

#### **Mayor**

John. D. Labriola

#### **Council Members**

F. Daniel Prickett
Maryanne Connelly
John Moffitt
Scott M. Parker, MD

**Town Administrator** 

Stephanie Monroe Tillerson

#### **TOWN COUNCIL MEETING**

Municipal Center Council Chambers April 5, 2022; 2:00 PM

#### **AGENDA**

- Call to Order:
- II. Pledge of Allegiance
- III. Roll Call:
- IV. Approval of Minutes:

A.	Minutes of the Town Council Retreat of January 13, 2022	[Tab 1]
В.	Minutes of the Town Council Retreat of January 14, 2022	[Tab 2]
C.	Minutes of the Town Council Workshop of February 8, 2022	[Tab 3]
D.	Minutes of the Town Council Workshop of February 22, 2022	[Tab 4]
E.	Minutes of the Special Call Town Council Meeting of March 1, 2022	[Tab 5]

- V. Mayor's Update:
- VI. Citizens' Comments (Agenda Items Only):
- VII. Presentation:
  - A. Architectural Review Board Regarding The Cape Tommy Manuel, ARB Director, Kiawah Partners
- VIII. Old Business:

None

IX. Consent:

A.	To Consider Approval of the Proposal from Revize for Website Redesign	[Tab 6]
B.	To Consider Approval of the AirMedCare Contract Renewal	[Tab 7]
C.	To Consider Approval of the Purchase of New Town Vehicles	[Tab 8]

- X. New Business:
  - A. To Consider Approval of Ordinance 2022-01 An Ordinance of The Town Council of the Town of Kiawah Island Repealing Section 15-306 (Noise) of the Kiawah Island Municipal Code and Adding Chapter 8 Noise Prohibited First Reading
     B. To Consider Approval of the Charitable Grant Recommendations
     C. Discussion of the Annexation Policy Plan and Procedures Manual
     [Tab 10]
- XI. Town Administrator's Report:
- XII. Council Member:
  - a. Committee Updates
  - b. General Comments
- XIII. Citizens' Comments:
- XIV. Adjournment:

**FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.



## **TOWN COUNCIL**

Agenda Item

## TOWN OF KIAWAH ISLAND 2022 Council Strategic Planning Retreat Municipal Center Council Chambers

January 13, 2022; 1:00 pm

#### **MINUTES**

Call to Order: Mayor Labriola called the meeting to order at 11:00 am.

**Present at meeting:** John D. Labriola, *Mayor* 

Dan Prickett, Mayor Pro Tem

Maryanne Connelly, Councilmember

John Moffitt, Councilmember

**Present Via Zoom:** Dr. Scott Parker, Councilmember

**Also Present:** Stephanie Tillerson, Town Administrator

Joe Wilson, Town Attorney Petra Reynolds, Town Clerk

John Taylor, Jr., Planning Manager

Jim Jordan, Wildlife Conservation Manager

#### **Opening Comments:**

Ms. Tillerson indicated that today's Retreat would include two presentations from staff to discuss their priorities, one from John Taylor, Planning Manager, and Mr. Jim Jordan, Wildlife Conservation Manager. Also on the agenda is communications priorities. Because Ms. Braswell, Communications Manager, has been so busy preparing for the Retreat, she will make her presentation at a later date.

#### Planning Department Priorities (2022)

#### **Priorities:**

- Introduce Annexation and Growth Management Strategies
- To Discuss Marsh Management Plan
- To Discuss the Process of Updating the Town's Comprehensive Plan

Mr. Taylor stated that planning and zoning operations are split into short-term or day-to-day zoning administration, permit review, and long-range planning. The Planning Department's priority for 2022 is to focus on the long-range side of those functions.

Mr. Taylor stated that the concept of "Beyond the Gates" was introduced in the past year and will be a continuing overarching theme. As the island moves into a redevelopment stage with less properties of undeveloped lands and increased pressure on the boundaries of town limits and along Betsy Kerrison Parkway, the question becomes what role does the Town play in the development of unincorporated Johns Island. Some of those roles are annexation and involvement in the roads and transportation network.

The second overarching theme is Adaptive Management Planning. With the concerns with flood mitigation and sea-level rise, which, if not addressed, could have a long-term detrimental public safety, environmental, and livability impact. There is a need to continue to focus on resiliency.

Mr. Taylor indicated that efforts to Prioritize Long-Range Planning begin with a review of the Town's Comprehensive Plan, which the Planning Commission will be doing in the coming year.

Major goals include:

#### **Regional Transportation Network**

Strengthen regional planning relationships

In reviewing the roads proposal, Mr. Taylor stated that Charleston County introduced the Main Road Corridor Project, from Bees Ferry Road to Betsy Kerrison Parkway:

- The primary purpose of the project is to:
  - o Reduce congestion
  - o Increase capacity on Main Road/Bohicket Road from Maybank Highway to Betsy Kerrison Parkway.
- The secondary purpose of the project is to:
  - o Provide opportunities for bicyclists and pedestrians to travel throughout the project area safely.

Mr. Taylor went through the three-segments proposed for the Main Road Corridor Proejct, focusing on the alternatives for Segment "C" and the work done by the Town in building a framework of support in the community for a preferred alternative. Mr. Taylor presented the Town's concept for improvements within project study area of the corridor project tag lined "The Sea Islands Way".

- Segment "A" Bees Ferry to the River Road/Main Road intersection
  - o Preferred alternative identified and in the design phase
- Segment "B" River Road/Main Road intersection to Maybank Highway
  - Project inactive improvements would not necessarily be needed with the completion of Mark Clark Extension
- Segment "C" Maybank Highway to Betsy Kerrison Parkway
  - Working towards a preferred alternative

#### **Annexation and Growth Management**

Review existing procedures for annexation and planned developments and develop an annexation strategy

Mr. Taylor stated that the review of annexation and zoning began at the first workshop on January 11<sup>th</sup> and will be continued on February 8<sup>th</sup>. He reviewed some of the concepts expected to be introduced as part of the discussion.

- Enhance review process by which zoning can be established in sync with annexation petition
- Increase opportunity for public engagement
- Ensure timeline is fair and reasonable to community and developer
- Consider growth management strategy as part of the annexation process
  - o Include fiscal impact analysis for budget and potential capital expenditures
  - List of priorities and property types to consider for annexation
- Continue to educate the community on development and planning processes

#### **Development / Design Standards**

Define development standards assuring future developments that are not subject to existing development agreement standards are compatible with Kiawah

Mr. Taylor reviewed the development of design standards. He stated that they would provide the Town with some level of protection for properties outside of the scope of the Development Agreement.

- Kiawah Island Parkway Overlay
  - o Buffers to protect the character
- Tree and Landscape Ordinance
- Sign Ordinance

#### Formalize Marsh Management Plan

The purpose of the Marsh Management Plans is to explore methods of protection for the island's marsh, including management strategies for managing the interface between highlands and critical area that is vital to a healthy salt marsh

- Focus on FMSLR Adaptive Management Plan next phases
  - o Memorialize AMP for collaborative Kiawah resiliency
  - Marsh Management Plan
    - Consultant to develop a Comprehensive Marsh Management Plan

#### **Comprehensive Plan**

Mr. Taylor stated that the Town's Comprehensive Plan is based on state law, the 1994 Planning Act, which gives local communities/municipalities the jurisdiction to establish zoning. The Comprehensive Plan does not have technical zoning requirements but forms a basis for zoning.

Mr. Taylor reviewed the elements in the Comprehensive Plan, noting the addition of a "Resilience" element required by the state, updates done in 2018, and preparing for the plan review by the Planning Commission expected to begin in March.

- Prepare for Comprehensive Plan Review
  - Organizational Structure
    - Town Staff and Committees
  - o Review Data & Land Development Patterns
    - Remaining Entitlements
    - Update Future Land Use Map (Ocean Park)
    - Freshfields and Betsy Kerrison Parkway
  - o Community Facilities Element
    - KICA, Berkeley Electric Infrastructure Improvements
  - o 2019 HR&A Housing Study
  - Restructure for Resilient Element
  - Kiawah Conservancy Projects
  - o Incorporate Beach and Marsh Management Plan

#### Wildlife Department Priorities (2022)

Mr. Jordan stated that his department's goal continues to be to maintain a functioning natural Ecosystem on Kiawah in perpetuity. The overall strategy to maintain the ecosystem is to focus on the species most important to it, categorized as:

- Keystone species vital for ecosystem health, can change habitat
  - Bobcats
  - Alligators
  - White-tailed deer
- Indicator species used to monitor environmental changes, assess the efficacy of management and provide warning signals for impending ecological shifts
  - Migratory Songbirds
  - Marsh Sparrows
  - Painted Buntings
  - Wilson's Plovers

#### **Priorities:**

Return bobcat numbers to historic levels

Mr. Jordan stated bobcats are a Keystone species and vital to the ecosystem. They provide natural control of deer and rodent populations. A rapid decline in bobcat numbers began in 2017 due primarily to second-generation anticoagulants (SGAs). With a decline in adult mortality rates and successful kitten production in 2021, the bobcat population has stabilized and started to increase.

