

City of Walterboro

Telephone: 843-549-2545

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242 Hampton Street
Walterboro, South Carolina, 29488

P.O. Box 709

Walterboro, SC 29488-0008

Walterboro City Council
Public Hearing and Regular Meeting
April 13, 2010
City Hall
6:15 P.M.

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. CDBG Grant Application for Francis Street Water Looping Project in the amount of \$416,925 - Michelle Knight, LCOG.

IV. Proclamations and Resolutions:

1. **Resolution # 2010-R-04**, A Resolution Authorizing Submission of a CDBG Grant Application for the Francis Street Water Looping Project in the Amount of \$416,925 and Committing \$53,000 in Local Match Funds (Resolution attached).
2. **Resolution No. 2010-R-05**, A Resolution Honoring Sylvia Rowland, Executive Director, Walterboro/Colleton County Library (attached).

V. Old Business:

VI. New Business:

1. **Ordinance # 2010-04**, An Ordinance to Amend Chapter 21, the Walterboro Zoning Ordinance and Land Development Regulations, Section 1.6, Definitions and Rules of Construction, to Add Definitions for "Alternative Financial Services Institutions," "Check-cashing Services," "Deferred-presentment Services," and "Title-lending Services"; and to Create a New Article XI, "Alternative Financial Service Institutions," to Set Forth Regulations Regarding Locations of Such Businesses Within the City of Walterboro, **First Reading** (Ordinance attached).

2. **Ordinance # 2010-05**, An Ordinance to Amend the Walterboro Zoning Ordinance and Land Development Regulations So as to Create a New Article XII to Reestablish and Provide for an Overlay Zone to Include Airport Overlay Zone Height Restrictions and Matters Related Thereto, **First Reading** (Ordinance attached).
3. **Ordinance # 2010-06**, An Ordinance Adopting the 2010 City of Walterboro Comprehensive Plan, **First Reading** (Ordinance attached).
4. Consideration of Requests for Qualifications (RFQ's) for Revision of the City of Walterboro Zoning Ordinance and Land Development Regulations (Memorandum attached).
5. Request to Use City Parking Lot for Farmers Market by Clemson Extension - David Smalls (Letter from Marilyn Peters attached).
6. Consideration of Requests by Colleton County Historical and Preservation Society for the 2010 Antiques & Arts Festival, May 14-15, 2010 (Letter attached).

VII. Committee Reports:

VIII. Executive Session:

1. Discussion of Matters Relating to Proposed Provision of Services Encouraging the Location or Expansion of Businesses in the Area.
2. Discussion Regarding the Development of Security Personnel or Devices Related to the Rice Festival.

IX. ADJOURNMENT.

City of Walterboro
CDBG Notice of Public Hearing Concerning Application

NOTICE IS HEREBY GIVEN that on Tuesday, April 13, 2010 at 6:15 p.m. at the Walterboro City Council Chambers, City of Walterboro will hold a public hearing concerning an application to be submitted to South Carolina Department of Commerce, Grants Administration on or about April 19, 2010 for a Community Development Block Grant. City of Walterboro is requesting approximately \$416,925 to carry out the following activities:

To loop water lines in Walterboro along Francis Street and several offshoots to increase water pressure and fire flow in the area. Streets included are: Francis, Bailey, Warren, Hill, Poplar and Breland.

This public hearing and the matters to be discussed are subject to the provisions of City's Citizen Participation Plan, developed in anticipation of participation in the State of South Carolina's Community Development Block Grant (CDBG) Program, providing for the participation of the citizens of the City of Walterboro in the planning and implementation of community and economic development projects which will involve CDBG funds. The Citizen Participation Plan and the application are available for review at Walterboro City Hall, during regular business hours. Persons with questions or comments concerning the public hearing or the Citizen Participation Plan may contact Barbara Johnson, Lowcountry Council of Governments, PO Box 98, Yemassee, SC 29945, (843) 726-5536.

City of Walterboro does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Jeff Lord, City Manager, PO Box 709, Walterboro, SC 29488, (843) 549-2545 has been designated to coordinate compliance with the nondiscrimination requirements contained in the U. S. Department of Housing and Urban Development's regulations.

Note: Assistance will be provided to accommodate the special needs of disabled persons, upon request.

RESOLUTION NO. 2010-R-04

WHEREAS, the need to address quality of life issues for the City of Walterboro, and addressing the concerns and issues of LMI residents is a priority for the City. Infrastructure has been identified as a priority community need for the City of Walterboro, and

WHEREAS, the City of Walterboro wishes to address this need by making application to the South Carolina Department of Commerce, Division of Grants Administration for Community Infrastructure Funds; and

WHEREAS, the completion of this project would directly benefit approximately 160 persons, of which 70% qualify as having low-to-moderate incomes. The project area includes the following streets: Francis, Bailey, Warren, Hill, Poplar and Breland;

NOW THEREFORE BE IT RESOLVED by the City of Walterboro, that

1. City Council hereby endorses the Francis Street Water Looping Project because it will greatly improve the quality of life for the residents of the City of Walterboro.

2. The City Manager shall be and is authorized to prepare and submit a Community Development Block Grant (CDBG) Community Infrastructure Application for the Francis Street Water Looping Project and to commit funds in the amount of \$53,000 to meet the matching commitment of the Community Development Program.

ADOPTED, THIS 13th DAY OF April 2010.

William T. Young, Jr., Mayor
City of Walterboro

ATTEST:

Betty J. Hudson
City Clerk

**RESOLUTION TO COMMEND SYLVIA N. ROWLAND, EXECUTIVE
DIRECTOR OF THE COLLETON COUNTY MEMORIAL LIBRARY FOR HER
DEDICATED SERVICE TO WALTERBORO AND COLLETON COUNTY,
SOUTH CAROLINA**

WHEREAS, on April 2, 2010, *Sylvia N. Rowland*, retired as the executive director of the Colleton County Memorial Library after more than 25 years of service; and

WHEREAS, *Sylvia N. Rowland* has consistently provided technical and innovative library programs and information to all citizens, residents, children, adults, students, local elected officials, and surrounding communities and towns; and

WHEREAS, *Sylvia N. Rowland*, advocated and highlighted the library's commitment to service initiatives, always emphasizing the employee's outstanding contribution in that regard; and

WHEREAS, from her tenure as executive director for 23 years, she executed an impressive list of improvements to include: on-line access to all library services and information, completed a major campaign for renovations which added a 13,298 sq. ft. expansion, hiring staff to manage computer services and increasing staff from six to sixteen, implementation of technical processing department, children's program, young adult program, bookmobile program, summer reading program and other library services and activities; and

WHEREAS, officials and employees of the City of Walterboro appreciate the dedication, passion and service that *Sylvia N. Rowland* has provided for our hometown in communicating the value of improving the quality of life in Walterboro and Colleton County; and

WHEREAS, the City of Walterboro congratulates *Sylvia N. Rowland* on her retirement from the library and wishes her success in her future endeavors.

NOW, THEREFORE, BE IT RESOLVED, the Mayor and City Council, in Council Session Duly Assembled, join in expressing its heartfelt appreciation and gratitude to **SYLVIA N. ROWLAND**, for her 25 years of tireless service, leadership and friendship to Walterboro, its Council and its citizens and to Colleton County, South Carolina.

BE IT FURTHER RESOLVED that we extend our best wishes to Sylvia for a well deserved, relaxing and happy retirement.

ADOPTED this 13th day of April, 2010.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
City Clerk

ORDINANCE # 2010 - 04

AN ORDINANCE TO AMEND CHAPTER 21, THE WALTERBORO ZONING ORDINANCE AND LAND DEVELOPMENT REGULATIONS, SECTION 1.6, DEFINITIONS AND RULES OF CONSTRUCTION, TO ADD DEFINITIONS FOR “ALTERNATIVE FINANCIAL SERVICES INSTITUTIONS,” “CHECK-CASHING SERVICES,” “DEFERRED-PRESENTMENT SERVICES,” AND “TITLE-LENDING SERVICES”; AND TO CREATE A NEW ARTICLE XI, “ALTERNATIVE FINANCIAL SERVICE INSTITUTIONS,” TO SET FORTH REGULATIONS REGARDING LOCATIONS OF SUCH BUSINESSES WITHIN THE CITY OF WALTERBORO.

WHEREAS, the City of Walterboro adopted a comprehensive Zoning Ordinance on November 25, 2003; and

WHEREAS, that Ordinance has been amended from time to time, but “Alternative Financial Services Institutions” have not been addressed specifically; and

WHEREAS, City Council finds that establishing reasonable and uniform regulations to prevent the deleterious location and concentration of such businesses is in the best interest of the citizens of the City of Walterboro; and

WHEREAS, Council desires to amend the Zoning Ordinance to formalize standards for locations of businesses engaging in alternative financial services, including check cashing, deferred presentment, and title lending.

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

Article I, Section 1.6, Definitions and Rules of Construction, Subsection N is hereby amended to include the following language:

Alternative Financial Service Institution. The term “alternative financial service institution” means a business, other than a bank, credit union, savings bank or other depository institution, that provides one or more of the following services:

- (a) Check cashing;
- (b) Deferred presentment; or
- (c) Title lending.

Check-cashing services. The term “check-cashing services” means services that involve cashing checks, drafts, and money orders for a fee, service charge, or other consideration that are regulated pursuant to the provisions of Chapter 41 of Title 34 of the S.C. Code of Laws

Deferred-presentment services. The term “deferred-presentment services” means services that involve either (a) accepting a check from a borrower drawn on the borrower's bank account to be presented for payment at a later date for a fee or (b) authorization to debit borrower's bank account at a later date. This practice is sometimes known as “payday lending.”

Title-lending services. The term “title-lending services” means services that involve short-term secured loans that are secured by the title to a motor vehicle and are regulated by S.C. Code Ann. § 37-3-413.

Article XI, Alternative Financial Services Institutions, is hereby created with the following language in that section:

Section 11.1 Purpose of the Article.

It is the purpose of this Article to regulate alternative financial services institutions to promote the health, safety, and welfare of the citizens of the City, and to establish reasonable and uniform regulations to prevent the deleterious location and concentration of such businesses within the City.

Section 11.2 Location of Alternative Financial Services Institutions.

An alternative financial services institution shall comply with the following standards regarding location of the business:

1. The business shall be located no closer than 3,000 feet, measured lot line to lot line, from the nearest alternative financial services institution; and
2. The business institution must be located either:
 - (a) within a group nonresidential development, shopping center, or the like with all structures constituting a minimum of 30,000 heated square feet; or
 - (b) wholly within the confines of a grocery store or general merchandise retail establishment having a minimum of 30,000 heated square feet with no separate access to the exterior of the building.

Section 11.3 Vacancy, Abandonment, or Discontinuance of Business.

An alternative financial services institution that does not comply with the standards set forth in this Article shall not be reestablished after vacancy, abandonment, or discontinuance for

any consecutive 90-day period. An alternative financial services institution shall not be relocated without compliance with the standards set forth in this Article.

Section 11.4 Rules of Interpretation.

In case of a conflict between the standards set by this Article XI and any other provision in the Zoning Ordinance, the stricter standard shall apply.

This Ordinance shall be deemed effective upon Second Reading

DONE, this ____ day of _____, 2010.

William T. Young, Jr.,
Mayor

ATTEST:

Betty J. Hudson
City Clerk

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

ORDINANCE # 2010-05

AN ORDINANCE TO AMEND THE WALTERBORO ZONING ORDINANCE AND LAND DEVELOPMENT REGULATIONS SO AS TO CREATE A NEW ARTICLE XII TO RE-ESTABLISH AND PROVIDE FOR AN OVERLAY ZONE TO INCLUDE AIRPORT OVERLAY ZONE HEIGHT RESTRICTIONS AND MATTERS RELATED THERETO.

WHEREAS, prior to the 2003 revisions to the City of Walterboro Zoning Ordinance, the City Zoning Ordinance included zoning restrictions that applied to the Walterboro Municipal Airport, which zoning restriction were set out in Ordinance 1992-14 and in Chapter 21, Article XIII of the Code of the City of Walterboro adopted in 1994; and

WHEREAS, in the 2003 revisions to the City of Walterboro Zoning Ordinance, the zoning requirements for the Walterboro Municipal Airport were inadvertently omitted from the new codification;

WHEREAS, the name of the airport has been changed to Lowcountry Regional Airport, by the Walterboro-Colleton County Airport Commission, which is vested with the care, custody and control of the airport; and

WHEREAS, City Council, desires to adopt this Ordinance to amend the current Zoning Ordinance of the City to include the zoning restrictions to be applicable to the renamed Walterboro Municipal Airport; and

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Walterboro, in Council assembled,

SECTION I

Article XII, "Airport Overlay Zones and Height Restrictions" is hereby created with the following language in that Article:

ARTICLE XII. AIRPORT OVERLAY ZONES AND HEIGHT RESTRICTIONS

Sec. 12.1 Title.

This Ordinance shall be known as and may be cited as the City of Walterboro Airport Safety Ordinance.

Sec. 12.2 Definitions.

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

Administrator means the official charged with the enforcement of this article who shall be the City Building Official/Code Enforcement Officer.

Airport means the Lowcountry Regional Airport.

Airport elevation means the highest point on any usable landing surface expressed in feet above mean sea level.

Approach surface means a surface longitudinally centered on the extended runway centerline, extending outward and upward from the end of the primary surface and at the same slope as the approach zone height limitation slope set forth in section 12.3. In plan view the perimeter of the approach surface coincides with the perimeter of the approach zone.

Approach, transitional, horizontal and conical zones means the zones set forth in section 12.3.

Conical surface means a surface extending horizontally twenty (20) feet for every one (1) foot vertically from the periphery of the horizontal surface.

Hazard to air navigation means an obstruction determined by the state Aeronautics Commission or the Federal Aviation Administration to have a substantial adverse effect on the safe and efficient utilization of navigable airspace in the state.

Height means, for the purpose of determining the height limits in all zones set forth in this article, the datum shall be mean sea level elevation unless otherwise specified.

Horizontal surface means a horizontal plane one hundred fifty (150) feet above established airport elevation, the perimeter of which in plan view coincides with the perimeter of the horizontal zone.

Nonconforming use means any preexisting structure or object of natural growth which is inconsistent with the provisions of this article or any amendment to this article.

Obstruction means any structure, growth, or other object including a mobile object, which exceeds a limiting height set forth in section 12.3.

Permit means a document issued by the city allowing a person to begin an activity which may result in any structure or vegetation exceeding the height limitations provided for in this article.

Primary surface means a surface, with a specified width as provided in section 12.3, longitudinally centered on the runway. When the runway has a specifically prepared hard surface, the primary surface extends two (200) hundred feet beyond each end of the runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

Runway means a specified area on an airport prepared for landing and takeoff of aircraft.

Transitional surface means surfaces which extend outward perpendicular to the runway centerline extended at a slope of seven (7) feet horizontally for every one (1) foot vertically from the sides of the primary and approach surfaces to where they intersect the horizontal and conical surfaces.

Vegetation means any object of natural growth.

Zone means all areas provided for in section 12.3, generally described in three (3) dimensions by reference to ground elevation, vertical distances from the ground elevation, horizontal distances from the runway centerline and the primary and horizontal surfaces, and capped at specific vertical limits by the surfaces of the zones provided for in section 12.3.

For further definitions and rules of construction generally, refer to §§ 1-5 and 1-6 of 2009 Code.

Sec. 12.3 Zones established.

In order to carry out the provisions of this article, there are hereby established certain zones which include all of the areas of the city lying beneath the approach surfaces, transitional surfaces, horizontal surfaces and conical surfaces as they apply to Lowcountry Regional Airport. An area located in more than one (1) of the following zones is considered to be only in the zone with the most restrictive height limitation. These zones are as follows:

- (1) *Airport zone.* A zone that is centered about the runway and primary surface and is capped by the horizontal surface.
- (2) *Approach zone.* A zone that extends away from the runway, ends along the extended runway centerline and is capped by the approach surfaces.

- (3) *Conical zone.* A zone that circles around the periphery of and outward from the horizontal surface and is capped by the conical surface.

Specific geometric standards for these zones are to be found in 14 C.F.R. §§ 77.21-77.25 (2010) or in successor federal regulations.

