

SURFSIDE BEACH TOWN COUNCIL REGULAR MEETING

Civic Center, 89 Pine Drive, Surfside Beach, SC 29575

www.surfsidebeach.org - ? (843) 913-6111 ? (843) 238-5432

TOWN COUNCIL MEETING AGENDA

Wednesday, June 29, 2022, ? 6:30 PM.

Please join the meeting from your computer, tablet, or smartphone.

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1. Agenda

Documents:

[07-13-2021-AGENDA-FINAL.PDF](#)

2. Meeting Materials

Documents:

[06-22-2021-MINUTES.PDF](#)

[07-6-2021-SP-MEETING-MINUTES.PDF](#)

[07-13-2021-ARTICLE-VII-LANDSCAPING-AND-TREE-PROTECTION-PCTOCOUNCIL.PDF](#)

[21-0934-ENABLING-ORD-DRAFT.PDF](#)

[DECISION-PAPER-CIVICS-PLUS.PDF](#)

[MONTHLY-REPORT-JUNE-2021-PW.PDF](#)

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**SURFSIDE BEACH TOWN COUNCIL REGULAR MEETING** Civic Center, 115 US Highway  
17 North, Surfside Beach, SC 29575 [www.surfsidebeach.org](http://www.surfsidebeach.org) - ☎ (843) 913-6111 📠 (843)  
238-543

## **TOWN COUNCIL MEETING AGENDA TUESDAY, JULY 13, 2021, • 6:30 pm.**

**Please join the meeting from your computer, tablet, or smartphone.**

<https://global.gotomeeting.com/join/645929037>

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**AccessCode:**645-929-037

**%' CALL TO ORDER**

**&" INVOCATION AND PLEDGE OF ALLEGIANCE**

5" Invocation: Nathan Sweet, Surfside Baptist Church

6" Pledge of Allegiance: Mayor Hellyer led in the Pledge of Allegiance.

**' " PUBLIC HEARING - Ordinance 21-0933 -Chapter 17, Article VII Landscaping and Tree Protection, Division 2 Tree Protection**

**(" MOTIONS RELATING TO AGENDA**

**)" MINUTES APPROVAL June 22, 2021, Regular Meeting, & July 6, 2021, Special Meeting**

**\*" PUBLIC COMMENTS – Agenda Items Only (5 minutes per speaker)**

**+ " COMMUNICATIONS**

5" Pier Update – Mr. Shanahan

6" Dogwood Swash Update – Walter Warren, Thomas, and Hutton.

7" **Public Works Department Report** – John Adair

D. Memorial Plaque for Assistant Chief Thomas Anderson- Larry Carter

**, " BUSINESS**

5" **1<sup>st</sup> Reading Ordinance 21-0934- Chapter 9 – Chief Hofmann**

6" **1<sup>st</sup> Reading Ordinance 21-0933, Chapter 17, Article VII Landscaping and Tree Protection, Division 2**

**Tree Protection – Carol Coleman**

**C. Decision Paper – Civic Plus- website upgrade – Mr. Shanahan**

**D. Building Remediation – Mr. Shanahan**

**E. Stormwater Fee - David Pellegrino**

**9. PUBLIC COMMENTS – Town Services or Business Conducted (5 minutes per speaker)**

**10. TOWN COUNCIL DISCUSSION AND/OR COMMENTS**

**11. EXECUTIVE SESSION** pursuant to the Freedom of information Act §30-4-70(a)(2), Discussion of negotiations incident to proposed contractual arrangements.

**12. Council may take action related to matters discussed in Executive Session**

**13. ADJOURNMENT**



## **TOWN COUNCIL MEETING MINUTES TUESDAY, JUNE 22, 2021, • 6:30 pm.**

**1. CALL TO ORDER** Mayor Hellyer called the meeting to order at 6:30 pm. Mayor Hellyer, Councilmembers Drake, Holder, and Keating were in attendance. Others present, Town Administrator Shanahan, Town Attorney Crosby, and Town Clerk Sheri Medina. Absent were Councilmembers Dietrich, and Pellegrino, and Mayor Pro Tempore Scales.

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

- A. Invocation: Kirk Lawton, Ocean Lakes Campground, gave the invocation
- B. Pledge of Allegiance: Mayor Hellyer led in the Pledge of Allegiance.

**3. PUBLIC HEARING - None**

**4. MOTIONS RELATING TO AGENDA - None**

**5. MINUTES APPROVAL** Councilmember Keating made a motion to approve the minutes from June 8, 2021 regular meeting. Councilmember Holder second. All voted in favor. **Motion Carried.**

**6. PUBLIC COMMENTS – Agenda Items Only**

**A. Harry Kohlmann, 10<sup>th</sup> Ave North.** I want to talk about paid parking. For several years, we had a parking committee. Many issues need to be fixed, and I think they should be brought back. If you go down to Garden City, they put up No Parking signs. It probably reduced 25% of their parking. This will all increase the number of golf carts coming to our beach and parking on public access. I know many people don't worry about that, but I used to come down here for vacation, paid a lot of money, and could sit on the beach and not have someone sitting in my lap from a different family. So, we continue to allow people to come here free, without any restriction. This is what's going to happen - people are not going to come here anymore. We also have the E district, the parking committee and many people in this Town told you that if you get rid of parking at those locations, there will be no parking left. "Oh, no" they said. "There would be plenty of parking". Well, once they got whatever they wanted down there, they said we don't have enough parking, so you all spent \$600,000, I believe, to build the parking lot. The only problem is nobody uses it. There's no enforcement, and no one has looked into it. Also, it was brought up to vastly increase the amount of time that we use pay parking, especially at the Pier. Neil and Pam's parking gets flooded with people who don't patronize it there. There's a lot of parking issues here, and it needs to be rectified. And also, we have people parking at the ball field and going to the beach. Tourists want to come in and play the ball field, but there's no place to park, also the gazebo by Flora Park. I know people are upset that Lanier is making so much money. I want to remind some of you on Council, it might be making money, but they are making a lot of money for us. I mean, you could bid it out for another company. We did that years ago, and they were the lowest bidder. So please think about possibly bring them back to the parking committee. Let's get this under check.

**7. COMMUNICATIONS**

**A. Employee Service Awards** Tanika Parson – 20 Years, Presented by Mayor Hellyer. Chief Hofmann stated she is known by many names - Tanika, queen, the face of the department, and that is the most important. If you've been around for a while or have been in the police department, you certainly have run into her in the building. She is so essential to the functions of the police department and her ability to connect with the community. She's been instrumental in helping me in the development and the idea of our Community Assistance program. She's very involved with helping elderly members of our community, being involved in anything related to helping all of our citizens. For a long time, she was helping with parking permits for the golf carts. But I could not get the job done in the police department without her help, and I appreciate everything she does each and every day. Tanika, you very important, and we're very proud of your son for his accomplishments. You've obviously done an amazing job there, also. Thank you very much for your service. We appreciate it.

**B. Police Department Report** – Chief Hoffman gave the monthly Police Department report. Chief Hofmann stated I was asked to provide Mayor and Council, and the community with an update on the jail closure. We closed the Surfside Beach Police Department Jail Facility in March of 2019. The reason it was closed after careful consideration was the resources that were required to run a municipal jail. There was a liability situation that occurred in your jail, which triggered a close look at staffing to ensure that we were maintaining Department of Corrections requirements and also best practices through the

municipal association. It was discovered that we were not in compliance; we took a good hard look at what would be required to be in compliance. What would be required to make sure that your jail stayed open and adequately staffed. We discovered that keeping the jail open would cost or create an increased budget need of about \$600,000 a year. That didn't seem like it was in the best interests of taxpayers. So, we closed the jail. We had two full-time transportation officers that provide transportation to either J Rubin or Myrtle Beach Police Department. After the first year, we realized that we were doing pretty well, and we did not need those transportation officers. We cut those two positions from the budget last year. So, we lost two full-time positions out of the Police Department, saving you about another estimated \$100,000 a year. It's estimated that closing the jail has been closed for two years now, which has saved the taxpayers about \$1.4M. The one downside to it is that we short one officer on the road during that time.

Councilmember Keating asked Chief, I need to give a shout-out to one of your Officers, Officer Mahoney. My husband, our neighbors, and I were sitting on the front porch the other day just having a chat. Officer Mahoney went by and waved. We waved to him and on he went. However, he turned around, came back, and stopped his vehicle. He came up, introduced himself, and had a nice conversation with us. That's what small-town life should be about with our police officers. So, I want you to know that he did that, and we greatly appreciated it.

Chief Hofmann stated I'm glad to hear that. He's one of our new officers, and he firmly buys our mission and objectives, and he's very community-oriented. I'm glad to hear that's happening; thank you very much.

Councilmember Holder asked about the holes being dug on the beach because now it's turtle nesting season.

Chief Hofmann stated the beach services carry a shovel and attempt to fill holes while canvassing the beach. I know that when they patrol, that's one of the operational things that they're trying to look out for, are holes on the beach or reminding people when they see them, please fill them in before you leave. We don't presently have anything that regulates that.

Councilmember Keating stated, in 2019, council did consider an ordinance that would give the beach services some "teeth" to manage excessive holes in the beach. That ordinance was tabled and was not considered for a second reading or passing. Maybe that is something that needs to be brought forward again.

Mayor Hellyer asked, how do you guys decide who goes to Myrtle Beach and who goes to J Rubin?

Chief Hofmann stated there's a big difference. Our default is to go to Myrtle Beach because it's closer and gets the officer back here. But if a person needs to go to the hospital, we take them to a medical facility and then straight to J Rubin.

