemacks Street for the neighborhood and doing a small community orchard.
- 4) The neighborhood is over 51% low-to-moderate income, and this will benefit approximately 1,100 residents in that neighborhood.

Ms Knight then opened up the floor to receive any questions or comments.

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Ms. Marsha Johnson, a citizen, asked if the structures that are being demolished, are they all vacant? Ms. Knight answered that they are all vacant and all are identified as condemnable structures or structures that if property owners don't do something with them, they will need to be taken down.

Clarence Albright, a resident of Colleton County, informed Ms. Knight that there are a lot of vacant lots on that street. He asked if all of the debris on those lots would be cleared? Ms. Knight responded that this is part of the clearing that is going to take place - to clear some of those lots. Overgrowth would be removed from those lots so that they will look a little better. Mr. Albright then asked if any of those lots would be for sale in the future if the people don't maintain them? Mayor Young responded, I don't think we would know the answer to that at this time.

Ms. Paula Todd, a citizen of Walterboro, told Council that she was concerned about the structures that have people living in them, but were not maintained well. There are some people living in homes and they are trying to maintain them and bring back? Ms. Knight stated, the activities as far as the grant application are to demolish the vacant structures. So, the structures that we will tear down have to be structures that no one is living in. As far as structures that are being lived in, I don't know if they are rental - obviously the ones we are looking at are owner-occupied. There is a reason for this, basically because as part of the grant, the owner has to put up some of that money, too. Hopefully, this will encourage people to do some other things too, and maybe the City can continue forward with monies they already have in place. There are other resources such as the Home Consortium Program.

Mr. Charlie Sweat, former Mayor and citizen, then said, I would like to speak to the fact, having been on Council for many years, and gone through that with the North Lemacks Street area. I think that is a well-defined area that has been a blight to this community. However, it is coming out of that blight now, and coming into a much better situation community wide. It's better now so that people can start being proud of being from there, because at one time, I can't tell you some of the things we faced with the liquor stores and the pool joints from that particular area. It's really coming around, and I would like to commend Michelle and the City on the job they have done. I think Phase III will be the next continuous step in trying to get that whole area revitalized.

Mr. Clarence Albright then asked, what type of activities will you have for the children in that area when the project is completed?

Ms. Knight responded, I can't speak for what activities will be planned for the children in that area, what I can speak to is one of the things that we have to do when we are writing a grant application is to discuss the Public Safety component, telling what the Public Safety Department is going to do in getting ready for programs in that area, which I think you already have, like the neighborhood watch, other things, and whether there is concern to help with crime prevention. As far as what kind of after-school or recreational programs would be held, I think that is something you'd have to discuss with the City and the County under the recreation program.

Mayor Young noted that the City recently renovated a park near that neighborhood on Gruber Street, which is pretty close to all areas of North Lemacks Street. It's a pretty nice park.

Mr. Clarence Albright emphasized that the children need something in the neighborhood for them to do.

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Mr. Horace Simmons, a citizen and founder of Community Action Line Against Violence, told Council that the area where he lives does not have a park. There never was one. He stated that there were many children who live in his neighborhood and that he looks after them, trying to keep them out the roads. He also tries to make sure that people don't drive through his neighborhood so fast because of the children. We really need something over there for them to do, he said.

Mayor Young responded, but that is something we can look at in the future, and we have just spent a million dollars in your neighborhood, Mr. Simmons. So, we are trying to take care of things as we can get to it, and that will be something for us to look at in the future. We probably spent more over there in the last 3 or 4 years than we have spent anywhere else. But we will keep working on it.

Mr. Simmons, said yes, well, I live over there and I see things you know. To me, I don't see where a million dollars went over there. I know what I am talking about because I see things. I think I spoke to Ms. Knight about that sidewalk matter. I know my sidewalk work. That sidewalk is not really finished yet, not like it should be done, and I will challenge anybody in here on that.

Ms. Knight responded, the only thing I would say on this is that we've got to finish this phase of the project. The City can only apply for so many grants at a time. This type of project which you are talking about in that neighborhood, and that neighborhood had a similar type project, we could only focus on one neighborhood at a time. So, we've got to finish the last phase of this neighborhood, and if the City wants to go back and look at other neighborhoods and do a plan, they could certainly do that or if they feel like there's more that needs to be done, they could go back and look at your neighborhood again. But, we can only do grant projects for one particular neighborhood at a time. We can't have more than one neighborhood project at a time.

Mr. Simmons then stated, everybody knows that I look out for children and senior citizens, and you know why, because I am a senior citizen myself. I look out for the kids and that's why I am concerned about this. I am not here to rough anybody up, but the truth must be told.

No further comments or questions were raised and the public hearing was closed.

PROCLAMATIONS AND AWARDS:

1. **Proclamation No. 2014-07**, to recognize the Colleton Preparatory Academy 2014 SCISA State Championship Girls Basketball Team, was approved on the motion of Council Member Lohr, seconded by Council Member Broderick and passed unanimously. A copy of said proclamation is attached as part of these minutes.

Mayor Young recognized that the Colleton Prep Girls Basketball Team was present in the audience. He then asked them to come to the podium, and the Mayor read the proclamation in its entirety into the record. Present on behalf of the basketball team were: Madeline Hill, Laura Reynolds, Kennedy Crosby, Shelley McDonald, Ashlyn Polk, Jaime McLane, Haley Pye, Lauren Smyly, Brianna Tyler, Molly Warren, Lexie Murray, Taylor Marsh, and Madelyne Warren.

2. **Recognition of Certificate of Awards**

Mayor Young then recognized the City of Walterboro Finance Department and the Director of the Finance Department, Mr. Bill Floyd. He announced that the City of Walterboro received a Certificate of Achievement for Excellence in Financial Reporting, by the Government Finance Officers Association (GFOA) of the United States and Canada, for its Comprehensive Annual Financial Report (CAFR). He informed everyone that the certificate of achievement is the highest form of recognition in the area of

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governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Mayor Young also announced that an Award of Financial Reporting Achievement has been awarded to Bill Floyd, Director of Finance and Administration. Mr. Floyd is primarily responsible for preparing the award winning CAFR. The CAFR has been judged by an impartial panel to meet the high standards of the program, including demonstrating a constructive spirit of disclosure to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals, with offices in Chicago and Washington, D.C.

Finance Director Bill Floyd was then recognized by the Mayor. Mr. Floyd also recognized his co-worker, Finance Office Manager Amy Risher, who was also present in the audience. He stated that Ms. Risher is the primary person for that department. She is really responsible for this and I want to see her get full credit for it.

PRESENTATION:

Mr. Jerry Fowler, of Fowler Land Surveying, was present. He briefly addressed Council by making the following remarks:

- 1) First, I am very thankful for all the work that I have gotten from the City of Walterboro, however, the amount of work I have done for the City is minuscule in comparison to the contract they let out for the survey work for the Interstate 95 Project through downtown and back to the interstate.
- 2) Davis and Floyd is a large engineering firm with offices in Charleston, Columbia, Florence, Greenwood, Greenville and in North Carolina. They intercepted the contract with Wood and Partners in the amount of \$141,203.87 to perform the location surveys for 7 miles of roadway in 11 intersections from downtown Walterboro to I-95.
- 3) MA Engineering Consultants, Inc. has a subcontract in the amount of \$7,085.
- 4) He stated that his local land surveying firm has gross income from the last 3 years average of \$150,000.

Mr. Fowler told Council, I am here to express my disappointment in our City's leaders for not better informing local engineers, architects and surveyors about projected work. At no time in 2012, did a single representative, Council Member or employee of the City of Walterboro inform me or any other local surveyor that the project was about to bid. There was no local advertising on the project. The only advertisement was in the publication, the South Carolina Business Opportunities. Mr. Fowler also pointed out that the Mayor has consistently through various media outlets, asked local businesses to "keep your bucks in the boro." In my conversations with other local businesses, it seems that the City wants us to spend our money here, but the City has promised to spend our tax monies and grant monies elsewhere.

Mr. Fowler pointed out that the aforementioned \$148,000 using a spending multiplier of 5.2, would have created an income of \$781,000 in Colleton County. The \$781,000 compared to the 660,000 people in the Greater Charleston area is not as significant to the 40,000 people here in Colleton County and the City of Walterboro. The local 1% sales tax alone on the \$781,000, would bring in \$7,800 for the City and the County. With the money going outside the local area, we may have sold a few hot dogs to the survey crew, and a tank of gas every now and then. These figures do not reflect additional work in the contact to locate facilities at intersections.

Mr. Fowler stated that senators and representatives look after our national interests, state senators and representatives look after our state affairs. Our local

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Council is encumbered to keep the best interest of its citizens to the forefront. Anything less is inadequate. When local government agencies spend our taxes elsewhere, it takes away income from all.

Mr. Fowler told Council that he called the Mayor shortly after Davis and Floyd started work. No one from the City has talked to me about a solution, and that was back in December. The contract amount would have created employment for 4 more people in Colleton County for a year with my firm. The Davis and Floyd firm has high overhead, whereas the local firm has small office space and overhead. He also stated that the hourly rate by the survey crew was \$145.00. For a large project like this, our fee would have been \$115.00 per hour, which is 21% less. A local crew would give the client an additional 2 hours a day work, because outside consultants would have to travel to and from Charleston. That's another 25% saved.

In conclusion, Mr. Fowler said, as long as our government and their agencies spend our taxes and grant monies elsewhere, the county will not prosper. We don't ask for preferred treatment, just fairness. I hope that you can collectively sit down and find ways for our local small firms to prosper as the firms of other areas prosper with our taxes. Mr. Fowler then concluded his presentation and thanked Council for the opportunity.

No action was taken on this agenda item and was accepted by Council as Information.

APPROVAL OF THE MINUTES:

The Minutes of the May 13, 2014 Public Hearing and Regular Meeting were approved as submitted upon the motion of Council Member Bridge, seconded by Council Member Broderick, with all members voting in favor.

OLD BUSINESS:

There was no Old Business before Council.

NEW BUSINESS:

1. Ordinance # 2014-03, An Ordinance Adopting the City Budget for Fiscal Year 2014-2015 and Matters Relating Thereto, First Reading.

The Mayor recognized Mayor Pro-Tem Tom Lohr, Chairman of the Budget Committee, to bring the budget summary information.

Council Member Lohr began by thanking everyone for their attendance at the Budget Committee Meetings. Council Members Jimmy Syfrett and Tom Broderick are also members of the Budget Committee.