Mr. Jordon discussed the impact of SGAs on the bobcat population and other Kiawah wildlife. He indicated that bobcats and other wildlife testing began in October 2019. Sixty-four animals from seven different species were tested to date, confirming a 73% exposure rate. All the bobcats tested showed exposure to SGAs; the concentration of exposure decreased over the past year

Focuses or Initiatives for the coming year:

- Support current Clemson research study over the next four years
  - o \$50k committed in FY 21-22
  - o Additional funding is needed for the next three fiscal years
- Continue and expand the Bobcat Guardian program and outreach efforts
  - o Questionnaire in the Business License portal
  - o Regime/Property Owner education sessions to be provided by the Clemson Department of Pesticide Regulation (DPR)

#### Maintain deer population at historic, acceptable densities (60-80 deer/square mile)

Mr. Jordan stated white-tailed deer, also a Keystone species, can impact the environment by what they eat and are a public safety concern. Coinciding with the bobcat decline, there was a rapid increase in deer population beginning in 2018, reaching a density of 123 deer per square mile in 2020 and 142 deer per square mile by 2021.

Focuses or Initiatives for the coming year:

- Continue biannual spotlight surveys (Fall/Winter)
- Deer Management Plan approved by Town Council in April 2020
  - Sharpshooting
  - State permit and tags (Sept 15-March 1)
  - Meat donated to charity
  - o 100 deer removed in February 2021
  - o Annual harvest until population goal is achieved
    - 200 deer are scheduled to be harvested before March 1, 2022

#### Increase use of native plants in landscaping (80% native)

Mr. Jordan stated that native plants are of critical importance to Kiawah's Ecosystem. Over centuries, local insects and animals have adapted to feed, lay eggs, and take advantage of native plants.

- Sustain pollinators vital for fruit production and provide high-quality food and shelter for 10 to 15 times as many species of wildlife as non-native plants.
- Reduced use of fertilizers and pesticides
- Provide essential watershed protection, helping natural aquifers recharge, serving to filter water naturally flowing into rivers and estuaries, lessening erosion and flooding.
- Resistant to saltwater intrusion from flooding and storm surge

#### Eliminate invasive, non-native plants

- Many provide no wildlife value (other than cover)
- Require more fertilizers and pesticides
- Susceptible to climate changes (saltwater intrusion)
- Several are very invasive, destroying native habitats
  - o Chinese Tallow Tree
  - Giant Reed (Phragmites)

Mr. Jordan stated that the Town first began targeting the removal of Tallow Trees in 2010. The efforts have been successful, but seeds can remain in the environment for up to 100 years and require frequent monitoring and treatment.

Focuses or Initiatives for the coming year:

- Reinvigorate and expand Grow Native Program
  - o Town Hall Nature Trail
  - o Events, Promotions
  - o Urge local growers to provide native plants
- Encourage 80% native plants in all landscaping projects on Kiawah
  - o ARB, KICA, Club, Resort, Town
- Eliminate Chinese Tallow and Phragmites

Wrap up

- o Continue control programs (\$30k per year)
- Protect native habitat from sea level rise impacts

Further discussion included the status of the coyote and armadillo populations on the island, Chinese Tallow and Phragmites control programs by island entities, beach erosion, and the dolphin outreach and education program.

Mayor Labriola adjourned the meeting at 3:10 pm.	
Submitted by,	
Petra S. Reynolds, Town Clerk	
Approved by,	
John D. Labriola, Mayor	
Date	



## **TOWN COUNCIL**

Agenda Item

#### TOWN OF KIAWAH ISLAND

#### 2022 Council Strategic Planning Retreat

#### Municipal Center Council Chambers January 14, 2022; 9:00 am

#### **MINUTES**

Call to Order: Mayor Labriola called the meeting to order at 9:00 am.

**Present at meeting:** John D. Labriola, *Mayor* 

Dan Prickett, Mayor Pro Tem

Maryanne Connelly, Councilmember

John Moffitt, Councilmember

**Present Via Zoom:** Dr. Scott Parker, Councilmember

**Also Present:** Stephanie Tillerson, Town Administrator

Joe Wilson, Town Attorney
Petra Reynolds, Town Clerk
Dorota Szubert, Finance Director
Brian Gottshalk, Public Works Manager
Craig Harris, Public Safety Director

#### **Finance Department Priorities (2022)**

Ms. Szubert stated the main purpose of the Finance Department was to safeguard the Town's long-term financial health, to preserve financial stability while ensuring a positive cash flow in the event of temporary revenue shortfalls or unanticipated major expenditures, and to continue to deliver the highest quality services to the resident and businesses on the island. She noted that despite major storms and pandemic revenue shortfalls, with the Town's healthy financial balance, it could operate as normal, not having to decrease any of the services to residents.

Ms. Szubert reviewed and engaged in a detailed discussion of the priorities, goals, and major initiatives for the Finance Department:

#### **Priorities:**

- 1) Prepare a 5–7-year financial plan with contingencies, including the possible impact of hurricane or flooding or any event closing operations on the island. It will be part of the budget process.
  - ▶ It stimulates discussion and engenders a long-term perspective for decision-makers
  - ▶ It can be used as a tool to prevent financial challenges
  - It stimulates long-term and strategic thinking
  - ▶ It helps to assess expenditure commitments, revenue trends, financial risks, and affordability of new services, programs, and capital investments
  - ▶ It is useful for communications with internal and external stakeholders

Discussion included the implications of an impending inflationary period and rising interest rates on the Town's balance sheet. Ms. Szubert presented the budget calendar for 2022.

- 2) Monitor and refine financial policies to enhance the Town's financial resiliency.
  - ► Fund balance policy
  - Reserve policies
  - Policies for consideration:
    - ✓ Balanced Budget:
      - Legally Balanced- Budget where the sources of money used to fund the budget are at least equal to the uses of money. Sources include revenues, fund balances, revenues, and borrowings.

- Operationally Balanced Budget that does not use fund balance, reserves, or debt to fund the operating budget.
- Structurally Balanced Budget where operating revenues equal or exceed operating expenditures in the current year.
- ✓ Stabilization or Rainy-Day Fund- Committed Fund Balance (%) in General Fund

Discussion of fund balances included the financial impact of a major storm, a decrease in business license and permitting revenues approaching a decline in construction, and the Town's dependence on the economic and tourism revenues.

- 3) Promote financial best practices among departments by enhancing the department head's involvement in the budget review process throughout the year and review and modernize the Town's procurement process.
- 4) Conduct a physical inventory count to confirm the accuracy of the existing database. This will be complete before the Town's audit in September 2022.

#### Public Works Department Priorities (2022)

Mr. Gottshalk stated that the principal goal of the Public Works Department was to ensure the protection of the residential character of the community. He reviews the initiatives for the upcoming years:

- ► Increased safety along Kiawah Island Parkway and Beachwalker Drive, as well as around the municipal complex
- ▶ Improved solid waste collection and disposal (beach, roadways, residential, and commercial units)
- ▶ Maintaining the natural look and feel of Kiawah consistent with the design and landscape behind the main gate.

Mr. Gottshalk stated that the overarching role of the Public Works Department was to procure and implement resources, to maintain, improve, and sustain town assets, infrastructure, and public services that are essential to the public health and welfare of the community. He reviewed how the role is achieved, how the Department's role is implemented into the municipal structure of the Town, the role of the new Public Works Assistant, and the functions of the Department.

Discussion included the department logging of concerns, complaints, or suggestions using the Citizen's Serve software to track reoccurring issues providing a consolidated database of information, and adding a definition of the Department's scope of responsibility.

Mr. Gottshalk reviewed and engaged in a detailed discussion of the priorities and initiatives for the Public Works Department:

#### **Priorities:**

- Implement plans for increased safety on Beachwalker Drive and the intersection at the Kiawah Island Parkway
- Solid Waste Disposal Kestral Court redesign
- Improve solid waste disposal and collection, specifically on the beach and along the Kiawah Island Parkway
- Maintain the natural look and feel of the island at the Municipal center and along the Kiawah Island Parkway through routine maintenance and beautification initiatives

#### **Public Safety Department Priorities (2022)**

Mr. Harris reviewed and engaged in a detailed discussion of the priorities for the Public Safety Director:

#### **Priorities:**

#### Building philosophical underpinnings as the New Public Safety Director

- Over 40 years ago, Town consented to have the Uniform Act on Regulating Traffic to Private Roads.
- Town conducted several studies on how to exercise suitable control over all public safety and law enforcement activities (24/7) for peacekeeping services to include enforcement of conservation, marine, state, and municipal laws, rules, regulations, ordinances, and codes.
- The recommendation was made to design a position to centralize and coordinate all police and public safety services on the island to meet both current and future needs.

#### Public Safety Director- Roles & Responsibilities

- Assumes full management responsibility for all public safety department services and activities.
- Work harmoniously with multiple jurisdictions such as the Fire District, Emergency Medical Response, County Sheriff's Office, Island's private security components, Federal, State, or Private organizations, and stakeholders.
- Assumes the Town's Emergency management role during an emergency or special event.
- Act as an advocate for St. Johns Fire Department, Charleston County EMS, Beach Patrol, Kiawah Golf Resort (KIGR), and Kiawah Island Community Association (KICA).

#### Increase efficient communication among all security sectors and human capital.

- Engage in and off-Island collaboration to capitalize on partnerships and programs within all public safety domains.
- Increase and strengthen communication flow among Kiawah community safety components and town officials.
- Engage in cross-divisional committees, task forces, and advisory committees.
- Identify and utilize technology to increase transparency and strengthen communication ability to provide information to the community.
- Ensure effective and efficient systems are utilized for crisis management and dispatch operations.