**C. Finance Report** – Director King, gave the monthly finance report. Mr. Shanahan stated he had reached out to State Representative Russell Fry to see if we could get some help with the Pier expenses. Mr. Fry told us yesterday that they would give Surfside Beach \$500,000 and try to work in the next budget additional funds.

Councilmember Drake stated I want the residents to understand that the money going out for the Pier, that the money comes back in once it's submitted to FEMA.

Councilmember Keating stated we have only spent \$500,000 of our own money at this point.

**D. Keep Surfside Beach Beautiful**, Tabitha Mull, and Ellen Delaplaine. Thank you for having us. We have six other committee members that would very much like to be here with us today; however, they are at our Beach Sweep that we're hosting simultaneously with this meeting. They have all been a big part of working on what we're going to share with you today, and each of us is very proud of this. Keep Surfside Beach Beautiful Committee was established in 2012. At that particular time, the primary purpose was to keep Surfside Beach beautiful from an aesthetics point. Since that time, the committee has evolved into being very involved in keeping Surfside Beach beautiful in many more ways than just its aesthetics. Some examples include our events that we sponsor and support, our Beach Sweeps or Yard of the month Program, and fostering an environment that has citizen involvement in our Town, and that's to name a few. This is the evolution that we have seen with this committee. For that reason, we are requesting a change our mission and purpose for the Keep Surfside Beach Beautiful Committee. Mrs. Delaplaine stated what we've done is created an updated mission, such as a vision statement and name, purpose, strategy, and responsibilities documents. The foundation of all of that is built on alignment with the goals and the Town's vision so that our committee is always in lockstep with the Town and the interests of the Town. Our committee of eight women has been working on that, and we're giving you what we're asking for approval. At that point, we shared it with Mr. Shanahan, and we shared it with each of you for feedback. Thanks for sitting down with us and talking through it, and now we're here to ask you to formally approve it so that we can officially put it in place and get started.

Our new mission is: The Town Beautification and Engagement Committee is Ad Hoc. It acts as a community engagement organization designed to serve Surfside Beach by promoting and enhancing the beauty and spirit of the Town by identifying areas of improvement and engaging community partners while educating, encouraging, and motivating our citizens to become better stewards of its natural resources.

We want to thank you for your support. We're energized by your encouragement and appreciate the opportunity. We're very honored to continue to serve the Town.

**E. Discussion - Paid Parking** – Councilmember Drake. Councilmember Drake stated I have many concerns on the parking and the aspect of a parking committee we used to have. I would like to discuss, bringing everybody up to speed on the parking issues. There is no parking in the E District at all. Many parking spots are being used for people to go to the beach and not for businesses. Everybody wants to get as close to the beach as possible. There are still people parking after 7:00 pm and not having to pay to park. We spent \$560,000 on a parking lot. There's going to be parking, and we need to get some revenue back from it.

Councilmember Keating stated I agree that we need the parking committee re-instated and to perform a real service to the Town beyond what Lanier is doing. I don't believe Lanier monitor's parking within the Town per se. They monitor parking in specified lots. We just had to add tens of thousands of dollars to their contract to get them to try and enforced our parking along Surfside Drive in the C2 district. It's not just Linear collecting and issuing parking tickets for expired meters and so forth, but parking throughout the Town. If that's a scope of work we want to put in the parking committee, I think that would help many things. However, I think the timing is off to raise parking rates or extend the parking time now. You probably want to do that at the beginning of the parking season, not in the middle of the parking season. I think the timing of the review of chapter 9 is appropriate because that's exactly what Chapter 9 deals with, among other things. In my discussions with the Chief, there were a couple, very concerning provisions in the code that I think we're in error that we probably need to take care of quickly. We need to study the traffic, look at the beach access, look at the totality of the parking policy and conclude what we need to do.

Mayor Hellyer stated, why don't we get the recommendation from the Administrator on what to do, and we'll vote on it.

**F. Discussion – Chapter 9** Mrs. Keating stated I took the initiative and made some redline changes in Chapter 9 to start the discussion. Before presenting it to the Administration or Council, I did sit down with Chief Hoffman and Captain Miller to go through some of the pieces that I saw could be updated and streamlined and changed a little bit. So clearly, the first part of this chapter is talking about parking, so that will need to be looked at and the overall policy decided upon. Do we want to change the parking fees for next season? Should we have a value parking lot versus just the parking lot? Should that be any different than what ultimately will be the fee for the pier parking lot? Should we be looking at some metered or electronic parking along Surfside Drive as well? Or allow that two-hour parking free of charge? There' are issues with E District, and I understand it. They pushed through an ordinance that said businesses/restaurants in the E-district no longer have to provide their own parking. That benefits only two different restaurants because the rest already have their parking. That ordinance needs to be tweaked a little bit, since it also states that if you have your own parking you cannot build or use that property for any other purpose! That doesn't seem equitable for all. We also have a certain number of restaurants and bars that enjoy free parking because they're up in the C2 district. They have a municipal lot that has no parking fees. So, those businesses also enjoy free parking, without provided it themselves. The only businesses that don't enjoy free parking are the ones in the E district that don't have their own parking lots. You could argue, the ones that had to buy their parking lots aren't enjoying free parking either. We've got a dichotomy of how we're treating our businesses and what benefits they get from town parking resources. It's not just tourists that pay for parking. We have local visitors that come to the beach that come to our restaurants. We don't want to discourage locals from coming into Surfside and spending their money. The more money we bring in, the lower our property taxes remain. Parking is a big bone of contention with a lot of people. A lot of people don't understand that when you live within the town boundaries of Surfside, you pay an extra tax. With that additional tax, there are certain benefits one of which is the little parking stickers on your golf carts and your cars that says you get free parking.

A couple of issues came up as to how the ordinance was structured, which need to be corrected. Otherwise, it puts us in violation of our ordinance and specific State requirements under the penalties provision. We made a very global statement that says anybody that violates this entire chapter will be guilty of a civil offense, which is not true. There are only certain provisions for the parking that violations of which would be considered civil offenses. So, we need to make that modification in that section. We're only referencing sections 9, 7, 10, 11, and 12, and not the entire chapter because there are provisions in this chapter that address criminal offenses and need to remain. The other issue would be regarding who is authorized to issue the parking summons? Right now, it is the way the ordinance is written, the authority is limited to a police officer or an authorized code enforcement official.

We also need to look at what will end up in Chapter 4 with business licenses once we revise according to the state's new model agreement. So many other ordinances talk about who needs to have a business license. That's one thing in here that talks about because we get to the Towing companies and the taxi cabs and so forth. What I recommended, and Chief Hofmann agreed at this time, is to eliminate most of article three regarding taxicabs. We're not really monitor them, or controlling their operations. So, we're not seeing them posing a problem to us as may have happened in the past. Many of those provisions we can get rid of and relieve the burden on the police department.

This also applies withing the towing section of the chapter. The way this was written, it almost sounded like if you as a resident wanted to have your car towed someplace, you couldn't call who you wanted to call. You had to use one on the Police Department's rotation list, etcetera. So, we've modified this to address only the Wrecker Services that the Police Department uses. We've taken out a lot of the details to say each one of the towing services that will be in the rotation to be used by the police department will execute an annual agreement. I believe we also put in here, maybe a five-mile radius, that they have to have their impound lot. Just so it's not necessarily attached to their place of business, but it can't be too far away, say in Conway. If they're taking the vehicle someplace, it has to stay close by. I believe right now; we only have two services on our rotation lift.

We did make a difference, I think, between golf carts and low-speed vehicles, and their operation is in accordance with state law. So that we're just basically parodying the state law in our ordinance for information that you still have to be a licensed driver, can't drive after dark unless you're licensed as a low-speed vehicle, etc. The next steps would be to get the first and second reading of the ordinance changes in place.

## 8. BUSINESS

**A. SECOND READING ORDINANCE 21-0932** AN ORDINANCE OF THE TOWN OF SURFSIDE BEACH TO ADOPT THE 2021-22 FISCAL YEAR MUNICIPAL BUDGET AND TO SET THE TAX MILLAGE FOR THE FISCAL YEAR ENDING JUNE 30, 2022. Councilmember Keating made a motion to approve the second reading. Ordinance 21 – 0932, Adopting 2021 - 22 fiscal year budget with Exhibit A and B. Councilmember Drake second. All voted in favor. **Motion Carried.**

Mayor Heller stated we have no control over the county raising taxes because we do use services from Horry County. I want the residents to know that that's not something that we did; that's something that Horry County did. A lot of the time, people call and complain about their tax bills and they don't understand that the bill is not Surfside.

**B. STORMWATER FEE** Mr. Shanahan stated, as you know, when the stormwater fee was put out in 2019, there were a couple of non-profit organizations that didn't pay it on time. They got a late fee. One of the questions asked of me was is there a way to get out of paying the late fee? So, we checked with the county. The county says, it's up to the municipality to decide. What would have to happen is that they would pay us the full bill, including the late fee. Then they would provide a letter to the Town to request that we refund the late fee. I believe the Methodist Church has requested that they be reimbursed for the late fee. I think it was \$475 for their late payment. They have paid their 2019 and 2020 stormwater fees now.

Councilmember Keating stated that the ordinance has time limits on when they can appeal. But the problem I have with this is all the others that may have paid late, whether it's a non-profit, a resident or business, and the county assessed a penalty. Our ordinance stipulates that you've got 30 days to file an appeal, and I believe it applies to the late fee. I think if we refund it now; it's not fair to all the other people that follow the rules or pay on time.