Sec. 12.4 Height limitations.

Except as otherwise provided in this article, in any zone created by this article no structure shall be erected, altered or maintained, and no vegetation shall be allowed to grow to a height so as to penetrate any referenced surface of any zone provided for in section 12.3 at any point. The height restrictions for the individual zones shall be those planes delineated as surfaces in 14 C.F.R. §§ 77.21-77.25 (2010), or in successor federal regulations

Sec. 12.5 Use restrictions.

Notwithstanding any other provision of this article, within any zone established by this article no use may be made of land or water in such a manner as to:

- (1) Create electrical interference with navigational signals or radio communications between the airport and aircraft;
- (2) Diminish the ability of pilots to distinguish between airport lights and other lights;
- (3) Result in glare in the eyes of pilots using the airport;
- (4) Impair visibility in the vicinity of the airport;
- (5) Create the potential for bird strike hazards; or
- (6) Otherwise in any way endanger or interfere with the landing, takeoff, or maneuvering of the aircraft intending to use the airport.

Sec. 12.6. Nonconforming uses.

- (a) Except as provided in subsection (b) of this section, the regulations prescribed by this article shall not require removing, lowering, changing or altering any structure not conforming to the regulations as of the date of adoption of this ordinance, nor shall they otherwise interfere with the continuance of a nonconforming use. Nothing contained in this article shall require any change in the construction, alteration or intended use of any structure, the construction or alteration of which was begun prior to the date of adoption of this ordinance, and has been diligently pursued.

- (b) Notwithstanding the provisions of subsection (a) of this section, the owner of any existing nonconforming structure or vegetation or any structure or vegetation that may in the future become or be found to be nonconforming, is hereby required to comply with the following:
 - (1) in the case of a nonconforming structure, to permit the installation, operation and maintenance thereon of whatever markers and lights deemed necessary by the Federal Aviation Administration, the state Aeronautics Commission or the administrator to indicate to the operators of aircraft in the vicinity of the airport the presence of that airport obstruction; or
 - (2) in the case of nonconforming vegetation, to allow the cutting and complete removal of the vegetation and not just the portion of the vegetation that is found to encroach in the protected airspace.
- (c) The markers and lights referenced in this section shall be installed, operated and maintained at the expense of the Walterboro Colleton County Airport Commission.
- (d) The cutting and removal of vegetation referenced in this section shall be at the expense of the Walterboro Colleton County Airport Commission.

Sec. 12.7 Permits.

- (a) No structure shall be erected or otherwise established in any zone created by this article unless a permit therefore shall have been applied for and granted. Each application for a permit shall indicate the purpose for which it is desired with sufficient specificity to determine whether the resulting structure would conform to the regulations prescribed in this article. No permit for a structure inconsistent with this article shall be granted unless a variance has been approved as provided in subsection (d) of this section.
- (b) No permit shall be granted that would allow the establishment or creation of an obstruction or permit a nonconforming use or structure to become a greater hazard to air navigation than it was on the date of adoption of this ordinance, or the effective date of any amendments to the ordinance from which this article is derived or than it was when the application for a permit was made.
- (c) Whenever the administrator determines that a nonconforming structure has been abandoned or more than fifty (50) percent destroyed, physically deteriorated or decayed, no permit shall be granted that would enable such structure to be rebuilt, reconstructed or otherwise refurbished so as to exceed the applicable height limit or otherwise deviate from the regulations contained in this article.

- (d) Any person desiring to erect or increase the height or size of any structure not in accordance with the regulations prescribed in this article may apply for a variance from such regulations to the City Council sitting as the Airport Safety Appeals Board. The application for variance shall be accompanied by a determination from the Federal Aviation Administration as to the effect of the proposal on the operation of air navigation facilities and the safe, efficient use of navigable airspace. A variance shall be allowed when it is duly found that a literal application or enforcement of the regulations would result in unnecessary hardship and relief granted would not be contrary to the public interest, would not create a hazard to air navigation, would do substantial justice, and would be in accordance with the spirit of this article.
- (e) Any permit or variance granted may, if such action is deemed advisable to effectuate the purpose of this article and be reasonable in the circumstances, be so conditioned as to require the owner of the structure in question to install, operate and maintain, at the owner's expense, such markings and lights as may be deemed necessary

Sec. 12.8 Enforcement.

The administrator shall administer and enforce the regulations prescribed in this article. Applications for permit and variances shall be made to the administrator on a form published for that purpose

Sec. 12.9 Appeals; judicial review.

- (a) Any person aggrieved or affected by a decision of the administrator may appeal to the City Council sitting as the Airport Safety Appeals Board.
- (b) Any person aggrieved or affected by a decision of the Airport Safety Appeals Board may appeal to the Circuit Court in the County.

Sec. 12.10 Penalties.

Each violation of this article shall constitute a misdemeanor and be punishable, upon conviction, as provided in section 2 4 of the Zoning Ordinances of the City of Walterboro. Each day in which a violation occurs shall constitute a separate offense.

SECTION II

This ordinance shall take effect immediately on final adoption by City Council.

ADOPTED BY THE MAYOR AND CITY COUNCIL, IN COUNCIL ASSEMBLED,
 this _____ day of _____, 2010

William T. Young, Jr
Mayor

ATTEST:

Betty J. Hudson
City Clerk

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

ORDINANCE # 2010-06

AN ORDINANCE ADOPTING THE 2010 CITY OF WALTERBORO COMPREHENSIVE PLAN.

WHEREAS, the South Carolina Local Government Comprehensive Planning Enabling Act of 1994 (hereinafter "the Act"), codified in Title 6, Chapter 29 of the Code of Laws of South Carolina (2010), authorizes City Council to create a municipal planning commission; and

WHEREAS, City Council has created a municipal planning commission (hereinafter "Planning Commission"), as provided in the 2009 City Code Chapter 24; and

WHEREAS, the Act requires the Planning Commission to undertake a continuing planning program for the physical, social, and economic growth, development, and redevelopment of the City; and

WHEREAS, the Act further requires the Planning Commission to prepare and revise plans and programs periodically for the development of the City; and

WHEREAS, the Planning Commission has prepared and recommended, by resolution passed by a majority of its members at its meeting held on March 2, 2010, a comprehensive plan for adoption by the City; and

WHEREAS, City Council has properly advertised and conducted a public hearing in accordance with Title 6, Chapter 29, Code of Laws of South Carolina.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, duly assembled that:

- 1. The 2010 City of Walterboro Comprehensive Plan, as recommended to Council by the Planning Commission by resolution at its meeting on March 2, 2010, is hereby adopted.
- 2. The provisions of the 2010 Comprehensive Plan shall be effective upon adoption.
- 3. All prior comprehensive plans, or parts thereof, which are in conflict with the 2010 Comprehensive Plan are hereby repealed. All provisions of prior comprehensive plans which are intended to continue shall remain in full force and effect.

DONE, this ____ day of _____, 2010

William T Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
City Clerk

First Reading: _____, 2010
Second Reading: _____, 2010
Public Hearing: _____, 2010

Telephone: 843-549-2545

Fax: 843-549-9795

TDD Relay: 1-800-735-2905

City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

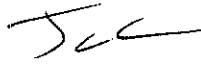
Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

To: Mayor and Council

From: Jeffrey, V. Lord, City Manager



Date: 4/8/2010

Re: Zoning Ordinance Revision for qualifications

On February 4th, 2010 the City advertised in South Carolina Business Opportunities (SCBO) for planning consultant services. SCBO is a twice-weekly publication that lists proposed procurements involving goods, services, information technology and construction. According to the South Carolina State Procurement Code, solicitations by South Carolina State Government Agencies must appear in SCBO. Other governmental entities, such as cities, can also advertise in SCBO.

The City received four submittals for our Request For Qualifications (RFQ) from professional planning firms that specialize in zoning and subdivision regulations who are interested in providing consultant services to City of Walterboro to update its Zoning Ordinance. After a review of the submittals per the Procurement Policy by David Dodd and myself, two firms were selected for interviews on March 19th. These firms were: Benchmark CMR, Inc. of Kannapolis, NC and Clarion Associates of Chapel Hill, NC.

Representing the city in the interview were Mr. Dodd, Thomas Angell (Chairman of your Planning Commission), and myself. During each interview, each firm's experience and methodology with zoning ordinance revisions was discussed at length.

As a result of this process, it is staff's and Mr. Angell's unanimous recommendation to accept Benchmark CMR, as the most qualified team and to seek contractual terms from them to provide consultant services in the forthcoming Zoning Ordinance Revision.

A copy of the ad, Scope of Work, and recommended firm's proposal is attached.

- Representations, Certifications & Other Statements of Bidders (HUD 5369-A)
- Certificate of Section 3 Compliance
- Estimated Project Work Force – Prime Contractor
- Estimated Project Work Force – Sub Contractor
- MBE Participation Certification

Prior To Contract Execution, the low bidder shall furnish on forms provided by or in a format acceptable to the Owner the following documents:

- Subcontractor & Supplier List(s)
- Performance & Payment Bonds
- Insurance Certificate(s)
- Bidder's Experience Form
- Sub grantee / Contractor / Sub-contractor Certifications & Assurances

Performance & Payment Bonds In The Amount of one hundred percent (100%) of the contract amount will be required

All Products, Equipment, & Materials Provided under this contract must be made in the United States of America. The contractor will be required to certify the made in USA status with each pay application. Bidders attention is directed to the Supplemental Conditions of the Contract (00801) Clauses 11 & 27 Scope of Work item 2.1 (page 01100-3), & Submittal Procedure item 2.1 (page 01330-1)

Contract For Work Under This Bid Will Obligate The Contractor & subcontractors not to discriminate in employment practices. Bidders shall submit a compliance report in conformity with Executive Order No. 11246. The Housing Authority encourages minority owned businesses to participate.

The Columbia Housing Authority Shall Have The Right To Reject any or all bids & to waive minor technicalities & irregularities in the bidding process.

Direct All Inquiries To Cynthia Neely, Director of Procurement & Contract Administration, Columbia Housing Authority, (803) 254-3886 Ext 234

GABLE DRIVE IMPROVEMENTS FOR ABBEVILLE COUNTY

Abbeville County Will Receive Sealed Bids for the Gable Drive Improvements Project until 2:00pm, Wednesday, February 24, 2010, at the Abbeville County Department of Public Works, 1094 Gassoway Farm Road, Abbeville, SC 29620. Abbeville County is not responsible for delays in the mail. Bids will be publicly opened & read aloud. Bids received after the stated time will not be accepted. A bid bond shall be

required in the amount of 5% of bidder's maximum bid price.

In General, The Project Can Be Described as consisting of the grading, drainage & paving for Gable Drive from the beginning for approximately 1,056 ft to S 631 (Bera Simpson Road).

The Total Contract Time Shall Be 90 consecutive calendar days from the date of Notice-to-Proceed.

Bidding Documents May Be Examined at the following locations:

- AGC Office: Greenville, SC
- F W Dodge Office: Greenville, SC

Bidding Documents May Be Purchased from the Engineer. The LPA Group, Inc., 700 Huger Street, Columbia, SC 29201, (803) 254-2211, upon prior payment of the non-refundable fee of \$75.00. Please contact Tommy Wilson for bidding documents & address any questions to Renee Tison, the project engineer.

Abbeville County Reserves The Right to reject any & all bids, portion thereof, to waive any minor technicalities & irregularities or to make an award deemed in its best interest, subject to the requirements of any applicable laws of procurement.

CONSULTANT PROFESSIONAL SERVICES

HISTORIC RESOURCES SURVEY FOR CITY OF GEORGETOWN

Description: The City of Georgetown invites proposals from qualified consultants specializing in historic preservation or related field to complete a comprehensive inventory of properties in the Georgetown Historic District. The project is funded, in part, by a grant from the National Park Service, administered by the SC Department of Archives & History.

Proposal Submission Deadline: Tuesday 3/2/10 – 5:00pm

Location for the Receipt of Proposals: City of Georgetown, 120 North Fraser St. Georgetown SC 29440

Request for Proposal Documents can be obtained by contacting Stephen Stack, Deputy Director of Development

Telephone: (843) 545-4010
E-mail: ssstack@coqsc.com

ZONING ORDINANCE REVISION FOR CITY OF WALTERBORO

City of Walterboro is requesting proposals from professional planning firms that specialize in zoning & subdivision regulations who are interested in providing consultant services to City of Walterboro to update its Zoning Ordinance.

The major emphasis of the update to the Zoning Ordinance should be addressing the future land use pattern & supporting regulatory elements for implementation. The public input process for preparation of the revision of the Zoning Ordinance should contain methods designed to encourage public participation.

The consultant team will provide project management, technical expertise, mapping graphics, data collection & analysis, best practices research & recommendations & drafts of the Zoning Ordinance.

The consultant team will be responsible for presentation materials & delivering drafts & public review documents of all planning & regulatory elements including all supporting data, maps, graphics, etc., throughout the Zoning Ordinance update process.

Contract approval is expected to occur on or before March 2010 but may be extended. The desired time frame for starting the project is April 2010 & shall be completed by September 2010.

The City reserves the right to reject any or all proposals, or to accept any proposal in part or reject it in part & to waive any informality or irregularity in proposals received if it is determined by the City Manager or designee that the best interest of the City will be served in doing so.

Interested firms must request a copy of the complete scope of work to be considered. To receive a complete scope of work, contact David Dodd, Planning & Codes Director, at (843) 549-2545 or ddodd@walterborosoc.org

EQUIPMENT

Description: ONE EACH LABORATORY CRYSTAL CUTTER WIRE SAW

Solicitation Number: USC-RFQ-1635-RB
Delivery Point: Columbia

Submit Offer By: 2/18/10 – 3:00pm. Not a public bid opening.

Purchasing Entity: USC Purchasing, 6th Floor, 1600 Hampton St, Columbia, SC 29208

Bid Request: <http://purchasing.sc.edu> or call the USC bid line at (803) 777-0255

Buyer: Reed Bickers

Scope of Work

I. Purpose

City of Walterboro, South Carolina, seeks to undertake a complete revision of its Zoning Ordinance. The Comprehensive Plan is currently in its final draft form and is expected to be adopted soon. The City of Walterboro will begin revision of its Zoning Ordinance immediately after adoption of the Comprehensive Plan. City of Walterboro has had Zoning Ordinance since 1976 and with the revision adopted in 2006. The South Carolina Local Government Planning Enabling Act of 1994 (SC Code of Laws, Title 6, Chapter 29) requires that implementation regulations authorized under this statute be in conformance with the comprehensive plan.

II. Scope of Services

1. General

City of Walterboro is requesting proposals from professional planning firms that specialize in zoning and subdivision regulations who are interested in providing consultant services to City of Walterboro to update its Zoning Ordinance. City of Walterboro is the county seat in Colleton County a rural county located in the southeastern corner of South Carolina. The City has a population of 5,750 persons and is located equidistant to several high growth areas along the state's coast

The major emphasis of the update to the Zoning Ordinance should be addressing the future land use pattern and supporting regulatory elements for implementation. The public input process for preparation of the revision of the Zoning Ordinance should contain methods designed to encourage public participation.

2. Zoning Ordinance

A complete revision of the Zoning Ordinance is needed to support the new Comprehensive Plan. The revision should include, but not limited to:

2A. Administrative aspects of the Zoning and Land Development Regulations, including purpose, intent, duties of individual Boards and Commissions, enforcement procedures and penalties.

2B. Establishment of zoning districts and text, list of permitted and conditional uses and geographic location of zoning districts in the City, both of which are to advance the new Comprehensive Plan and future land use map.

2C. Establishment of review procedures and permits for proposed developments and/or requested variances, including all supporting documentation needed for site plans, exempt, preliminary and final plats and alike.

2D. Establishment of development standards and standards of approval for site plans, plats, variances, appeals, and amendments.