Mr. Lohr gave the following highlights of the budget summary for fiscal year 2014-2015:

- 1) The total City budget for the coming year will be \$10,466,641. Out of that amount the General Fund Budget will be \$7,034,797.
- 2) There will be no ad valorem property tax increase.
- 3) There will be no water or sewer increase.
- 4) There will be no business license increase.
- 5) There will be a 2% cost of living adjustment for City employees.

Council Member Lohr said, we know that the insurance for employees has gone up. That's about all we could help them with last year. So, I

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think 2% is not enough, but you can't give what you don't have. Again, I am delighted that this group saw fit with the City Manager's help to give a 2% cost of living adjustment for our City employees.

- 6) We will be purchasing one new sanitation vehicle. Mr. Lohr commended the employees who pick up the garbage do a good job and they do it punctually.
- 7) We will also be purchasing 3 new patrol cars.

A motion was then made by Council Member Lohr giving First Reading approval to Ordinance # 2014-03; being: An Ordinance Adopting the City Budget for Fiscal Year 2014-2015 and Matters Relating Thereto. Council Member Siegel seconded the motion that passed unanimously.

2. Ordinance # 2014-04, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2014-2015 and Matters Relating Thereto, First Reading.

Mayor Young stated that the Enterprise Budget is the part of the City budget that makes money, like the water system and the sewer system.

On the request of Council Member Lohr, City Manager Molinari gave a brief explanation of the salary changes in this ordinance. Mr. Molinari announced that there was a handful of positions in the Public Works Department that was being paid for out of the General Fund. In this budget cycle, we took five total positions out of the General Fund and are now paying for them out of the Enterprise Fund. The reason why we are paying for them out of the Enterprise Fund would be because a significant amount of their duties are spent maintaining the City sewer system. We thought it would be more appropriate to compensate those individuals out of the Enterprise Fund than out of the General Fund. What that helps to do is, it relieves some pressure from the General Fund, but also we are accurately categorizing their work and having it paid for out of the Enterprise Fund.

As an added reference to clarify this action, Council Member Lohr noted that when he worked with the school district, the salaries of people working in the Special Services Department were not paid from the General Fund, but were paid from "Special Services Funds," as well as Title I teachers were paid from "Title I Funds."

A motion was made by Council Member Lohr giving First Reading Approval to Ordinance # 2014-04, being: An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2014-2015 and Matters Relating Thereto. Council Member Broderick seconded the motion that passed unanimously.

Mayor Young thanked all Council Members, with special thanks to the committee members for their hard work on the budget.

3. Resolution # 2014-R-05, A Resolution Authorizing Submission of the CDBG Grant Application for the Lemacks Street Village Renaissance Project, Phase III, in the Amount of Approximately \$500,000 and committing a 10% (approximately \$50,000) Match in Local Funds, and an Additional \$48,089 in Order to Meet the Costs as Outlined in the Cost Estimate dated May 23, 2014.

The Mayor announced that Council Member Siegel is the City's liaison member for the North Lemacks Street Revitalization Committee.

A motion was made by Council Member Siegel to approve Resolution # 2014-R-05 as submitted. Council Member Broderick seconded the motion that passed with all members voting in favor. A copy of this resolution is attached as part of these minutes.

DRAFT

Walterboro City Council
Public Hearing and Regular Meeting
May 27, 2014

MINUTES/Page VII

4. Consideration of a Request to Use Pinckney Park for Back Yard Bible Club Meet on July 8, 9, 10 and 11, 2014 by First Baptist Church and St. Peters A.M. E. Church

A motion to approve this request as submitted was made by Council Member Bonds, seconded by Council Member Broderick, and passed unanimously.

COMMITTEE REPORTS:

No Committee reports were given.

CITY MANAGER'S REPORT:

No report was presented.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session. A motion to enter an Executive Session was made by Council Member Bonds, seconded by Council Member Lohr and passed unanimously. The Mayor then announced that the meeting would enter into an Executive Session for personnel matters related to the Public Safety Department, Park Maintenance Director Search Update, a discussion of Boards and Commissions appointments and for receipt of legal advice related to the Appeal of the Tree Protection Committee Ruling - IGA Store, and School Board Reapportionment.

The meeting then entered into Executive Session.

The meeting returned to Open Session at 8:34 P.M. upon motion of Council Member Lohr, seconded by Council Member Broderick and passed with all members voting in favor.

A motion was then made by Council Member Broderick, seconded by Council Member Syfrett, to bring a resolution before Council at the next meeting to begin transition from Public Safety to separate the fire and police departments. The motion passed unanimously.

There being no further business, a motion to adjourn the meeting was made by Council Member Broderick, seconded by Council Member Siegel and passed with all members voting in favor. The Mayor adjourned the meeting at 8:36 P.M. Notice of this meeting was distributed to all local media and posted on the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

DRAFT

Walterboro City Council
Public Hearing and Regular Meeting
June 10, 2014

MINUTES

A Public Hearing and Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, June 10, 2014 at 6:15 P.M., with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr, Bobby Bonds, James Broderick and Judy Bridge. City Manager Jeff Molinari, and City Clerk Betty Hudson were also present. City Attorney George Cone was absent. There were approximately 29 persons present in the audience.

There being a quorum present, Mayor Young called the meeting to order and welcomed everyone to the meeting. He then said, we are also glad to have some special guests with us.

Council Member Syfrett gave the invocation, and Council Member Lohr led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

No public comments or questions were received on agenda items.

PUBLIC HEARING:

Mayor Young then opened a public hearing, duly advertised, to receive public comments/questions on the following proposed ordinances:

- 1) Ordinance # 2014-03, An Ordinance Adopting the City Budget for Fiscal Year 2014-2015 and Matters Relating Thereto.
- 2) Ordinance # 2014-04, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2014-2015 and Matters Relating Thereto.

The Mayor then asked Mayor-Pro-Tem Tom Lohr, Chairman of the Budget Committee, to give a breakdown on the budget.

Council Member Lohr announced that the City has a \$10,466,641 total City budget. Of that amount \$7,034,797 would be in the General Budget.

Mr. Lohr thanked City Manager Molinari and members of City Council in helping to work out the budget this year. He stated that the highlights of the new budget include:

- 1) No property tax increase.
- 2) No water and sewer increase and no business license increase.
- 3) We are able to give a 2% cost of living adjustment for City employees. As previously mentioned, about all we were able to do for employees last year was to help them some on their insurance, and I know their insurance is going up this year. So, that kind of washes out some of the increase, but I am sure they are pleased to get what they can.
- 4) We will purchase one new sanitation vehicle and purchase three new patrol cars.

In conclusion, Mr. Lohr stated that with the City Manager's leadership and intelligence and on the part of everybody else here, I think we were able to accomplish some good things.

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The Mayor opened the floor to receive any comments or questions. None were received and the public hearing was closed.

PROCLAMATIONS AND RESOLUTIONS:

- 1) Proclamation # 2014-08, to recognize the Colleton Preparatory Academy 2014 SCISA State Championship Girls Softball Team.

A motion to adopt Proclamation # 2014-08 as submitted was made by Council Member Bonds, seconded by Council Member Lohr, and passed unanimously.

The Mayor then asked the softball team members to come to the podium. He then read the proclamation in its entirety into the records and presented a copy to head coach Mallory Crawford. A copy of this proclamation is attached as part of these minutes.

Ms. Crawford then introduced the girls who were present on behalf of the softball team: Madeline Hill, Jaime McLaine, Marla Strickland, and Ally Knight.

- 2) Resolution # 2014-R-06, to designate City Property at 100 South Jefferies Boulevard as the Discovery Center for the Walterboro Wildlife Sanctuary.

Mr. Moultrie Plowden, Chairman of the Friends of the Great Swamp Sanctuary Committee, addressed Council on this agenda item. He told Council that the committee wanted to have a resolution that specifies that the building is used for the educational purposes of the Wildlife Sanctuary.

A motion to adopt Resolution # 2014-R-06 as submitted was made by Council Member Broderick, seconded by Council Member Lohr. In discussing the motion, Council Member Broderick said, I would like to see us move quickly on that building. The motion passed with all members voting in favor. A copy of the Resolution is attached as part of these minutes.

APPROVAL OF MINUTES:

The Minutes of the May 13, 2014 Work Session for Budget Committee and the Minutes of the May 13, 2014 Work Session on the UDO Update were approved as submitted on the motion of Council Member Bridge, seconded by Council Member Broderick and passed unanimously.

OLD BUSINESS:

- 1) Ordinance # 2014-03, An Ordinance adopting the City Budget for Fiscal Year 2014-2015 and Matters Relating Thereto, was before Council for **Second Reading Approval**.

A motion as made by Council Member Lohr, seconded by Council Member Broderick, giving Second Reading and Adoption to Ordinance # 2014-03, being: An Ordinance adopting the City Budget for Fiscal Year 2014-2015 and Matters Relating Thereto. The motion passed with all members voting in favor.

- 2) Ordinance # 2014-04, An Ordinance Adopting the City Enterprise Budget for Fiscal year 2014-2015 and Matters Relating Thereto was before Council for **Second Reading Approval**.

Council Member Lohr made a motion giving Second Reading and Adoption to Ordinance # 2014-04, being: An Ordinance Adopting the City Enterprise Budget for

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Fiscal Year 2014-2015 and Matters Relating Thereto. Council Member Bridge seconded the motion that passed unanimously.

NEW BUSINESS:

1. Ordinance # 2014-05, An Ordinance to Modify the Public Safety Department of the City of Walterboro, South Carolina to Provide for the Establishment of Two (2) Positions, a Police Chief and a Fire Chief, **First Reading**.

A motion was made by Council Member Siegel, seconded by Council Member Broderick giving First Reading Approval to Ordinance # 2014-05, being: An Ordinance to Modify the Public Safety Department of the City of Walterboro, South Carolina to Provide for the Establishment of Two (2) Positions, a Police Chief and a Fire Chief. The motion passed with all members voting in favor.

2. Ordinance # 2014-06, An Ordinance to Abolish the Equipment Replacement Fund of the City of Walterboro, South Carolina, **First Reading**.

The Mayor pointed out that this idea came about as we were preparing the budget and Council has talked about this. This is to make it official.

A motion giving First Reading Approval to Ordinance # 2014-06 as submitted was made by Council Member Broderick, seconded by Council Member Bonds and passed unanimously.

3. Request to Use the Walterboro Wildlife Sanctuary for the Walterboro Walk and Wag Fund-raiser, September 20, 2014 from 10:00 a.m. to 12:00 p.m. by the Friends of the Colleton County Animal Shelter

A motion was made by Council Member Bridge, seconded by Council Member Syfrett to approve the request to use the Walterboro Wildlife Sanctuary for the Walterboro Walk and Wag Fund-raiser on September 20, 2014 as submitted. The motion passed with all members voting in favor.