After a short discussion Council concurred that the time limit had passed to be able to appeal.

**C. RESOLUTION 21-0137 - A RESOLUTION OF THE TOWN OF SURFSIDE BEACH TEMPORARILY SUSPENDING ENFORCEMENT OF CERTAIN ORDINANCES THAT PROHIBIT THE SALE OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY.** Councilmember Keating made a motion to discuss Resolution 21-0137 temporarily suspending enforcement of certain ordinances that prohibit the sale and consumption of alcoholic beverages on public property. Councilmember Drake second.

Mr. Shanahan stated we can't have a truck selling alcoholic beverages. We are known as the family beach, and we cannot get away from that. So, what I was thinking is, we have vendors that sell beer and food. We do not have any vendors at this time because we were waiting to get your approval. The other premise of this resolution was that whoever is the vendor still has to be fully licensed. They have to have the appropriate state approvals and insurance. It's just like anybody else that would sell liquor or alcohol in Town. Except that, for this particular case, between the hours of 6 and 10pm, on one day, within the fence of Martin Field, they would be allowed to sell and serve. The alcohol must be consumed within the fence. So, it's not like people are bringing in coolers. We're not letting people roam around everywhere with open containers, all other rules of disorderly conduct, public intoxication, and all the other things that our police officers worry about. But whether they're coming out of Martin failed or coming out of Pizza Hyena, all remain the same.

Mayor Hellyer asked for the Police Chief's opinion.

Chief Hofmann stated we tried this at the Barbecue festival a couple of years ago, and it didn't take off very well. So, maybe it'll be different now. We're on board with it; as I read the resolution, it sounds fine. I think it's very reasonable. There may be some people that want to come and can have a beverage and behave themselves. I think that that's good for the event instead of not having fireworks and all that. We'll have adequate staffing there and create a presence, and that this is something that the community wants and you want to move forward with, we will help make it happen. So, I think everything



that's outlined in that is very reasonable. Yeah, that's why this is written as sale and consumption at the place of the event and during the time of the event, which is inside the fence. And it's one day. We have four hours; we have to watch.

## **9. PUBLIC COMMENTS – Town Services or Business Conducted (5 minutes per speaker)**

**A. Beth Kohlmann** 10th Avenue N. I just wanted to talk about that stormwater fee. I think more for the public; I think what happened was, in our case [South Strand Helping Hands], we own two units. When the tax bill came in, my director thought he had been double billed. I never even looked at the notice, numbers, or anything. In 2019, we paid for one unit; we didn't pay for the other one. So, it was a mistake in the office, and we paid the late fee on the second unit. I'm one of those believers where ignorance of the law is not an excuse. When I heard that the church was upset about it, I get it, you're upset about it, but this is another example in the Town of Surfside Beach, where are we allowed them to pave their entire property. There's nowhere for the water to go. So we can't keep rewarding people that aren't complying with what everybody else has to comply with. So we paid our late fee! Of course, it is a lot less because we're in the business building and we don't have the same situation as the Church does. But again, just in the future, and I know you didn't do anything about it, and I appreciate that, but sometimes it's more important to reach out and ask the people. I think we should all pay for Stormwater, whether you're a non-profit or not; we all want this Town to be beautiful, and we have enough issues with Stormwater, and with all the building going on around us, we're going to have a lot more problems with Stormwater. I hope that people start to get more involved with that and as well as CRS. Thank you for listening. One other thing, I went over Chapter 9; one thing I did want to mention was the 10-minute parking sign that's on Surfside Drive is not strictly for the dry cleaner. It doesn't say that. People park there, they go into the real estate office or elsewhere. I've seen them go all different locations. So those 10 minutes, I think, were just given to them because of the problem at the dry cleaner, but everybody uses it. I don't know if that's going to help or not help. The other thing, if you look under Section 9-16, where the exceptions are. There is an exception, #6. I like the Guy Daniel's event. I think it's wonderful. However, I have a problem with giving an exemption for one event. There are other events, shops have events, and they don't get an exception. Now we have great events going on at Holiday Inn with the Surf Foundation; they're doing great stuff in their work with handicapped children. There are so many other events. So, if we're going to do it for one, do it for all; or, don't do it at all. It just gives such a bad taste in other people's mouths - what did they do differently? Why are they getting the exception? So, I think that when you're going over Chapter 9, in all fairness, not to beat them up because they do a great event. But let's keep it fair, all for everybody in the Town.

**B. Yvette Hellyer**, 7th Avenue North. I just wanted to make a quick comment for Resolution 21- 0137 on alcohol consumption. Are they going to be allowed to use bottles and cans? Is it open containers? Recycling is one of the three R's I live by. Can they separate trash and have it be sent appropriately to be recycled? So those are my three considerations. Thank you.

## **10. TOWN COUNCIL DISCUSSION AND/OR COMMENTS**

**A. Councilmember Holder**, I want to thank everybody for coming tonight. It's nice to see some faces back here, coming to the meetings now, that we open to everybody. And thanks to the online people. I went last night down to the Hula show. I don't know if you've been to it yet, but I was amazed. I don't know how many people were there. I figured it might have been close to 500 people there. They will be here every Monday night during the summer.

**B. Councilmember Keating**, I'd like to thank everybody for coming out. It's nice to see some faces back; again. I want to thank everybody for all the support they've shown and some of the more constructive comments. I know there's been a lot of questions out there. I've been getting a lot of private messages and questions and comments to the various Facebook posts, and I want to encourage everyone if you have any questions that you feel are not being answered otherwise, please private message me on Facebook or call or email me. I take my role here very seriously, and I do my best to find the answers to every question you may have. I want to continue encouraging people to reach out because that's how we get our residents involved, and we need our residents involved to understand what we're doing and why we're doing it. One of my missions is to make sure that what happens at Council meetings and at other times throughout the Town that you know what we're doing and why we're doing it and not just shoving it down your throat. So, if anyone has any questions, by all means, feel free to reach out. And if I don't know the answer, then I pester the town administrator until he gives me the answer himself. Again, Chief, I want a special thanks to officer Mahoney for stopping, which was above and beyond in my book, and I appreciated that. With that, I will say thank you and good night, and we will see you in a couple of weeks. We'll see you at the Fourth of July festivities, and also, a charity golf cart poker runner is going on in Town. I believe it's Sunday. It's for a breast cancer charity. Registration is \$10 per hand, at Beer 30 across the street; it stops at Scotty's, Neil and Pam's, The goat, and it ends up at Sundown. I believe it starts at noon. If you can participate in that, I highly recommend it. It's for a good cause.

**C. Councilmember Drake**, thank you, everybody, for coming out tonight. We've got an audience tonight. I just wanted to re-emphasize what Cindy was saying, make sure that anything in the residents' needs - our phone numbers are available. Our emails are available. Please contact us. We've got a concern about anything at all. Maybe simple to you, maybe a minor problem, or a big problem for you. Please reach out to a council member. Let us know so we can bring your need to the total

Council and the Administrator, so we get the problem resolved. Thank you very much.

**D. Mayor Hellyer,** I also thank everybody for coming out. I think it's great to see so many people here at our council meeting once again. So, I encourage everybody to come. I encourage everybody, all residents, to be involved in what's going on. Everybody has my phone number. Everybody has my email address. If you don't know something, and you want to know the answer, email me, and we'll discuss it. And if I don't have the answer, I'll go to the Town Administrator. We'll figure it out. Thank you all for coming.

**11. EXECUTIVE SESSION** pursuant to the Freedom of Information Act §30-4-70(a)(2), Discussion of negotiations incident to proposed contractual arrangements and proposed purchase of a property.

Councilmember Keating made a motion to convene an executive session in accordance with the Freedom of Information Act, §30-4-70(a)(2), to discuss the negotiations incident to a proposed contractual arrangement, and possible purchase of property. Councilmember Drake seconded. All voted in favor. **Motion carried.**

**12. COUNCIL MAY TAKE ACTION RELATED TO MATTERS DISCUSSED IN EXECUTIVE SESSION**

No action was taken in executive session. Mayor Heller requested Mr. Shanahan to provide a brief summary of the topic of discussion for public disclosure.

Mr. Shanahan stated, a couple of months back, we found that we had mold in the buildings. We did a study and found out that it was pretty bad mold in certain areas, which is not good for our employees. So, we moved them all into the town hall. While we were evaluating the mold, we started finding another concern. We started finding structural integrity issues in the different buildings that made the buildings unsafe. At this time, we have three courses of action that we'll be looking at. The first one is to repair the Town Hall, Council Chamber/Court, and the Civic Center and do what it takes to fix them. The second option we're looking at is knocking down all these buildings, and starting from scratch rebuilding them. The third and final option that we're looking at, there's the possibility of purchasing a building. We have to do our due diligence to make sure that we're not jumping into something that we're trying to get away from.

Those are the three options, I ask you to allow us to move forward, to hold this contract on another facility, with the understanding that staff can do nothing without final approval from the Council. That makes sure that what they're doing is correct. We're moving as quickly as we possibly can because it's the safety of our employees and the safety of our citizens.