#### Monitor and assess all contracts related to Public Safety and Code Enforcement for TOKI.

- Code Enforcement renewal
- Charleston County Sheriff's Office/Off Duty
- Emergency management recovery and assessment for removal
- Charleston County Emergency Medical Services

#### **Director's Initiatives**

- ▶ Development of the Director of Public Safety roles and responsibilities.
- ► Continue to increase response time to emergency calls.
- ► Create an SOP (Standards of Procedure) with the collaboration of all security and safety components of Kiawah Island.
- ▶ Increase shared situational awareness with local and operational area partners (EMS, Police, Fire, and/or federal agencies)through joint training.

#### **Director's Challenges**

- ▶ Strength- Town provided a centralized safety/security role for future developments
- ▶ Weakness- Organizational paradigm
- ▶ **Opportunity** Promote organizational excellence for professional growth and a sustainable public safety program.
- ▶ Threat- Changes surrounding Kiawah Island and new developments.

Discussion included additional challenges, security at the new MUSC facility, reassessing the CCSO current staffing model, the Town's reliance on County services (EMS/CCSO), and the lack of deputy presence on the island.

#### **Open Discussion Priorities (2022):**

#### Mayor Labriola:

- Ms. Tillerson, Mr. Wilson, and Mr. Taylor are working with representatives from the community to develop the specific languages for sections 12-79 and 12-159
- Councilmember Moffitt leading the Ad Hoc group of community members and developing language specific to "disturb."

- Mayor Pro Tem Prickett and Mr. Taylor continue to work and expand the broad community to get their support for the sea islands way, a solution in the road development plan
- Mr. Taylor working on the comprehensive plan review
- How to develop a dialogue with community members, not only individual residents. Specifically on how residents feel about possible annexation from Freshfields to the first gate
- Taking the initiative and meet with Mr. Mark Permar on the proposed Beachwalker Planned Development
- Maintaining a balanced environment at a time when we have so much growth
- Ms. Szubert's development of a five-to-seven-year financial plan, including what-if scenarios
- Continue to support finding a resolution to the complex problem at the critical intersection of Beachwalker Drive and the Parkway
- Mr. Harris's continuing his work on the organizational paradigm
- How best to communicate to the community

#### Councilmember Connelly:

- Being more proactive rather than reactive
- The challenge of better communication

#### Mayor Pro Tem Prickett:

Wrap up

- Ms. Szubert suggestion on the creation of a contingency fund
- Working on the Comprehensive Plan
- Pro-activity versus reaction
- Communications to all different constituent groups, which include full-time and part-time residents along with visitors to the island

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Mayor Labriola adjourned the meeting at 11:10 am.
Submitted by,
Petra S. Reynolds, Town Clerk
Approved by,
John D. Labriola, Mayor
Date



## **TOWN COUNCIL**

Agenda Item

## TOWN COUNCIL SPECIAL CALL WORKSHOP

Municipal Center Council Chambers February 8, 2022; 10:00 am

#### **Minutes**

I. Call to Order: Mayor Labriola called the meeting to order at 10:00 am.

**Present at meeting:** John D. Labriola, *Mayor* 

Dan Prickett, Mayor Pro Tem

Maryanne Connelly, Councilmember

**Present Via Zoom:** John Moffitt, Councilmember

Dr. Scott Parker, Councilmember

**Also Present:** Stephanie Tillerson, Town Administrator

Joe Wilson, Town Attorney

John Taylor, Town Planning Manager

Petra Reynolds, Town Clerk

#### II. Old Business:

A. Annexation and Zoning Process Discussion

Mayor Labriola stated that at the January 11<sup>th</sup> meeting, the Bluffton policy manual was discussed. A model of that policy manual is being considered, with a number of suggested changes having already been made. The new manual is a work in progress, along with the annexation and zoning sections. Ms. Tillerson, Mr. Wilson, and Mr. Taylor will be reviewing the suggested changes from the January 11<sup>th</sup> meeting.

Mayor Labriola stated that another follow-up meeting is scheduled for February 22<sup>nd</sup>. The meeting will be in a Town Hall format to allow for public comments, suggested changes, ideas, concepts, agreements, or disagreements on the materials included with the agenda. If the meeting on the 22<sup>nd</sup> provides closure relative to the issues, the documents will be presented at the March Town Council meeting for the first reading; if not, the first reading will be delayed until there is a level of closure relative to the outstanding issues.

Mr. Taylor provided an outline of the next steps and strategies:

#### Purpose and Priorities

- Enhance review process by which zoning can be established in sync with annexation petition
- Increase opportunity for public engagement
- Appropriateness of requested zoning district(s), land use regulations, development standards, and environmental regulations
- Ensure timeline is fair and reasonable to community and developer
- Include fiscal impact analysis for budget and potential capital expenditures
- Consider growth management strategy as part of the annexation process

#### **Technical Documents**

- Town of Kiawah Island Annexation Policy a new document
- Zoning Ordinance Amendments
  - Section 12-79. Designation of Annexed Territory
  - Section 12-159. Planned Development
- Comprehensive Plan References

Ms. Tillerson provided an overview of the annexation and zoning process and the goal to enhance the structure and clarity of the process. A policy and procedure manual, approved by resolution,

provides a detailed layout of the annexation process and creates community involvement and input at the beginning. The second of the two-step process is the review of the zoning or a planned development by the Planning Commission. Both processes may run parallel but will come back to Council for approval. Mr. Wilson added that an ordinance typically would not provide the information, detailed layout, and standards used in considering an annexation request that is provided in a policy and procedure manual.

Ms. Tillerson reviewed the new policy and procedures manual, highlighted changes for discussion and consideration, and answered questions from members of the Council.

Chapter 2 Annexation Assessment

- 2.1 Best Interest of Municipality
  - o pre-annexation agreement
- 2.2 Feasibility Study and Cost/Benefit Analysis
- 2.3 Guiding Principles for Assessment of Annexations

Chapter 3 - Annexation General Provisions

• 3.9 – Public Process

Chapter 4 - Annexation Petition Application

4.1 - Application Minimum Submittal Requirements

Chapter 5 - Annexation Narratives

Mr. Taylor reviewed Section 12-79 - Designation of annexed territory and discussed the proposed changes. He noted that the annexation policy was added to the section.

- (a) Purpose and intent
- (b) Authority
- (c) Annexation Policy
- (d) Zoning Designation
- (e) Development applications

Mr. Taylor reviewed Section 12-159 – Planned Development, discussed the proposed changes, and answered questions from members of the Council.

- (b) Purpose and intent -
  - Language added to (8) a Applicability
  - Language added to (8) d Planned development procedure
  - Language added to (8) d 5 (ii) Planned Development Stipulations
  - Language added to (8) d 5 (vii) Approval Criteria

Following the discussion, Mr. Taylor stated that the annexation documents and policy would be referenced in the growth management strategies of the Comprehensive Plan.

#### III. Adjournment:

Date

Councilmember Connelly made a motion the adjourn the meeting at 11:42 am. Mayor Pro Tem Prickett seconded the motion, and it was unanimously passed.

Submitted by,	
Petra S. Reynolds, Town Clerk	
Approved by,	
John D. Labriola, Mayor	_





Agenda Item

# WORK IN PROGRESS

Materials for Tab 4 are not finalized and will be added to the April Town Council Agenda and Materials when reviewed.



## **TOWN COUNCIL**

Agenda Item

#### TOWN COUNCIL MEETING

Kiawah Island Municipal Center Council Chambers March 1, 2022; 2:00 PM

#### **AGENDA**

- I. Call to Order: Mayor Labriola called the meeting to order at 2:00 pm.
- II. Pledge of Allegiance
- III. Roll Call:

**Present at Meeting:** John D. Labriola, *Mayor* 

Dan Prickett, Mayor Pro Tem

Maryanne Connelly, Councilmember John Moffitt, Councilmember Dr. Scott Parker, Councilmember

**Also Present:** Stephanie Tillerson, Town Administrator

Joe Wilson, Town Attorney

John Taylor, Jr., Planning Manager

Petra Reynolds, Town Clerk Dillon Turner, Kimley Horn

#### IV. Approval of Minutes:

A. Minutes of the Town Council Retreat of January 11, 2022

Mayor Pro Tem Prickett made a motion to approve the minutes of the January 11, 2022, Town Council Retreat. Councilmember Connelly seconded the motion, and it was unanimously approved.

- B. Minutes of the Town Council Retreat of January 13, 2022
- C. Minutes of the Town Council Meeting of February 1, 2022

Mayor Pro Tem Prickett made a motion to approve the minutes of the February 1, 2022, Town Council Meeting. Councilmember Connelly seconded the motion, and it was unanimously approved.

#### V. Mayor's Update:

Mayor Labriola stated that on February 22<sup>nd</sup>, the third workshop meeting was held. The subject matter of the public meeting, at which the public was encouraged to speak, was the revisions to the Annexation and Zoning Process. The documents, which have undergone many revisions, were discussed in detail by Ms. Tillerson and Mr. Wilson. He noted that the meeting was well attended, and the community was given an opportunity to express their concerns about the revisions. During March, Ms. Tillerson, Mr. Wilson, and community members will continue to meet to discuss revisions to the language to provide documents that future Councils will use to address planning, annexation, and zoning issues. If no further meetings are required, a draft ordinance will be presented at the April Town Council meeting for the first reading.