2E. Establishment of basic rules and regulations, such as setbacks and separation distances, density, lot area and coverage; landscaping, screening and buffering requirements; signage, parking and loading; minimum development standards affecting streets and access (public and private), lighting, easements, lots, required infrastructure improvements (water, wastewater, fire protection, etc.); drainage, utilities, etc

3. Revision Objectives

The objective is to produce regulatory controls that:

- Provides greater specificity;
- Make use of more graphics to illustrate concepts;
- Supported by current, accurate and comprehensive data;
- Organized clearly and easy to read;
- Provides a reasoned connection between the Plan and regulations;
- Includes specific and measurable implementation strategies and associated timeframes; and

The consultant team will provide project management, technical expertise, mapping, graphics, data collection and analysis, best practices research and recommendations, and drafts of the Zoning Ordinance. It is essential that the consultant team's progress and direction be coordinated with the City's Planning and Codes Director during the update process. The City Planning and Codes Director will act as liaison with the consultant

The following items are to be addressed in the response from the consultant:

3A. Public Involvement. The update process for the Zoning Ordinance should include opportunities for public input that goes beyond the legally required public hearings. The Consultant should recommend a public participation strategy and framework to address this and give consideration to the City's diverse suburban lifestyles, and historical attitudes. While traditional approaches have been used in the past to secure input, the use of innovative or non-traditional methods is encouraged.

3B. Zoning Ordinance Format: City of Walterboro seeks to produce a Zoning Ordinance that is highly visual, using maps, charts, renderings, photos, sketches, and other graphic tools to convey information and illustrate policies, standards and procedures. The revision of the Zoning Ordinance may take the form of a unified ordinance or be prepared as two separate ordinances addressing zoning standards and subdivision regulations.

3C. Planning for Diversity and Social Needs: City of Walterboro has a population of approximately 5,750 persons with a wide range of lifestyles and landscapes. While the City as a whole is predominately urban in character, it does contain pockets of developing urban, suburban, and natural environments. This wide variety of environments attract a range of uses including single-family residential, multi-family residential, highway and neighborhood commercial, etc. As a result, the land use regulations should be able to address these conditions in a manner that is sensitive to their character, especially regarding signage, landscaping, parking, setbacks, road and drainage standards.

III. Project Deliverables

The consultant team will be responsible for presentation materials and delivering drafts and public review documents of all planning and regulatory elements including all supporting data, maps, graphics, etc., throughout the Zoning Ordinance update process. Upon completion, the consultant will provide two (2) digital copies of the approved Zoning Ordinance in Microsoft Word format, jpg, and any other format provided herein, and will provide all ArcGIS layer files, shapefiles, and all other ArcGIS-related projects or files utilized in the Zoning Ordinance update.

The consultant will deliver interim documents related to the elements of the Zoning Ordinance. The consultant will be responsible for producing two (2) complete drafts of Zoning Ordinance during the planning process as well as the final versions. All changes to the interim drafts are subject to review and approval by Planning and Codes Director, and are to be prepared and grouped as content or format modifications. All deliverables should be supportive to, and not duplicative of, the routine planning done in other City departments and agencies.

It should be noted that the City currently has no GIS or other electronic map files, however, Colleton County has a digital parcel database that may be available to the Consultant. The consultant shall utilize software that shall provide the following at a minimum:

Ease of use in importing standard Microsoft software programs/application files

Ability to produce professional, formatted and stylized PDF print ready and web ready accessible content (HTML) from a single source.

Compatibility with the City's current Microsoft operating system.

IV. Time Frame and Award

The consultant, as part of their proposal, shall submit a work program timetable indicating dates for initiation and completion of all work program activities. Contract approval is expected to occur on or before March 2010 but may be extended. The desired

time frame for starting the project is April 2010 and shall be completed by September 2010.

V. Proposal Requirements

Qualified firms should have a working knowledge of the state requirements for planning in South Carolina, as well as thorough knowledge of regulatory land use controls. All questions regarding the RFP should be referred to the City of Walterboro Planning and Codes Director at ddodd@walterborosc.org.

Interested firms shall provide the following information:

1. Return of three (3) completed RFPs signed.
2. Contact information.
3. Description of the firm's organizational structure, where the firm is organized/incorporated, and names of the principles, officers, and directors of the firm.
4. Key personnel – names, titles, experience, and length of service with the firm.
5. List of sub-consultants and services they will provide.
6. Statement of qualifications – a statement or narrative describing the firm's qualifications for successfully completing this project. Explanation of how the firm will meet the scope of work.
7. Project list – a list of related projects completed by the firm and its key personnel.
8. References – Names and contact information of references familiar with the firm's performance and capabilities.

VI. Evaluation Criteria

Each proposal will be evaluated for responsiveness and scored to the requirements of the RFP. Each listed criteria is worth a maximum of 5 points for a total of 40 points. The evaluation criteria shall include:

1. Prior experience with Land Use Planning and Regulation.
2. Qualifications and experience of individuals who will perform and supervise the planning process.
3. The firm's approach to the revision process.

4. Ability of the firm to meet the City's timeframe.
5. Response to the scope of work.
6. References.
7. Proposal presentation and project workload.
8. Firm's accessibility and familiarity with the area.

VII. Procurement Process

Proposal Due Date	February 19, 2010
Team Interviews	March 1-5 2010
Contract Award	To be determined
Contract Approval	To be determined
Start Project	To be determined

VIII. Selection Process & Reservation of Rights

The highest scoring firms will be invited to interview with City staff and respond to questions regarding their proposals. A ranked recommendation for selection will then be forwarded to City Council and upon their approval contract terms will be presented and discussed with the highest ranked firm. Final contract will then be presented to City Council for final approval. If there is a failure to reach an agreement on contract terms with the highest ranked firm the City may reject that firm and consider the next highest ranked firm. This process may continue until contract terms acceptable to the City are approved by City Council.

The City reserves the right to reject any or all proposals, or to accept any proposal in part or reject it in part and to waive any informality or irregularity in proposals received if it is determined by the City Manager or designee that the best interest of the City will be served in doing so. No proposal will be accepted from, or contract awarded to, any company or person who is in arrears to the City upon debt through contract or who is a defaulter of security or otherwise upon an obligation to the City or who may be in other respects disqualified. The Respondent to whom the award is made will be notified at the earliest possible date by a written notice mailed to or delivered at the office of the Respondent designated in the RFP response.

City of Walterboro



South Carolina



February 19, 2010

Zoning Ordinance & Land Development Regulations Revisions

PROPOSAL

In partnership with



HILL
STUDIO



CMR, Inc.

1.800.650.3925 - www.benchmarkplanning.com

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118 South Main Street
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(704) 933-6160 fax
www.benchmarkplanning.com



February 19, 2010

City of Walterboro
Attn: Jeffery V. Lord, City Manager
242 Hampton Street
Walterboro, SC 29488

Dear Mr. Lord and Selection Committee,

Thank you for the opportunity to submit our qualifications and proposal to partner with the City of Walterboro in the development of a complete revision of your zoning and land development regulations. We have assembled an outstanding team of experienced professionals from Benchmark and Hill Studio with expertise in land use planning, landscape architecture and architecture to provide technical assistance in the preparation of the amendments/revisions, detailed graphic illustrations, and the overall reorganization/layout of your ordinances.

Over the 27 year history of our firm, Benchmark has had the opportunity to work in well over 300 cities, towns and counties throughout North and South Carolina, and as a specialty has developed a niche for preparing unified development ordinances and land development regulations. In 2008 and 2009, Benchmark prepared development regulations for five counties and over six municipalities. Our most recent South Carolina project work was the 2020 Comprehensive Plan and Ordinance updates for Colleton County.

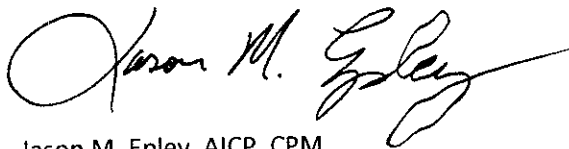
Benchmark's staff is comprised of planning practitioners, individuals that have experience working with citizens for local governments in a planning and zoning capacity. With that practical background, our firm strongly believes in keeping the process simple, straightforward and easy to understand. We work with citizens on a daily basis with land use issues, zoning and subdivision ordinances and we have not lost sight of keeping plans and ordinances reasonable and easy to understand.

Benchmark will be collaborating with Hill Studio, a firm of architects, landscape architects, and planners, with expertise in community planning, town and urban design, housing, master planning, and historic preservation. Hill Studio has offices in Roanoke, Virginia and Greenville, South Carolina that will provide a full range of design expertise on the ordinance project. Although Benchmark's team is capable of producing basic design examples, Hill Studio brings years of expertise in developing illustrations for development regulations for cities and counties that we believe are applicable to Walterboro. The Hill Studio Team will be led by its Director of Planning, Evie Slone, AICP, LEED AP, who is the former Planning Director of the City of Roanoke, Virginia.

We look forward to the possibility of working with you and helping the City develop the new, user friendly ordinance that will help implement the Comprehensive Plan. We welcome the chance to present our proposal in more detail – learning more about your thoughts and desires for improving your ordinances.

If you have any additional questions or need additional information that is not covered in the proposal, please feel free to contact me at 800.650.3925 or via email at jepley@benchmarkplanning.com.

Respectfully,



Jason M. Epley, AICP, CPM
Executive Vice President
Special Projects

BENCHMARK CMR, Inc. (Primary Contact)

Jason M. Epley, AICP, CPM
Executive Vice President
Special Projects

Benchmark CMR, Inc.
118 South Main Street
Kannapolis, NC 28081

(tel) 800 650 3925
(fax) 704 933 6160
(cell) 704 305 4381
(email) jepley@benchmarkplanning.com
(web) www.benchmarkplanning.com



Benchmark Offices on Main Street in Kannapolis

Hill Studio (Contact Information)

Evie Slone, AICP - LEED AP - NCI Charrette Planner
Director of Planning
Hill Studio
Architecture - Landscape Architecture
Community and Land Planning -
Historic Preservation
120 West Campbell Avenue
Roanoke, VA 24011

(tel) 540 342 5263
(fax) 540 345 5625
(email) ESlone@hillstudio.com
(web) www.hillstudio.com



Hill Studio Offices in Roanoke, Virginia

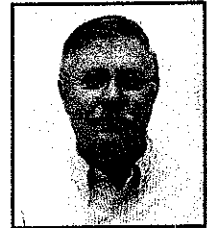
II. OVERVIEW OF BENCHMARK AND HILL STUDIO

BENCHMARK - OFFICERS

- *Gary Wilson – President/Owner*
- *Jason Epley, AICP, CPM – Executive Vice President / Special Projects*
- *Richard Smith – Executive Vice President / Consulting Services*

Gary M. Wilson – President / Owner

Mr. Wilson serves as director of program services for the firm he co-founded as Stark-Wilson Associates in 1982, which evolved into Benchmark, CMR Inc., headquartered in downtown Kannapolis, North Carolina. Mr. Wilson has developed numerous zoning ordinance and planning studies over his 38 year career. Mr. Wilson was the second Director of Planning for Cabarrus County, North Carolina from 1971 to 1974, where he conducted the County's first land use survey and worked with the County's first planning board. With Centralina Council of Governments from 1974 to 1981, Mr. Wilson served as Director of Planning and carried out the HUD 701 - Planning Program. Mr. Wilson also supervised the regional technical assistance program providing a variety of special project services to member client jurisdictions.



Outside of the office Mr. Wilson is an avid outdoorsman who enjoys hiking and hunting throughout the United States and overseas. Mr. Wilson and his wife are involved in the community and contribute to the Davis Theatre in Concord, North Carolina.

Education

Bachelor of Arts in Business Administration, *University of North Carolina at Charlotte*

Jason M. Epley, AICP, CPM – Executive Vice President / Special Projects

A graduate of Clemson University's City and Regional Planning Program, Mr. Epley has provided direct planning assistance and advice to over fifty-five municipalities and more than twenty-five counties concerning land use development, design and growth issues in North and South Carolina for 15 years – receiving several planning awards from professional planning organizations as well as local recognition on many of his projects. He is the immediate Past-President of the North Carolina Downtown Development Association and specializes in comprehensive land use planning and regulation, and downtown revitalization.



Mr. Epley has devoted his entire career to public service, serving as a small town planner, a planner in a mid-size city, a planner in a large urban county and as a regional planning director with the North Carolina Department of Commerce. Mr. Epley has primarily worked with small to mid-size growing communities and rural counties transitioning to more developed places. Mr. Epley is a tremendous facilitator and communicator, and an accomplished photo illustration artist.

Finally, Mr. Epley is married with three children and serves in his local church and community in various capacities. He enjoys biking, hiking and spending time outdoors with his family.

Education

Master of City and Regional Planning, *Clemson University*
Bachelor of Arts, Geography, *University of North Carolina at Greensboro*

Richard Smith – Executive Vice President / Consulting Services

Mr. Smith has 15 years of experience in local government planning writing zoning ordinances, directing large City and County departments, and implementing community development projects. Mr. Smith previously worked in various planning and zoning capacities with Lincoln County and Catawba County, NC. Prior to joining Benchmark, Mr. Smith served as Director of Planning and Community Development for Moore County, NC where he was responsible for facilitating current and long-range planning duties, overseeing community development projects including two major water districts, coordination of regional planning efforts, and administration of building services.



Mr. Smith is married with three children and is involved with his local church and community. Mr. Smith enjoys time with his family, hunting, camping, hiking and the outdoors.

Education

Master of Public Administration, *Appalachian State University*

Bachelor of Science in Business Administration, Real Estate Concentration, *Western Carolina University*

HILL STUDIO - OFFICERS

David P. Hill, ASLA – President and Founder

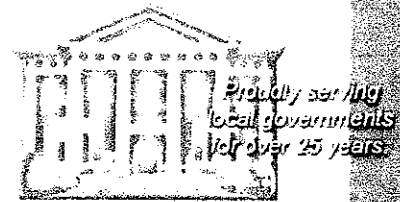
David P. Hill, ASLA, is the president of Hill Studio, which he founded in 1988. Mr. Hill is registered as a landscape architect in 7 states (including North and South Carolina) with professional degrees from Virginia Tech and Harvard Graduate School of Design. He has directed and participated in numerous projects in master planning, urban design, community redevelopment, visual characterization, and land development. He has developed numerous community master plans, most of which involved significant public participation components. Mr. Hill is a frequent lecturer throughout the United States and is a global pioneer in bringing U.S. practices of landscape architecture and urban design to China.

Education

Master of Landscape Architecture with Distinction, *Harvard University*

Bachelor of Landscape Architecture, *Virginia Polytechnic Institute and State University*

Company Profile



Our History

Benchmark CMR, Inc. has been a leader and innovator in local government contracting and outsourcing services since it was founded in 1982 as Stark-Wilson Associates. Under the leadership of Gary Wilson, the current owner/president and founding partner of the firm, Benchmark has grown and expanded its business to encompass a wide range of government service sectors and specialties. Today, Benchmark provides local government services through the company's three operating divisions: Continuing Services, Special Projects and Grant Administration. Each division is focused on providing Benchmark's clients with solutions that are scaled and tailored to their individual needs.

Our Services

Through the Continuing Services division, Benchmark provides flexible staffing arrangements for its clients ranging from on-call planners, zoning administrators or code enforcement officers who respond to individual requests for service to the outsourcing of a planning, zoning and code enforcement department with full- or part-time personnel on-site during the workweek. The Special Projects division assists local government clients with the preparation of land use plans, development ordinances, annexation studies, urban design plans, strategic plans and similar projects. Benchmark also provides a full range of compliance and administrative services to Community Development Block Grant recipients through the Grant Administration division, which is capable of administering grants of all sizes and types, from water and sewer projects to housing rehabilitation to nonprofit capacity building. Although separate, the divisions work closely with each other, in many cases sharing personnel for projects in order to ensure that the correct mix of experience and ability is devoted to our clients' projects.

Our Team

The Benchmark team includes individuals that have experience on the front lines of local government – veteran planners and administrators who are dedicated to their professions, and who work closely with local government clients to provide customized solutions for their unique needs. Benchmark's focus on the quality of its engagement with clients ensures the effectiveness of the services provided and successful implementation of clients' plans and projects. Partnering with Benchmark brings not only expertise and commitment to a community's project, but also a dedicated team that shares a community's desire to fulfill its needs in a responsive, effective, and cost-conscious manner.