Councilmember Keating made a motion to authorize the Town Administrator to execute a non-binding purchase agreement predicated upon the successful completion of our due diligence and evaluation of the property and final, overall approval of Council to execute a binding agreement. Councilmember Drake seconded. All voted in favor. **Motion carried.**

**13. ADJOURNMENT**

Councilmember Keating made a motion to adjourn at 9:05 pm. Councilmember Drake second. All voted in favor. **Motion Carried**

**Surfside Beach Town Council**

\_\_\_\_\_  
Robert Hellyer, Mayor

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David L. Pellegrino, Town Council

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Bruce H. Dietrich, Town Council

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Cindy Keating, Town Council

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Michael Drake, Town Council

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Debbie Scoles, Mayor Pro Tempore

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Paul Holder, Town Council

Attest: \_\_\_\_\_

Sheri L Medina, Town Clerk



Clerk's Note: This document constitutes summary minutes of the meeting that was digitally recorded, and is not intended to be a complete transcript. Appointments to hear recordings may be made with the town clerk; a free copy of the audio will be given to you, provided you bring a new, unopened flash drive. In accordance with FOIA §30-4-80(A) and (E), meeting notice and the agenda were distributed to local media and interested parties via the Town's email subscription list. The agenda was posted on the entry door at



**SURFSIDE BEACH TOWN COUNCIL SPECIAL MEETING**  
**CIVIC CENTER, 115 US HIGHWAY 17 NORTH,**  
**SURFSIDE BEACH, SC 29575, [www.surfsidebeach.org](http://www.surfsidebeach.org)**  
☎ (843) 913-6111 ☎ (843) 238-5432

**TOWN COUNCIL SPECIAL MEETING MINUTES**  
**Tuesday, July 6, 2021, • 10 am.**

- 1. CALL TO ORDER.** Mayor Hellyer called the meeting to order at 10:00 am. Mayor Hellyer, Councilmembers Drake, Holder, Keating, and Pellegrino, and Mayor Pro Tempore Scoles were in attendance. Others present, Town Administrator Shanahan, Town Attorney Crosby, and Town Clerk Sheri Medina. Absent was Councilmember Dietrich.

**2. PUBLIC COMMENTS – Agenda Items**

**A. William Kinken**, 1312 N Dogwood. Mr. Kinken stated I hope the rumors I'm hearing are not true that you're going to buy a 40-year-old building or lease a 40-year-old building and stick a bunch of money in it. That's a rumor I've heard. I don't know if it's true. We've got to look at our financial position. We've gone through a lot of money for the pier, which I think is justified. I love what you've done so far. I guess we've got to do something for our buildings. But, putting a building across 17, it's just not a good idea because I come to these meetings a lot, and every time I come up here, I usually come in the golf cart. I can't get across 17. I seldom ever go across 17. Thank you.

Councilmember Keating made a motion to modify the agenda to put Civics Plus business item as item A and move Building Options' presentation to Item B. Councilmember Drake second. All voted in favor. **Motion Carried**

**3. BUSINESS**

**A. Civics Plus** – Mr. Shanahan presented a proposal for new website development and management available. Mr. Shanahan explained all the features that will come with the new website should Council choose to move forward.

Mr. Shanahan stated as you remember, you came up with five external and five internal goals. Goal #3 was to research an enhanced website. We think this is an asset that will help the Town. The Civic Plus website will provide a lot more information to our residents to know what's going on. There will be online forms to fill out and submit. No more printing then uploading. It will provide sign-up opportunities for our residents to receive whatever information they have available that is important to them. We want our residents to know what we are doing.

As part of the Civic Plus offer, the website has a Civic Engagement platform that includes (1) an Alert Center for emergency and vital information, (2) a blog for information on community topics, (3) a calendar, (4) resident request tracker to ensure follow and issue resolution. It will also allow residents to create a user profile, customize their dashboard for updated news, events, and information, and access the notification feature to receive text messages or emails on selected topics.

The website will have improved user-friendly navigation, including Frequently Asked Questions, graphic links, quick links for often requested information, and predictive search indexes. The website will allow each department to post and track activities, showcase community facilities and online reservations, job postings, and open bids. An essential feature is the "Automatic Alt Tag that allows ADA compliance. It's is adaptable to be accessed on all devices, it is printer-friendly, and it has a translation feature into about 100 languages.

Other website enhancements include online credit card processing for secure bill payment online. It will handle all of those different departments that collect money, which gives us a really good way of tracking the money coming in and where it's going.

Councilmember Keating stated we currently have documents online available. However, you still have to print it, fill it out, scan it back into your computer, and email it to the appropriate recipient; it's all interactive

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The public is invited to attend all meetings and events.*

and online in this system. You access the desired form, fill it out, hit submit, and go right to the department. It is a genuine online process.

Councilmember Scoles asked how are we going to deal with the residents that do not have computers? They deserve the same courtesy. We've also got to consider the minority of our residents. They are still entitled to this information.

Mr. Shanahan stated residents could go to the library to access the computers. Also, we are looking into putting a computer in the lobby for people to use.

Mayor Hellyer stated that we used to send out the newsletter some time ago because some do not have computers. Can we look into sending them out again? Mr. Shanahan said he would look into it.

Councilmember Keating stated that those residents that don't have access to computers or emails would not be affected by the change to the website. However, they're getting their information today; they'll continue to get it even after we upgraded the website.

For implementation, Mr. Shanahan stated the website would take approximately 4 – 6 months to build, train, test, and launch. He also explained there are two financial options. First, we can pay the complete development fee and 1<sup>st</sup> year annual cost in the first year for a total of \$42,233. The second option is to break the development price up over 4 years, including the annual fee at \$19,093 each year. The fifth year would consist of only the annual maintenance fee of \$11,840. Beginning in the 6<sup>th</sup> year, the annual maintenance fee would increase 3% per year unless otherwise re-negotiated.

Councilmember Keating stated that we've got SurfsideBeach.org that is primarily town operations-oriented, events and information out of town Hall; we've also got VisiteSurfsideBeach.com that we are also managing and is focused on visitor information. However, this platform, should we choose, could replace both of those so that there is a one-stop-shop for all information regarding Surfside Beach, whether you want to look at visitor information, restaurants, hotels, advertisements, links with the town events, and marketing promotions. Still, it could all be in one place with just your quick links as to what you're interested in. We've got both.

Councilmember Keating also noted that we negotiated some better pricing from their original proposal and standard practice. They have annual contracts, and the annual maintenance fee goes up 5% every year. We've been able to negotiate with them to hold the annual fee steady for the first four years and only increase it 3% per year thereafter.

Councilmember Pellegrino stated this seems like a great platform to send that information on, but we did not budget for this in this year's budget, as far as I know. We would be making a \$76,000 commitment over the first four years. Then \$12,000 and after that. This is something that should be discussed during the budget process. I don't think we should be taking on any budget amendments right now.

Councilmember Keating stated that, as I mentioned, this project would be replacing the two websites that are already in the budget. The budget includes several thousands of dollars to maintain those sites and tens of thousands of dollars for people who manage those sites. All that will offset the price of the new platform.

Councilmember Scoles stated that my only comment is that there are additional costs that we're offsetting, which isn't a total add to the budget. It's an incremental increase, but certain costs are in the budget; there will be an offset to this total increase.

Councilmember Holder stated this system is used in 4000 Municipal towns across the country and other countries, and they are the expert in working with towns and cities. Very impressive cost. This is nothing compared to what I'm used to.

Councilmember Scoles stated that is very reasonable, and I think we owe it to our residents to come up with what cost we already have built-in the budget that will come off of this bottom line. We can show them that we are mindful of their tax dollars, especially with everything else we have going on in this Town, with that pier costing more and more than what we anticipated.

Mr. Shanahan agreed to provide the net cost of this project at the next regularly scheduled council meeting.

**B. Building Options Presentation** – Mr. Shanahan recapped all the information that has been compiled over the last few months to address the mold and structural integrity issues in the Town Hall, Council Chamber/Court, Police, Planning, Building, and Zoning, and the Civic Center.

Earlier this year, we noticed moldy odors, and a few employees complained of headaches. In addition, we started seeing black substances on the wall of the courthouse. In the Town Hall, the Clerk's office, Mayor's office, the bathrooms, the second floor, and the server room office showed elevated airborne mold spores. We also discovered where the town hall was connected to the council chambers, was done incorrectly, or has broken down over time. We have moisture and water leakage all around the connections that have not been addressed in a long time. We took a look at the courthouse and identified surface mold, elevated moisture readings, and high RH levels in the courthouse. In evaluating the severity of the mold, several significant structural issues were uncovered that raised safety concerns.

The Planning Building & Zoning portion of the building had elevated levels of airborne spores. The Civic Center also elevated airborne mold spore levels in all areas, but not as bad. The Police have minimal mold, and it was isolated to document storage and due to the air conditioning unit.

A real estate appraisal was done on all the buildings to determine the value of the asset. The appraiser concluded that the buildings were in such poor condition that they would not contribute to the price. The land alone is currently 1.66 acres and was appraised at \$415,000, not including the Police Department building. However, that value would include the Police Department Annex.

The first option would be to repair the structural damage, remediate or replace all areas with mold contamination. Due to the severity of the injury and the remaining unknowns, it is not fully understood if this option is feasible. The total price of what is known at this time for this option would exceed \$2.5M, excluding the expense for temporary facilities while the work is completed.

The second option is to demolish and rebuild Town Hall, PB&Z building, and the Court Chambers. With mold remediation and asbestos testing and removal, this alternative would cost approximately \$5M. This also does not include the expense for temporary facilities while the work is completed.

The third option would be to purchase the Caldwell Banker building on Highway 17. It is currently listed for \$1.2 million. We would anticipate minor remodeling of the interior over time. We also recommended that we purchase the surrounding vacant lots for additional parking and add a Council Chambers/Court building. This would cost ~\$800K.