Mayor Labriola stated he had the opportunity to speak to Mr. Jack Pringle, the attorney representing the Town, in the intervention of the Kiawah Island Utility proposed rate increase case. In the discussion, the Mayor's submitted testimony document was reviewed.

A public hearing will be held in March on the proposed rate increase. Once the date is received, it will be sent out to the community if residents wish to participate in the testimony.

#### VI. Citizens' Comments (Agenda Items Only):

#### Alex Fernandez – 418 Snowy Egret

Mr. Fernandez referenced the new business item for the Kiawah Island Parkway at Beachwalker Drive Intersection Design. He made three requests for Council consideration:

- better communication with contractors moving large equipment on the Parkway
- immediately creating an emergency task force to address the issue of how to control the increasing flow of traffic coming through the gate
- when the project is put out for bid, include language to accelerate the project so the issues can be dealt with quickly as possible

#### VII. Presentation:

**A.** Kimley Horn - Preliminary Findings of the Kiawah Island Parkway Intersection and Corridor Traffic Study

Mayor Labriola stated that the community's concerns regarding traffic flow and delays are critically important. The Town initiated the study with Kimley-Horn during the past year and is underway. The specific project Council will consider was part of the study and resulted from many discussions that included community engagement.

Mr. Taylor stated the Town had partnered with Kimley-Horn on several different projects regarding traffic safety. The Kiawah Island Corridor Study project was conducted to comprehensively look at the entire Parkway, from the gate to the roundabout, including Betsy Kerrison Parkway and Seabrook Island Road segments. Considering all the future development in the area and future growth projections, the purpose of the study was to identify any significant infrastructure improvements that might be needed along the Parkway.

Mr. Turner provided a presentation of the Kiawah Island Corridor Study findings. Reviewed were the study approach and areas, short and long-term approved developments, along with types of data collected and analyzed. The approved recommendations would be compiled into a finalized report for future reference use.

Mr. Turner reviewed and discussed in detail the keynotes and concepts of the study results:

- 1.) Kiawah Island Parkway at Betsy Kerrison fails during the 2036 long term analysis
  - A turbo roundabout should be considered for future conditions
- 2.) Camp Care Road at Future Lot A fails
  - Turn lanes on Betsy Kerrison are recommended
- 3.) Old Cedar Lane fails during the long-term conditions
  - Turn lanes are recommended on Old Cedar Lane
- 4.) A free-flow lane exiting Kiawah Island at Beachwalker Drive is recommended
  - This would result in:
    - Improved traffic flow
    - The Real Estate Office would become a RI/RO (Right In/Right Out) access on Kiawah Island Parkway
- 5.) The future Andell West Property should be signalized on Kiawah Island Parkway
  - A roundabout operates well in the short term but fails long term
  - A signal will allow for gaps for the side-street movements
- 6.) If possible, it is strongly recommended Andell West interconnect to Freshfields
  - The existing Freshfields access on the Kiawah Island Parkway is recommended to become a RI/RO
- 7.) Bohicket Marina access on Seabrook Island Road is recommended to become a roundabout

#### VIII. Old Business:

**A.** To Consider Approval of the Land Lease Agreement with Kiawah Island Utility (SouthWest Water) for Wet Trash and Recycling Center at Kestrel Court

Mr. Wilson stated that the terms of the insurance requested by Kiawah Island Utility (KIU) were amended and agreed.

Mayor Pro Tem Prickett made a motion to approve the Land Lease Agreement with Kiawah Island Utility (SouthWest Water) for Wet Trash and Recycling Center at Kestrel Court. Councilmember Connelly seconded the motion, and it was unanimously approved.

Ms. Tillerson discussed the timeline for the competition of the project.

#### IX. New Business:

- **A.** To Consider Approval of the Tidal Trails Franchise Agreement
- **B.** To Consider Approval of the Proposal from Biohabitats for the Marsh Management Plan

Ms. Tillerson stated that items A and B were discussed and recommended for approval by the Ways and Means Committee.

Councilmember Connelly made a motion to approve the Tidal Trails Franchise Agreement and the Proposal from Biohabitats for the Marsh Management Plan. Councilmember Moffit seconded the motion, and it was unanimously approved.

**C.** To Consider Approval of the Agreement with Kimley-Horn for the Kiawah Island Parkway at Beachwalker Drive Intersection Design

Ms. Tillerson stated that the Agreement with Kimley-Horn for the Kiawah Island Parkway at Beachwalker Drive Intersection Design was discussed and recommended for approval by the Ways and Means Committee.

Mr. Taylor explained that the agreement with Kimley-Horn would allow for the preparation of design and construction documents to begin the bidding process to select a contractor for the Beachwalker Drive Intersection Project. Discussion of the project included the timeline and concerns with traffic disruptions when the project construction begins.

Councilmember Parker made a motion to approve the Agreement with Kimley-Horn for the Kiawah Island Parkway at Beachwalker Drive Intersection Design. Councilmember Connelly seconded the motion, and it was unanimously approved.

**D.** To Consider Approval of the Public Safety Committee Appointment

Councilmember Connelly stated that Mr. Ritchie, the former chief from Mt. Pleasant, is the new Director of Security with the Community Association and would be replacing Mr. Elder.

Mayor Pro Tem Prickett made a motion to approve the appointment of Mr. Ritchie to the 2022 Public Safety Committee. Councilmember Connelly seconded the motion, and it was unanimously approved.

#### X. Town Administrator's Report:

Ms. Tillerson reported that this year's deer culling project had been completed. All 200 deer tags issued to the Town had been used, and the meat had been processed and donated to non-profit organizations as required. The total number of pounds donated will be communicated when received.

Ms. Tillerson reported that the project for garage renovations had been completed, with the selection of furniture pending.

Ms. Tillerson reported that the Municipal Center landscape project should begin in the coming weeks beginning with the removal of dead materials.

Councilmember Parker inquired if there had been any update on the Seafields project. Ms. Tillerson confirmed that, as discussed at the Ways and Means Committee, the project plans still have not yet been received.

#### XI. Council Member:

- a. Committee Updates
- **b.** General Comments

Councilmember Moffitt stated that at the first reading of the noise ordinance, it was tabled to gain clarity and less ambiguity. A study group was formed and has been working on the ordinance and is close to completion. The group's positive contributions have created an ordinance that is clear and easy to follow. The target is to have the first reading of the ordinance at the April Town Council meeting, but revision may delay until the May meeting.

Councilmember Connelly announced that after a year's worth of effort, there was now an ambulance on Kiawah at Station 6 to help with any emergency responses.

Councilmember Connelly commented on the 95 acres of Grayson Oaks near Main Road and Humbert Road (Grayson Oaks) across from the Berkley Electric Offices. Charleston County plans to acquire Grayson Oaks with the intent of using the location would be as a debris, mulch, and burning site, to move dirt, and as a staging area for DOT (Department of Transportation) equipment. The potential for air quality hazards, the location affecting property values in the area, and increased traffic are concerns for all Johns Islanders. To support the residents of Johns Island, Council Member Connelly asked if the Council would consider writing a letter to the County indicating that Kiawah, along with State and local representatives, does not support the acquisition effort.

Mr. Taylor indicated the County had not completed its due diligence process and did not have all of the technical pieces of the project's impact. The lack of community input has led to the concerns expressed, and he could not locate the information present at the County Council meeting. In further discussion, Councilmembers agreed that more specific details on the use of the site are required.

Mayor Pro Tem Prickett reported that Mr. Taylor has worked with County staff on the roads to learn more about the time frame of the work projects. There is likely to be a public meeting in early April, with the date to be announced by the County. It is expected that there will be several changes to the options in Segment C.

On the suggestion from Mr. Fernandez, Ms. Tillerson stated that instead of creating a task force, she would recommend putting the task of exploring short-term solutions before the Public Safety Committee at this month's meeting.

Mayor Labriola reported that the Town entered into negotiations with the property owners next to the Municipal Center. The offer that was made was not accepted. The property and the surrounding properties have been sold to a developer from Charleston.

#### XII. Citizens' Comments:

#### Mark Permar – 81 Dungannon - on behalf of Kiawah Partners

Mr. Permar stated that Kiawah Partners appreciated the advanced way of thinking in the traffic study considering that traffic is one of the indicators of other issues. He asked if he could obtain a copy of the report presented at the meeting.

#### XIII. Adjournment:

Councilmember Connelly made a motion the adjourn the meeting at 3:24 pm. Councilmember Parker seconded the motion, and it was unanimously passed.

Submitted by,	
Petra S. Reynolds, Town Clerk	
Approved by,	
John D. Labriola, Mayor	
Date	



**TAB 6** 

## **TOWN COUNCIL**

Agenda Item



### REQUEST TOWN COUNCIL ACTION

TO: Mayor and Council Members

FROM: Chris Makowski, Communications Manager

SUBJECT: Request for Approval for Website Development and Redesign of the Town of Kiawah Island Website.

DATE: April 5, 2022

#### BACKGROUND:

The Town released a request for proposals for website redesign services in December 2021. Currently, the Town's website was designed in 2017 and has served the Town well. However, with time, the Town learned that the website became cluttered with too much information, making it difficult for visitors to navigate. For this reason, the Town appointed a website redesign committee to review the 13 submitted applications thoroughly. After narrowing the application submissions to four, the committee interviewed the top four vendors to determine which would provide the best website for the Town.