CITY MANAGER'S REPORT:

City Manager Molinari then introduced the City's new Parks Director, Mr. Adam Davis. Mr. Davis comes to us from Ashley Ridge High School in the Dorchester II School District, where he was the Director of Grounds and Athletic Fields. Mr. Molinari said, we are very happy to have Adam on board. Adam really rose to the top during the interview process and we are very much looking forward to him coming on board and being part of our management team.

Mr. Molinari also announced that Tourism Director Donna Miller had acquired a Tourism Advertising Grant (TAG) from South Carolina Parks, Recreation and Tourism (SCPRT) in the amount of \$32,370. This money will be used to help promote tourism in the City of Walterboro through television media, print media and also through billboard advertising and through SCPRT. City Manager Molinari told Council that we will have to match SCPRT dollars - dollar for dollar. He said, I just wanted to bring this to Council's attention that we did receive this grant, and to bring it to you as information.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter an Executive Session. Council Member Lohr So Moved and Council Member Syfrett seconded the motion. The motion passed unanimously. The Mayor announced that the meeting will convene into an

DRAFT

Walterboro City Council
Public Hearing and Regular Meeting
June 10, 2014

MINUTES/Page IV

Executive Session for: Contractual Matters pertaining to Sonoco Recycling, Use of the City Park Facilities and the School Board Reapportionment/Local Legislation.

The meeting then convened into an Executive Session.

At approximately 7:28 P.M., a motion was made by Council Member Lohr, seconded by Council Member Broderick, to exit the Executive Session and return to Open Session. The motion passed unanimously.

There was no action taken as a result of the Executive Session.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Bonds, seconded by Council Member Lohr and passed unanimously. The meeting adjourned at 7:29 P.M. Notice of this meeting was distributed to all local media and posted on the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

ORDINANCE # 2014-05

AN ORDINANCE TO MODIFY THE PUBLIC SAFETY DEPARTMENT OF THE CITY OF WALTERBORO, SOUTH CAROLINA TO PROVIDE FOR THE ESTABLISHMENT OF TWO (2) POSITIONS, A POLICE CHIEF AND A FIRE CHIEF.

WHEREAS, Section 5-7-260 (1) of the Code of Laws of South Carolina requires that any act of municipal council that establishes, alters or abolishes any municipal department, office or agency be done by ordinance; and

WHEREAS, the City of Walterboro will begin the transition from a consolidated Department of Public Safety that includes both police and fire protection under one (1) department to separate police and fire departments; and

WHEREAS, the Police Chief will oversee the law enforcement division of Public Safety and the Fire Chief will oversee the fire protection division of Public Safety until both divisions are permanently separated into stand-alone departments by act of City Council; and

WHEREAS, the position of Director of Public Safety will be eliminated with the hiring of a Police Chief and a Fire Chief.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WALTERBORO, SOUTH CAROLINA, IN COUNCIL ASSEMBLED, that the Public Safety Department be modified to allow for the establishment of the positions of Police Chief and Fire Chief.

ADOPTED, this 24th day of June, 2014.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
Municipal Clerk

First Reading: June 10, 2014
Public Hearing: June 24, 2014
Second Reading: _____

ORDINANCE # 2014-06

AN ORDINANCE TO ABOLISH THE EQUIPMENT REPLACEMENT FUND OF THE CITY OF WALTERBORO, SOUTH CAROLINA.

WHEREAS, the fiscal year 2005-2006 budget was adopted with the inclusion of a budget line item for an EQUIPMENT REPLACEMENT FUND; and,

WHEREAS, subsequent budgets have added to said equipment replacement fund as follows:

<u>Fiscal Year</u>	<u>General Fund</u>	<u>Enterprise Fund</u>
2005-2006	69,807	
2006-2007	94,393	3,246
2007-2008	171,885	9,879
2008-2009	202,169	9,799
2009-2010	210,516	11,717
2010-2011	272,926	17,317
2011-2012	353,324	14,684
2012-2013	391,759	20,011
2013-2014	429,102	23,995
Total Contributions	2,195,881	110,648

WHEREAS, the following amounts were appropriated from the Equipment Replacement Fund to balance the annual budgets as follows:

2012-2013	-229,700	
2013-2014	-129,400	
Adjusted Contributions	1,836,781	110,648

WHEREAS, the 2014-2015 proposed budget did not include any amounts for the Equipment Replacement Fund; and,

WHEREAS, City Council has determined that a need no longer exists to retain the Equipment Replacement Fund.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO, SOUTH CAROLINA, IN COUNCIL, ASSEMBLED, that the Equipment Replacement is hereby abolished and the balances therein shall be returned to the General Fund and Enterprise Fund as their respective contributions to same shall determine, as reflected above.

ADOPTED, this 24th day of June, 2014.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
City Clerk

First Reading: June 10, 2014
Public Hearing: June 24, 2014
Second Reading: _____

ORDINANCE # 2014-07

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA TO ESTABLISH THE BOUNDARIES OF THE HISTORIC PRESERVATION OVERLAY DISTRICT.

WHEREAS, the City of Walterboro Comprehensive Plan states the goal to protect and enhance historic sites, structures and resources and foster compatible new development to maintain the City's historic and cultural character; and,

WHEREAS, the Comprehensive Plan further establishes the objective to protect historically significant resources by creating an overlay district with design regulations in the areas of historic concentration not included in either of the national historic districts and that design guidelines appropriate for those areas need to be incorporated for historic preservation needs and requirements; and,

WHEREAS, the City of Walterboro Unified Development Ordinance states that for Historic Designation, a group of cultural resources may be designated if a majority of the properties convey a sense of historic or architectural cohesiveness, the area in general, is associated with a historically significant period in the development of the community and the majority of the properties embody distinctive characteristics of style; and,

WHEREAS, the Historic Preservation Commission has presented findings regarding the inclusion of the Hickory Valley National Historic District, the Walterboro National Historic District, the Downtown Improvement District and the properties situated in and around these districts into one Historic Preservation Overlay for the purpose of protecting the overall character of the area; and,

WHEREAS, the Municipal Planning Commission has received and finds the Historic Preservation Commission's findings to be consistent with the intent of the Walterboro Comprehensive Plan and the Walterboro Unified Development Ordinance and has recommended the area as indicated on the attached map as the Historic Preservation Overlay as follows:

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO, IN COUNCIL ASSEMBLED, that the following area be designated as the Historic Preservation Overlay:

All of the properties included in the Hickory Valley National Historic District, the Walterboro National Historic District, the Downtown Improvement District and the other properties situated in and around these districts to consist of Tax Map Numbers **163-08-00-005, 082, 083, 084, 085, 086, 087, 091, 096, 097, 098, 099, 100, 101, 107, 108, 109, 110, 112, 113, 114, 116, 117, 139, 140; 163-11-00-002, 003, 004, 005, 006, 007, 009, 013, 014, 015, 016, 072, 075, 077, 130, 131, 132, 133, 151, 152, 166, 280; 163-12-00-002, 003, 004, 005, 006, 007, 161, 164, 165, 168, 170, 171, 172, 173, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 212, 213, 214, 216; 163-16-00-105, 132, 161, 162, 169, 178, and 179.** The boundaries of the overlay shall include portions of North and South Jefferies Boulevard,

Wichman Street, Paul Street, Commerce Drive, Sweat Street, North Lemacks Street, Gruber Street, Savage Street, Charles Street, Hampton Street, South Lemacks Street, Carn Street, Brownlehe Street, Rivers Street, Morrall Street, Black Street, South Memorial Avenue, Sanders Street, and South Lucas Street.

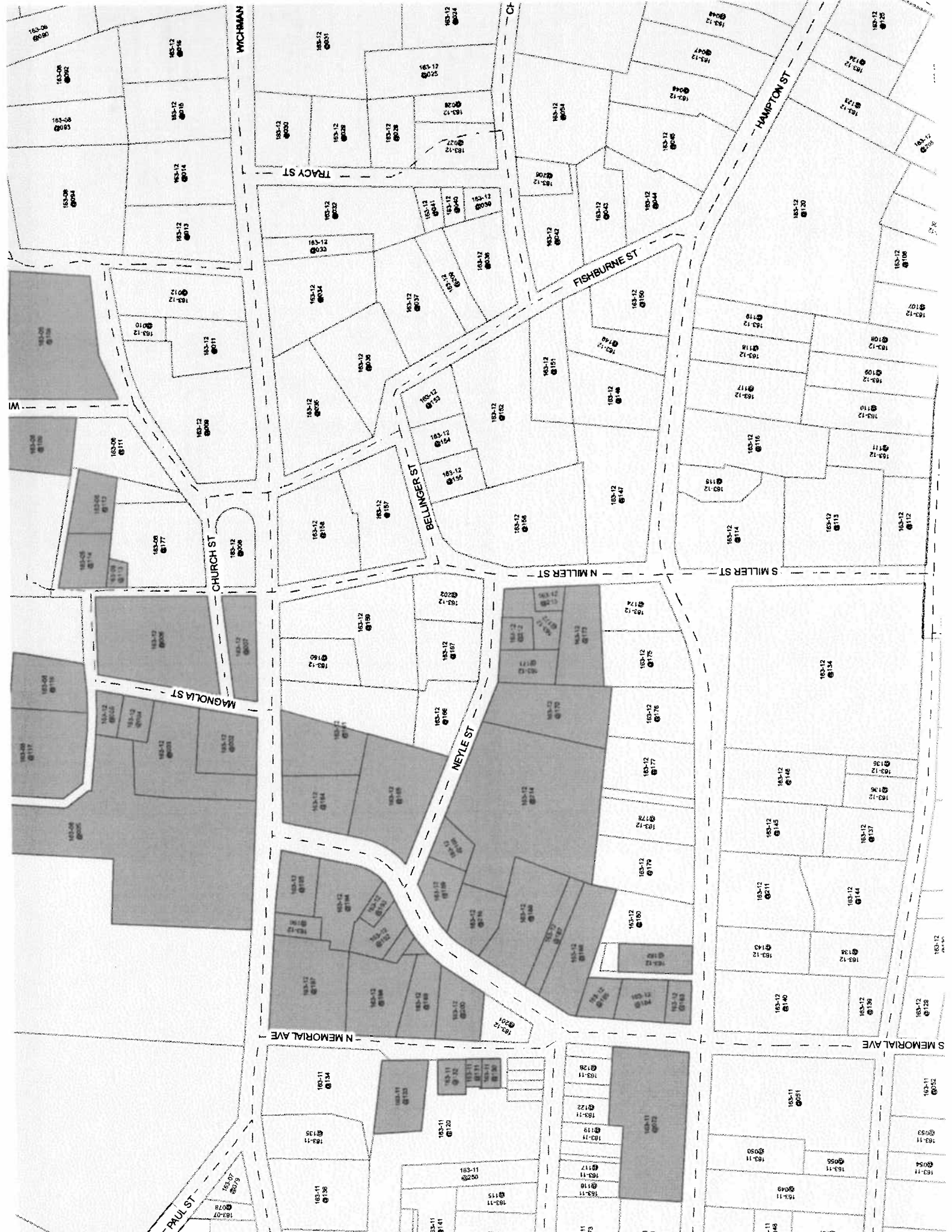
ADOPTED, this _____ day of _____, 2014.