4. **Executive Session** pursuant to the Freedom of Information Act §30-4-70(a)(2), discussion of negotiations incident to proposed contractual arrangements and proposed purchase of a property.

Councilmember Holder made a motion to enter into executive session in accordance with the Freedom of Information Act §30-4-70(a)(2) to discuss negotiations incident to proposed contractual arrangements and proposed purchase of a property. Councilmember Drake second. All voted in favor. **Motion Carried.**

Councilmember Keating made a motion to re-enter the public session of the special meeting Tuesday, July 6 at 11:25 am. Councilmember Holder second. All voted in favor. **Motion Carried.**

5. **Council may take action related to matters discussed in Executive Session**

Mayor Heller stated that no action was taken in an executive session. Previously we authorized the town administrator to negotiate in the Town's best interests a non-binding agreement to hold the purchase of the property in the Town's best interests. Today we had some discussion about it, and we asked those negotiations to continue. This topic will be on the agenda for this Tuesday. It is anticipated that the negotiations will be complete, and we will vote to implement the optimum solution for these issues. So that was, that is the result of the executive session.

6. **ADJOURNMENT.** Councilmember Holder made a motion to adjourn at 11:26 am. Councilmember Keating second. All voted in favor. **Motion Carried**

**Surfside Beach Town Council**

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Robert Hellyer, Mayor

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David L. Pellegrino

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Bruce H. Dietrich, Town Council

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Cindy Keating, Town Council

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Michael Drake, Town Council

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Debbie Scoles, Mayor Pro Tempore

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Paul Holder, Town Council

Attest: \_\_\_\_\_  
Sheri L Medina, Town Clerk

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**ARTICLE VII. - LANDSCAPING AND TREE PROTECTION**

**Sec. 17-700. - Intent.** This article is to establish requirements for landscaping and afford protection to all trees, especially those defined as protected, specimen, or landmark trees on developed and undeveloped residential and commercial property. A zoning permit indicating approval by town staff may be required before tree pruning or removal is undertaken.

**DIVISION 2. - TREE PROTECTION**

**Sec. 17-720. - Exemptions from this article.**

Electric utilities are exempt from the permitting process for the pruning and/or removal of a tree when necessary to correct a hazardous situation or to eliminate tree or wire conflicts that have the potential to interfere with power reliability upon notification and approval of the town's code enforcement official.

**Sec. 17-721. - Contractor/property owner affidavit required.**

The removal of trees requiring a zoning permit shall be performed by a licensed, bonded, and insured tree removal company. In the event a property owner chooses to remove the tree(s) by himself, a hold harmless agreement shall be executed and filed with the town.

**Sec. 17-722. - Regulations and classifications.**

The regulations of **D**ivision 2 **T**ree **P**rotection are divided into three (3) classifications:

- (1) Owner of existing residence;
- (2) Owner of existing commercial property (with primary structure);
- (3) Development of vacant property (residential or commercial), redevelopment, major addition, or pool; **or,**
- (4) In all cases, the code enforcement official shall determine if conditions are met.

**Sec. 17-723. - Owner of existing residence.**

- (a) Tree and measurement requirements for residentially zoned properties.

<b>Table 17-723.1</b>			
<b>MINIMUM NUMBER OF REQUIRED TREES AND DIAMETER &amp; CIRCUMFERENCE BY ZONING DISTRICT*</b>			
Zoning District	Number of Required Trees per lot (minimum)	Minimum Diameter measured 2' from ground (all trees)	<b>Minimum Diameter per lot (all trees)</b>
R-1	5 trees per lot	3 inches	<b>60 inches</b>
R-2	5 trees per lot	3 inches	<b>40 inches</b>



R-3	3 trees per lot	3 inches	<b>30 inches</b>
<p><b>The intent of requiring a minimum number of diameter inches per lot is not to force additional new trees to be planted, but to encourage existing trees to be preserved. Mature trees are already beneficial to the town and can be counted towards the required 60", 40", and 30", respectively.</b></p>			

- (b) **Applicability.** Nonconforming lots that do not contain the number of trees or cumulative measurement requirements may continue pursuant to the provisions of this chapter. Any change shall immediately require compliance with the minimum number of trees listed in Table 17-723.1.
- (c) **Reduction authorized.** A reduction is limited to one (1) tree or twenty (20) percent of the number of trees required for a lot, whichever is greater. The code enforcement official may, consistent with the requirements of this section, authorize a reduction in the number of required trees from the terms of section 17-723.1 if:
  - (1) The lot is nonconforming in area; or
  - (2) The lot contains a landmark tree and the placement of the required tree would interfere with its healthy growth; or
  - (3) The replacement tree would interfere with a public street, sidewalk, drainage or utility easement.
- (d) **Appeals.** Appeals regarding code enforcement decisions shall be made to the board of zoning appeals pursuant to section 17-223. The board of zoning appeals may grant a variance to provide additional relief from the terms of this article, subject to the requirements imposed by section 17-222.

**Sec. 17-723.2. - Zoning permit required for EXISTING RESIDENCE.**

**No permit.** A zoning permit is not required for the removal of trees under eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground, or for the pruning of limbs under eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the tree trunk.

**Permit required.** Issuance of a no-fee zoning permit is required prior to removal of trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground, and for the pruning of limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the tree trunk.

**Sec. 17-723.3. - Guidelines for pruning limbs or removal of common trees for an existing residence.**

**Trees or limbs over eight (8) inches.** When trees or limbs exceed eight (8) inches in diameter or twenty-five (25) inches in circumference a no-fee permit is required and will be issued as long as one (1) of the following conditions is met:

- (1) The property owner wishes to thin or remove existing common trees from the property to allow for the proper growth of remaining trees or to enhance the overall appearance of the landscaped area.
- (2) The tree(s) poses a safety hazard to pedestrians or vehicle traffic;
- (3) The tree poses a hazard to building or utilities, including foundations or driveways in the near future; or
- (4) The tree is any variety of pine other than a long leaf; or
- (5) The tree is within ten (10) feet of the primary structure, foundation or driveway; or
- (6) The tree is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people, buildings or other improvements.

**Tree replacement.** If the removal does not maintain the required number of trees, common trees may be replaced with another common tree.

**Sec. 17-723.4. - Guidelines for pruning or removal of protected and specimen trees for an existing residence.**

**Trees or limbs over eight (8) inches.** With the issuance of a no-fee permit, protected or specimen trees or limbs exceed eight (8) inches in diameter or twenty-five (25) inches in circumference a no-fee permit is required and will be issued as long as one (1) of the following conditions are met:

- (1) Tree(s) pose a safety hazard to pedestrians or vehicle traffic;
- (2) Tree(s) can be expected to pose a hazard to building or utilities, including trees within ten (10) feet of the primary structural foundation;
- (3) The tree is diseased, dead, or weakened by age, storm, fire, or other injury, which is a source of hazard to people, buildings, or other improvements on a lot.

**Replacement trees.** If the removal does not maintain the required number of trees, only trees listed in Table 17-750 shall be authorized for planting to replace protected and specimen trees.

**Sec. 17-723.5. - Guidelines for pruning or removal of landmark trees for an existing residence.**

(a) **Trimming or pruning.** Issuance of a no-fee permit shall be required before any trimming or pruning of landmark limbs. Landmark tree limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet **inches** from the trunk shall not be removed unless one (1) or more of the following conditions is met:

- (1) Limb(s) pose a safety hazard to pedestrians or vehicle traffic;
- (2) Limbs pose or can be expected to pose a hazard to building or utilities,
- (3) The tree limb is diseased, dead or weakened by age, storm, fire or other injury, which is a source of hazard to people, buildings or other improvements on a lot.

(b) **Removal.** Prior to the removal of a landmark tree a letter from an ISA certified arborist, South Carolina registered forester, landscape architect, architect, or engineer must be submitted to the planning, building and zoning department stating one (1) or more of the reasons listed below that require(s) the tree(s) be removed.

- (1) Tree(s) pose a safety hazard to pedestrians or vehicle traffic;
- (2) Tree poses or can be expected to pose a hazard to primary structure, including foundation or utilities, or
- (3) The tree is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people, or primary building.
- (4) Foundation damage caused or likely. When a landmark tree is within ten (10) feet of a primary residence foundation, and can be expected to cause foundation damage the code enforcement official may approve the removal without requiring an arborist letter.

**Replacement trees.** If the removal does not maintain the required number of trees, only those trees listed in Table 17-750 shall be authorized for planting to replace a landmark tree.

**Other requests.** Requests for the removal of a landmark tree in order to place a pool, accessory structure, or any other type use other than primary residence shall require approval from the board of zoning appeals. The planning, building and zoning department will expedite the appeal process as much as state law allows.

**Sec. 17-724. – COMMERCIAL PROPERTY with primary structure.**

(a) Tree and measurement requirements for commercially zoned properties.