The four website firms interviewed by the subcommittee, which was Ruthie Foster, Michael Nardelli, Stephanie Tillerson, and myself, were:

- 1. AndiSites \$115,350
- 2. Flexsin \$45.445
- 3. Polyrific \$188,736
- 4. Revize \$43,600

After careful consideration, the committee recommands Revize to develop and redesign the Town of Kiawah Island's website.

#### **ANALYSIS:**

The Town wants to redesign its website completely, so residents, businesses, and visitors, both current and potential, can easily navigate and access information, communicate with the Town through surveys and online comment submissions, and download any necessary forms. This RFP is for web design, content migration, and development services. Revize's proposal for the redesign of the website is attached for your review, along with a copy of the RFP.

#### **ACTION REQUESTED:**

Staff requests Town Council approve the proposal to redesign the website to be completed by Revize.

#### **BUDGET & FINANCIAL DATA:**

\$43,600 - Funds for this expenditure will be taken from the \$70,000 budgeted in General Funds for the Website redesign.



## **Revize Web Services Sales Agreement**

This Sales Agreement is between <u>The Town of Kiawah Island, South Carolina ("CLIENT")</u> and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 3-9-2022

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	The Town of Kiawah Island	Revize Software Systems
Company Address:	4475 Betsy Kerrison Parkway	150 Kirts Blvd.
Company City/State/Zip:	Kiawah Island, SC 29455	Troy, MI 48084
Contact Name:	Chris Makowski 854.999.3000	248-269-9263
Billing Dept. Contact:	Cmakowski@kiawahisland.org	
CLIENT Website Address:	www.kiawahisland.org	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	<u>Description</u>	<u>Price</u>
1	Phase 1: Project Planning and Analysis, SOW, onetime fee:	\$2,500.00
	Phase 2 – Discovery & Design from Scratch, onetime fee:	
	1 mockup with unlimited rounds of changes	
1	Home page template and inner page design and layout.	
	Includes Responsive Web Design	
		\$9,500.00
	Phase 3 & 4 – HTML Development & Revize CMS Integration, onetime fee:	
1	Set-up all CMS modules listed in this agreement	
	Integration with all 3rd party web applications	
		\$13,200.00
1	Phase 5 – Quality Assurance Testing & Custom Development, onetime fee:	\$1,900.00
	Phase 6 – Sitemap Development and Content Migration – Full Migration:	
1	Site map development and content migration from old website including spell	
	checking and style corrections	
1	Phase 7 –Content Editing Training, onetime fee:	\$7,700.00
1	Phase 8 – Go Live:	\$2,900.00
	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting,	Included
1	Unlimited Users, 30GB website storage, 100GB/Month Bandwidth, SSL Certificate pre-	
	paid annual fee:	\$5,900.00
1	Grand Total First Year	\$43,600.00



#### **Payment Schedule**

Payment Amount Payment Date		Includes
\$ 32,700.00	4/1/2022	75% 1st Year Project Costs
\$ 10,900.00	8/1/2022	25% 1st Year Project Costs
\$ 5,900.00	4/1/2022	Year 2 of Annual Hosting & Maintenance
\$ 5,900.00	4/1/2023	Year 3 of Annual Hosting & Maintenance
\$ 5,900.00	4/1/2024	Year 4 of Annual Hosting & Maintenance

AGREED TO BY:	CLIENT	REVIZE
Signature of Authorized Person:		<del>.</del>
Name of Authorized Person:		Thomas Jean
Title of Authorized Person		Project Manager
Date:		
Please sign and return to:	Thomas@revize.com	Fax 1-866-346-8880



#### Terms:

- 1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
- 2. Revize requires a check for the amount listed above to start this project.
- 3. Additional content migration, if requested, is available for \$3 per web page or document.
- 4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
- 5. Additional website storage is available at \$500 per year for each additional 10GB website storage.
- 6. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
- 7. Both parties must agree in writing to any changes or additions to this Sales Agreement.
- 8. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
  - a. The primary communication tool for this project and future tech support is the Revize customer portal found at https://support.revize.com.
  - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
  - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
- Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
- 10. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
- 11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
- 12. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
- 13. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.



#### **Enterprise Revize CMS License**

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the CLIENT provided all payments for the entire length of the contract is fully paid. This system will then have the ability to be hosted and used by the CLIENT as long as they wish. Revize will provide reasonable support in transferring the CMS system to the CLIENT's decided upon hosting architecture.

#### **Products CLIENT Owns Include:**

- · Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content



#### Revize will integrate the following web applications into your website

The Following Applications & Features will be integrated into Your Website: In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

#### Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

#### Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Public Service Request
- Online Interactive Forms (Public Records Request App)
- Citizen Connect (Community Blog)
- Online Bill Pay
- RSS Feed



#### **Staff Productivity Apps**

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

#### Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

#### **Mobile Device and Accessibility Features**

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)



## **TOWN COUNCIL**

Agenda Item



## **Request for Town Council Action**

TO: Mayor and Council Members

FROM: Craig A. Harris Sr., Director of Public Safety

SUBJECT: Meducare (AirMedCare Network) Municipal Site Membership

DATE: April 5, 2022

#### **BACKGROUND:**

On April 20, 2016, the Town entered a one-year contract with AirMedCare Network (Meducare) to provide air medical transport services for Kiawah Island residents. Each additional year thereafter was renewed for one year. The current contract expires the end of April 2022. While the Town had a few air medical transport services during our five-year contract period, to our knowledge those individuals airlifted to the hospital were not Town residents. Therefore, the Municipal Site Membership plan was not activated.

In 2018, Mr. McAden notified us that AirMedCare Network stopped offering the Business Plan to new subscribers effective January 1, 2018, due to the continued decline in insurance rate reimbursement and the reduction of larger employers in the AirMedCare Network. The Municipal Site membership falls under the Business Plan, and therefore it was eliminated as well. However, those with an active Business/Municipal Site membership plan are grandfathered in with the option of renewing. If the contract lapse, the membership plan option we now participate in will no longer be available.

The Public Safety Committee considered the renewal at its March 09, 2022, regularly scheduled meeting. After discussion, the Committee made a motion to recommend to the Ways and Means Committee that the AirMedCare Municipal Site Plan Membership be renewed for another year at the same cost of \$8,163.00 (annual).

#### ANALYSIS:

The Municipal Site Membership will cover transport that originates out of Charleston County. There is no cost to residents with medical insurance. A resident can upgrade to a full coverage membership for \$35.00 (annual) that will give them coverage in over 220 locations across 32 states. Coverage also applies to renters, provided that it is their primary residence.

#### **Resident Defined:**

Any individual who owns a home on the island, regardless of whether it is their primary residence, would be considered a "resident" and eligible for coverage under the Municipal Site Plan (MSP). For example, John Q Taxpayer's primary residence is in Columbia, SC, and as such, he is considered part of that tax base. He owns a second home on Kiawah that he lives in for just three months out of the year. For purposes of the Municipal Site Plan, he would be considered a "resident" of Kiawah, covered by the plan and eligible to upgrade to a full membership for just \$45.00. That being said, if John lets Nephew Tim and his family use his beach house for a week during the summer, they would not be covered by the Municipal Site Plans.

#### Coverage:

The MSP will provide coverage for all **insured** household residents from a pickup location originating anywhere in Charleston County (this allows for coverage both on and off the island) and all subsequent flights. (For example, the patient is airlifted to MUSC and then transported to the burn unit in Augusta, GA. In this situation, the membership would cover both flights.)

If a member resident is **uninsured** at the time of transport, Med-Trans Medical transport will bill the member the "Medicare Allowable Rate." The uninsured member resident may elect to pay \$35.00 to upgrade to a "Full Membership" and receive no bill along with gaining coverage across a 32-state service area

\*\*\*Any member resident may elect to obtain a "Full Membership" for \$35.00 per year. Again, this will provide full coverage across a 32-state service area and for the uninsured.

#### **ACTION REQUESTED:**

Town Council approve the request to renew the annual agreement with AirMedCare for Municipal Site Plan Membership services at an annual rate of \$8,163.00. It comes as a recommendation from the Public Safety Committee.

BUDGET & FINANCIAL DATA: If approved, the cost will be included in the FY 2022-2023 Budget.



Plan Code: 10228

## AirMedCare Network Municipal Site Membership For Town of Kiawah Island, SC

Organization: Town of Kiawah Island, SC Physical Address: 4475 Betsy Kerrison Pkway Kiawah Island, SC 29456

**Contact:** Petra Reynolds **Phone:** 843-768-5101

Email: preynolds@kiawahisland.org

County: Charleston

Membership Sales Manager/Base: Open Area MT220

#### **Covered Individuals and Transports:**

Any individual who resides within the boundaries of Kiawah Island, SC when transported for medical necessity by Med-Trans Corporation (or any AirMedCare Network Provider) will be covered under the standard terms and conditions for an AirMedCare Network membership (attached), except:

- Transport must be from a pickup location in Charleston County, SC; and
- If the covered individual transported does not have health insurance at the time of transport, Med-Trans Corporation will bill the covered individual at the "Medicare Allowable Rate" for the transport.

#### Fees:

Kiawah Island, SC will pay to AirMedCare Network a total of \$8,163.00 annual.