Our Clients

Benchmark's client base is comprised of a large number of long-term or repeat customers, with some relationships extending over 25 years. This ability to build and maintain strong client relationships is the result of the staff's dedication to their professions and public service. These relationships are a hallmark and foundation of the company's business philosophy. This philosophy is exemplified by the great lengths to which the dedicated staff members go to ensure complete customer satisfaction.

"Our dedication means that we will always be there for our clients, and that dedication is what sets the standard for our business and sets us apart from our competitors." - Gary Wilson, Owner/President

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OVERVIEW OF HILL STUDIO

Hill Studio is a firm of architects, landscape architects, and planners, with expertise in community planning, town and urban design, housing, master planning, and historic preservation. We have offices in Roanoke, Virginia and Greenville, South Carolina. Hill Studio involves our clients as participating members of our diversified project team to produce results. We have won awards with our clients from numerous local and international professional societies for our uniquely-tailored designs and creative approaches to projects. Since 1988, we have been involved in over 1,800 projects, serving in both lead and team-member roles. Our work includes contracts with local governments, and state and federal agencies, as well as private individuals, business, and organizations. The firm's areas of specialization include the following:



COMMUNITY PLANNING

Hill Studio provides expertise in community development, comprehensive planning, land use and zoning. Our skilled, professional planners and designers work with local governments, community groups, and private property owners to undertake a diversity of planning projects, including town, city and county-wide plans, downtown revitalization plans, neighborhood plans, and land use/zoning studies.

LANDSCAPE ARCHITECTURE

Hill Studio's landscape architects design quality projects, facilities and master plans for land development and streetscapes. Our services range from schematic design to construction documents and administration. Our landscape architecture projects include trails, planned communities, business parks, college campuses and commercial developments, recreational facilities and public buildings. We specialize in creating special and unique community places and in integrating responsible environmental design into our projects.

ARCHITECTURE

Hill Studio excels in residential, commercial, and institutional architecture. Our projects include designs for resorts, municipal facilities, community centers, schools, multi-family housing, visitor centers, amphitheaters, downtown plazas and private residences. We specialize in the adaptive reuse of older buildings and design creative projects working with limited budgets.

HISTORIC PRESERVATION

Hill Studio offers technical preservation and architectural history services. We make a special effort to design our projects and plans by drawing from the existing community context and architecture, as well as its history. Our services include historic inventories and documentation, National Register nominations, Section 106 review, restoration, adaptive reuse, and historic tax credit applications and assistance.



SUSTAINABLE DESIGN

Hill Studio's planners, architects, and landscape architects are committed to incorporating sustainable design principles into every project that we undertake. Since our firm's inception, we have successfully integrated responsible, sensitive environmental practices into our designs. Our designers include LEED Accredited Professionals and others experienced in EarthCraft construction, alternative energy, green materials, and sustainable building practices and technologies. Our diverse in-house technical capabilities provide a broad knowledge of various disciplines, allowing quality collaboration and creativity in order to achieve environmentally appropriate solutions.

COMMUNITY DESIGN

Hill Studio successfully integrates our expertise in planning, architecture and landscape architecture to achieve quality town and urban design in our projects. Many of our clients are local governments and neighborhood organizations who emphasize sensitivity to the environmental and architectural context for new development. In established communities, we take special care in designing new development that enhances existing development, builds consensus among interests, and provides design guidance for future development. Several of our downtown master plans and community revitalization projects have won professional awards

LAND DEVELOPMENT

Hill Studio works with government agencies, community organizations and private developers to evaluate land development opportunities and prepare master plans and construction documents for site specific and planned unit industrial, commercial, residential and recreational developments. Our services include site analysis, development alternatives, project/site design, and architectural illustrations of the project. We work with our clients to help them visualize sustainable land development concepts and in many cases, assist them with implementation strategies and funding applications.

PARK AND ENVIRONMENTAL PLANNING

Hill Studio's projects have included the design and construction of various local, regional and national parks. Hill Studio emphasizes the natural patterns of the site in these designs, which are as cost-effective as environmentally sensitive. Our firm also assists in environmental planning for projects, including resource identification and impact analysis.

INTERPRETIVE PLANNING AND GRAPHIC DESIGN

Hill Studio offers interpretive planning for cultural and recreational facilities. Our interpretive specialists assist clients in creating effective public exhibits and communication strategies for conveying key messages and themes. We also offer graphic design services and comprehensive signage programs

III. KEY PERSONNEL

It is proposed that Jason Epley, AICP, CPM, Executive Vice President with Benchmark, will be the principal planner/project manager for this project – managing every aspect of the consultant Team work. Mr. Epley will be the primary point of contact for the client and representing Benchmark at all public meetings, Planning Commission meetings and any presentations to the City Council. Evie Slone, AICP, LEED AP, Director of Planning with Hill Studio, will be the primary contact for the Hill Studio Team members who will primarily contribute to the overall layout and development of illustrations and graphics for the ordinance updates.

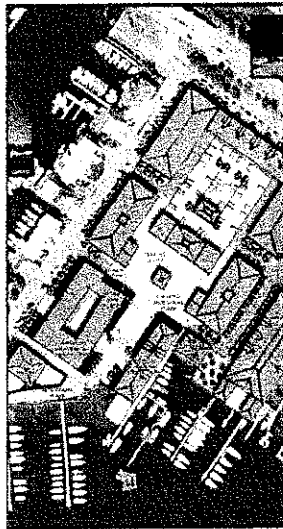
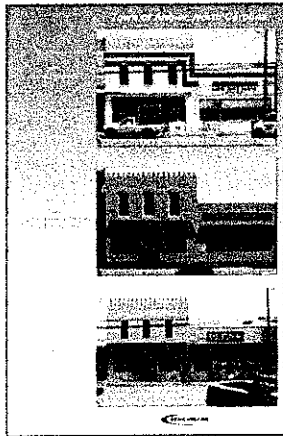
Providing significant contributions to the team from Benchmark will be project planners Vagn Hansen, AICP, and Erin Burris, AICP. Mr. Hansen has over seven years of experience working with local and state government and Ms. Burris has over nine years of experience working at the local government level and as a consultant. When combined, they have written over twenty development ordinances and will be responsible for organizing and writing the majority of the new ordinance and outlining all proposed amendments. They will also be available for any public meetings as needed.

In addition to Ms. Slone from Hill Studio, Patrick Hughes, AICP, a landscape architect/urban planner with five years of experience in community development and landscape architecture on a variety of projects will provide extensive assistance in graphic illustration of planning concepts and diagrams. Don Harwood, AIA, Director of Housing and Vice President of Hill Studio's South Carolina office will bring over 25 years of experience in residential planning, development and construction to the team. Specifically, he was the contributing team architect for the Roanoke Residential Pattern Book which received the 2009 Virginia APA Innovation Award.

Finally, David P. Hill, ASLA, the president and founder of Hill Studio, will provide assistance in the development of the graphics, document layout and presentation at key meetings. Mr. Hill was a lead contributor for the Roanoke Residential Pattern Book and for the Fluvanna County Illustrated Zoning Code. He is registered as a landscape architect in 7 states (including North and South Carolina) with professional degrees from Virginia Tech and Harvard Graduate School of Design. He has directed and participated in numerous projects in master planning, urban design, community redevelopment, visual characterization, and land development. He has developed numerous community master plans, most of which involved significant public participation components.

Team Member	Title and Role Assigned to Project	Percentage of Work
Benchmark Team Members		
Jason Epley, AICP, CPM	Overall Project Manager – Assistance on all aspects of project	20%
Erin Burris, AICP	Review of Existing Regulations and Plans/Ordinance Layout and Writing/Preparation	30%
Vagn Hansen, AICP	Review of Existing Regulations and Plans/Ordinance Writing	25%
Hill Studio Team Members		
Evie Slone, AICP, LEED AP	Hill Studio Team Leader – Assistance on all aspects of project	10%
Patrick Hughes, AICP	Evaluation and Preparation of Graphics and Document Layout	5%
Don Harwood, AIA	Evaluation and Preparation of Graphics and Document Layout	5%
David Hill, ASLA	Preparation of Graphics & Document Layout, Presentations	5%

Jason Epley, AICP, CPM
Executive Vice President
Special Projects



Professional Background

Mr Epley has provided direct planning assistance and advice to over fifty-five municipalities and more than twenty-five counties concerning land use development, design and growth issues in North and South Carolina for over 14 years – receiving several planning awards from professional planning organizations as well as local recognition on many of his projects. He is the immediate Past-President of the North Carolina Downtown Development Association and specializes in comprehensive land use planning and regulation, and downtown revitalization

Mr Epley has devoted his entire career to public service, serving as a small town planner in Ninety Six, SC, where he was the coordinator of the Historic Ninety Six Development Association; a planner in a mid-size city (Lexington, NC - Pop 22,000); a planner in a large urban county (Cumberland County Joint Planning Board – Pop. 315,000); and as a regional planning director (Southeastern NC – Pop 1.3 million) with the North Carolina Department of Commerce. Mr Epley is a tremendous facilitator and communicator and has become an accomplished photo illustration artist

Education

Master of City and Regional Planning
Clemson University, Clemson, SC

Bachelor of Arts, Geography

The University of North Carolina at Greensboro, Greensboro, NC

Professional Affiliations

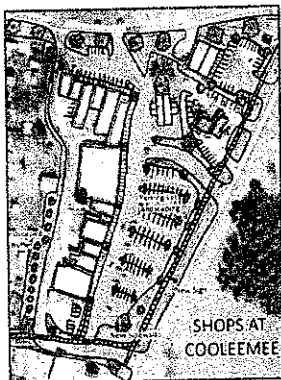
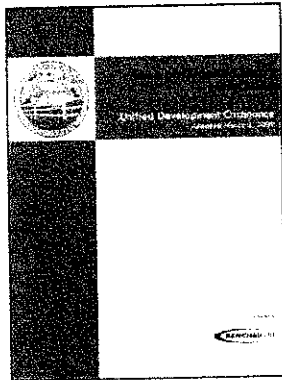
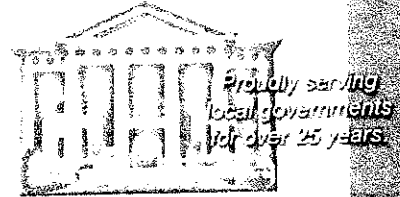
American Planning Association (Since 1994)
American Institute of Certified Planners (Since 1999)
Nationally Certified Public Manager (Since 2006)
North Carolina Downtown Development Association, President 2007-2009

Recent Experience

Town of Angier, NC – Illustrated Guide for Downtown Building Façade Grant Program
City of Raeford, NC – Downtown Plan, Land Development Ordinance, and Land Use Plan
City of Wilson, NC – Photo Illustrations demonstrating concepts in Comprehensive Plan
Town of Cary, NC – Downtown Market Study and Annexation Services Plan
Town of Midway, NC – US 52 Corridor Plan, Sewer Policy, Zoning Overlay District
City of Clinton, NC – Land Development Ordinance
Town of Butler, NC - Comprehensive Land Use Plan and Land Development Ordinance
Town of Marshall, NC – Comprehensive Land Use Plan and Development Ordinance
Wilson County, NC - Comprehensive Plan and Unified Development Ordinance
Colleton County, SC - Comprehensive Plan and Ordinance Rewrites
Oconee County, SC – Initial Zoning Ordinance Implementation
Village of Whispering Pines, NC – Land Development Ordinance
Bladen County, NC – Initial Zoning Ordinance and Land Use Plan
NC 87 Corridor Study and Zoning Overlays, Harnett County, NC and Elizabethtown, NC
Neill's Creek Land Development Plan, Harnett County, NC
Town of Wrightsville Beach, NC - Urban Design Master Plan (NCAPA Award)
North Wilmington Area, NC - Castle Hayne Corridor Urban Design Study
Fort Bragg/Fayetteville, NC - Regional Land Use Plan and All American Trail (NCAPA Award)
Prepared for 7 Counties, 11 municipalities, and 2 Military Bases

118 South Main Street · Kannapolis, NC 28081 · 1 800 650 3925 · www.benchmarkplanning.com

Erin Burris, AICP
Project Planner



Professional Background

Ms. Burris has 9 years of urban planning experience throughout the Carolinas. Her experience includes zoning administration and enforcement, subdivision administration, community development, historic preservation, and GIS services. Ms. Burris specializes in writing development regulations, unified development ordinances, design guidelines, and preparing land use and comprehensive plans.

Ms. Burris previously worked for the Town of Cornelius, NC in fast-growing northern Mecklenburg County. As a Senior Planner, her primary duties included Historic Preservation and day-to-day zoning administration, including site plan and subdivision review. While working for Cornelius, Ms. Burris conducted an update and expansion of the Town's historic survey and completed her master's thesis entitled *Town of Cornelius Historic Survey: Historic Preservation in a Centennial Town*. She was also instrumental in establishing Cornelius' historic landmark designation program and writing the *Historic Preservation Guidelines*.

Prior to her work in Cornelius, Ms. Burris was a Planning Services Intern for the City of Concord, where she assisted with day-to-day zoning administration and the enforcement of historic preservation design guidelines. She also assisted with the Concord Historic Survey update conducted in 2002.

Education

Master of Arts, Geography - Community Planning concentration
University of North Carolina at Charlotte, Charlotte, NC

Bachelor of Arts, Architecture
University of North Carolina at Charlotte, Charlotte, NC

Professional Affiliations

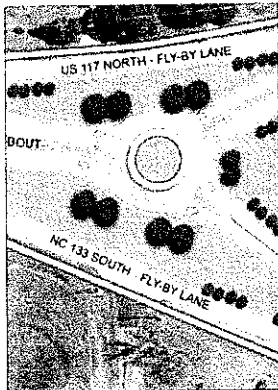
American Planning Association
American Institute of Certified Planners

Relevant Experience

- City of Clinton, NC - Land Development Ordinance
- Town of Marshall, NC - Comprehensive Land Use Plan
- Town of Marshall, NC - Land Development Ordinance and Historic Downtown Guidelines
- Town of Maggie Valley, NC - Open Space Standards for Subdivision Development
- Polk County, NC - Subdivision Ordinance
- Colleton County, SC - Comprehensive Plan and Ordinance Rewrite
- Iredell County, NC - Subdivision Ordinance Update
- Town of Angier, NC - Unified Development Ordinance
- Town of Pleasant Garden, NC - Comprehensive Plan
- Town of Troutman, NC - Unified Development Ordinance
- Town of China Grove, NC - Unified Development Ordinance
- Town of Granite Quarry, NC - Unified Development Ordinance
- City of Randleman, NC - Unified Development Ordinance
- Town of Cooleemee, NC - Strategic Plan

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Vagn K. Hansen II
Project Planner



Professional Background

Mr. Hansen has 7 years of experience in local and state government planning, zoning administration, and development. His experience includes comprehensive planning, unified development ordinance preparation, zoning and subdivision administration and code enforcement, annexation, downtown revitalization, special studies, and GIS mapping.

Mr. Hansen previously worked in various planning and zoning capacities with the cities of High Point and the Archdale. Prior to joining Benchmark, Mr. Hansen was the Chief Planner of the North Carolina Department of Commerce's Southeastern Region of North Carolina with a population just over 1.3 million where he was responsible for the management and production of land use plans and special studies for a sixteen county region.

His current duties with Benchmark include serving as Project Planner on a variety of special projects and serving as a planner one day a week for Mt. Pleasant, North Carolina.