<b>Table 17-724.1</b>			
<b>MINIMUM NUMBER OF REQUIRED TREES &amp; DIAMETER / CIRCUMFERENCE BY ZONING DISTRICT*</b>			
Zoning District	Number of Required Trees (minimum)	Minimum Diameter measured 2' from ground (all trees)	Minimum Circumference measured 2' from ground (all trees)
MU	4 trees per lot	40 inches	125 inches
LLI	4 trees per lot	40 inches	125 inches
C1	Shall meet the requirements of Article IX (Design Overlay District)		
C2	No Planting Required	N/A	
C3	3 trees per lot	30 inches	94 inches

- (b) **Applicability.** Nonconforming lots that do not contain the number of trees or cumulative measurement requirements may continue pursuant to the provisions of this chapter. Any change shall immediately require compliance with the minimum number of trees requirement of Table 17-724.1.
- (c) **Reduction authorized.** A reduction is limited to one (1) tree or twenty (20) percent of the number of trees required for a lot, whichever is greater. The code enforcement official may, consistent with the requirements of this section, authorize a reduction in the number of required trees from the terms of section 17-723.1 if:
- (1) The lot is nonconforming in area; or
  - (2) The lot contains a landmark tree and the placement of the required tree would interfere with its healthy growth; or
  - (3) The replacement tree would interfere with a public street, sidewalk, drainage or utility easement.
- (d) **Appeals.** Appeals regarding code enforcement decisions shall be made to the board of zoning appeals pursuant to section 17-223. The board of zoning appeals may grant a variance to provide additional relief from the terms of this article, subject to the requirements imposed by section 17-222.

**Sec. 17-724.2. - Zoning permit required for commercial property with primary structure.**

**No permit.** A zoning permit is not required for the removal of trees under eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground, or for the pruning of limbs under eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the tree trunk.

**Permit required.** Issuance of a no-fee zoning permit is required prior to removal of trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground, and for the pruning of limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the tree trunk.

**Sec. 17-724.3. - Guidelines for pruning or removal of common trees for a commercial property with primary structure.**

With issuance of a no-fee permit before any trimming or pruning is done common trees limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk and common trees eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground may be removed from properties when one or more of the following conditions exist:

- (1) The tree(s) or limb pose a safety hazard to pedestrians or vehicle traffic;

- (2) The tree(s) pose or can be expected to pose a hazard to building or utilities, including foundations; or
- (3) The tree is any variety of pine other than a long leaf; or
- (4) The tree is within ten (10) feet of the primary structure, foundation or driveway; or
- (5) The tree or tree limb is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people, buildings or other improvements on a lot.

**Replacement trees.** If the removal does not maintain the required number of trees, tree replacement shall be required in accordance with article IX of this section or the applicable zoning district. Common trees may be replaced with another common tree.

**Sec. 17-724.4. - Guidelines for pruning or removal of protected or specimen trees for a commercial property with a primary structure.**

**Trees or limbs over eight (8) inches.** With the issuance of a no-fee permit, protected or specimen trees or limbs that exceed eight (8) inches in diameter or twenty-five (25) inches in circumference may be removed as long as one (1) of the following conditions is met:

- (1) Tree(s) pose a safety hazard to pedestrians or vehicle traffic;
- (2) Tree(s) can be expected to pose a hazard to building or utilities, including trees within ten (10) feet of the primary structural foundation;
- (3) The tree is diseased, dead or weakened by age, storm, fire or other injury, which is a source of hazard to people, buildings or other improvements on a lot.

**Replacement trees.** If the removal does not maintain the required number of trees, only trees listed in Table 17-750 shall be authorized for planting to replace protected and specimen trees.

**Sec. 17-724.5. - Guidelines for pruning or removal of landmark trees for a commercial business with a primary structure.**

- (a) **Trimming or pruning.** Issuance of a no-fee permit shall be required before any trimming or pruning of landmark limbs. Landmark tree limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet **inches** from the trunk shall not be removed unless one (1) (or more) of the following conditions is met:
  - (1) Limb(s) pose a safety hazard to pedestrians or vehicle traffic;
  - (2) Limbs pose or can be expected to pose a hazard to building or utilities,
  - (3) The tree limb is diseased, dead or weakened by age, storm, fire or other injury, which is a source of hazard to people, buildings or other improvements on a lot.
- (b) **Removal.** Prior to the removal of a landmark tree a letter from an ISA certified arborist, South Carolina registered forester, landscape architect, architect or engineer must be submitted to the planning, building and zoning department stating one (1) or more of the reasons listed below that require the tree(s) be removed.

- (1) Tree(s) pose a safety hazard to pedestrians or vehicle traffic;
- (2) Tree poses or can be expected to pose a hazard to primary structure, including foundation or utilities, or
- (3) The tree is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people, or primary building.
- (4) Foundation damage caused or likely. When a landmark tree is within ten (10) feet of a primary residence foundation, and can be expected to cause foundation damage the code enforcement official may approve the removal without requiring an arborist letter.

**Replacement trees.** If the removal does not maintain the required number of trees, only those trees listed in Table 17-750 shall be authorized for planting to replace a landmark tree.

**Other request.** Requests for the removal of a landmark tree in order to place a pool, accessory structure, or any other type use other than primary residence shall be submitted to the planning, building and zoning department for a permit. When there is a dispute, the applicant may appeal to the board of zoning appeals for a variance. The planning, building and zoning department will expedite the appeal process as much as state law allows.

**Sec. 17-725. – DEVELOPMENT OF VACANT PROPERTY, redevelopment, or major addition (residential or commercial).**

(a) Tree and measurement requirements for vacant property, redevelopment, or major addition.

<b>Zoning District</b>	<b>Number of Required Trees (minimum)</b>	<b>Minimum Diameter measured 2 feet from ground (total of all trees)</b>	<b>Minimum Circumference measured 2 feet from ground (total of all trees)</b>
R-1	5 trees per lot	3 inches 60 inches	188 inches
R-2	5 trees per lot	3 inches 40 inches	125 inches
R-3	3 trees per lot	3 inches 30 inches	94 inches
MU	4 trees per lot	40 inches	125 inches
LLI	4 trees per lot	40 inches	125 inches
C1	Shall meet the requirements of Article IX (Design Overlay District)		



C2	No Planting Required	N/A	
C3	3 trees per lot	30 inches	94 inches
PD	Specified in the Planned Development Document		

**NOTE: \*For the purposes of administering this section, no tree less than seven three inches (7 3") in diameter (~~dbh~~) shall be counted in order to satisfy the minimum number of trees per lot, nor shall the diameter of such tree be counted to satisfy the cumulative inches ~~dbh~~ required per lot. \*\*The minimum inches ~~dbh~~ per lot is the sum of all qualifying trees on the lot. All measurements are made two (2) feet from the ground.**

(b) **Applicability.** Nonconforming lots that do not contain the number of trees or cumulative measurement requirements may continue pursuant to the provisions of this chapter. Any change shall immediately require compliance with the minimum number of trees requirement of Table 17-725.1.

(c) **Reduction authorized.** A reduction is limited to one (1) tree or twenty (20) percent of the number of trees required for a lot, whichever is greater. The code enforcement official may, consistent with the requirements of this section, authorize a reduction in the number of required trees from the terms of section 17-723.1 if:

- (1) The lot is nonconforming in area; or
- (2) The lot contains a landmark tree and the placement of the required tree would interfere with its healthy growth; or
- (3) The replacement tree would interfere with a public street, sidewalk, drainage or utility easement.

(d) **Appeals.** Appeals regarding code enforcement decisions shall be made to the board of zoning appeals pursuant to section 17-223. The board of zoning appeals may grant a variance to provide additional relief from the terms of this article, subject to the requirements imposed by section 17-222.

**Sec. 17-725.2. - Zoning permit required for vacant, development, or major addition (residential or commercial).**

**No permit.** A zoning permit is not required for the removal of trees under eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground, or for the pruning of limbs under eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the tree trunk.

**Permit required.** Issuance of a no-fee zoning permit is required prior to removal of trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground, and for the pruning of limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the tree trunk.

**Sec. 17-725.3. - Guidelines for pruning or removal of common trees for vacant, development, redevelopment, or major addition (residential or commercial).**

- (a) **Vacant property not for development.** With the approval of the code enforcement official common tree limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk and common trees eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground may be removed from properties if one (1) or more of the following conditions exist:
- (1) The tree or limb pose a safety hazard to pedestrians or vehicle traffic;
  - (2) Tree or limb poses or can be expected to pose a hazard to utilities;
  - (3) The tree is any variety of pine other than a long leaf;
  - (4) The tree is within ten (10) feet of the primary structure, foundation or driveway;
  - (5) Tree or limb is diseased, dead or weakened by age, storm, fire or other injury, which is a source of hazard to people;
  - (6) The property owner wishes to thin or remove existing common trees from the property to allow for the proper growth of remaining trees or to enhance the overall appearance of the landscaped area. Thinning may be authorized provided thinning is limited to forty (40) percent of existing common trees. No protected or landmark tree shall be removed.
- (b) **Development, redevelopment, major addition, pool.** Removal of trees for development purposes, including redevelopment, major addition, or pool installation requires a tree protection plan. A building permit must be issued prior to the removal of any tree located on a lot to be developed, redeveloped or adding a major addition.

With the approval of the code enforcement official common tree limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk and common trees eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground may be removed from properties if one (1) or more of the following conditions exist:

- (1) The tree or limb poses a safety hazard to pedestrians or vehicle traffic;
- (2) The tree or limb poses or can be expected to pose a hazard to utilities or primary structure, including foundation; or
- (3) The tree or limb is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people; tree is located within ten (10) feet of the proposed foundation of the proposed primary building, major addition or pool.

**Replacement trees.** If the removal does not maintain the required number of trees, common trees may be replaced with another common tree, except Palmetto trees shall be allowed replacement trees in R2 and R3 districts.