#### **Upgrade Benefit to Covered Individuals:**

Any individual who resides within the boundaries of Kiawah Island, SC may elect to obtain a full household membership (which eliminates the exceptions listed above) by completing an application and paying the following fees:

Standard Annual Rate	*Senior Annual Rate
\$45	\$35

\*Senior rate is available to the primary and secondary household member if they are 60 years of age or older.

#### **Duration:**

This agreement will be effective upon AirMedCare Network's receipt of (a) this agreement signed by the participating Organization AND (b) payment of the amount as provided above. This agreement will be effective for one (1) year, and will be evaluated by both parties for renewal at least thirty (30) days prior to the end of the one (1) year term.













#### **Terms and Conditions**

AirMedCare Network is an alliance of affiliated air ambulance providers\* (each a "Company"). An AirMedCare Network membership automatically enrolls you as a member in each Company's membership program. Membership ensures the patient will have no out-of-pocket flight expenses if flown by a Company by providing prepaid protection against a Company's air ambulance costs that are not covered by a member's insurance or other benefits or third party responsibility, subject to the following terms and conditions:

- Patient transport will be to the closest appropriate medical facility for medical conditions that are deemed
  by AMCN Provider attending medical professionals to be life- or limb-threatening, or that could lead to
  permanent disability, and which require emergency air ambulance transport. A patient's medical
  condition, not membership status, will dictate whether or not air transportation is appropriate and required.
  Under all circumstances, an AMCN Provider retains the sole right and responsibility to determine whether
  or not a patient is flown.
- 2. AMCN Provider air ambulance services may not be available when requested due to factors beyond its control, such as use of the appropriate aircraft by another patient or other circumstances governed by operational requirements or restrictions including, but not limited to, equipment manufacturer limitations, governmental regulations, maintenance requirements, patient condition, age or size, or weather conditions. FAA restrictions prohibit most AMCN Provider aircraft from flying in inclement weather conditions. The primary determinant of whether to accept a flight is always the safety of the patient and medical flight crews. Emergent ground ambulance transport of a member by an AMCN Provider will be covered under the same terms and conditions.
- 3. Members who have insurance or other benefits, or third party responsibility claims, that cover the cost of ambulance services are financially liable for the cost of AMCN Provider services up to the limit of any such available coverage. In return for payment of the membership fee, the AMCN Provider will consider its air ambulance costs that are not covered by any insurance, benefits or third party responsibility available to the member to have been fully prepaid. The AMCN Provider reserves the right to bill directly any appropriate insurance, benefits provider or third party for services rendered, and members authorize their insurers, benefits providers and responsible third parties to pay any covered amounts directly to the AMCN Provider. Members agree to remit to the AMCN Provider any payment received from insurance or benefit providers or any third party for air medical services provided by the AMCN Provider, not to exceed regular charges. Neither the Company nor AirMedCare Network is an insurance company. Membership is not an insurance policy and cannot be considered as a secondary insurance coverage or a supplement to any insurance coverage. Neither the Company nor AirMedCare Network will be responsible for payment for services provided by another ambulance service.
- 4. Membership starts 15 days after the Company receives a complete application with full payment; however, the waiting period will be waived for unforeseen events occurring during such time. Members must be natural persons. Memberships are non-refundable and non-transferable.
- Some state laws prohibit Medicaid beneficiaries from being offered membership or being accepted into membership programs. By applying, members certify to the Company that they are not Medicaid beneficiaries.
- These terms and conditions supersede all previous terms and conditions between a member and the Company or AirMedCare Network, including any other writings, or verbal representations, relating to the terms and conditions of membership.
  - \*Air Evac EMS, Inc. / Guardian Flight, LLC / Med-Trans Corporation / REACH Air Medical Services, LLC These terms and conditions apply to all AirMedCare Network participating provider membership programs, regardless of which participating provider transports you.









Page 2 of 3



Agreed to by:		
Signature	Signature	
	Keith Hovey	
Printed Name	Printed Name	
	Vice President	
Title	Title	
	Membership	
Organization Name	Division	
Date	Date	









Initial\_\_\_\_



**TAB8** 

# **TOWN COUNCIL**



# **Request for Town Council Action**

TO: Mayor and Council Members

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request to Approve Purchase of Two Town Vehicles

**DATE:** April 5, 2022

#### **BACKGROUND:**

In the current FY22 Budget, Town Council budgeted the purchase of two vehicles for the newly added staff members, the Public Works Assistant and the Public Safety Director.

Town Staff sent out a request for bids on two vehicles to four dealerships and sent an ad to the Post and Courier for publication. Further, Town Staff contacted a government fleet dealer, Nation Auto Fleet, for quotes and lead times on fleet vehicles. We received quotes from Fred Anderson Toyota and National Auto Fleet. The responses are as follows:

#### Fred Anderson Toyota:

Toyota 4-Runner \$45,277 (Public Safety Department)
Toyota Tundra \$54,214 (Public Works Department)

National Auto Fleet: No Toyotas Available

Ford Lightning \$53,250 available December 2022 Ford Explorer Hybrid \$57,400 available August 2022

For now, the current Toyota 4-Runner will be retained and used in the Planning Department.

#### **ACTION REQUESTED:**

Town Staff requests that Town Council approve purchasing one Toyota Tundra and one Toyota 4-Runner from Fred Anderson Toyota

#### **BUDGET & FINANCIAL DATA:**

The Town budgeted \$90,000 for two vehicles in General Fund. However, Fifty percent or \$22,639 of the Public Safety vehicle will come from restricted funds and the remaining \$67,361 from the General Fund.



Date:

3/22/2022

Salesperson:

Joseph Simoneau

Manager:

**Bill Utnick** 

Customer ID #: 562387

FOR INTERNAL USE ONLY

CUSTOMER	TOWN OF KIAWAH ISLAND		III-	
	4475 BETSY KERRISON PKWY		Home Phone:	
Address :				
Address .	20111010251112, 00 20400-0007		Work Phone :	
	CHARLESTON			
E-Mail :	mnardelli@kiawahisland.org		Cell Phone : (843) 806-8108	
/EHICLE				
Stock #	8664/o New / Used : <b>New</b> VII	N :	Mileage:	
			Willeage.	
Vehicle :		Color:		
Type :		· · · · · · · · · · · · · · · · · · ·		_
1,700.				
	Market Value Selling Price	*	41,503.00	
	Family Plan		.00	
	2keys,all terrains,undercoating		2,713.00	
	Total Purchase		44,216.00	
	Taxable Fees (Estimated)		506.00	
	IMF		500.00	
	Non Tax Fees		55.00	
	Cash Deposit		.00	
	Balance		45,277.00	

Sustomer Approval: Management Approval: ly signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, erbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. or Information Only. This is not an offer or contract for sale.

Bidis finn and will not be withdrawn for 60 darp.



Date: 3/22/2022
Salesperson: Joseph Si

Joseph Simoneau
Bill Utnick

Manager: Customer ID #:

562387

### FOR INTERNAL USE ONLY

202 LOWEK	TOWN OF KIAWAH ISLAND	Home Phone:				
Address :	4475 BETSY KERRISON PKWY JOHNS ISLAND, SC 29455-5687 CHARLESTON	Work Phone :				
E-Mail :	mnardelli@kiawahisland.org	Cell Phone : (843) 806-8108				
/EHICLE						
Stock # :	8361tundra New / Used : New VIN :	Mileage:				
Vehicle :	Color:					
Type:						
	Market Value Selling Price	49,344.00				
	Family Plan	.00				
	2keys,all terrains,undercoating,bedlinerear ual usb, cargo bed lightsr	3,809.00				
	Total Purchase	53,153.00				
	Taxable Fees (Estimated)	506.00				
	IMF	500.00				
	Non Tax Fees	55.00				
	Cash Deposit	.00				
	Balance	54,214.00				

ustomer Approval:

y signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment iformation. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, erbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. or Information Only. This is not an offer or contract for sale.

Bid is firm and will not be withdrawn for 60 deep





#### TOWN OF KIAWAH ISLAND

# **ORDINANCE 2022-01**

# AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF KIAWAH ISLAND REPEALING SECTION 15-306 (NOISE) OF THE KIAWAH ISLAND MUNICIPAL CODE AND ADDING CHAPTER 8 –NOISE PROHIBITED

**WHEREAS**, the Town of Kiawah Island Code of Ordinances currently contains Article 15, Chapter 3, Section 15-306 governing prohibited noise;

**WHEREAS**, the Town Council of the Town of Kiawah Island believes that certain adjustments and amendments need to be made to Section 15-306;

**WHEREAS**, the Town Council wishes to repeal Section 15-306 and adding Chapter 8 governing prohibited noise;

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL.

# Section 1 Purpose

The purpose of this Ordinance is to repeal Article 15. - General Offenses, Chapter 3. - Offenses Against Public Safety, Section 15-306 - Prohibited Noise, and to replace it with Article 15, Chapter 8. – Prohibited Noise.

#### Section 2 Ordinance

The Town hereby repeals Article 15. - General Offenses, Chapter 3. - Offences Against Public Safety, Section 15-306. - Prohibited Noise in its entirety and adding Chapter 8 – Prohibited Noise.