Education

Master of Arts in Applied Geography – Urban and Economic Development
The University of North Carolina at Greensboro

Bachelor of Arts in Geography
The University of North Carolina at Wilmington

Professional Affiliations

American Planning Association
American Institute of Certified Planners

Relevant Experience

Town of Midway, NC – US 52 Corridor Plan, Sewer Policy, Zoning Overlay District
Town of Butner, NC - Land Use Plan and Land Development Ordinance
Wilson County, NC - Unified Development Ordinance
Whispering Pines, NC - Land Development Ordinance
Town of Cary, NC - Annexation Services Plan
Town of Albemarle, NC - Annexation Feasibility and Services Plan
Town of St. James, NC - Initial Unified Development Ordinance
Town of Kenansville, NC - Land Use Plan and Development Ordinance
City of Washington, NC - Downtown Parking Study
City of Raeford, NC - Downtown Parking Study
North Wilmington Area, NC - Castle Hayne Commercial Corridor Urban Design
Town of Ayden, NC - Downtown Concepts Charrette
Town of Ayden, NC - Downtown Promotions Committee Advisor
Fort Bragg Regional Land Use Advisory Commission, Secretary
Sampson County 21st Century Communities – Strategic Planning

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EVELYN A. SLONE
AICP, LEED AP, NCI Charrette Planner
Director of Planning



Education: Virginia Polytechnic Institute and State University Blacksburg, VA
Master of Public Administration, 1998

Austin Peay State University, Clarksville, Tennessee
Bachelor of Science - Biology/Chemistry, 1974

Honors and Awards:

Lifetime Achievement Award for Contributions to Historic Preservation (2000). Roanoke Valley Preservation Foundation
Meritorious Planning Award (1990) for Neighborhood Planning Program, Virginia Chapter APA
Public Administration Excellence Award (1998) for Roanoke Neighborhood Planning Program, SW
Outstanding Planning Award (1986) for 1985-2005 Roanoke Vision Comprehensive Planning Process, American Planning Association

Affiliations & Certifications:

Certified Professional Planner, American Institute of Certified Planners (AICP)
Accredited Professional, Leadership in Energy & Environmental Design (LEED), USGBC
National Charrette Institute, Charrette Planner Certificate
Member American Planning Association

Professional Experience:

May 2003 - Present Director of Planning, Hill Studio, P.C.
May 2002 - May 2003 Evelyn Slone Lander, Sole Proprietor
Planning and Community Development Consultant
1998 - 2002 Director, Department of Planning, Building and Development,
City of Roanoke, VA
1983 - 1998 City Planner, Department of Planning and Community Development,
City of Roanoke, VA
1975 - 1983 Environmental Planner, Hayes Seay Mattern & Mattern, Roanoke, VA

Relevant Project Experience:

Comprehensive and Neighborhood Planning

Purcellville, Virginia, Comprehensive Plan, Loudoun County
Responsibility: Project Manager & Planner
Halifax, Virginia, Comprehensive Plan
Responsibility: Project Manager & Planner
Front Royal, Virginia, Comprehensive Plan Amendment, Open End Planning Projects
Responsibility: Project Manager & Planner
Abingdon Comprehensive Plan, Abingdon, VA
Responsibility: Project Manager & Planner
Radford Comprehensive Plan, Radford, VA
Responsibility: Project Coordinator
Portsmouth Neighborhood Plan - Brighton, Prentis Park, Prentis Place
Responsibility: Project Manager and Planner
Mathews County, Virginia, Comprehensive Plan
Responsibility: Project Manager and Planner
South Boston, Virginia, Comprehensive Plan
Responsibility: Project Manager and Planner

Downtown Revitalization

Onancock Downtown Plan, Onancock, VA, Eastern Shore
Responsibility: Project Manager & Planner
Purcellville Downtown Plan, Purcellville, VA
Responsibility: Project Planner
Chicory Square, Bluefield, WV
Responsibility: Preparation of Coal Heritage Trail \$500,000 grant application; awarded

EVELYN A. SLONE
AICP, LEED AP, NCI Charrette Planner
Director of Planning



Bluefield Daily Telegraph, Bluefield, WV
Responsibility: Grant application for building stabilization (successful).
Halifax Downtown Façade Revitalization Projects, Halifax, VA
Responsibility: Project Coordinator and Planner
Halifax Roller Mill Adaptive Reuse Study, Halifax, VA
Responsibility: Project Manager and Planner
Independence Downtown Plan, Independence, VA
Responsibility: Project Manager and Planner

Community Development and Master Plans

Martinsville, VA, Miscellaneous Downtown Redevelopment Projects
Responsibility: Project manager and planner
Design Guidelines and Sign Ordinance Revision, Halifax, VA
Responsibility: Project Manager & Senior Planner for new land development tools
Berry Hill Master Plan, South Boston, VA
Responsibility: Senior Planner for historic hotel & conference center
Daniel Boone Wilderness Road Interpretive and Exposition Center,
Conceptual Plan & Feasibility Analysis, Scott County VA
Responsibility: Planner
eCorridor Business Park Expansion, Duffield, VA
Responsibility: Project Planner
C&O Heritage Center Master Plan, Clifton Forge, VA
Responsibility: Project Manager & Planner
Buchanan County New Community Master Plan, Buchanan County, VA
Responsibility: Planner
Roanoke County Center for Research and Technology Master Plan
Responsibility: Planner
Jingang Town Master Plan, Zhangjiagang, China
Responsibility: Planner and urban designer for new town development
Jining North Lake Master Plan (Design Competition), Shandong Province, China
Responsibility: Planner for tourist resort lake, 9.6 square kilometers in size
Colonial Green Traditional Neighborhood Development Master Plan, Roanoke, VA
Responsibility: Developed pattern book and assisted in zoning/development process

Transportation and Recreation

I-81 Environmental Impact Statement – Tier 1, Virginia
Responsibility: Project Manager for Visual Impact Assessment
Transportation Enhancement Projects, Virginia and West Virginia
Responsibility: Coordinated various projects for funding, prepared grant applications for preservation, transportation and recreation projects.

Public Administration and Management – Roanoke, Virginia

Department of Planning Building and Development, Roanoke, VA
Responsibility: Directed staff of 32 in four divisions (planning, building, development and code enforcement) with budget of \$1.5M.
Roanoke Vision 2001-2020 Comprehensive Plan, City of Roanoke, VA
Responsibility: City Planning Director
Governmental Boards, Roanoke, VA
Responsibility: Managed and coordinated Planning Commission, Board of Zoning Appeals and Architectural Review Board coordinated activities with City Council

PATRICK M. HUGHES
Planner / Apprentice Landscape Architect



Education: Virginia Polytechnic Institute and State University, Blacksburg, Virginia
Master of Urban and Regional Planning, May 2005

Clemson University, Clemson, South Carolina
Bachelor of Landscape Architecture, December 1998

Professional Experience:

- March 2007 – present Planner, Hill Studio P.C.
Roanoke, Virginia
- August 2005 – March 2007 Regional Planner, New River Valley Planning District Commission
Radford, Virginia
- August 2003 – June 2004 Graduate Research Assistant, Dept. of Planning and Urban Affairs
Virginia Tech, Blacksburg, Virginia
- May 2003 – August 2003 Planning Intern, City of Hartsville
Hartsville, South Carolina
- July 1999 – August 2002 Urban and Regional Planning Volunteer, U.S. Peace Corps
Calheta São Miguel, Cape Verde, West Africa
- June 1998 – August 1998 /
May 1997 – July 1997 Landscape Architecture Intern, Land Development Services, Inc.
Rock Hill, South Carolina

Project Experience:

- Town of Halifax Gateway Signage Plaza Design: Halifax, Virginia
Responsibility: Project Manager / Designer
- Town of Halifax Brand Design: Halifax, Virginia
Responsibility: Project Manager / Designer
- Town of Independence Downtown Revitalization Plan: Independence, Virginia
Responsibility: Project Team Member / Designer
- Smiddy Hall Site Design: University of Virginia at Wise, Virginia
Responsibility: Project Manager / Designer
- Radford University Landscape Master Plan: Radford, Virginia
Responsibility: Project Manager / Designer
- Randolph College Landscape Master Plan: Lynchburg, Virginia
Responsibility: Project Manager / Designer
- Residence Hall III - Dining Hall Site Design: University of Virginia at Wise, Virginia
Responsibility: Project Manager / Designer
- Southern Gap Master Plan: Buchanan County, Virginia
Responsibility: Project Team Member
- South Boston Comprehensive Plan: South Boston, Virginia
Responsibility: Project Team Member
- Town of Hopewell Guidelines for Residential Construction and Repair: Hopewell, Virginia
Responsibility: Project Team Member
- Timber Ridge Visual Analysis: Botetourt County, Virginia
Responsibility: Project Manager
- Appalachian Power line Visual Analysis: Roanoke City County, Virginia
Responsibility: Project Team Member
- Downtown Independence Revitalization Plan: Independence, Virginia
Responsibility: Project Team Member
- Route 100 Waterline Extension: Giles County, Virginia
Responsibility: Project Manager

PATRICK M. HUGHES, AICP
Urban Planner Apprentice Landscape Architect



- Pulaski Central Water and Sewer Extension: Pulaski County, Virginia
Responsibility: Project Manager
- Glen Lyn Housing Redevelopment Project: Glen Lyn, Virginia
Responsibility: Project Manager
- Arlington County High-Tech Economic Analysis: Arlington, Virginia
Responsibility: Graduate Research Assistant
- Porto Neighborhood Kindergarten: Calheta São Miguel, Cape Verde
Responsibility: Project Designer
- Achada Monte Village Market: Achada Monte, Santiago, Cape Verde
Responsibility: Project Designer
- Town of Calheta Urban Expansion Plan: Calheta São Miguel, Cape Verde
Responsibility: Project Planner / Urban Designer
- Town of Calheta Base Mapping Update: Calheta São Miguel, Cape Verde
Responsibility: Project Initiator / Instructor
- City of Newberry Master Plan: Newberry, South Carolina
Responsibility: Project Team Member

DONALD C. HARWOOD, AIA

Director of Housing Vice President

Hill Studio South Carolina



Hill Studio Apartments Roanoke, VA
Responsibility: Project Architect
418 First Street Roanoke VA - Adaptive Reuse for Apartments
Responsibility: Project Architect

Downtown & Neighborhood Revitalization:

Downtown Pennington Gap Revitalization - Façade Grant Program. Pennington Gap, Virginia
Responsibility: Project Architect
Fifth Street Gateway. Roanoke, Virginia
Responsibility: Project Designer/Manager
Downtown Revitalization Plan. Galax, VA
Responsibility: Project Architect
Downtown Revitalization Plan, Onancock, VA
Responsibility: Project Architect
Downtown Revitalization Plan. Purcellville. VA
Responsibility: Project Architect
Downtown Revitalization Plan. Independence, VA
Responsibility: Project Architect
Downtown Revitalization Plan. Fries. VA
Responsibility: Project Architect
Millers' Hill Neighborhood Revitalization Project Roanoke. VA
Responsibility: Project Architect

Architecture:

Open-End Services for Virginia Tech: Tennis Locker Room Upgrades
Responsibility: Designer/Project Manager
Blueberry Hill Cabins at Mountain Lake. Mountain Lake. Virginia
Responsibility: Project Architect
Siberian Tiger Exhibit and Holding Facility. Mill Mt. Zoo. Roanoke, VA
Responsibility: Project Manager
Henry County-Martinsville Department of Social Services. Martinsville VA
Responsibility: Project Architect
Matewan Town Hall and Fire Station No. 1. Matewan. WVA
Responsibility: Project Architect
Bogardus Daycare Facility for the YWCA, Downtown, Roanoke. VA
Responsibility: Project Architect
Frith, Anderson & Peake, Roanoke. Virginia
Responsibility: Designer/Project Manager
15 E. Salem Avenue Building, Roanoke. VA - Renovations
Responsibility: Designer/Project Manager
20 W Church Street. Roanoke, Virginia - Renovations
Responsibility: Designer/Project Manager
Highland County Visitor Center, McDowell, Virginia
Responsibility: Project Manager
Bent Mountain Library. Bent Mountain, Virginia
Responsibility: Project Designer/Manager

Master Planning:

Apollo Park Master Plan, China
Responsibility: Project Architect
Berry Hill Master Plan, South Boston, Virginia
Responsibility: Project Architect
Downtown Halifax Revitalization - Façade Grant Program. Halifax. Virginia
Responsibility: Architect
Elderspirit Senior Housing Master Plan. Abingdon. VA
Responsibility: Project Architect
Master Plan for Central YWCA, Downtown, Roanoke VA
Responsibility: Project Architect

DONALD C. HARWOOD, AIA

*Director of Housing, Vice President
Hill Studio South Carolina*



Education: Virginia Polytechnic Institute & State University
Bachelor of Architecture 1974

Professional Experience: 1992 - Present. Hill Studio, P.C.
1989-1992 - Hughes Associates
1984-1989 - Project Architect/Project Manager. Sherertz, Franklin, Crawford, Shaftner
1980-1984 - Rehabilitation Architect, Roanoke Redevelopment & Housing Authority
1976-1980 - Architectural Designer, Smithey & Boynton

Registration: Virginia, 1983 South Carolina, 2007

Affiliations: 1993- 2007 - Member Architectural Review Board, Roanoke, VA
Member, American Institute of Architects
Member, Housing Committee, Northwest Neighborhood Environmental Organization
Former Member, Board of Directors, Blue Ridge Zoological Society
Former Member, Christmas in April Foundation

Representative Projects:

Workforce/Affordable Housing:

Park Place/5th Avenue Gateway Mixed-Use Development, Roanoke, VA

Responsibility: Project Designer/Manager

Culpeper Senior Village, Culpeper, VA

Responsibility: Project Designer/Manager

Culpeper Duplex, Culpeper, Virginia

Responsibility: Designer/Project Manager

Strawberry Plains LMI Housing Prototypes, Williamsburg, Virginia

Responsibility: Designer/Project Manager

Single-Family LMI Housing Prototype for NNEO, Roanoke, Virginia

Responsibility: Designer

Petunia Commons LMI Housing Prototypes, Wytheville, Virginia

Responsibility: Designer

McCray Court Senior Living Facility, Roanoke, Virginia

Responsibility: Designer/Project Manager

McCray Court Community Services Building, Roanoke, Virginia

Responsibility: Designer/Project Manager

Ann Wingfield Commons Apartments, Culpeper, Virginia

Responsibility: Designer/Project Manager

Prototypical Housing for Tinker Bend Community, Roanoke County, VA

Responsibility: Project Architect

Prototype Housing for Moss-Barton Neighborhood, Martinsville, VA

Responsibility: Project Architect

Affordable Housing Renovations and Infill Housing, Gilmer and Loudon Avenue, Roanoke, VA

Responsibility: Project Architect

Prototype Housing for Mate Creek Community, Matewan, WVA

Responsibility: Project Architect

Thornhill Place Apartments, Roanoke, Virginia

Responsibility: Designer/Project Manager

Historic Preservation:

Oakland Presbyterian Church, Covington, Virginia

Responsibility: Project Manager

Franklin Visitor Center, Franklin, Virginia

Responsibility: Project Manager

Restoration of Historic Bell Tower and Fire Station #1 Façade

Responsibility: Project Manager

Gregorian Porch, Buchanan, Virginia

Responsibility: Designer/Project Manager

DAVID PLUNKETT HILL, ASLA
Landscape Architect



Education: Harvard University
Master of Landscape Architecture with Distinction, June 1988
Charles Eliot Fellow of Landscape Architecture, 1988
Virginia Polytechnic Institute and State University
Bachelor of Landscape Architecture, June 1984
Stanley Abbott Award, Virginia ASLA Honor Award for Undergraduate Studies
Sigma Lambda Alpha, Tau Sigma Delta Honor Societies

Registration: I.A., 1985; VA, 1986; TN, 1989; NC, 1992; WV, 1992; GA, 1993; SC, 2009

Appointments: Western Virginia Land Trust, 1997-2006; Virginia Downtown Development Association Board, 1996-98; City of Roanoke Arts Commission, 1994-97; Virginia Tech Design Center Board, 1990-96; Downtown Roanoke Urban Design Committee, 1988-90

Experience: Hill has served as President of Hill Studio since 1988. Prior to founding Hill Studio, he was Project Manager with Caplinger Group, Ltd., in New Orleans, Louisiana. In 1983 Hill was an apprentice to Paolo Soleri on the Arcosanti Project, in Mayer, Arizona, and an Intern Landscape Architect from 1983-84 with the National Park Service, Blue Ridge Parkway in Asheville, N.C.