**Sec. 17-725.4. - Guidelines for pruning or removal of protected or specimen trees for vacant, redevelopment or major addition (residential or commercial).**

- (a) ***Vacant property not for development.*** With the issuance of a no-fee permit, protected or specimen limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk or protected or specimen trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground may be removed if one or more of the following conditions exist:
- (1) Tree or limb poses a safety hazard to pedestrians or vehicle traffic; or
  - (2) The tree or limb is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people.
- (b) ***Development, redevelopment, major addition, pool.*** Removal of trees for development purposes, including redevelopment, major addition or pool requires a tree protection plan. A building permit must be issued prior to the removal of any tree located on a lot to be developed, redeveloped, adding a major addition or installing a pool.

Contractors: Upon payment set forth in Table 13-61a, and with the issuance of a permit, protected or specimen limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk or protected or specimen trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground may be removed if one (1) or more of the following conditions exist: and

Property owners: With the issuance of a "no fee permit" protected or specimen limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk or protected or specimen trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from the ground may be removed if one (1) or more of the following conditions exist:

- (1) Tree or limb pose a safety hazard to pedestrians or vehicle traffic;
- (2) Tree or limb poses or most likely can be expected to pose a hazard to primary structure, including foundation or utilities, or
- (3) The tree is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people, or primary building.
- (4) If it is determined by a South Carolina licensed surveyor or a South Carolina licensed engineer that the following conditions are present and these conditions are presented to the director of planning, building and zoning as documented:
  - a. Tree being protected or landmark tree cannot in anyway escape the building footprint of a residential or commercial building by movement of the building in any direction.
  - b. The landmark tree would prevent the land from being used either residentially or commercially by the owner, builder or contractor then the following would take place:

- i. The director of planning, building and zoning and the building official shall verify that the survey data by the South Carolina licensed surveyor or the South Carolina licensed engineer is factual.
- ii. The owner, builder or contractor shall not be required to appear before the board of zoning appeals and the director of planning, building and zoning and code enforcement shall issue a release excusing the owner, builder or contractor from the board of zoning appeals hearing.
- iii. The owner, builder or contractor shall plant a minimum of four (4) trees with at least two (2) being of the same species as the landmark tree removed. The trees planted as replacement trees shall meet the guidelines set forth in section 17-750. Tree replacement for permitted tree removal shall be planted prior to final inspection and certificate of occupancy is issued.

**Replacement trees.** If the removal does not maintain the required number of trees, only those trees listed in Table 17-750 shall be authorized for planting to replace protected, or specimen trees, except Palmetto trees shall be allowed replacement trees in R2 and R3 districts.

**Sec. 17-725.5. - Guidelines for pruning or removal of landmark trees for vacant, redevelopment, or major addition (residential or commercial).**

- (a) **Vacant property not for development.** Trimming or pruning. With the approval of the code enforcement official landmark tree limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk may be removed if one (1) or more of the following conditions exist:
- (1) Limb(s) poses a safety hazard to pedestrians or vehicle traffic;
  - (2) Limb(s) poses or can be expected to pose a hazard to utilities; or
  - (3) The limb is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people.

**Removal.** Prior to the removal of a landmark tree a letter from an ISA certified arborist, South Carolina registered forester, landscape architect, architect or engineer must be submitted to the planning, building and zoning department stating one or more of the reasons listed below that require the tree(s) be removed.

- (1) Tree(s) poses a safety hazard to pedestrians or vehicle traffic;
  - (2) Tree(s) poses or can be expected to pose a hazard to utilities, or
  - (3) The tree is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people.
- (b) **Development, redevelopment, major addition, pool.** Trimming or pruning. With the approval of the code enforcement official and issuance of a no-fee permit, landmark tree limbs over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) inches from the trunk may be removed if one (1) or more of the following conditions exist:
- (1) Limb(s) poses a safety hazard to pedestrians or vehicle traffic;

- (2) Limb(s) poses or can be expected to pose a hazard to utilities; or
- (3) The limb is diseased, dead or weakened by age, storm, fire or other injury, which is a source of hazard to people, buildings or other improvements on a lot.

**Removal.** Removal of trees for development purposes, including redevelopment, major addition or pool requires a tree protection plan. A building permit must be issued prior to the removal of any tree located on a lot to be developed, redeveloped, adding a major addition or installation of a pool.

Prior to the removal of a landmark tree a letter from an ISA certified arborist, South Carolina registered forester, landscape architect, architect or engineer must be submitted to the planning, building and zoning department stating one (1) or more of the reasons listed below that require the tree(s) be removed:

- (1) Tree(s) poses a safety hazard to pedestrians or vehicle traffic;
- (2) Tree(s) poses or can be expected to pose a hazard to utilities, or
- (3) The tree is diseased, dead or weakened by age, storm, fire or other injury which is a source of hazard to people, buildings or other improvements on a lot.
- (4) If it is determined by a South Carolina licensed surveyor or a South Carolina licensed engineer that the following conditions are present and these conditions are presented to the director of planning, building and zoning as documented:
  - a. Tree being protected or landmark tree cannot in anyway escape the building footprint of a residential or commercial building by movement of the building in any direction.
  - b. The landmark tree would prevent the land from being used either residentially or commercially by the owner, builder or contractor then the following would take place:
    - i. The director of planning, building and zoning and the building official shall verify that the survey data by the South Carolina licensed surveyor or the South Carolina licensed engineer is factual.
    - ii. The owner, builder or contractor shall not be required to appear before the board of zoning appeals and the director of planning, building and zoning and code enforcement shall issue a release excusing the owner, builder or contractor from the board of zoning appeals hearing.
    - iii. The owner, builder or contractor shall plant a minimum of four (4) trees with at least two (2) being of the same species as the landmark tree removed. The trees planted as replacement trees shall meet the guidelines set forth in section 17-750. Tree replacement for permitted tree removal shall be planted prior to final inspection and certificate of occupancy is issued.

**Replacement trees.** If the removal does not maintain the required number of trees only those trees listed in Table 17-750 shall be authorized for planting to replace landmark trees.

**Other requests.** Requests for the removal of a landmark tree in order to place a pool, accessory structure, or any use other than the primary structure shall be required to obtain approval from the board of zoning appeals. The planning, building and zoning department will expedite the appeal process as much as state law allows.

**Sec. 17-726. - Tree protection during clearing, grubbing, and development.**

During development there shall be erected and maintained suitable protective barriers around all trees to be retained to prevent damage thereto. The code enforcement official shall be consulted regarding the specific type(s) of barrier(s) to be used. Protective measures may not be removed until construction is complete. No other types of disturbance or construction shall be allowed under the drip line.

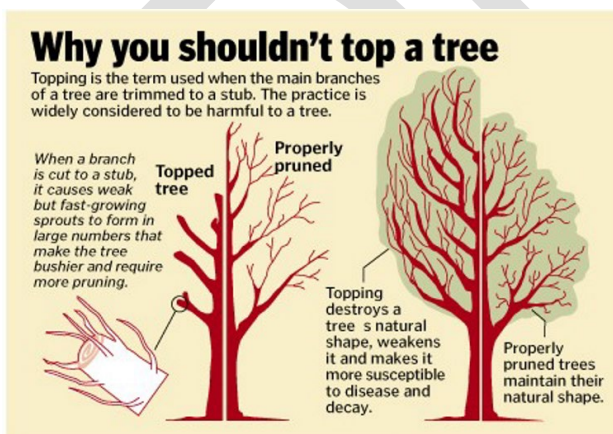
**Sec. 17-727. - Public tree care.**

The Town of Surfside Beach shall have the right to plant, prune, maintain, and remove trees, plants, and shrubs within the lines of all streets, alleys, avenues, lanes, squares, boulevards, drives, public rights-of-way, and public grounds as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

The code enforcement official or the public works director may remove or cause or order to be removed any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or which is infected with any injurious fungus, insect, or other pest. The installation of trees and/or landscaping shall meet all requirements of other applicable ordinances of the town.

**Sec. 17-728. - Tree topping.**

It shall be unlawful for any person, firm, or town department to top any tree on public or private property. "Topping" is defined as the severe cutting back of limbs to the stubs larger than eight (8) inches in diameter within the trees crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this article at the determination of the code enforcement official or the public works director. Crepe Myrtles shall be exempt from this section of the article.

**Sec. 17-729. - Tree protection plan.**

All applications for building permits for development, redevelopment, major additions, or pools shall be accompanied by a tree protection plan. All plans must be approved by the code enforcement official prior to the issuance of a permit. The plan(s) shall be drawn to include all pertinent dimensions and



indicate clearly proposed parking, driveways and other vehicular use areas, all proposed buildings and structures, all existing trees eight (8) inches and over in diameter measured two (2) feet from ground and locations of proposed landscaped areas and materials to be used in landscaping. Where more than six (6) inches of soil fill is to be used to bring up lot elevations, the tree protection plan must indicate how existing required trees will be protected.

**Secs. 17-730—17-739. - Reserved.**

**DIVISION 3. - ENFORCEMENT**

**Sec. 17-740. - Penalties.**

The code enforcement officer shall institute appropriate legal action including, but not limited to immediately issuing a stop work order. The stop work shall remain in effect for a minimum of thirty (30) days not to exceed one hundred twenty (120) days. The code enforcement official shall also institute appropriate legal action including imposition of the fines set forth herein.

***Fines.***

Removing limbs over eight (8) inches in diameter and twenty-five (25) inches in circumference measured two (2) inches from trunk without approval and permit shall be five hundred dollars (\$500.00) per limb.