Article 15. - General Offenses, Chapter 8. – Prohibited Noise, is hereby created as follows:

# Sec. 15-801. <u>Statement of Policy</u>

It is the policy of the Town of Kiawah Island to maintain a peaceful community while recognizing that certain noises are generated by the acceptable economic and recreational activity of a vibrant community. The goal of the town is to recognize such activity while ensuring that time periods during which many residents are customarily at rest or have an expectation of peaceful enjoyment of their residences are not disturbed by unacceptable levels or types of noise.

### Sec. 15-802. <u>Definitions</u>

[1] Ordinance 2022-01

In addition to the common meaning of words, the following definitions shall be used in interpreting this section.

"A" Weighted Scale: The sound pressure level, in decibels, as measured with the sound levelmeter using the "A" weighted network (scale). The standard unit notation is '.dB(A)."

**Amplified Sound:** Sound augmented by any electronic means which increases the sound level or volume.

ANSI: American National Standards Institute or its successor bodies.

**Complainant:** Any owner, lessee, manager, or person with a legal interest in a receiving property who reports to the Code Enforcement Officer or other Town authority being disturbed by sound heard in or on outside living space or place of business upon the receiving property and not originating therefrom.

**Construction:** On-site erection, fabrication, installation, alteration, demolition or removal of any structure, facility, or addition thereto, including all related activities, including, but not restricted to, clearing of land, earth moving, blasting, and landscaping.

Daytime Hours, Weekday: See Table A.

Daytime Hours, Weekend/Holiday: See Table A.

**dB(A):** Sound level in decibels, determined by the "A" weighted scale of a standard sound levelmeter having characteristics defined by the American National Standards Institute, Publication ANSI, S 1.4-197I, or its successor publication(s).

**Decibel (dB):** a unit of level which denotes the ratio between two quantities which are proportional to power; the number of decibels corresponding to the ratio of two amounts of power is ten times the logarithm to the base ten of this ratio. In its simplest form a decibel is a unit for measuring the loudness of sound.

**Excessive Noise:** Any unnecessary or unusually loud sound or any sound which disrupts the peace and quiet of any neighborhood and which does annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensibilities.

**Emergency Work:** Work made necessary to restore property to a safe condition, work required to protect, provide, or prevent persons or property from danger or potential danger, or work by a private or public utility when restoring utility service.

[2]

**Holiday:** Any official holiday recognized by the Town.

Nighttime Hours, Weekday: See Table A.

**Nighttime Hours, Weekend/Holiday:** See Table A.

**Noise Disturbance:** Any unreasonably loud or raucous sound or noise which:

- Endangers or injures the health or safety of humans or animals;
- Endangers or injures the personal or real property; or
- Disturbs a person of normal sensitivity.

Nonresidential Property: Properties within the Town that are not residential.

**Outdoor entertainment:** Any outdoor commercial or fundraising activity offered to, provided for, or attended by one or more persons including the playing of recorded music, radio, stereo, and/or television.

**Outdoor Live Entertainment:** Any activity for the benefit of one or more persons to be performed or conducted in outdoor areas by a person or persons using amplified sound to broadcast their voice, or the sound or noise resulting from the playing of musical instruments or other sounds.

**Person:** Any individual, corporation, partnership, firm, association, trust, estate, public orprivate institution, group, or agency.

**Plainly Audible:** Able to be clearly heard by a person of normal sensibilities using only unaided auditory senses. **Plainly audible** shall refer to a sound heard at a volume level above that of normal conversation and shall not include sounds which are just barely audible. With respect to music and amplified sounds, the detection of rhythmic base reverberating type sound, beat or cadence shall be deemed **plainly audible.** 

**Receiving Property:** Any residence or place of business on which uninvited noise is plainly audible when measured at the property line most closely facing the source of the noise.

**Residential Area:** Areas of the Town containing single-family and multifamily dwellings, including houses, apartments, and condominiums.

**Sound level:** In decibels, a weighted sound pressure level determined using a sound level meter whose characteristics and frequency weightings are specified in ANSI standards.

**Sound Level Meter:** Is an instrument including a microphone, an amplifier, an output meter, and "A" frequency weighting network for the measurement of sound levels that conforms to American National Standards Institute (ANSI) Standard S 1.4-1971 "Specifications for Sound Level Meters", or the latest revision.

**Sound Pressure Level:** In decibels, twenty (20) times the logarithm to base 10 of the ratio of the magnitude of a particular sound pressure to the standard reference pressure. The standard reference pressure is 0.0002 microbars.

**Sound Source:** Any person, animal, device, operation, process, activity, or phenomenon which emits or causes sound.

Uninvited Noise: Noise not originating from the receiving property.

### Sec. 15-803. <u>General Prohibitions</u>

- 1) Except as allowed in this article, no person shall willfully engage in any activity on any premises or public area in the Town, which produces or constitutes a noise disturbance on occupied neighboring premises or public area.
- 2) **Specific Prohibitions:** The following noises are considered a noise disturbance in violation of this Section:
- (a) Horns / Signaling devices. The sounding of any horn or signaling device on any motor vehicle or any street or public place, except as a danger warning.
- (b) Radios, televisions, musical instruments, and similar devices when operated or played so as to produce or reproduce sound in a manner as to be plainly audible from inside any residence or place of business other than the sound source.
- (c) Building operation's noise during nighttime hours that is plainly audible from inside a residence or place of business of a receiving property.
- (d) Amplified sound that is plainly audible from inside a residence or place of business of receiving property not originating from the receiving property.
- (e) Motor vehicle muffler sounds that are in violation of S. C. Code Ann 56-5-502.

### Section 15-804 <u>Decibel Level Prohibitions</u>

Table A (Maximum Noise Limitations) – dB(A) Maximum decibel levels

	Daytime	Nighttime	Daytime	Nighttime	Daytime	Nighttime
	Hours	Hours	Hours	Hours	Hours	Hours
	Mon –	Mon –	Fri - Sat /	Fri - Sat /	Sunday	Sunday
	Thurs	Thurs	Holiday	Holiday	9AM – 8PM	8PM – 8AM
	8AM – 8PM	8PM – 8AM	8AM – 10PM	10PM – 8AM		Monday
Max dB(A) level	70	60	70	60	65	55

- 1) Unless otherwise specifically indicated, it shall be unlawful for any person to cause or allow the emission of sound from any source to exceed the maximum levels specified in the above table, when measured at the property line of the complainant's property. A violation will be determined by the code enforcement officer's use of an authorized decibel meter.
- 2) **Exceptions:** The following activities are not governed by the above decibel level limits, but activities that constitute a noise disturbance or do not comply with the limits set forth herein are violations of this Section:
  - (a) Emergency warning devices on police, fire, ambulance, or other emergency vehicles;
  - (b) Horns or other devices used in attempt to avoid imminent injury to human life or property;

- (c) Emergency work;
- (d) Construction may not start before 7:00 AM and must cease by 7:00 PM on weekdays, before 8AM and must cease by 5PM on Saturday, and is not allowed on Sunday, holidays, and other times as occasionally prohibited by the Town of Kiawah Island;
- (e) Commercial lawn care operations, including residential, may not start before 7:00 AM and must cease by 7:00 PM on weekdays, may not start before 8:00 AM and must cease by 5:00 PM on Saturday, and are not allowed on Sunday, holidays, and other times as occasionally prohibited by the Town of Kiawah Island;
- (f) Properly installed and operating HVAC systems;
- (g) Golf and Tennis:
  - (1) Routine golf course maintenance, mowing and caring for greens, fairways, rough, raking of sand areas, grooming of courts may not start before 6:00 AM on any day;
  - (2) Blowing of parking lots and paths may not start before 6:30AM;
  - (3) Other periodic maintenance such as tree trimming, cart path edging, and other non-routine tasks may not start before 7:00 AM and must cease by 7:00 PM on weekdays and by 5:00 PM on Saturday. These activities are not allowed on Sunday, holidays, and other times as occasionally prohibited by the Town of Kiawah Island;
  - (4) Watering of golf courses and tennis courts as required is not subject to the noise limits and may be conducted during the day or night.

# Sec. 15-805. Special Events, Outdoor Entertainment and Outdoor Live Entertainment

Events held at the venues of the Kiawah Island Community Association, the Kiawah Island Club, Freshfields and the Resort will have Daytime Hours of 8:00 AM to 10:00 PM on every day of the week and must comply with the daytime decibel limits in Table A during those hours. Sound and activity associated with other events for which a special events permit has been issued are subject to Table A times and decibel levels. All events covered by this Section shall end by their respective Daytime Hours. In no event shall the activity allowed in this Section be in violation of the Sec. 15-803. – Specific Prohibitions.

# Sec. 15-806. <u>Determination of Noise Disturbance</u>

In determining whether a noise or sound constitutes a noise disturbance violation under this section, the enforcement officer must consider the following items:

- (a) The volume of the noise as measured by a decibel meter at the complainant's property line;
- (b) Whether the nature of the noise is usual or unusual;
- (c) The intensity of the noise;
- (d) The general characteristics of the area where the noise is occurring;
- (e) The time of day or night at which the noise is occurring;
- (f) The reasonable expectation of quiet that could be expected by individuals on public or private property in the vicinity of where such noise is occurring;

[5]

(g) The duration of the noise; or

Ordinance 2022-01

Sec. 15-807. **Penalties** Penalties are provided in Article 15. - General Offences, Chapter 6. - General Provisions, Sec. 15-601. - Penalties. Section 3 **Severability** If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provisions thereof, is held to be inapplicable to any person, group of persons, property, kind property, circumstances or set of circumstances, such holding shall not affect the circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property, or circumstances Section 4 **Effective Date and Duration** This Ordinance shall be effective upon its enactment by Town Council for the Town of Kiawah Island. PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND ON THIS \_\_\_\_ DAY OF \_\_\_\_\_\_, 2022. John Labriola, Mayor **ATTEST:** By: Petra Reynolds, Town Clerk 1st Reading:

2<sup>nd</sup> Reading:

(h) Whether the noise is recurrent, intermittent, or constant.