William T. Young, Jr.
Mayor

Attest:

Betty J. Hudson
City Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____



ORDINANCE # 2014-08

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA TO ESTABLISH THE HISTORIC PRESERVATION OVERLAY (HP-O) TO INCLUDE COMMERCIAL DESIGN GUIDELINES.

WHEREAS, the City of Walterboro Comprehensive Plan states the goal to protect and enhance historic sites, structures and resources and foster compatible new development to maintain the City's historic and cultural character; and,

WHEREAS, the Comprehensive Plan further establishes the objective to protect historically significant resources by creating an overlay district with design regulations in the areas of historic concentration not included in either of the national historic districts and that design guidelines appropriate for those areas need to be incorporated for historic preservation needs and requirements; and,

WHEREAS, the City of Walterboro Unified Development Ordinance states that for Historic Designation, a group of cultural resources may be designated if a majority of the properties convey a sense of historic or architectural cohesiveness, the area in general, is associated with a historically significant period in the development of the community and the majority of the properties embody distinctive characteristics of style; and,

WHEREAS, the Historic Preservation Commission has presented findings regarding the inclusion of the Hickory Valley National Historic District, the Walterboro National Historic District, the Downtown Improvement District and the properties situated in and around these districts into one Historic Preservation Overlay for the purpose of protecting the overall character of the area; and,

WHEREAS, the Historic Preservation Commission has recommended Commercial Design Guidelines to be utilized in the fulfillment of their duties; and

WHEREAS, the Municipal Planning Commission has studied the recommended guidelines and found them consistent with the Powers and Duties of the Historic Preservation Commission and that the guidelines will strengthen the Unified Development Ordinance; and,

WHEREAS, the Municipal Planning Commission recommends the following changes to the Unified Development Ordinance to establish the Historic Preservation Overlay to include Commercial Design Guidelines in the Ordinance.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Walterboro, in Council Assembled, that the following amendments to the Unified Development Ordinance will become effective upon passage of this ordinance:

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Change Chapter 4 title from Building Design Requirements to **Building and Historic Design Requirements**

Add Section 2.7.3 Historic Preservation Overlay (HP-O)

2.7.3.1 Purpose & Authority

A. The purpose of the Historic Preservation Overlay is to:

1. protect, preserve and enhance the distinctive architectural and cultural heritage of Walterboro, South Carolina;
2. safeguard the heritage of the City of Walterboro by promoting the educational, cultural, economic and architectural history of Walterboro;
3. foster civic pride and beauty;
4. ensure harmonious, orderly and efficient growth and development of Walterboro;
5. strengthen the local economy;
6. stabilize and improve property values in the historic districts and surrounding properties, and
7. improve and maintain property values in the historic districts and surrounding properties, and
8. provide for the designation and preservation of historic properties within the city's limits.

B. The City of Walterboro's intent is to create a sense of general harmony of style, proportion and materials between buildings of historic and contemporary design. The objective is for Walterboro's historic buildings and historic districts to serve as visible reminders of the significant historical and cultural heritage of Walterboro and the State of South Carolina. This Overlay is designed as a tool to assist in the preservation of the unique historical resources for the education and pleasure of present as well as future residents of the City of Walterboro.

C. City Council expressly adopts this Overlay enacted pursuant to the South Carolina Code of Laws 6-29-870 et sequitur, to

1. Make specific provision for the preservation and protection of historic and architecturally valuable districts and neighborhoods, as well as individual historic structures located in areas other than the historic districts, and
2. Protect the unique and special character of the historic districts and properties in the City of Walterboro.

2.7.3.2 Establishment of the Historic Preservation Overlay

A. The Historic Preservation Overlay is hereby established, with boundaries as shown on the Official Zoning Map.

B. The Historic Preservation Commission is established in Section 10.5 of this Ordinance. The jurisdiction of the Historic Preservation Commission, in general, is hereby restricted to the boundaries of the Overlay and any individual Historic Landmark identified

Section 2.7.3.3 Historic Design Guidelines, remove existing paragraph and replace with:

The Historic Preservation Commission shall utilize the appropriate design guidelines referenced in Sections 4.6 and 4.7 for the review of Certificate of Appropriateness requests as set forth in section 11.5. Requirements or properties within the historic overlay zones that are considered “non-historic” or “noncontributing” shall be reviewed using the guidelines for new construction.

These guidelines are intended to apply to building typology and not the use within the structure, recognizing that an older building may be converted for alternative uses. However, the structure should maintain the integrity of its original purpose. New structures will be categorized by the same building types as the existing structures.

Chapter 4 renamed to **Building and Historic Design Requirements** and add **Section 4.6 Historic Preservation Overlay: Residential Design Guidelines** and **Section 4.7 Historic Preservation Overlay: Commercial Designs Guidelines** on page 4-1.

Section 4.5.3 Historic Preservation Commission Design Evaluation to read:

The design guidelines for properties in the Historic Preservation Overlay shall be evaluated by the Historic Preservation Commission during the Certificates of Appropriateness approval process outlined in Section 11.5.

Section 4.6 HP-O: Residential Design Guidelines

4.6.1 Applicability

A. The policy statements of this Section were developed in 2000 with the adoption of the *Design Guidelines for Historic Districts in Walterboro, South Carolina* prepared by Winter and Company of Boulder Colorado. For more detail about design guidelines for residential properties in the Historic Preservation Overlay, refer to this document. This Section shall be used by the Administrator and the Historic Preservation Commission for the evaluation of all Certificate of Appropriateness requests for properties located in the Historic Preservation Overlay as set forth in Section 11.5.

Section 4.7 HP-O: Commercial Design Guidelines

4.7.1 Applicability

A. This Section shall be used by the Administrator and the Historic Preservation Commission for the evaluation of all Certificate of Appropriateness requests for commercial properties located in the Historic Preservation Overlay as set forth in Section 11.5.

4.7.2 Purpose of Guidelines

A. The main intent of these guidelines is to ensure that new construction and proposed alteration of existing properties will not adversely affect the architectural character of Historic Preservation Overlay. These guidelines provide information to property owners about the maintenance, repair, rehabilitation, and historic or distinctive characteristics of the buildings in and around Historic Downtown Walterboro.

B. The goals of these guidelines are:

1. To preserve and enhance the aesthetic beauty of the Historic Preservation Overlay.

2. To protect and celebrate the heritage of Walterboro as exemplified in the architectural characteristics of the buildings and environment.
3. To preserve and protect older architectural features.
4. To foster appropriate development within Historic Preservation Overlay.
5. To maintain a pedestrian friendly environment.
6. To promote heritage tourism.
7. To use historic assets for economic development and community revitalization.

4.7.3 Existing Structures

4.7.3.1 General Provisions

A. While it is acknowledged that changes to structures in the Historic Preservation Overlay will occur over time, it is also important to bear in mind that these changes should not do damage to the historic building fabric and character of the district. This character is exactly what gives Walterboro that distinct ambiance that relates to the historic fiber of a small southern town that has survived for over 200 years. Inconsistent improvements will decrease the value of all downtown properties. Preservation of the exteriors and storefronts of these buildings will continue their contribution to the unique architectural character of the area.

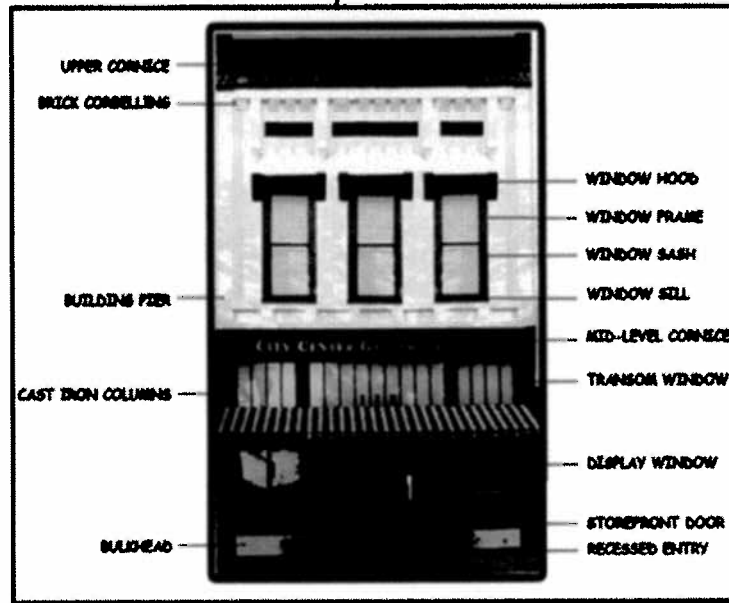
B. Any building renovations or alterations, no matter the planned use for the building, must retain the overall design integrity of the historic building by protecting the original features and materials and respecting the traditional design elements.

C. The renovation or restoration of older structures provides an excellent means of maintaining and reinforcing the architectural character of Walterboro's traditional downtown and should be encouraged. When an existing structure is to be renovated, restored or expanded, care should be taken to complete the work in a manner that respects the original design character of the structure.

D. Preservation of traditional façade elements found in the existing buildings creates patterns along the face of the block that contribute to the overall historic character of the area, whether it is on the main streets or a side street. These elements are:

1. Bulkhead or 'kick plate' as the base in building fronts
2. First floor display windows
3. Recessed or covered central entrance areas or angled entrances on corners
4. Transoms above entrance doors
5. Masonry pier or building frame pilasters
6. Storefront cornice
7. Sign panel area
8. Parapet walls with caps or decorative cornices
9. Vertical window patterns, shapes, and window sills on second floor
10. Occasional window hoods
11. Masonry wall
12. Corbelling
13. Upper Cornice

FIG. 4.1: FAÇADE ELEMENTS



E. Do not apply theme designs that alter the original character or architectural style such as coach lanterns to make the building look more Colonial, mansard designs to make the building more Victorian, the use of wood shakes to make it look more ‘arts and crafts’, or anything that cannot be documented historically.