Lecturer: Mr. Hill has been an invited and keynote speaker at conferences about the cultural evolution of regional landscapes, including subjects about Appalachian Space, and Ecological Methods of Land Planning. Selected Lectures:

- 2008 "Blue Ridge Parkway Neighbor's Guide,"
Preserving the Historic Road Conference, Albuquerque, NM
- "New Trends in Design for Ecotourism,"
International Ecotourism Expo, Mexico City, Mexico
- "Design of the Blue Ridge Parkway,"
International Society of Environmental Journalists, Roanoke, VA
- 2002 "American Models for Private-sector Landscape Architectural Practice,"
Northeastern Forestry University, Harbin, PRC, Beijing Forestry University,
Beijing, PRC, and Tongji University, Shanghai, PRC
- 2000 "The Pastoral, Picturesque and the Sublime in the Design of the Blue Ridge Parkway,"
Reynolda Museum of American Art, Winston-Salem, NC
- 1991 "Design of the Blue Ridge Parkway: A Critical Analysis,"
National Building Museum, Washington DC
- 1986 "Homeplace," Appalachian Consortium, Boone, NC
- 1985 "The Site Signature Method of Land Suitability Planning,"
North American Riparian Ecosystems Conference, Santa Fe, NM

Exhibitions: The Blue Ridge Parkway: Critical Analysis of the Parkway's Design and Construction
December 1988, Gund Hall, Harvard University Graduate School of Design
March 1989, Boston, Massachusetts Gallery of Transportation
1990, Washington, D.C., The National Building Museum
1992-96, Traveling Exhibit in museums across the USA

Selected Honors, Awards, Recognition:

- 2009 American Society of Landscape Architects (ASLA)
Virginia Chapter Merit Award for Design
Chicory Square, Bluefield WV
- 2009 ASLA Virginia Chapter Merit Award for Planning
Apollo Agricultural Development Zone, Hangzhou, China
- 2008 Virginia Sustainable Building Network Green Innovation Award for Madison Field T.N.D
- 2006 American Institute of Architects (AIA), Blue Ridge Chapter Merit Award
South Jefferson Redevelopment Area Master Plan & Design Guidelines
- 2005 Association for the Preservation of Virginia Antiquities (APVA) Gabriella Page
Preservation Award
O. Winston Link Museum and Roanoke Valley Visitors Center
- 2005 Virginia Park and Recreation Society (VPRS) Best New Facility Award
Vernon Lynch Park, Rocky Mount, VA
- 2004 APVA Founders Award for Preservation of Historic Landmark Landscape - Blue Ridge Parkway
- 2003 United States Affordable Housing Tax Credit Coalition Project of the Year – Honorable Mention
McCray Court Senior Living Center
- 2003 Virginia Department of Housing & Community Development (DHCD) Best New Facility Award
McCray Court Senior Living Center
- 2002 ASLA, Virginia Chapter Merit Award - City of Franklin Flood Recovery Master Plan
- 2002 VPRS Best New Facility Award for Mill Mountain Discovery Center, Mill Mountain Park
- 2001 President's Award, Virginia Downtown Development Association (VDDA)
City of Franklin Flood Recovery Master Plan
- 2000 ASLA, Virginia Chapter Special Commendation for Design Miner's Park, Appalachia, Virginia
- 2000 ASLA, Virginia Chapter Honor Award - Blue Ridge Music Center, Blue Ridge Parkway
- 2000 ASLA, Virginia Chapter Merit Award - Wyoming-Jackson's Ferry Powerline Study
- 2000 ASLA, Virginia Chapter Merit Award - Radford University Landscape Master Plan
- 1998 American Planning Association. (APA) Virginia Chapter Merit Award
Williamson Road Corridor Infrastructure and Planning
- 1997 AIA, Virginia Society Honors in Recognition for Contributions to Architecture in Virginia
- 1997 AIA, Blue Ridge Chapter Merit Award for Wells Avenue Revitalization Enhancements
- 1996 National Association of Counties Honor Award - Blue Ridge Parkway / Wolf Creek Project Team
- 1996 National Association of Development Organizations Innovation Award
Blue Ridge Parkway / Wolf Creek Workshops Project Team
- 1996 APVA Honor Award - Hill Studio Building Renovation
- 1996 National Trust for Historic Preservation Honor Award
Hotel Roanoke and Conference Center Renovation
- 1995 VDDA Honor Award - Hotel Roanoke and Conference Center Renovation
- 1995 AIA Virginia Society Honor Award - Forest Middle School
- 1994 ASLA Virginia Chapter Merit Award - Interstate 81 Viewshed Planning Project
- 1994 VDDA Honor Award - Danville Train Station / Virginia Science Museum
- 1993 APA Virginia Chapter Merit Award - Interstate 81 Viewshed Planning Project
- 1993 Virginia Center on Rural Development Honorable Mention for Professional Planning
Interstate 81 Viewshed Planning Project
- 1992 ASLA Virginia Chapter Honor Award - Blue Ridge Parkway Exhibition
- 1989 United Nations World Habitat Award
Woodland Community Resettlement Master Plan, Clairfield Valley, Tennessee
- 1986 ASLA Louisiana Chapter Honor Award - Site Signature Method of Land Planning

Representative Projects in Community Master Planning and Downtown Design:

Under the leadership and direction of various Hill Studio and outside Project Managers, David has served as senior landscape architect and urban / town designer for revitalization of many towns and small cities, in the southeastern United States, and southeastern China. While his focus has been on local projects, they are connected through his broad network of ecotourism, heritage tourism and quality of life initiatives. David has been a global pioneer in bringing U.S. practices of landscape architecture and urban design to China. Selected recent and current examples include:

Southeastern United States:

- 2009 Pocahontas, Virginia Downtown Revitalization Master Plan
Sterling, South Carolina Neighborhood Plan
Haysi, Virginia Downtown Revitalization Master Plan
- 2008 Independence, Virginia Downtown Master Plan
- 2007 Wise, Virginia Downtown Master Plan
Fries, Virginia Downtown Master Plan & Mill Redevelopment
Abingdon, Virginia Master Plan & Area Plans – Mustering Grounds, Gateways
Clifton Forge Area Plan – C&O Heritage Center
- 2006 Purcellville, Virginia Downtown Plan
Radford, Virginia Downtown Plan
Floyd, Virginia Revitalization Master Plan & Area Plan – Music Cluster
- 2005 Galax Virginia Downtown Revitalization Masterplan
Area Plans – Chestnut Creek School for the Arts and Music in the Alleys
Hopewell, Virginia Area Plan – Neighborhood B and River Edge
Front Royal, Virginia Area Plan – Happy Creek Sector

Southeastern China:

- 2002 – 2006 Zhang Jia Gang Area Plans for Populations of 30,000, 35,000 & 200,000 citizens
Hangzhou, Masterplan for Ecological restoration and Resettlement
Qing Tao – Urban Designs for new beach areas including Olympics Sailing Venue
Lin Yi – New Redevelopment Masterplan proposal along River for 200,000 citizens
Gulang Island – Masterplan for most populated car-free island in the world

Representative New Urbanism Master Planning Charrettes with DPZ Charrette Teams:

Under the leadership and direction of Nolen scholar Tom Low, AIA, David has served as senior landscape architect for several new town and urban revitalization charrettes, emphasizing Light Imprint New Urbanism:

- 2009: Tulsa, Oklahoma 2008: Camden, South Carolina
- 2007: Gallatin, Tennessee 2006: Blairsville, Georgia

IV. STATEMENT OF QUALIFICATIONS AND WORK PLAN

Statement of Qualifications

Benchmark and Hill Studio are qualified to complete this project given the experience of its key staff and recent success in developing unified development ordinances and graphic illustrations. Benchmark's practical approach with development regulations and 27 years of experience provide the Team with the necessary familiarity with the State laws. Hill Studio will bring a creative approach to illustrating the key ordinance concepts – drawing from their years of experience drafting illustrations for development codes, preparing master plans and their impressive talents in landscape architecture, architecture, historic preservation, community planning and urban design.

Project and Community Understanding

The Benchmark and Hill Studio Team understands that the consultant role, in close partnership with the City's Planning and Codes Director, will be to help lead the City's efforts in 1) involving citizens through a creative public input process, 2) developing zoning and subdivision ordinance revisions (or possibly a unified ordinance) in a format that is user-friendly, well organized and highly visual, and 3) planning for a diverse population and social needs. All of our team members have worked in similar environments. Recently, Erin Burris and Jason Epley worked with Colleton County in the development of its Comprehensive Plan, and Zoning Ordinance and Land Development Regulations re-write. During the process, the Team reviewed the City of Walterboro's draft plans to ensure the County plan was being prepared in a consistent manner with the City's overall vision. Ms Burris and Mr. Epley are both very familiar with the City of Walterboro's vision for future development and understand the diverse population and social needs in and around the Walterboro community.

Timeline and Work Plan

Benchmark and Hill Studio are prepared to begin the project within one-week of the project award. We have allocated adequate staff time to complete the project by September of 2010. As a beginning point, we propose the following program of work:

1. Project Initiation.

Members of the Planning Team will meet with the key City Staff and the Planning Commission to begin the planning process. We will discuss the process to identify any concerns or issues.

The initial meeting will set the stage for the remainder of the project, including introduction of the Planning Team, schedules, key stakeholder identification, meeting venues, etc. The Planning Team will gather data and seek initial thoughts about the ordinance updates from key City Staff and Planning Commission.

Action Item(s): Meet with the key City Staff and Planning Commission.

Outcome(s): Determine the overall direction for the Plan.

Timeframe: March 2010

2. Background Research

The intent of this phase is to develop a base of information to assist the Planning Team in the development of the key elements of the Ordinance updates:

- a. **Compilation of Key Information.** The Planning Team will compile all available information resources to determine the needs of the City. Included in this will be an analysis of each of the following documents, as well as other pertinent information sources:
 - Recently updated Comprehensive Plan
 - Existing Zoning and Land Development Regulations, and other regulatory documents

- Regional and state plans and regulations (transportation, water quality, etc.)
 - Local planning initiatives (plans from surrounding jurisdictions)
 - Field survey work
 - Other information as determined
- b. Meetings with Key Agencies and Stakeholders. Focus group meetings will be organized with key stakeholders as identified by City Staff.
- One day of meetings with Stakeholders
 - Each meeting will include a brief presentation of background information followed by a discussion on the ordinance updates. Surveys will also be handed out
 - 9:30 – 10:00 – Development and related industry groups
 - 11:00 – 12:30 – Elected Officials
 - 1:30 – 3:00 – Key Agencies (EDC, DOT, DHEC, COG and others)

The result of this portion of the project will be a Background Findings Report. This report will detail the results of the research and interviews that have taken place to that point.

Action Items: 1 Identify and review background information
 2. Meetings with key stakeholders.
 3 Develop Background Findings report
 4 Meet with Planning Commission to discuss findings and provide an update.

Outcome: Background for overall Plan and Key Issues/Findings Report.

Timeframe: April 2010

3. First Round of Public Meetings and Survey.

Public participation will play a meaningful role in the development and preparation of the ordinance updates. This participation will be initially garnered through a multi-faceted process, which will include two primary components

- a. Hands-on Public Workshops and Input. It is anticipated that when the background information phase is completed and the Background Findings Report has been developed, the first public meetings will be held. The reason for waiting until the completion of the background information is to give the public something to respond to and build upon. Two meetings will be held in appropriate locations in the City (the appropriate areas will be identified by the Planning Commission and key City Staff). We have had successful meetings in community facilities such as churches, recreational centers and similar community facilities where people are comfortable attending meetings and events.

The meetings will utilize a "drop-in" format, which uses stations and can accommodate varying work schedules since residents would be able to attend the meeting anytime between 8:00am and 8:00pm. The Planning Team will help answer questions at the stations and solicit input from the public through one-on-one conversation, surveys and written comments.

- b. Public Input Survey and Website. Another method of requesting public input will be through a public input survey that will be available at government offices, libraries and through civic groups, and posted on the City website. This survey will be available for citizens who are unable to attend the public meetings or who would like to add comments after the meetings have taken place (but before the final draft of the plan). We have used this method effectively in the past with other client jurisdictions. Information from the meetings and schedules will also be available on the City website.

Action Items: 1. Develop meeting materials for review by the public
 2. Facilitate up to two public input meetings.

3 Post public survey and other information on the City website
Outcome: Gain input from the public for use in the development of the Ordinance updates.
Timeframe: April – May 2010

4. Prepare First Draft of the new Ordinance.

Our Team will draft updates and present alternatives based on results of earlier meetings to the Planning Commission at their regularly scheduled meetings from May through October 2010. Updates and information will be provided by our Team for posting on the City website. The goal is to present alternative ways to address issues raised during the planning process – building consensus on the potential ordinance updates and maintaining consistency with the Comprehensive Plan

Action Items: 1. Develop chapters and topics for updates from the public meetings
2. Draft ordinance updates for each chapter and topic
3. Present alternatives for each chapter and topic at monthly Planning Commission Meetings – discuss and determine best course of action

Outcome: First Draft of new ordinance prepared
Timeframe: May - July 2010

5. Second Round of Public Meetings to respond to first draft.

A Second Round of meetings at the same locations as the first round will be held in appropriate geographic locations throughout the City as determined by the Planning Commission and key City Staff.

The meetings will utilize a “drop-in” format again to accommodate varying work schedules as people would be able to attend a meeting anytime between 8:00am and 8:00pm. The Planning Team will help answer questions at the stations and solicit input from the public through written comment.

The Draft Ordinance(s) will be presented and public feedback will be solicited.

Action Items: 1. Facilitate up to four public meetings to solicit feedback on the draft Ordinance(s)
2. Post updates on the web.

Outcome: Build public consensus for the draft ordinance, and provide updates to interested parties, the media, and others.
Timeframe: July - August 2010

6. Prepare Second Draft of the new Ordinance.

Our Team will prepare a second draft of the ordinance for review by the Planning Commission and public based on the second round of public input meetings.

Action Items: 1. Prepare second draft of the new ordinance.
2. Make the second draft available to the Planning Commission and public

Outcome: Second Draft of new ordinance prepared.
Timeframe: August 2010

7. Final Draft and Adoption of the new Ordinance.

The Planning Team will present the second draft to the Planning Commission in August for their final review and input. The Team will then prepare a final draft that will be presented to the City Council for the first

reading in September of 2010. Although the final draft will be presented at the City Council for its first reading in September, the Planning Team will make any necessary changes as a result of the public input from the first, second and third readings. After all of the public readings have been completed, the Team will prepare the final draft and deliverables as requested in the RFP

- Action Items:
1. Develop a final draft of the Ordinance(s).
 2. Present final draft of the Ordinance(s) to the Planning Commission and City Council.
 3. All documents, maps and other materials will be provided to the City in digital format with a release of all rights and in a format that is most acceptable to the City

Outcome: Adoption of the new Ordinance.

Timeframe: September 2010 – Adoption Date

V. PROJECT EXAMPLES

Benchmark CMR, Inc. has developed well over 300 successful planning studies, plans, and ordinances for counties and municipalities in both North and South Carolina. Our teams are made up of veteran planning practitioners who have had extensive experience in the public realm. On the following pages we have listed similar projects as a representation of recent work by our key project staff proposed for your project. Immediately following Benchmark's examples we have listed examples of relevant work completed by Hill Studio.



Colleton County, South Carolina Comprehensive Plan & Development Ordinance Rewrite

Population
38,903

Client Reference
Philip Slayter, AICP
Planning Director
843-549-1709
pslayter@colletoncounty.org

Status
Plan adopted June 2009

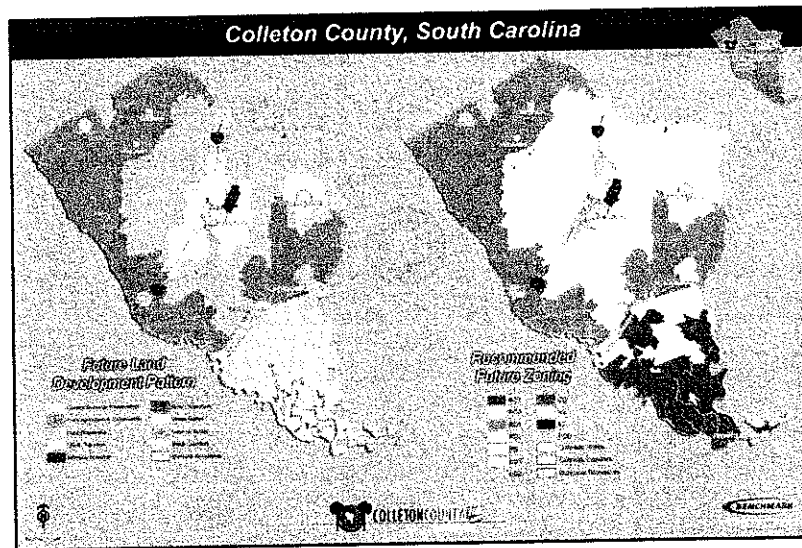


www.colletoncounty.org

Project Summary

Colleton County, South Carolina is located in the heart of a National Wildlife Refuge and National Estuarine Research Center that encompasses a total of 350,000 acres primarily across Beaufort, Charleston, and Colleton counties. Benchmark began working with Colleton County on their major 10-year Comprehensive Plan revision in January 2008 to develop guidelines for the protection of natural resources and the preservation of rural character, while allowing for growth from fast-growing Beaufort and Charleston in areas capable of being developed for urban purposes.