Removing unprotected trees over eight (8) inches in diameter and twenty-five (25) inches in circumference measured two (2) feet from ground without approval and permit shall be five hundred dollars (\$500.00) per tree.

Removing protected or specimen trees over eight (8) inches in diameter or twenty-five (25) inches in circumference measured two (2) feet from ground without approval and permit two thousand five hundred dollars (\$2,500.00) per tree.

Removing landmark trees without approval and permit shall be ten thousand dollars (\$10,000.00) per tree.

In addition to the fines, violators shall be subject to all of the provisions established in section 1-16, General penalty; continuing violations, of the Town's Code of Ordinances. Issuance of a fine or penalty does not relieve any party of complying with the mitigation requirements set forth in section 17-741.

All fines collected as a result of the enforcement of this article shall be placed in the **proposed tree mitigation** ~~general~~ fund.

**Sec. 17-741. - Mitigation required for removal of trees without a permit.**

Any tree removed without a permit must be replaced with equal the inches removed, and shall be replaced with species listed in Table 17-750 of this article.

**Penalty.** When trees cannot be replaced as stated above, a penalty shall be paid that equals the average amount for purchase and planting of replacement trees based on the market rates from three (3) local nurseries. All penalties shall be deposited in the general fund.

Secs. 17-742—17-749. - Reserved.

#### **DIVISION 4. - DEFINITIONS.**

[Sec. 17-750. - Definitions.]

In addition to the definitions set forth in section 17-007, the following words, terms, and phrases when used in this article shall have the meanings ascribed to them in this section. All other words, terms, and phrases shall be given their common, ordinary meaning, unless the context clearly requires otherwise.

*Circumference* shall mean the distance around the tree two (2) feet from ground or limb two (2) inches from trunk.

*Common tree* shall mean any tree not listed in Table 17-750 herein as a protected, specimen or landmark tree.

*Drip line* shall mean that area at the base of the tree where the rain falls from the canopy.

*Major addition* shall mean any addition, the cost of which equals or exceeds forty-eight (48) percent of the tax or certified appraised value of the structure before the start of construction of the improvement.

***Replacement tree* shall mean any tree planted in order to satisfy the requirements of Division 2: Tree protection. A minimum circumference or diameter must be met. A replacement tree shall not be removed due to its size without prior approval by the Board of Zoning Appeals.**

***Tree mitigation fund* shall mean an account for any fines associated with the application of Article VII to be deposited into to be used by the Town to plant additional trees and landscaping in the public realm.**

*Tree protection plan* shall mean a plan that identifies the location, size, and species of existing trees and trees targeted for removal including the identification of any tree protection areas and the means of such protection. When new plantings are proposed or required by this article, the tree protection plan shall state the location, size, and species of all trees to be planted on the site.

*Trees: protected, specimen and landmark.* The following trees are designated by the Town of Surfside Beach as either protected, specimen or landmark trees when the diameter and circumference is attained as indicated in Table 17-750 below:

**Table 17-750 Protected, Specimen, and Landmark Trees**

Tree Name	Protected @	Specimen Tree @	Landmark Tree @
Beech (American)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Birch (River)	6 inches in diameter/19" in circumference but less than	18 inches in diameter/57" in circumference	
Cedar	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Cypress (Bald)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	Greater than 24 inches in diameter/75" in circumference
Dogwood (Flowering)	4 inches in diameter/12" in circumference but less than	12 inches in diameter/38" in circumference	
Elm	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Hickory	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Holly (American)	6 inches in diameter/19" in circumference but less than	12 inches in diameter/38" in circumference	
Magnolia (Southern)	8 inches in diameter/25" in circumference but less than	16 inches in diameter/50" in circumference	
Locust, Thornless (Honey)	8 inches in diameter/25" in circumference but less than	16 inches in diameter/50" in circumference	
Loquat	8 inches in diameter/25" in circumference but less than	16 inches in diameter/50" in circumference	
Maple (Red)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Oak (Live Oak)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	Greater than 24 inches in diameter/75" in circumference

Oak (Laurel)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	Greater than 24 inches in diameter/75" in circumference
Oak (all other types)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
<b>Palm, Palmetto*</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Pine (Long Leaf)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Poplar (Yellow)	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Sycamore	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Tupelo	8 inches in diameter/25" in circumference but less than	24 inches in diameter/75" in circumference	
Yaupon	8 inches in diameter/25" in circumference but less than	16 inches in diameter/50" in circumference	
Zelkova	8 inches in diameter/25" in circumference but less than	16 inches in diameter/50" in circumference	

**\* For residentially zoned properties in the R-3 district, it is recommended palm and palmetto varieties are planted to fill the requirement for the minimum number of trees (3) in order to encourage their survival due to harsh conditions of heat and salt water spray. Due to their inability to thrive if planted during the winter months, a planting plan may be approved with new construction with a delayed planting schedule for palms or palmettos of up to six (6) months. This will allow construction to continue and certificates of occupancy to be issued without delay.**



**EFFECTIVE DATE.** This ordinance shall take effect immediately upon approval at second reading by the Town Council of the Town of Surfside Beach, South Carolina.

**BE IT ORDERED AND ORDAINED** by the Mayor and Town Council of the Town of Surfside Beach, South Carolina, in assembly this \_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Bob Hellyer, Mayor

\_\_\_\_\_  
Debbie Scoles, Pro Tempore

\_\_\_\_\_  
Bruce H. Dietrich, Town Council

\_\_\_\_\_  
Michael Drake, Town Council

\_\_\_\_\_  
Paul Holder, Town Council

\_\_\_\_\_  
Cindy Keating, Town Council

\_\_\_\_\_  
David Pellegrino, Town Council

Attest:

\_\_\_\_\_  
Sheri Medina, Town Clerk

# Decision Paper

7/13/2021

Written by: Sheri Medina

1. **SUBJECT:** Town of Surfside Beach Website
2. **FOR:** To develop and deploy a new Town Website.
3. **PURPOSE:** To increase the visibility of the Town's information.
4. **FACTS:**
  - A. The Town Council requested in their Goals and Objective meeting to research upgrading the website.
  - B. The Town needs a website that would allow the Town to be marketed, easy to navigate and allow all of our media to come from one program.
  - C. An upgraded website is needed to allow online fillable forms, ADA compliance, and bill pay for the convenience of our local businesses and residents.
5. **RECOMMENDATION:** That Town Council approves the purchase of a new website, that will be brought back as a budget amendment in a future meeting.

# PUBLIC WORKS MONTHLY REPORT

JUNE 2021

## SANITATION DIVISION (FTEs – 9)

**Residential Service** – 34 Moby carts were delivered due to overflow, rental property, replacement, or new ownership. Sanitation supervisor responded to 74 calls regarding residential services and/or questions about bulk/yard debris pick up.

**Commercial Service** – Service routes continue to be updated based on business needs. 36 required an extra pick-up due to overflow.

**Yard & Bulk Item Debris** – Bulk items are picked up every Monday throughout town. Yard debris is picked up Tuesday through Friday as scheduled. Items/debris must be curbside by 6:00 a.m. on the scheduled collection day. Reminder: Per Ordinance – leaves must be bagged; limbs can be no longer than four feet in length. Bagged yard debris will be picked up in paper bags only, per SWA restrictions.

**Recycling News** – 25 carts have been delivered per owner request or overflow per Sanitation. Requests to upsize carts will be filled as supplies allow.

In June, we collected 716.80 tons of solid waste, 84.08 tons of mixed debris, 107.12 tons of yard debris, and 58.16 tons of recyclables. Tonnages, particularly in the R3 rental area, continue to exceed previous years.

## STREETS & DRAINAGE DIVISION (FTEs – 9)

### **The Beach – On-going/Special Projects:**

- Crews continue to inspect and maintain drainage ways throughout town for capacity and function.
- Beach raking (3x) and refuse/recycling services (5x week) are on full summer schedule.
- Construction of the Dogwood Swash Culvert Bridge continues. The project has experienced delays due to penetration issues into the siltstone layer where the piles must be imbedded.
- Crews are mowing and maintaining ditch lines, rights of way, and Hwy 17.
- The new 5<sup>th</sup> South beach restroom is now open to the public.
- In June, the Public Works assistant answered 325 incoming calls.  
152 of those calls dealt with sanitation questions/concerns; 31 calls dealt with street related issues – street/drainage issues, streetlights, and questions about encroachment permits/driveway inspections, hurricane issues and questions; 65 were internal calls dealing with department and/or personnel issues and/or questions; 7 calls were received for the Public Works Director; 5 calls dealt with Grounds; 2 calls dealt with Fleet; 63 calls dealt with vendors, miscellaneous questions, wrong departments and/or telemarketers.



### **GROUNDS DIVISION (FTEs-5)**

- Repairs and maintenance are being performed at public restrooms on town properties.
- Crews continue spraying for vegetation on town lakes.
- Crews have continued sprucing up the SCDOT landscaping on Highway 17 for the season.
- Crews have been preparing and maintaining Huckabee ballfields for tournament play.

### **FLEET MAINTENANCE DIVISION (FTE-2)**

In June, our mechanics completed 97 repairs on town vehicles and equipment. Repairs included electrical, mechanical, and hydraulic issues as well general use repairs. Bi-weekly fleet tires checks were completed on all Public Works vehicles and/or equipment. 2 vehicles needed tires. “Preventive” and “Scheduled” maintenance (consisting of lube, oil & filter changes, brake inspections, tire rotations and fluid checks) were performed on 19 town vehicles and/or equipment.



Pier podium piles continue to be installed 6-30-21