F. Adding more elaborate ornamentation than was originally found on the building façade is typically inappropriate as it renders a false history to the building.

G. It is not the intention to recreate the past if the original building façade does not exist. However, if the original façade had been modified over time, and documentary evidence such as photographs of the original features exists, then our recommended alternative is to restore the façade.

H. Where exact reconstruction is not practical, new, contemporary interpretations of the original details are appropriate as long as the scale and character of the original detail is retained.

I. Brick was the predominant building material used in the Historic Downtown Walterboro area.

4.7.3.2 Storefront Renovation and Replacement

A. Storefront renovation and replacement should retain the original materials wherever possible through repair and restoration.

B. If the original material has been covered, uncover if feasible.

C. If portions of the original material must be replaced, use a material similar to the original.

D. Avoid the use of materials that are not visually compatible with the original façade such as shiny metals, mirror glass, plastic panels, and vinyl windows or doors.

E. Preserve the original façade materials whenever possible.

F. Remove metal slip covers when they conceal the original architecture beneath and prevent the horizontal alignment of building elements with adjacent buildings.

G. Whenever possible, remove any material that conceals traditional façade elements.

H. Repair, restore, or replace in a manner sympathetic to the style and history of the building.

I. For most traditional buildings, large panes of glass at the display window level with solid kick plates or bulkhead below are appropriate.

J. Multi-pane designs that divide the storefront window into small components should only be used if they restore proven historic elements and original openings.

K. Maintain the original size, shape and proportion of storefronts and openings to retain the historic scale and character of the structure.

L. Preserve the transom and sign board area features whenever possible.

FIG. 4.2: STOREFRONT REPLACEMENT



4.7.3.3 Window Renovation & Replacement

A. Whenever possible, repair, rather than replace existing windows.

B. If repair is not feasible, and the window must be replaced, match the existing window in terms of size, materials, method of operation and detailing.

C. The window opening itself should be carefully preserved. It should not be made larger or smaller to accommodate a differently sized window.

D. Window materials other than wood may be considered provided they replicate the original shapes, detailing and form of the original windows as closely as possible.

E. If original to the building, shutters may be considered to define the original window proportions.

F. If lowered ceilings are necessary, pull the dropped ceiling back from the window.

G. Wood was the traditional material for windows in Historic Downtown Walterboro. However, other materials such as metal or vinyl-clad windows may be utilized provided they replicate the shape, detailing and form of the original windows as closely as possible.

4.7.3.4 Door Renovation and Replacement

A. Maintain original doors and door hardware whenever possible.

B. Repair damaged original doors and door assemblies whenever possible following recognized preservation methods.

C. Retain and preserve the functional, proportional and decorative features of a primary entrance. These features include the door and its frame, sill, head, jamb, moldings, and any flanking windows.

D. If an original door must be replaced, the replacement door should match the original as closely as possible.

E. Doors in additions to existing structures should reflect the proportions, both height and width, of doors in the existing structure and similar structures in the Historic Preservation Overlay.

F. Wood and glass were the traditional materials used for entrance doors in the Historic Preservation Overlay.

G. Original size and proportion of a front door, the details of the door, the door surround, and the placement of the door all contribute to the character of the entrance.

H. While it is appropriate to retain, repair and refinish doors, they shall comply with the requirements of the Americans with Disabilities Act (ADA).

4.7.3.5 Awnings or Canopy Renovation and Replacement

A. Original awning hardware should be used if it is in working order or is repairable.

B. Replacement awnings should be designed to fit the storefront opening to emphasize the building's proportions.

- C. Awnings should not obscure or damage important architectural details.
- D. Align awnings with others on the block, particularly to the bottom line of the awning.
- E. Metal awnings or canopies that are similar in form to fabric awnings may be appropriate when designed as an integral part of the building façade and not appearing as tacked-on additions.
- F. Awning color should be coordinated with the color scheme of the building. Solid color awnings should be used on building with intricate and abundant architectural detailing, while striped awnings may be utilized on simpler buildings to introduce color and vitality to an otherwise 'plain' building.
- G. Backlit awnings are not appropriate.
- H. The traditional canvas, slanted awnings were traditionally used in Historic Overlay commercial areas and are most appropriate for older storefronts.

4.7.3.6 Replacement of Unavailable Components

- A. Sometimes traditional construction materials cannot be replaced or matched.
- B. Care should be taken to match the original pattern, thickness, color, and texture as closely as possible with available materials.
- C. Repair deteriorated primary building materials by patching, piecing-in, consolidating or otherwise reinforcing the material.
- D. Avoid removing damaged materials when they can be repaired.

4.7.3.7 Removal of Inconsistent Elements

- A. Preserve the original façade materials whenever possible and avoid concealing original façade materials.
- B. Avoid the use of materials that are not visually compatible with the original façade, such as shiny metals, mirror glass, plastic panels, and vinyl windows or doors.
- C. Remove metal slip covers when they conceal the original architecture beneath and prevent the horizontal alignment of building elements with adjacent buildings.
- D. Whenever possible, remove any material that conceals traditional façade elements and repair, restore, or replace in a manner that is sympathetic to the style and history of the building.
- E. As brick was the predominant material used in the façade structure of the downtown buildings, avoid covering or replacing the brick with more modern materials.
- F. Vinyl clad windows and doors may be allowed provided they are detailed in a manner that causes them to appear similar to the original.

4.7.3.8 Painting, Repair, and Cleaning of Existing Structures

- A. Whenever possible, keep historically unpainted buildings unpainted.
- B. If it becomes necessary to paint a building, the color selected should be coordinated with the color of the buildings to the property's right and left.
- C. It is appropriate to paint the cornices, window trim, window hoods, and bulkhead of the façade in a different color from the wall of the building.
- D. Utilize historic and compatible paint colors when painting a storefront façade.
- E. Address maintenance issues to the wall materials prior to painting.
- F. Abrasive methods such as sandblasting are inappropriate, as they permanently erode building materials and finishes and accelerate deterioration.
- G. If cleaning is to be considered, use a low-pressure water wash and mild detergent. Chemical cleaning may also be considered if a test patch is first reviewed and negative effects are not found.
- H. Repair deteriorated primary building materials by patching, piecing-in, consolidating or otherwise reinforcing the material.
- I. Avoid removing damaged material when they can be repaired.
- J. If masonry has been painted; it may be preferable to continue to repaint it, because paint removal methods may cause damage to the building materials and finishes.
- K. Waterproofing and graffiti proofing sealers should be used after cleaning and repair.

4.7.3.9 Additions to Existing Structures

- A. New additions should be interpretations of the existing buildings whereby the architectural characteristics of the existing structure are incorporated using modern construction materials and methods. Examples: the extension of architectural lines from the existing structure to the addition; repetition of window patterns and entrance spacing; use of harmonizing colors and materials; and the inclusion of similar, yet distinct, architectural details.
- B. New additions should be designed so that if the addition were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.
- C. Minor additions, such as decks and stairs should use similar materials, design, and colors to the original building and should occur in areas not visible from the street.
- D. Additions to existing structures within the overlay district are appropriate as long as they do not destroy traditional features, materials, and spatial relationships that are significant to the original building and site.

E. New additions must be distinguishable from, yet compatible with, the overall architectural character of the Historic Preservation Overlay commercial area.

F. It is normal for buildings to evolve over a period of time as additional space is needed or new uses are accommodated. Architectural details to be considered include window/door trim, lighting fixtures, tile/brick decoration, decorative cornices, storefront cornices, display windows, the bulkhead and transom over the door and windows.

G. In other words, all aspects of new construction that are visible from public streets will be reviewed.

4.7.3.10 Demolition & Relocation

A. If an existing building's condition is deteriorated such that rehabilitation is technically infeasible, a request for demolition may be considered.

B. If public safety is threatened interim steps may be taken to close and stabilize the structure.

C. Any application for a demolition shall include plans for the re-development of the site after demolition.

D. It is the responsibility of the property owner to demonstrate that rehabilitation is not appropriate and demonstrate a clear plan for the re-use of the site and any related new construction after demolition.

4.7.4 New Structures

A. New buildings should be designed so that they are similar in mass, scale, rhythm, design, materials, and orientation to surrounding buildings.

B. New buildings should be oriented close to the street and in line with adjacent buildings.

C. Window and door patterns that are symmetrical and reflect the historic patterns found in existing buildings should be used.

D. Infill buildings should not be constructed closer than five (5) feet from a wall with an existing functional window or doorway on the side of an adjacent existing building.

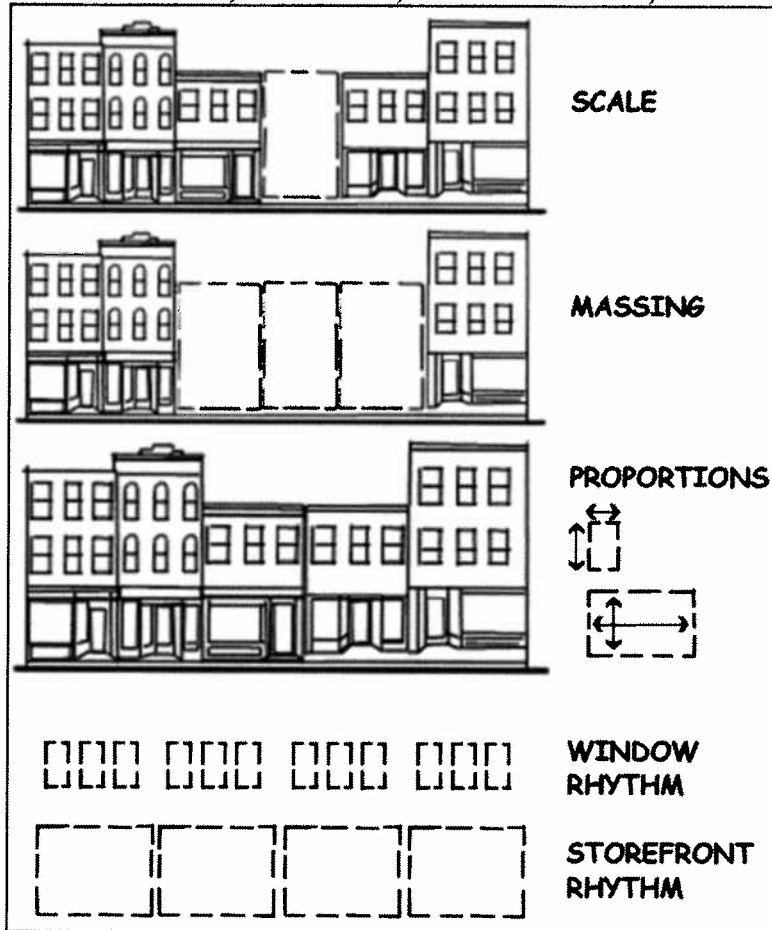
E. Whenever an infill building is proposed that is much wider than the typical facades on the street, the new building façade should be broken down into a series of appropriately proportioned 'bays.'