The Comprehensive Plan was adopted in June of 2009 and the Planning Commission is currently reviewing the final draft of the comprehensive ordinance updates to implement the plan. The ordinance updates include diagrams and illustrations that demonstrate the intent of the ordinance in a visual manner. During the planning process, meetings were held at four geographic locations across the county and with key stakeholder groups that included: the development and related industry group; municipal and county elected officials; and governmental agencies, such as SC DHEC, DOT and others.



Future Land Development Pattern and Recommended Future Zoning

118 South Main Street Kannapolis NC 28081 1 800 650 3925 www.benchmarkplanning.com



Town of Butner, North Carolina Comprehensive Land Use Plan & Land Development Ordinance

Population
7,464

Client Reference
Tommy Marrow, Town Manager
919-575-3030,
tmarrow@butnenc.org

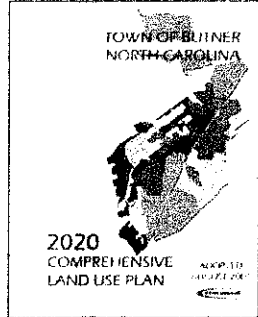
Melissa Hodges, Town Planner
919-575-3031,
mhodges@butnenc.org

Adoption Date
August 2009

Key Benchmark Staff
Jason Epley, AICP, CPM
Vagn Hansen, AICP
Erin Burris, AICP
Emily Jackson
Richard Smith
Erika Martin
Sheena Danzer
Alicia Broadway
John McHenry, PLS

Project Summary

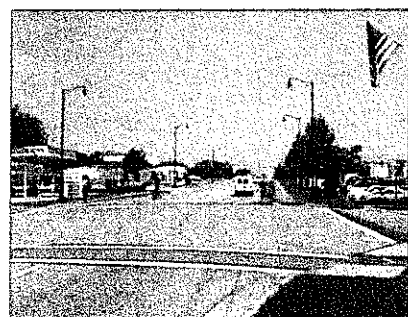
Our firm was selected to guide the recently incorporated Town through its first Comprehensive Planning Process and Land Development Ordinance preparation. This was a unique project involving a formerly State operated municipality that is influenced by a National Guard training facility (Camp Butner), the sensitive watershed supplying drinking water to Triangle area communities, and rapid growth in the Triangle region. Benchmark worked closely with Town Staff, including the Town Attorney, the Town Council and Planning Board throughout the planning and ordinance development process. The Town of Butner Comprehensive Land Development Ordinance (LDO) was one of the first ordinances in the State of North Carolina to include the Universal Stormwater Management Program regulations. The LDO merged and refined the former State and Granville County zoning regulations for the previously unincorporated area and State administered town into a new unified, comprehensive development ordinance. The planning process incorporated extensive public input through all day workshops and the return of over 400 surveys. Benchmark utilized a "Development Preference Survey" at public meetings to better understand the resident's desires for future development.



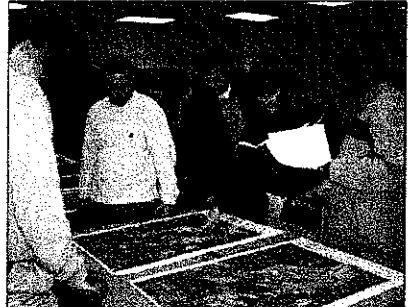
www.butnenc.org



Central Avenue – Existing Conditions



Pedestrian Improvements



Public Work Shop



Benchmark planner assisting participants

118 South Main Street Kannapolis NC 28081 · 1 800 650 3925 www.benchmarkplanning.com



Town of Midway, North Carolina US 52 Corridor Plan, Overlay District & Sewer Policy Guidance

Population
4,500

Client Reference
Ryan Ross, Town Administrator
336-764-5455,
ross.midway@gmail.com

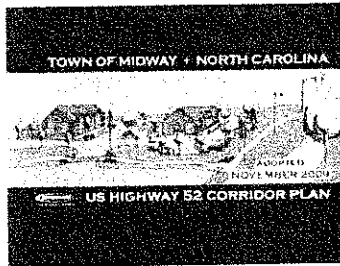
Adoption Date
November 2009 (Corridor Plan)
February 2010 (Overlay District)

Key Benchmark Staff
Jason Epley, AICP, CPM
Vagn Hansen, AICP

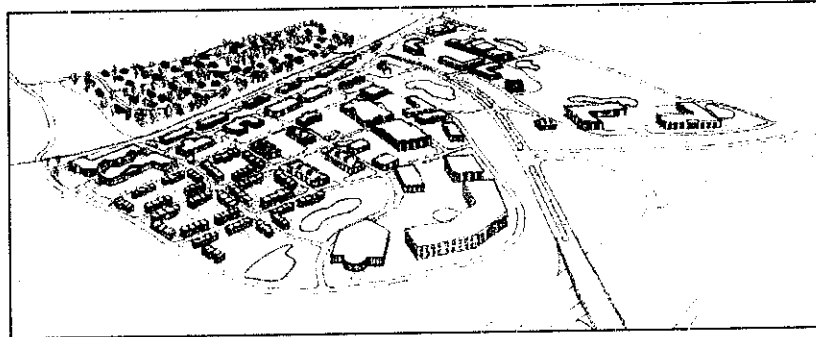
Project Summary

The Town of Midway, located next to Winston-Salem is preparing to construct a sewer line to provide the necessary services for expansion and redevelopment of its existing commercial core. The Town adopted the US 52 Corridor Plan, prepared by Benchmark to provide a framework or master plan for the future development of the area. The Town examined commercial growth in comparable small towns throughout the Piedmont Triad and evaluated the potential retail market as part of the process. The case studies and market analyses were utilized to develop the plan of action. Public workshops were held with property owners, business owners, and town residents to refine the plan and vision prior to adoption.

Benchmark also provided technical assistance to the Town's Sewer Development Committee to prepare sewer policies for the new sewer infrastructure. Finally, Benchmark prepared an overlay district and corresponding zoning map amendments for the Town as well.



www.townofmidwaync.gov.net



3D Sketch of Future Development Pattern.

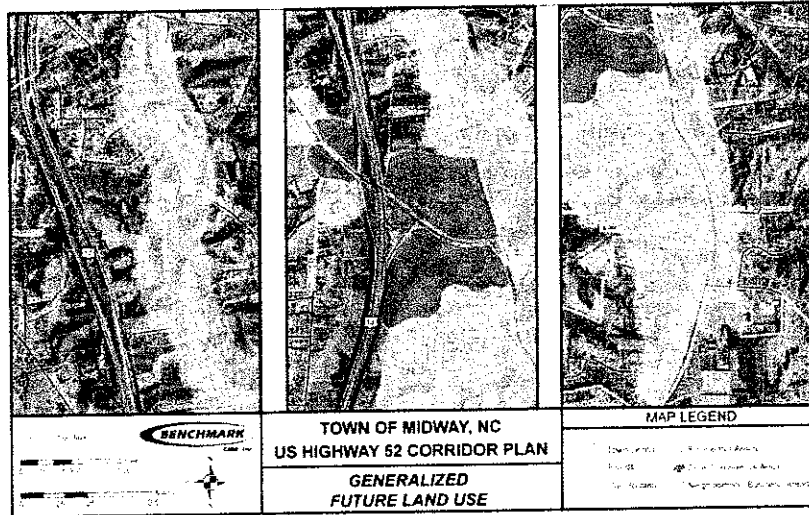


Image of Future Land Use Map for the US 52 Corridor

118 South Main Street Kannapolis NC 28081 • 1 800 650 3925 www.benchmarkplanning.com



Town of Marshall, North Carolina Comprehensive Land Use Plan & Unified Development Ordinance

Population
831

Client Reference
Martha Ramsey, AICP, Planning &
Zoning Administrator
828-649-3031
martrg@hotmail.com

Adoption Date
October 2009 (Plan Adoption)

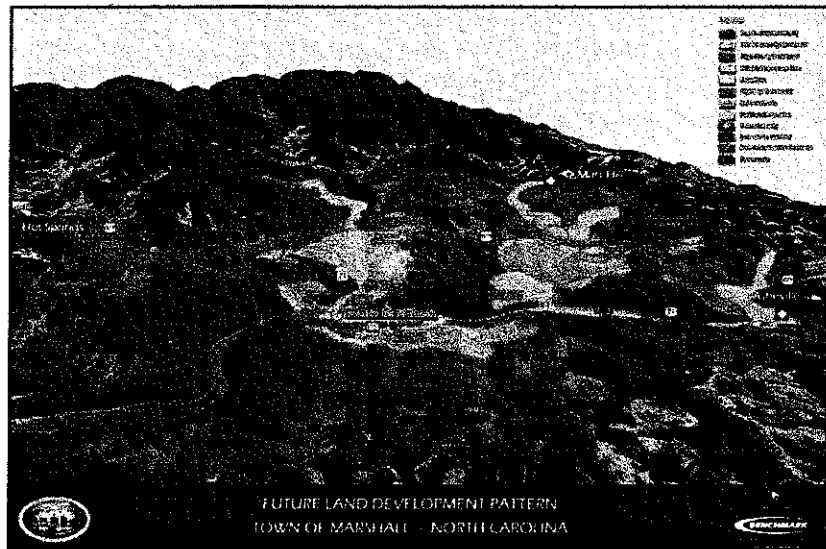
Key Benchmark Staff
Jason Epley, AICP, CPM
Erin Burris, AICP
Erika Martin
Sheena Danzer
Vagn Hansen, AICP
John McHenry, PLS

Project Summary

The Town of Marshall is located in an amazing setting fifteen miles northwest of Asheville, North Carolina. Following the primary gateway into town, the narrow roadway is bordered by steep mountain slopes and the French Broad River, natural resources that are essential to the Town's future prosperity. The charming historic downtown is suddenly revealed as it is nestled into the side of the mountain, resting along the river. Benchmark worked with the Planning Board and the community to develop a comprehensive land use plan – bringing together previous planning efforts. The process identified three main goals to: 1) promote sustainable land development patterns and practices; 2) provide safe, diverse, and efficient transportation patterns, and 3) strengthen economic and downtown development opportunities while maintaining the character of the Town. Benchmark is now working with the Town to develop a comprehensive land development ordinance with guidelines to protect and strengthen the Town's historic fabric and small town charm.



www.townofmarshall.org



3D Map displaying the future land development pattern.

118 South Main Street Kannapolis, NC 28081 1 800 650 3925 www.benchmarkplanning.com



Oconee County, South Carolina Land Use Planning Consultant Services

Population
70,567

Client Reference
Art Holbrooks, Planning Director
864-638-4218,
aholbrooks@oconeesc.com

Adoption Date
November 2009

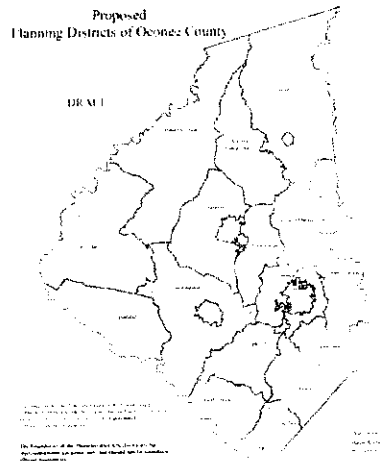
Key Benchmark Staff
Jason Epley, AICP, CPM
Richard Smith

www.oconeesc.com

Project Summary

Oconee County is located between the Greenville, South Carolina and Atlanta, Georgia Urban areas along Interstate 85 in the northeastern corner of South Carolina. The area is experiencing the impact of growth from both areas including a significant number of retirees seeking land surrounding the deep blue waters of Lake Keowee and the surrounding scenic views of the mountainous 'Upstate' region.

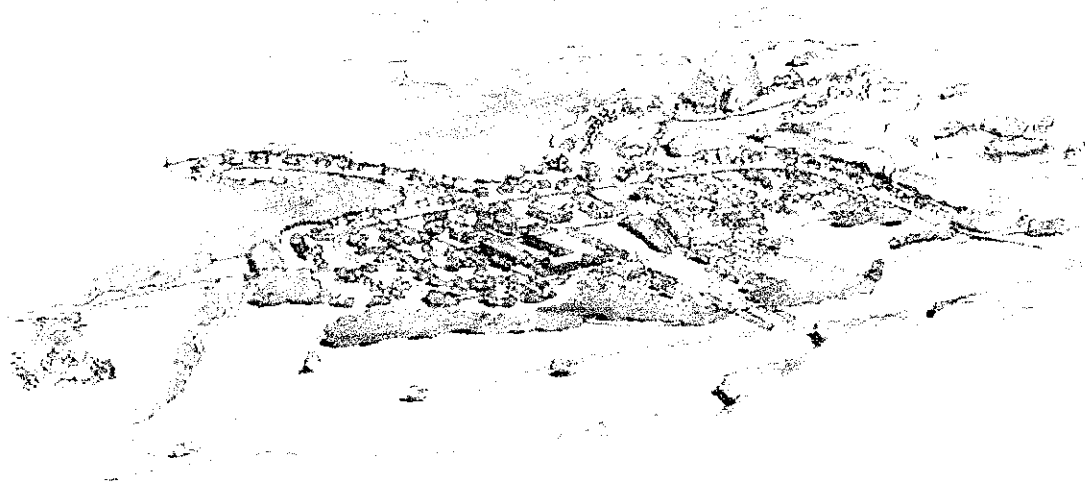
In August of 2008, Oconee County contracted with Benchmark for a **"quick turnaround" 90-day project** to guide the county through adoption of its first zoning ordinance. Benchmark conducted Planning Commission interviews and evaluated the current zoning proposals. Benchmark prepared and presented a key findings report and final analysis on the necessary steps for Oconee County to adopt its "citizen initiated" approach to zoning – assisting them with implementation. Oconee County desired a traditional approach with an emphasis on the protection of private property rights. The Zoning Enabling Ordinance was adopted in November 2008.



Planning Districts Map.