**TAB 10** 

# **TOWN COUNCIL**

# Town of Kiawah Island 2022 Charitable Grants

Ways and Means Recommendation to the Town Council

	ways and means neconfinentiation to the		2022		2022		2022	
Tab	Organization Name		Grant Request		Staff Recommendation		Ways and Means Recommendations	
1	Arts, etc.	\$	15,000	\$	12,790.00	\$	-	
2	Backpack Buddies Seabrook Island	\$	5,000	\$	5,000.00	\$	5,000.00	
3	Barrier Island Free Medical Clinic, Inc	\$	25,000	\$	25,000.00	\$	25,000.00	
4	Bridges of Hope	\$	2,500	\$	2,500.00	\$	2,500.00	
5	Charleston Area Senior Citizens	\$	8,136	\$	5,000.00	\$	8,136.00	
6	Charleston Area Therapeutic Riding	\$	7,084	\$	7,084.00	\$	7,084.00	
7	Charleston Symphony	\$	10,000	\$	7,000.00	\$	-	
8	Feeding the Multitude	\$	500	\$	500.00	\$	7,000.00	
9	Keeper of the Wild Wildlife Rescue and Sanctuary	\$	3,000	\$	2,000.00	\$	-	
10	**Kiawah Cares Foundation	\$	-	\$	-	\$	-	
11	Kiawah Womens Foundation	\$	10,000	\$	10,000.00	\$	10,000.00	
12	Lowcountry Food Bank	\$	10,000	\$	10,000.00	\$	10,000.00	
13	New St. James Bethel African Methodist Episcopal Church	\$	4,184	\$	3,000.00	\$	4,184.00	
14	New Webster JIP Food Pantry	\$	5,000	\$	5,000.00	\$	5,000.00	
15	Operation Home	\$	10,000	\$	8,000.00	\$	10,000.00	
16	Operation Sight	\$	7,000	\$	7,000.00	\$	7,000.00	
17	Our Lady of Mercy Community Outreach Services	\$	30,000	\$	30,000.00	\$	30,000.00	
18	Reading Partners	\$	5,000	\$	5,000.00	\$	5,000.00	
19	Sea Islands Blessing Basket	\$	10,000	\$	7,000.00	\$	10,000.00	
20	Sea Island Habitat for Humanity	\$	15,000	\$	10,000.00	\$	15,000.00	
21	Sea Islands Water Wellness Mission	\$	26,800	\$	26,800.00	\$	26,800.00	
22	The Paraclete Foundation of Holy Spirit Catholic Church	\$	8,000	\$	5,000.00	\$	8,000.00	
	Total Requests	\$	217,204.00	\$	193,674.00	\$	195,704.00	
	Total Budgeted Funds to be awarded	\$	200,000.00	\$	200,000.00	\$	200,000.00	
	Amount in excess of Budget	\$	17,204.00	\$	(6,326.00)	\$	(4,296.00)	

<sup>\*\*</sup> The Kiawah Cares Foundation withdrew their application for funding on March 29, 2022



**TAB 11** 

# **TOWN COUNCIL**

### **Stephanie Tillerson**

From: Stephanie Tillerson

Sent: Thursday, March 31, 2022 1:43 PM

To: John Labriola

Subject: RE: Reform It Now Kiawah March 31, 2022 Letter

They are concerned with 2.1 and 2.2

#### 2.1 BEST INTEREST OF THE TOWN OF KIAWAH ISLAND COMMUNITY

Annexation is one of the most powerful tools available to municipalities for directing and influencing their future growth. Annexation is how the municipality extends its municipal services, regulations, voting privileges, and fees to conduct business in the municipality to new territory. The municipality annexes to provide municipal services to developed and developing areas and exercise the regulatory authority necessary to protect public health, safety, and general welfare. Annexation is also a means of ensuring that residents and businesses outside the municipal, corporate limits who benefit from access to municipal facilities and services share the burden associated with constructing and maintaining these facilities and services.

Annexation and the imposition of land development regulations may also be used as a growth management tool to implement the Comprehensive Plan. Annexation extends the Town's extraterritorial jurisdiction, enabling the Town to regulate the subdivision and development of land over an expanded area. Therefore, the Town of Kiawah Island should take a proactive yet responsible approach to annex lands adjacent to the corporate limits to manage peripheral growth and regulate the type, scale, and density of development.

Natural areas located adjacent to the municipal limits of Kiawah, if not now, then sometime in the future, may be expecting some level of services to the residents within the area. However, effectively planning for those services is often limited by our current boundaries. In some cases, Annexation is contingent on the property owners and the Town agreeing to specific terms or conditions. Issues could be particular zoning classification of property or proposed development plans.

#### In red in what the group wants instead of the language proposed by staff:

A primary concern of Town Council is whether the proposed Annexation would be in the best interest of the citizens of the Town (for purposes of this Annexation Policy & Procedures Manual, the term "citizens" in connection with the Town shall mean the (i) residents of the Town, (ii) owners of real property interests located within the Town, and (iii) voters registered to vote in Town elections.) Nothwithsanding the foregoing, if an Applicant, or its affiliate happens to be a "citizen" of the Town, the Applicant shall not be entitled to receive any considerations and/or treatment above that of a non-citizen Applicant. While responsible growth can in some cases be good, in other cases, the burdens and detrimental impacts to the citizens of a municipality that is considering changing its corporate limits through Annexation outweigh the benefits that might otherwise result from an annexation. Therefore, Town Council has the duty and the right to objectively weigh all of the relevant factors and make an informed, non-biased decision on each proposed Annexation.

#### 2.2 FEASIBILITY STUDY AND COST/BENEFIT ANALYSIS

The purpose of a feasibility study and cost/benefit analysis is to objectively and rationally review and examine the strengths and weaknesses of any proposed Annexation. The Town requires preparing a Feasibility Study and Cost/Benefit Analysis (collectively the "Annexation Studies") for all Annexation Applications. Staff may prepare the Study, or for complex annexation petitions, the Town Council may authorize Staff to contract a independant consultant to complete the Study. In the event a consultant is contracted, the cost for the Study will be the Applicant's responsibility and due upon selection of a consultant. The Annexation Studies will be completed prior to the Planning Commission Public Hearing (Step 10-100 Percent Petition and Ordinance Method) for presentation at that meeting.

The Annexation Studies should address public services the Town will assume or provide, fees required for those services, an estimate of revenue to the Town, and a timetable for services. In addition, the Annexation Studies must address to the satisfaction of the Town, but not be limited to, the following:

#### In red in what the group wants instead of the language proposed by staff:

The purpose of a feasibility study and cost/benefit analysis is to objectively and rationally review and examine the strengths and weaknesses of any-proposed annexation. The Town requires preparing a Feasibility Study and Cost/Benefit Analysis (collectively the "Annexation Studies") for all Annexation Applications. For Annexation Applications for areas of less than five (5) acres where upzoning is not requested (the term "upzoning" for purposes of this Section 2.2 shall mean a reclassification of the zoning designation for the annexed property to allow for a higher density development or change of use of the property post-annexation), the Annexation Studies may be prepared by Staff. For all other Annexation Applications, the Town will contract with an independent consultant or consultants, as the case may require, to complete the Annexation Studies. If a consultant is contracted, the cost for the Annexation Studies will be the Applicant's responsibility, and payment for the Annexation Studies will be due upon selection of a consultant. The Annexation Studies will be completed prior to the Planning Commission Public Hearing (Step 10-100 Percent Petition and Ordinance Method) for presentation at that meeting. The Annexation Studies should address public services the Town will assume or provide, fees required for those services, an estimate of revenue to the Town, and a timetable for services. In addition, the Annexation Studies must address to the satisfaction of the Town, but not be limited to, the following:

- Inventory of existing outside services;
- Identification of the provider of each service, contractual obligations, including the availability of service if desired after Annexation;
- If any part of the area to be annexed is currently served by a special service district, the anticipated cost to the Town of complying with S.C. Code Ann. §§ 5-3-310 through 5-3-315, as amended;
- Identification of efficient service areas and areas which cannot be fully served;
- Determination of the level of additional services needed;
- Determination of the most cost-effective way to provide services to the area;
- Projected timetable for the provision of services;
- Revenues required to support services;
- Estimated revenues from taxes (e.g., accommodation and hospitality), fees, and service charges;
- Comparison of cost to property owners before and after Annexation;
- Identification of burdens and benefits of Annexation;
- The projected level of fees required to support services; and
- Possible environmental impact of the proposed Annexation.

#### Best Regards,



#### Stephanie Monroe Tillerson, AICP

Town Administrator

- Direct: 843-768-5103 Cell: 843-670-4713 Tel: 843-768-9166
- Stillerson@kiawahisland.org
- www.kiawahisland.org
- 4475 Betsy Kerrison Parkway Kiawah Island, SC 29455

**Get Social**