F. Historic styles should not be copied. Each building should be a product of its own time. Contemporary design that is in context with surrounding buildings and is complementary in mass, scale, design, and materials is more appropriate.

G. Wherever possible, architectural elements on new structures should align with architectural elements on adjacent existing structures. Some façade elements that typically align with adjoining buildings include:

1. Building kick plates or bulkheads
2. The top and bottom heights of first floor display windows
3. Transoms above entrance doors
4. Storefront windows
5. Awnings & canopies
6. Upper-story window openings and styles
7. Sign band above the street level
8. Parapet and cornice line
9. Window sills on upper floors
10. Roof lines

FIG. 4.3: SCALE, MASSING, PROPORTIONS, RHYTHM



H. The wall materials of new structures should be selected to coordinate with neighboring structures and the overall context of the commercial area. The following wall materials are generally inappropriate:

1. Coarsely finished, 'rustic' materials, such as wood shakes, shingles, or plywood

2. Corrugated metal
3. Stucco surfaces, especially synthetic stucco applications
4. Metal slipcovers
5. Residential-type sliding glass doors
6. Imitation wood or stone siding
7. Plastic molded imitations of any conventional building material
8. Mirror or metalized reflective glass

I. Accent materials should be similar in texture and scale to others in the district. These include, but are not limited to:

1. Brick and stone masonry
2. Wood details such as windows
3. Clear or lightly tinted glass
4. Ceramic accent tiles
5. Concrete and stone as lintels and wood or concrete columns

J. Windows and doors in new structures should be compatible in proportion, shape, location, pattern, size, and material with windows and doors of the characteristic structures in the commercial area.

K. Colors that are used on new commercial buildings should be coordinated with adjacent structures.

L. The preferred base colors used on new buildings should be the natural color of the material in the case of brick or stone, of a neutral muted palette or pastels and whites. Deep saturated hues may be used as accents or trim. Brighter, more vivid colors including but not limited to primary colors should be reserved for limited use (no more than 10% of a façade area) as trim or accents. No fluorescent, day-glow, neon, or reflective colors should be used in the construction of a new building.

M. Awnings should be designed to fit the storefront opening and emphasize the building's proportions and should not obscure or damage important traditional architectural details. Awnings should be aligned with other buildings on the block if at all possible, especially the bottom edge. The top edge should be aligned with the top of the transom. In general, solid color awnings should be used on building with intricate and abundant architectural detailing, while striped awnings might be utilized on simpler buildings to introduce color and vitality. Metal canopies that are similar in form to fabric awnings may be appropriate when designed as an integral part of the building façade and not appearing as tacked-on additions.

4.7.5 Site Design

A. New construction and infill buildings should maintain the alignment of facades along the sidewalk edge. Exceptions may be granted if the setback is pedestrian-oriented and contributes to the quality and character of the streetscape such as a park or outdoor dining space.

B. In instances where a building has been removed, consider utilizing other devices such as landscaping, sculpture, wrought iron fences, arches, etc. to maintain the continuity of the building line.

C. Buildings should be oriented so as to engage and maintain pedestrian interest. Storefronts should be designed to orient to the major street frontage. While side or rear entries are also encouraged, a predominant building entry should be oriented toward the dominant pedestrian route.

D. In cases where the functional entry might be to the side or rear of the building such as a hotel with a drop-off area, a physical gesture of entry should still be considered along the major street frontage. Buildings on corners should include entry design features that address both street frontages.

E. Maintain the established pattern of medians, street trees, and street furnishings in the commercial areas. When a tree must be removed, or where there is a gap in the rhythm of street trees, install new street trees in locations that continue to express the established rhythm.

F. Maintain alley access for pedestrians and automobiles yet retain the character of alleys as clearly secondary access to properties. Retain and preserve the variety and character found in the existing rear access to buildings along the alleys.

G. Incorporate pedestrian-scaled street lighting and accent lighting to highlight the building and alleyway entrances.

H. Service equipment, trash receptacles, or any similar element should be screened from view.

I. Fence railing designs should reflect an open, transparent feeling while visually closed-in fences and railings prohibit views into the public space and are generally not appropriate. Materials such as metal rails and posts, stone or brick piers, and wood may be used. Decorative elements incorporated into the railing design are encouraged. Generally, metal surfaces should have a black finish although colors that are incorporated as part of a coordinated color plan for the building, or that are used characteristically throughout commercial areas, may be considered. Chain link, ropes, chains, and unsupported railings are unacceptable materials.

DONE, this ____ day of _____, 2014.

William T. Young, Jr.
Mayor

Attest:

Betty J. Hudson
City Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 17, 2014
SUBJECT: Lucas Street Drainage Project

In January, 2014, the City submitted an application to the Colleton County Transportation Committee for funding to improve a drainage problem at the intersection of East Washington Street and North Lucas Street. Cypress knees have grown into the storm drain impeding the ability of the pipe's capacity to handle stormwater runoff that has resulted in ponding at the intersection during rain events. At the March 13, 2014, Colleton County Transportation Committee meeting, the committee awarded the City \$52,000.00 to remove the cypress roots.

The City advertised the project and received a total of four (4) bids. The low qualified bidder is Bio-Nomic Services, Inc., from Charlotte, NC. Enclosed are the bid summary and a recommendation from URS Engineering. Staff recommends awarding the contract to Bio-Nomic Services, Inc. in the amount of \$36,819.00. The City will be reimbursed the full amount from the Colleton County Transportation Committee. City staff asks for Council's favorable consideration of this request.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments



June 12, 2014

Mr. Charlie Chewning, P.E., RLS
City of Walterboro
242 Hampton Street
Walterboro, SC 29488

Re: City of Walterboro
Lucas Street Storm Drain Clean and
Televise
Letter of Recommendation
URS Project No.: 46423347

Dear Charlie:

This letter represents the recommendation of this office concerning the award of a construction contract by the City of Walterboro for the referenced project.

Bids for the project were received at 2:00 pm on June 10, 2014 at the City of Walterboro Council Chambers. Each of the sealed bids were publicly opened and read aloud. A total of four (4) bids were received ranging from a low Base Bid of \$36,819.00 to a high Base Bid of \$48,200.00. The low Base Bid was submitted by Bio-Nomic Services, Inc. from Charlotte, NC. We feel that the bids were competitive.

Based on our investigation, it appears that Bio-Nomic Services, Inc. has the experience and resources to complete the project. It is therefore our recommendation that a construction contract be awarded to Bio-Nomic Services, Inc.

Enclosed are the Certified Bid Tabulation and Notice of Award. Please sign and date the Notice of Award and return to this office. If you should have any questions, please do not hesitate to call.

Very truly yours,

URS

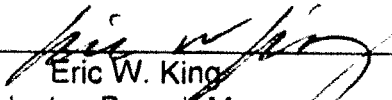
Eric W. King
Charleston Branch Manager

Enclosures

URS Corporation
4016 Salt Pointe Parkway, Suite 200
North Charleston, SC 29405
Tel: 843.767.4602
Fax: 843.767.4723



**CERTIFIED AS A TRUE AND CORRECT
TABULATION OF BIDS RECEIVED**


Eric W. King
Charleston Branch Manager

CERTIFIED BIDS RECEIVED

PROJECT: City of Walterboro
Lucas Street Storm Drain Clean and Televis

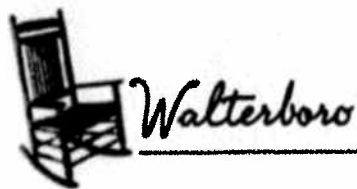
URS PROJECT NO.: 46423347

PLACE: City of Walterboro – Council Chambers
242 Hampton Street, Walterboro, SC 29488

DATE: June 10, 2014

TIME: 2:00 P.M.

Contractor	Amount of Base Proposal	Order of Base Proposal
Bio-Nomic Services, Inc Charlotte, NC	\$36,819.00	1
Porter Scientific, Inc. Pembroke, NC	\$45,000.00	2
Eadie's Construction Co., Inc. Ridgeville, SC	\$46,005.00	3
United Sewer Services, Inc. Patterson, GA	\$48,200.00	4



Accommodations Tax Advisory Committee

To: Walterboro City Council
Cc: Jeffrey P. Molinari, City Manager
From: Accommodations Tax Advisory Committee
Date: June 19, 2014
Re: Approvals at June 19, 2014 meeting

At its regularly scheduled meeting held on June 19, 2014, the Accommodations Tax Advisory Committee approved the following request for funding from the 30% DMO fund and the 65% Tourism fund.

<u>Requests for 30% Tourism fund</u>	<u>Requested</u>	<u>Approved</u>
Walterboro Tourism Commission	\$53,000	\$53,000

Should this recommendation be adopted by Council, Walterboro Tourism Commission will remain the Designated Marketing Organization for the City of Walterboro for fiscal year 2014-2015.

<u>Requests for 65% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
Colleton Museum & Farmers Market	\$ 4,000	\$ 4,000
Walterboro Tourism Comm – Wings & Wheels	\$ 6,500	\$ 6,500
Lowcountry & Resorts Island – guidebooks	\$13,550	\$ 7,000
SC Artisans Center – marketing and promotion	\$14,400	\$12,000
Colleton County Rice Festival	\$15,000	\$10,000
Downtown Walterboro Criterium	\$21,000	\$15,000
City of Walterboro – local billboard program	\$21,000	\$20,000
Walterboro Tourism Comm – Walterboro Rocks!	\$46,000	\$40,000

Should these requests be approved as submitted, the projected remaining balance available for 2014-2015 grants is approximately **\$30,326**. The Committee will hold an October meeting this year and anticipates several additional funding requests. Therefore, the Atax Advisory Committee respectfully requests City Council approve these items.