RURAL CHARACTER PRESERVATION ORDINANCES

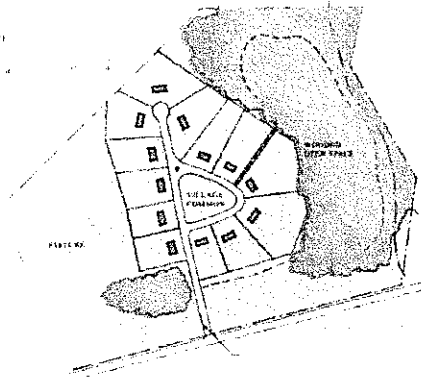
FLUVANNA COUNTY, VIRGINIA



Fluvanna County is located east of Charlottesville and southwest of Richmond, Virginia. In recent years the County's rural character has become threatened by haphazard subdivision development stimulated by these Cities. The county planning staff wanted their zoning code and subdivision ordinance to assist in preserving the rural character of the county Hill Studio developed case study renderings and site plans showing how residential development could occur with minimal encroachment on the County's rural land. The material developed by the design team was to be incorporated into the County's zoning code document as a vital tool in preserving the rural landscape and visual character of the county

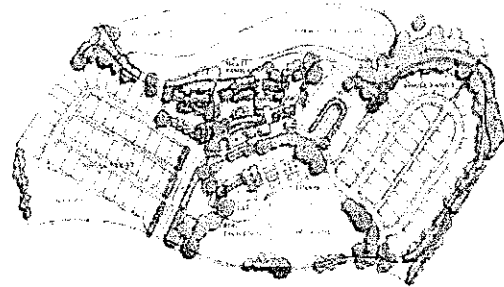
V. DISTRICT 1 RURAL CLUSTER SUBDIVISION

- 1/2 ACRE LOTS
- 1/4 ACRE LOTS
- 1/8 ACRE LOTS



R. DISTRICT 1 RESIDENTIAL PLANNED COMMUNITY

- 1/2 ACRE LOTS
- 1/4 ACRE LOTS
- 1/8 ACRE LOTS



HILL STUDIO Community Planning

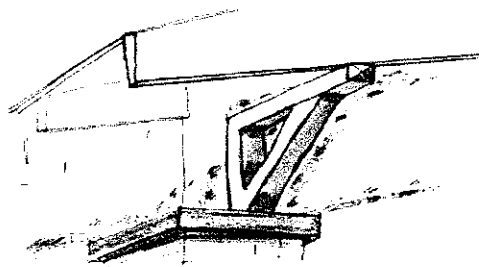
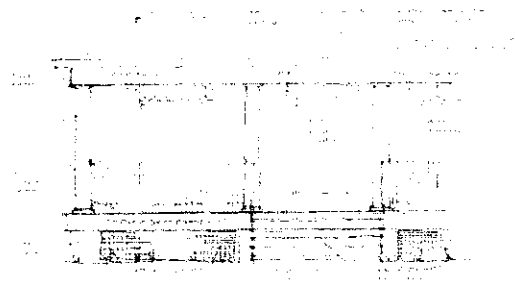
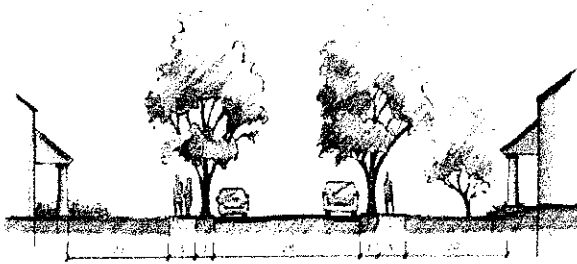


RESIDENTIAL PATTERN BOOK

CITY OF ROANOKE, VIRGINIA

Hill Studio developed a Residential Pattern Book for the City of Roanoke to serve as a comprehensive guide for documenting housing and development in the City's unique neighborhoods. The pattern book provides detailed architectural information on Roanoke's established neighborhoods from the 1880s to present. It is a user-friendly guide for housing rehabilitation and new infill construction, as well as a marketing tool for new investment. The pattern book reaches a broad audience -- from the novice home-owner to contractors and professionals interested in understanding the architectural and development characteristics of specific neighborhoods.

In preparing the pattern book, planners, architects and preservationists examined historic neighborhood development and architectural patterns and illustrated these through text, photographs and drawings. The team facilitated a series of neighborhood and stakeholder meetings to obtain additional information on neighborhoods and to determine specific user needs. Each of the City's 45 neighborhoods are categorized in terms of development patterns and dominant architectural styles. The book includes detailed information on lot, streetscape and landscape patterns; architectural patterns; basic architectural components of houses; massing and roof forms; porches; doors and windows; painting; and additions and accessory structures. Also, the document includes an illustrated glossary, list of manufacturers and resources, and a maintenance checklist.



Bracketed Gable

Shingled Dormer

Three-Over-One Window

STREETSCAPE AND OPEN SPACE DESIGN WORKSHOP

ABINGDON, VIRGINIA

Hill Studio conducted a three-day design workshop in the Town of Abingdon as part of our work on the Town's Comprehensive Plan Update. The Town was interested in getting citizen input on what residents would like to see for streetscapes, entry corridors, and parks and open spaces. Hill Studio was contracted to identify potential parks based on recreational needs of citizens, to find pedestrian and bike links among numerous sites of interest in the Town, and to provide design recommendations for making streetscape improvements.

An essential component of the design work involved working within the framework of the rich historical setting of the Town. All main roads lead to the historic downtown and are defined as being in a Corridor Overlay District in the Town's Zoning Ordinance. Therefore, entry corridors and gateways from Interstate 81 were a primary focus for streetscape enhancement. Recommendations include consolidating business entrances and signs, coordinating landscape plantings, providing medians where feasible, and providing a vision for architectural enhancements to business facades. Hill Studio also provided cursory redevelopment opportunity designs for two infill sites in town.

For the open space component of the workshop, Hill Studio was able to place baseball/softball fields and soccer fields in relatively small open spaces. Additional trail locations and associated appropriate design recommendations were provided. The results of the design workshop will be incorporated as elements in the Comprehensive Plan update to guide the future appearance of the Town by and for its citizens.



HILL STUDIO Community Planning Landscape Architecture Architecture Preservation

DEVELOPMENT DESIGN GUIDELINES

TOWN OF HALIFAX, VIRGINIA



Hill Studio was retained by the Town of Halifax to develop design guidelines for new and in-fill development in the historic downtown commercial business district. Goals of the guidelines were to assist property owners in understanding the architecture and design context of buildings and structures and to promote new development that was appropriate and complimentary to the historic downtown. Guidelines developed included building architectural styles and contributing elements, maintenance, signs, lighting, storefront rehabilitation, windows, doors and building materials.

Downtown Buildings: Styles, Elements & Maintenance

Building Styles

Classical Building

Modern Building





Town of Halifax, Virginia

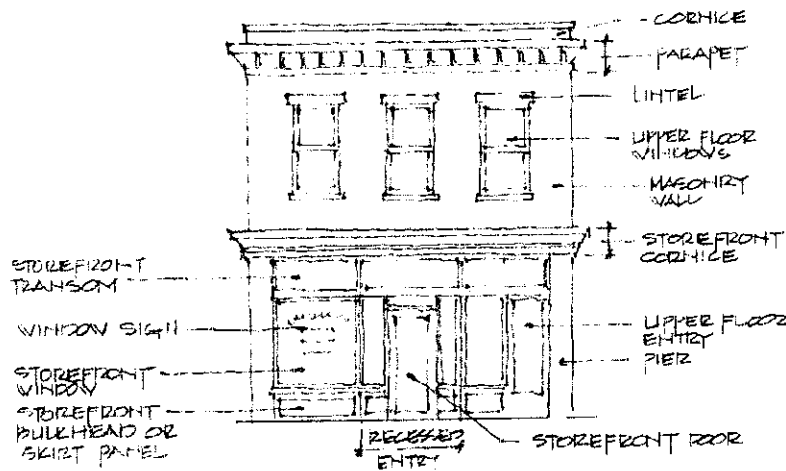
Signs & Lighting

Signage

Lighting



Town of Halifax, Virginia



PORTSMOUTH NEIGHBORHOOD PLANNING

BRIGHTON - PRENTIS PARK - PRENTIS PLACE NEIGHBORHOODS

CITY OF PORTSMOUTH, VIRGINIA

Following adoption of a new Comprehensive Plan, the City of Portsmouth initiated implementation by developing Neighborhood Plans to provide more detailed direction for specific communities. The City hired Hill Studio to prepare a combined Neighborhood Revitalization Plan for three transitional neighborhoods in the City of Portsmouth, Virginia. The Brighton, Prentis Park and Prentis Place neighborhoods are aging, minority communities with a significant number of rental properties and infrastructure needs and inappropriate new infill housing. Unlike other architecturally significant neighborhoods in the downtown area, these neighborhoods were the "working class" neighborhoods associated with the adjacent Portsmouth Shipyard. In October 2006, Hill Studio hosted a three-day design charrette in the neighborhood working with the community to identify issues, discuss redevelopment opportunities, and identify partners and strategies for implementing potential revitalization projects. A public presentation of the workshop provided recommendations for improved gateways and corridors, a new neighborhood commercial center with central green, and illustrations for home maintenance and new construction. Currently, Hill Studio is preparing the written neighborhood plan and an accompanying illustrated guide for infill housing.



HILL STUDIO Community Planning 1001 S. Park Ave. Suite 1000, Tallahassee, FL 32301

DOWNTOWN MASTER PLAN

PURCELLVILLE, VIRGINIA

Located in rapidly growing Loudoun County, Virginia, within 50 miles of Washington, DC, Purcellville was described in 2005 as the fastest growing Town in the United States. Hill Studio was retained to update Purcellville's Comprehensive Plan and to prepare a Downtown Master Plan. As part of this work, Hill Studio's services included planning, visualization, and landscape architecture including sections of streetscapes, and architectural renderings.

Over the past three years, the Town held several events related to downtown revitalization and community preservation. With funding assistance from National Endowment for the Arts, Hill Studio continued the community's downtown revitalization efforts by holding a three-day design workshop that focused on preserving architectural heritage, improving transportation and pedestrian systems, enhancing streetscapes, and identifying new development opportunities.

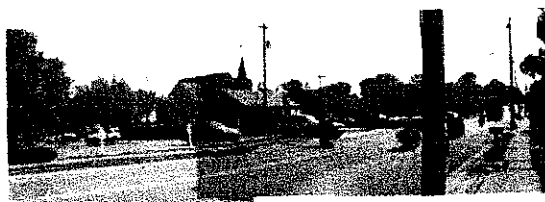
"Downtown in Motion" created an interactive and immediately responsive public design process that graphically articulated the thoughts of Town officials, business owners, community leaders, residents, land planners and urban designers. The final design recommendations resulted in a detailed physical revitalization and development plan for Downtown and Main Street that emphasized three downtown "anchor" areas. The Master Plan created over 100,000 square feet of potential new commercial, residential, and civic space within the anchor areas, along with improved vehicular and pedestrian connections. Specific façade improvements also were suggested to enhance the historic character of existing downtown buildings. Public open space was expanded, including a permanent farmer's market facility, and potential artists' spaces for improved festival spaces.



EXISTING



PROPOSED



EXISTING



PROPOSED

HILL STUDIO Community Planning Landscape Architecture Architecture Visualization

VI. PROJECT REFERENCES

Benchmark References

2020 Colleton County Comprehensive Plan and Ordinance Rewrite (2008- 2009)

Colleton County, South Carolina

Reference - Philip Slayter, AICP, Planning Director, (843) 549-1709, pslayter@colletoncounty.org

Oconee County - Land Use Planning Consultant Services (2008)

Location – Oconee County, South Carolina

Reference - Art Holbrooks, Planning Director, (864) 638-4218, aholbrooks@oconeesc.com

Initial Comprehensive Land Use Plan and Land Development Ordinance (2008-2009)

Location - Butner, North Carolina

Reference - Tommy Marrow, Town Manager, (919) 575-3030, tmarrow@butnernc.org.

Hill Studio References

Roanoke Pattern Book (2008)

Location – City of Roanoke, Virginia

Reference - Chris Chittum, AICP, Planning Administrator, (540)-853-1730

Comprehensive Plan (2006), Downtown Building Facades (2005), Design Guidelines (2005)

Location - Town of Halifax, Virginia

Reference - Carl Espy, IV (434) 476-2343

Comprehensive Plan (2006)

Location - Town of Abingdon, Virginia

Reference - Garrett Jackson, Director of Planning, (276) 628-3167

Illustrated Code (2002)

Location - Fluvanna County, Virginia

Reference - Cabell Lawton, County Administrator, (434) 591-1910

Walterboro Farmers Market

Where the Healthy Choice is Easy

Mayor Bill Young
City of Walterboro
242 Hampton Street
Walterboro, SC 29488

Dear Mayor Young:

Construction of the new Walterboro Farmers Market pavilion at 506 East Washington Street is expected to begin in late May or early June of this year and to be completed in 2-3 months. This facility will be an attractive, functional public space, and is designed to help provide an inviting gateway to downtown Walterboro.

The space required for staging the construction makes it impossible for the market to take place on the property simultaneously, and construction (as per guidelines from the funder) cannot be postponed until the end of the market season. Thus, we must find a temporary site for the market from May 15 until sometime in August.

The Walterboro Farmers Market Advisory Committee respectfully asks to be allowed to use the City Parking lot. Our request is to use the parking lane closest to Bethel United Methodist Church, thereby having minimal impact on customer/merchant parking or on traffic flow within the parking lot.

The 2010 Walterboro Farmers Market plans to be open on Saturdays only, from 10 a.m.-2 p.m. For the third consecutive year, the opening of the market has been scheduled to coincide with the Walterboro Art, Antiques, & History Festival at the request of the Festival committee. During that event, we would occupy whichever portion of the parking lot the Festival committee prefers.

Thank you for considering our request. Should you have questions, please contact me or any member of our Advisory Committee. They are: Hank Amundson, Economic Director, City of Walterboro; Mary Corbett, Corbett Building Supply & Master Gardener Assn; Diane Kennedy, Director, Lowcountry AHEC; Mitch Mongell, CEO, Colleton Medical Center; Philip Slayter, Planning Director, Colleton County; David Smalls, President, Walterboro-Colleton Chamber of Commerce.

We respectfully ask to be included on the agenda of the City Council meeting to be held April 13, 2010. Presenting our request will be David Smalls. Thank you.

Sincerely,



Marilyn Peters, Chairman, Walterboro Farmers Market Advisory Committee
908-4088, mptrs@clemson.edu

cc: City Council
Walterboro Farmers Market Advisory Committee



The Colleton County Historical and Preservation Society

205 CHURCH STREET, WALTERBORO, SC 29488

EXECUTIVE COUNCIL

Charles Bridges
President

Sarah Miller, PhD
Vice President

Gale Doggette
Treasurer

Gary Brightwell
Recording Secretary

Dana Cheney
Director

David Evans
Director

Jean Harrigal
Director

Travis Folk, PhD
Director

Laura Lynn Hughes
Curator-Recorder

HEADQUARTERS:

Bedon-Lucas House
205 Church Street Street

PROPERTIES:

Bedon-Lucas House
205 Church Street

Little Library
803 Wichman Street

Pon Pon Chapel of Ease
Parker's Ferry Road
Jacksonborough, SC

March 31, 2010

Walterboro City Council
242 Hampton St.
Walterboro, SC 29488

Attn: Jeff Lord, City Manager

Dear Council,

We are well along in our planning for the 2010 Walterboro Antiques, History and Arts Festival. The cooperation between many Walterboro organizations has been tremendous and we look forward to a successful festival.

There are several items which we need City Council to approve and we ask that you include them on your agenda for the next scheduled City Council meeting if possible. They are as follows:

- Hanging of 36 banners on Washington Street and 6 large banners on Jefferies Boulevard (*last three years we provided the banners and the Fire Department hung them*).
- Close Lucas Street between Washington Street and Hampton Street and also from Washington Street to the driveway of the Canady Insurance Agency from Friday morning May 14 through Saturday night May 15 (*this is where the antique dealers will set up their tents and displays*).
- Reserve two (2) parking spaces on Washington Street directly in front of the Canady Insurance Agency and two (2) spaces directly across the street.
- Reserve two (2) spaces in the City Parking Lot for Port-o-Lets.
- Reserve the entire row of parking spaces facing Lucas Street in the City Parking Lot for the antique tractors.
- Allow for Event direction signs to be placed where appropriate in the city starting Wednesday, May 12.
- Allow for "Carriage Route" signs to be placed along the Historic Walterboro Tour route.



The Colleton County Historical and Preservation Society

205 CHURCH STREET, WALTERBORO, SC 29488

- Permit for an Antique Tractor Parade from the city parking lot, onto Hampton Street to Walter Street to Washington Street to Memorial Street to Hampton Street and into the city parking lot.
- Permit for Historic Walterboro Carriage Tours from Miller Street at Church on Church Street to Heyward Street, left on Heyward to Valley Street, right on Valley to Lemacks Street, right on Lemacks to Savage Street, down Savage to the Lubbs house 150 yards down, turn around retrace route to Valley and Verdier, right on Verdier Street, left on Webb Street, left on Witsell Street back to Church and right on Church back to Bedon-Lucas House.

On behalf of the Walterboro Antiques, History and Arts Festival committee, thank you for your continued support and encouragement. If you have any questions regarding the above please do not hesitate to call me at 843 635-5206.

Sincerely yours,

Sarah E. Miller
Vice President
Colleton County Historical
And Preservation Society