City of Walterboro DMO 30% Accommodations Tax Funding Request 2014-2015

Project Name: Walterboro “The Front Porch of the Lowcountry” DMO

Amount requested from A-tax: Approx. \$53,000 (30% tourism funding estimate for DMO)

Organization Name: Walterboro Tourism Commission (DMO)

Tax ID Number: 27-0473097

Contact Name: Donna (Laird) Miller
Tourism-Events Director
Secretary/Treasurer Walterboro Tourism Commission

Address: 242 Hampton Street
Walterboro, SC 29488

Phone & fax: 843-538-4353 office
843-909-4325 cell
843-538-4356 (fax)

Email: dlaird@walterborosc.org

Project/Event Description (narrative)

The Walterboro Tourism Commission, an I.R.S. designated 501 c (6) nonprofit organization, is a central tourism resource dedicated to increasing visibility of the tourism industry within the Walterboro area in an effort to attract crucial tourism related dollars and economic growth, as well as the development and promotion of Walterboro as a tourist destination. The Executive Committee consists of the Mayor of the City of Walterboro/appointee, the City Manager of the City of Walterboro, an appointee of Walterboro City Council (Jean Harrigal) and Tourism Director as Secretary/Treasurer. As Designated Marketing Organization (DMO) for Walterboro, we manage the 30% tourism marketing funding. In a collaborative effort, we are coordinating our advertising and marketing plan to continue the momentum and direction Walterboro has already developed as “the Front Porch of the Lowcountry”; building upon Walterboro’s success in branding our city with the red rocking chair logo. City Council recently trade marked our logos.

(Please see the attached summary.)

We estimate that the 30% tourism funding will be approximately \$53,000. This accommodation tax funding provides for our comprehensive advertising campaign to improve consolidated billboard advertising, cooperative print and multimedia advertising, as well as brochure distribution and visibility.

The duration of this project is fiscal year **July 1, 2014 thru June 30, 2015.**

I. **BASIC INFORMATION**

- A. Project Name: Lowcountry Fiber Fair
- B. Requested Amount: \$4,000
- C. Total Project Cost:
- D. Applicant Information
 - 1. Committee Lead: Colleton Museum & Farmers Market
 - 2. Federal Tax ID: 57-6000339
 - 3. Gary H. Brightwell, Director
 - 4. 506 E. Washington Street, Walterboro, SC 29488
 - 5. Phone: 843-549-2303
Fax: 843-549-7433
Email: gbrightwell@colletoncounty.org

II. Narrative

The Colleton Museum and Farmers Market will be holding the 2nd annual Lowcountry Fiber Fair on its campus in conjunction with its Saturday Farmers Market on October 11, 2014. The Fiber Fair is a collection of farmers, artisans and hobbyists coming together to buy, exhibit, demonstrate and produce items from a long list of animal fiber from such animals as rabbits, sheep, goats, alpacas, llamas and fibers from plants such as cotton, linen and flax. In order to make these products certain tools are needed and in addition to the animal and plant fiber artists there will be vendors to exhibit and sell the needed tools such as spinning wheels, weaving looms, rug hooks, winders, carders etc. Last fall was our first Lowcountry Fiber Fair and we considered it a great success with approximately 800 attendees and 35 vendors. This is the only known Fiber Fair in South Carolina and the organizers feel like it has the opportunity to grow and pull increasing numbers from distant communities if we are able to secure additional money for advertising. Likewise, there will be fiber artists demonstrating and selling their fiber wares on the campus of the South Carolina Artisans Center in Walterboro on the day of the event.

This event promotes and highlights the agricultural heritage of our community through the education and demonstration of plant and animal fiber as a value added commodity and an art form for our area.

The event organizers would expect this event to grow by at least a third over the number of visitors (800) last year and feel that we could accomplish this if monies were available for additional advertising aimed at out-of-county localities. Our advertising budget for last year was basically -0- and we were still able to attract a large number of people using only social media.

ATAX funds will be used to cover printing and advertising. Ads will be placed in out-of-county newspapers, in addition to our local media coverage and social media coverage. We will use funds to advertise in such publications as SKIRT, Charleston Mercury, Island Publications, Summerville Communications, Lowcountry Weekly, and the Times-News of Hendersonville, NC, among others.

A complete budget is included as an attachment to this application. The event itself will be free of charge but some of the associated fiber classes will have an enrollment fee. The Charleston Fiber Guild will be in charge of holding classes at the Colleton Museum and Farmers Market and they will receive those class funds. Fiber artists from the SC Artisans Center will exhibit their wares on the SC Artisans Center campus and teach fiber classes as well.

City of Walterboro
65% Accommodations Tax Funding Request 2014-2015

Project Name: **Wings & Wheels air show 2015**
"Wings & Wheels" at Walterboro's Lowcountry Regional Airport

Amount requested from A-tax: **\$6,500**

Organization Name: Walterboro Tourism Commission

Tax ID Number: 27-0473097

Contact Name: Donna (Laird) Miller
Tourism-Events Director
Downtown Walterboro Criterium Committee Member

Address: 242 Hampton Street
Walterboro, SC 29488

Phone & fax: 843-538-4353 office
843-909-4325 cell
843-538-4356 (fax)

Email: dlaird@walterborosc.org

Project/Event Description (narrative)

Wings and Wheels two day air show event will be held on **Saturday and Sunday, April 11-12, 2015**. Approximately 4000 people attended this show this past year and we continue to build this air show with aerobatics, skydiving, stunt plane exhibitions and demonstrations, as well as helicopter rides, displays of vintage and modern aircraft, antique automobiles and emergency service related vehicles. The Friday evening oyster roast inviting pilots, owners, car buffs and tourists to spend two nights(Friday & Saturday) in our local hotels, as well as the added activities on Sunday for a two day show, will bring an even larger crowd to Walterboro.
(see attached photos)

The Wings and Wheels committee is coordinated by a group of local volunteers that represent several of the local organizations, local businesses, and interested citizens.

The start and end date for this event is **Saturday & Sunday, April 11-12, 2015**.

Benefit to Tourism and/or the Community

Air shows are staged all over the country and fans are more than willing to travel to watch them. Pilots enjoy taking their special aircraft to shows, while car buffs and antique lovers flock to see antique autos and planes.

ACCOMMODATION TAX FUNDS REQUEST APPLICATION

DATE: 05/29/2013

I BASIC INFORMATION:

A. Project Name: Promotion of Walterboro and the Lowcountry

B. Total Amount Requested: \$13,550

C. Total Cost of Project: \$563,350

D. Applicant Information

Organization: Lowcountry & Resort Islands Tourism Commission

Federal ID #: 57-0941807

Contact Name: Peach Morrison Title: Executive Director

Address: Post Office Box 615 Yemassee, South Carolina 29945

Contact Phone: (843) 717-3090 Fax: (843) 717-2888

Email: peach@southcarolinalowcountry.com

II PROJECT NARRATIVE:

A. General Description: The Lowcountry Tourism Commission is one of eleven similar programs across the State designated by SC-PRT and created by the General Assembly. The Commission's primary mission is the stimulation of economic growth and the development of the area's tourism industry through regional tourism promotional activities. We have implemented an award-winning, professional tourism promotion program for Walterboro and the surrounding area for over 20 years.

B. Benefit to Tourism: The Commission benefits tourism in Walterboro and the surrounding region through an integrated marketing campaign which includes our website, social media outlets, national & regional advertising, personal contact and international distribution of promotional literature which lists Walterboro hotels, restaurants, historic sites, etc. The Commission also serves as a local fulfillment agency - responding to requests generated by advertising placed by PRT and the Commission for travel & tourism information. The Lowcountry Visitors Center & Museum located on I-95 at Exit 33 (Point South) provides assistance and information to travelers and vacationers, and encourages tourists to visit Walterboro and its attractions.

C. Benefit to Community: A growing industry in Walterboro is tourism and service related employment. Benefits include: wider exposure, attraction of more visitors needing accommodations and services - thereby creating more jobs, increased sales and revenues. We send visitors to Walterboro 7-days-per-week from our visitors center on I-95.



South Carolina Artisans Center
The Official Folk Art and Craft Center of South Carolina
Tax ID # 57-0983458
June 2, 2014

I. BASIC INFORMATION

Board of Directors

President

Chris Bickley
Executive Director
Lowcountry Council of
Governments

Vice-President

Cindy Newman
Lowcountry Media
Solutions

Secretary

Janis Blocker
Walterboro, SC

Treasurer

Dolly Droze
Accounting
Wiggly Wiggly Carolina

William Bowers
SC House of
Representative

Denise Butler
SCAC Founder
Goose Creek, SC

Susan DuPlessis
Arts Coordinator
SC Arts Commission

Mary Hunt
SCAC Founder
Goldsboro, NC

Dawn Dawson-House
Director Public Relation
SC Parks, Recreation
Tourism

Marvin Jones
Jasper Co. Attorney
Jasper, SC

Bob Doster
Artist
Lancaster, SC

Charles Rowland
Reporter
Walterboro, SC

Fran Hultquist
Walterboro, SC

Kenneth Hodges
SC House of
Representative

Executive Director
Gale Doggette

A. Project Name: SC Artisans Center - Marketing & Promotions

B. Requested Amount: \$14,400

C. Total Project Cost: \$14,400

D. Applicant Information:

1. FI# 57-0983458
2. Gale Doggette, Executive Director
3. 318 Wichman Street
Walterboro, SC 29488
4. 843-549-0011 843-549-7433 (fax)
scartisanscenter@gmail.com



II. Narrative:

The South Carolina Artisans Center is the largest single tourist attractions located in Walterboro. We have established through visitor surveys that our most successful marketing tool is billboards, and specifically those located on Interstate 95. Like any other established business we would like to grow in both customer count and in sales. GREAT NEWS, with the Accommodations Tax dollars we received this past year, plus the SCP&T TAG monies, the Center now has 4 Billboards. The Artisans Center is again requesting the support of the Accommodations Tax Committee. We need to strengthen our visibility to tourists and visitors by the continuance use of the Center's (4) billboards on Interstate 95. We are requesting \$14,400 to continue the lease to promote the SC Artisans Center.

A. General Project Description:

The South Carolina Artisans Center was officially designated the "Official Folk Art and Craft Center of South Carolina" by the governor. The Center was originally conceived as a rural economic tourism development project. It was determined early in the planning stages that this Center should have an economic impact upon the entire state and the project's planners proceeded to make this happen. The Center now showcases the work of over 328 artists from across the state; provides educational programming and promotes community outreach to residents and visitors alike.

**City of Walterboro
Accommodations Tax Funding Request**

Project Name: Colleton County Rice Festival

Organization Name: Colleton County Rice Festival
109 Benson Street
Walterboro, SC 29488
(843) 549-1079
(843) 549-5232 (fax)

Contact Name: Jimmy Trippe/Jeffrey Herndon
Rice Festival

Federal ID Number: 57-0691134

ATAX Requested Amount: \$15,000

Project/Event Description (narrative)

The Colleton County Rice Festival is held annually during the last full weekend in April. Now in its 40 year, the festival has become recognized as a premiere springtime event throughout the Palmetto State and offers something for every age and taste. In 2014, an estimated 20,000 visitors attended the festival over the three-day weekend. The Beauty Pageant and Rice Festival Dance will kick off this year's festival on April 18th. "The Taste of Walterboro" April 21st, VIP Luncheon on the 23rd and followed by the three-day event Friday, April 24th to Sunday April 26th, 2015. All permits required will be obtained by the Rice Festival Committee.

Because of the continuing success of the Rice Festival with results that sustain and promote a growing economy, an all-out effort is presently underway by various local groups and organization to encourage visitors to come into the county and city. The Rice Festival Committee Members are actively involved in many of these endeavors and are working closely with community leaders to make Walterboro and Colleton County a favorite destination of visitors throughout South Carolina and tourist motoring along I-95.

Benefit to Tourism and/or the Community

Special events and programs that enhance the quality of life make for an attractive package in enticing the traveling public to this area. Colleton County will never be heavily industrialized but can capitalize on its cultural, natural, and historic resources to bring more visitors into the County. The more visitors that come to Colleton County the more secure tourism related jobs. Increased visitors also mean increased sales and tax collections. We are strategically located on I-95 South/North Corridor and just 32 miles from I-26. These kinds of activities certainly appeal to travelers who will eat in our restaurants, stay in our motels, and shop in and about the Walterboro area.

Many food and arts and crafts vendors and participants in the Rice Run are out of state and stay overnight at the local hotels, eat in our various restaurants, and shop in several of the retail outlets. Visitors are charmed by the quaint atmosphere and are encouraged to return. We estimate that at least 125 hotel rooms will be utilized by vendors, runners and visitors.

City of Walterboro

65% Accommodations Tax Funding Request 2014-2015

Project Name: **Downtown Walterboro Criterium 2015**
"USA CRITS Championship Criterium Series" (thirteenth annual)

Amount requested from A-tax: **\$21,000**

Organization Name: Walterboro Tourism Commission

Fax ID Number: 27-0473097

Contact Name: Donna (Laird) Miller or Dewey Griggs
Tourism-Events Director Criterium Treasurer
(Downtown Walterboro Criterium Committee Members)

Address: 242 Hampton Street
Walterboro, SC 29488

Phone & fax: 843-538-4353 office
843-909-4325 cell
843-538-4356 (fax)

Email: dlaird@walterborosc.org or dewey_f@yahoo.com

Project/Event Description (narrative)

Olympians and professional cycling champions will compete in the **thirteenth annual Downtown Walterboro Criterium on April 29, 2015**. We expect approximately a total of 150 riders will participate in 2015's USA CRITS Cycling Series. The Masters and Category 2/3 and 4/5 amateur races, as well as the professional women's race, will bring approximately 110 additional racers to the area.

The series is made up of four person teams, competing in multi-lap races in a closed circuit of about one mile long. This racing discipline requires a unique type of rider, one who must demonstrate top speed and bike handling skills traveling at 30 plus mph. Because of the circular track, criteriums are the equivalent to NASCAR and are known as America's contribution to the sport. To establish the track needed for the riders, we will obtain permission to close several streets in the downtown area for the race.

The Downtown Walterboro Criterium is coordinated by a group of local volunteers that represent several of the local organizations, local businesses, and interested citizens. The start and end date for this one-day event is **Wednesday, April 29, 2015**.

Benefit to Tourism and/or the Community

The popularity of cycling has been on the rise in recent years. The South Carolina Mayors Association met in May to discuss the economic impact of sporting events and facilities. While professional cycling may not compete against the visibility of such sports as football, basketball, soccer or tennis, the record-breaking success of American Lance Armstrong has increased the awareness of this endurance sport and has made it more mainstream within the

City of Walterboro
Accommodations Tax Funding Request 2014-2015

Project Name: City of Walterboro Billboard Package 2014-2015

Amount requested from A-tax: \$21,000

Organization Name: City of Walterboro

Tax ID Number: 57-6001119

Contact Name: Donna (Laird) Miller
Tourism-Events Director

Address: City of Walterboro
242 Hampton Street
Walterboro, SC 29488

Phone & fax: 843-538-4353 office
843-909-4325 cell
843-538-4356 (fax)

Email: dlaird@walterborosc.org

Letter from Sec. of State: The City of Walterboro is a municipal corporation

Project/Event Description (narrative)

The City of Walterboro installed four billboards promoting lodging, shopping and dining in Walterboro along I-95 and in Jacksonboro on Hwy 17 in the Fall of 2008.

The City requests the continuation of these billboards for 2014-2015 as they are a part of the consolidated efforts of the billboard committee and the red rocker branding. It is estimated that \$21,000 is needed to fund this project **including two fresh vinyls this year.**

The start and end date for this billboard contract is **July 1, 2014 thru June 30, 2015.**

Benefit to Tourism and/or the Community

Billboards are Walterboro's most effective Red Rocker branding along the I-95 corridor. The popularity of Walterboro as an overnight stop off I-95 and Hwy 17 has been greatly enhanced by our billboards. Visitors are charmed by Walterboro's quaint atmosphere and are encouraged to return. These tourists stay in the local hotels, eat at our restaurants and shop in our gift shops.

The Welcome Center tracks visitors, noting how they found us or heard of us. This tracking shows the effectiveness of this billboard program and that it works to bring both travelers from the Interstate and travelers on Savannah Highway going towards I-95 from Charleston or Myrtle Beach areas for a stay in Walterboro.

City of Walterboro
65% Accommodations Tax Funding Request 2014-2015

Project Name: ***“Walterboro Rocks!”*** advertising campaign 2014-2015

Amount requested from A-tax: **\$46,000**

Organization Name: Walterboro Tourism Commission

Tax ID Number: 27-0473097

Contact Name: Donna (Laird) Miller
 Tourism-Events Director
 Secretary/Treasurer Walterboro Tourism Commission

Address: 242 Hampton Street
 Walterboro, SC 29488

Phone & fax: 843-538-4353 office
 843-909-4325 cell
 843-538-4356 (fax)

Email: dlaird@walterborosc.org

Project/Event Description (narrative)

Working together in the best interest of tourism in Walterboro, the ***“Walterboro Rocks!”*** advertising campaign is planned to reach difficult markets like Savannah, GA that do not cooperate with South Carolina, plus additional regional/state areas that we have not yet tapped, as well as staying with consumer trends, marketing for increased overnight stays.

The Walterboro Tourism Commission, an I.R.S. designated 501 c (6) nonprofit organization, is a central tourism resource dedicated to increasing visibility of the tourism industry within the Walterboro area in an effort to attract crucial tourism related dollars and economic growth, as well as the development and promotion of Walterboro as a tourist destination.

In a collaborative effort, our comprehensive ***“Walterboro Rock!s”*** advertising campaign strives to improve visibility of our successful red rocker branding program. We continue the momentum and direction Walterboro has already developed and trade marked, unifying the coordination of our advertising and marketing plans.

The duration of this project is fiscal year **July 1, 2014 thru June 30, 2015**

Benefit to Tourism and/or the Community

The popularity of our red rocking chair captures the attention of visitors to our area. We are confident these promotional efforts continue the economic growth for Walterboro with the influx of new visitors, residents and business owners, boosting revenue for businesses and organizations and ultimately improving our lifestyle. Clearly these coordinated efforts draw additional overnight visitors to Walterboro and extended stays in our hotels.

To track the effectiveness of this ***“Walterboro Rocks!”*** campaign, we utilize a number of tools, including visitor information logs at the Welcome Center, hotel occupancy data, as well as sign-in journals with various businesses and attractions.



Request for Street Closing &
Permit from Colleton Training
School/Colleton High Sch Alumni
Association, Inc.

Colleton Training School/Colleton High School Alumni Association, Inc.

P.O. Box 334
Walterboro, South Carolina 29488
(843) 217-5000 (843) 217-1163 (843) 549-7101
E-mail: ctschs@gmail.com
501(c) 3 Organization

James Edward Simmons, Founder
Board of Directors

Herman G. Bright, President
Anna J. Stevens Bright, Secretary
Queenie L. Crawford, Ed. D, Scholarship Chairperson
Paula H. Todd, Member-at-Large

Franklin R. Smalls, Vice-President
Patricia C. Grant, Treasurer
Lloyd Jones, Fundraising Chairperson

Preserving a Legacy of a Rich Tradition of School and Community for Posterity

June 19, 2014

The Honorable William T. Young
Mayor, City of Walterboro
242 Hampton Street
Walterboro, South Carolina 29201

Re: Street Closings for Alumni Community Walk

Dear Mayor Young:

The Colleton Training School/Colleton High School Alumni Association, Inc., wishes to request that the city close certain streets for the Alumni Community Walk for our 8th Grand Reunion.

The walk is Saturday, July 5, 2014 at 7:30 a.m. We ask that the streets be closed by 7:30 a.m. The walk route will be from the old Cougar Stadium and South Lemacks Street to Colleton Loop to North Lemacks Street, turning left on Pearson Street to Gruber Street at the Ray T. Johnson/CTS Building. Completion of the walk should be approximately 8:30 a.m.

Further, we have attached a copy of the Parade/Procession Permit Request. Thank you for your support.

Sincerely yours,

A handwritten signature in cursive script that reads "Herman G. Bright".

Herman G. Bright

HGB/asb

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: June 19, 2014

1. Person submitting application: Herman G. Bright
Address: P.O. Box 334 - Walterboro, SC 29488
Telephone: 843-217-5000

2. Name of Organization: Colleton Training School / Colleton High School Alumni Association, Inc.
Chairperson/President: Herman G. Bright
Address: P.O. Box 334 - Walterboro, SC 29488
Telephone: 843-217-5000

3. Parade Chairman: _____
Address: _____
Telephone: _____

4. Date/Time of Parade: Saturday, July 5, 2014 7:30 AM

5. Parade Route requested (Attach Sketch) From Old Cougar Stadium on S. Lemacks St. to Colleton Loop - to N. Lemacks St. Turn left on Ackerman St. to Gruber St. end at Ray T. Johnson / CTS Building 229

6. Number of Vehicles/Floats: 0 Number of Animals: 0

7. Portion (width) of street parade will occupy: entire street

8. Additional Information (Upon Request): _____

Signature/Parade Chairman

Herman G. Bright
Signature/Organization Chairperson

_____ Approval

_____ Disapproval

Director of Public Safety

City Manager

NOTE : >>> Call Public Safety (549-1811) to confirm Parade/Procession Route three days prior to parade.