

**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
OCTOBER 26, 2017 – 4:00 PM
MUNICIPAL COURTROOM
GEORGETOWN, SC**



Notice of this meeting has been made in accordance with the 1976 Code of Laws of South Carolina Freedom of Information Act.

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
- 3. HOUSING AND COMMUNITY DEVELOPMENT**
 - A. Motion to approve a Resolution to adopt the 2017 Design Review Standards for the City of Georgetown, South Carolina, replacing in their entirety, the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines.**

Attachments:

1	Council Resolution New Design Standards - FINAL	(PDF)
2	Historic Guidelines Bids	(PDF)
3	Contract with Archives of History	(PDF)
4	Resolution ARB Signed	(PDF)
- 4. ADMINISTRATION**
 - A. Discuss City of Georgetown Redevelopment Plan.**
- 5. EXECUTIVE SESSION**
 - A. Motion to adjourn Special Meeting/Workshop and enter Executive Session pursuant to Section 30-4-70(a)(5) to discuss matters relating to proposed location, expansion, or provision of services encouraging location or expansion of industries or other businesses in the area served by the public body.**
 - B. Motion to adjourn Executive Session and reconvene Special Meeting/Workshop.**
 - C. NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.**
- 6. COUNCIL MAY TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**
- 7. ADJOURNMENT**
 - A. Motion to adjourn Special Meeting/Workshop of City Council.**



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

RESOLUTION

DOC ID: 2399

Council Meeting Date:	26 October 2017
Department:	Housing and Community Development
Issue Under Consideration:	Motion to approve a Resolution to adopt the 2017 Design Review Standards for the City of Georgetown, South Carolina, replacing in their entirety, the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines.
Amount Requested:	\$27,500
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	• An agreement for a 2016 Federal Historic Preservation Grant was made between the City and the Department of Archives and History, dated November 15, 2016. • This is a 50/50 matching Grant-in-Aid of \$27,500 for a total project cost of at least \$55,000. • The proposed Design Review Standards will replace both the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines. • These new guidelines will help the ARB during their decision making processes, and the 700 block infill. • Copies of the proposed guidelines were previously delivered to Council members for review.
Options:	Approve or deny the Resolution to adopt the new Design Review Standards.
Staff Recommendations:	Approve this Resolution to adopt the new Design Review Standards as recommended, by resolution, from the Architectural Review Board.

Reviews:

Rick Martin Completed 10/23/2017 1:15 PM
 Paul Gardner Completed 10/24/2017 8:07 AM
 Ann U. Mercer Completed 10/24/2017 9:02 AM
 Georgetown City Council Pending 10/26/2017 4:00 PM

Attachments:

1. 1 Council Resolution New Design Standards - FINAL (PDF)
2. 2 Historic Guidelines Bids (PDF)
3. 3 Contract with Archives of History (PDF)

MOTION TO APPROVE A RESOLUTION TO ADOPT THE 2017 DESIGN REVIEW STANDARDS FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, REPLACING IN THEIR ENTIRETY, THE 2004 RESIDENTIAL AREA DESIGN GUIDELINES AND THE 2003 WATERFRONT AREA DESIGN GUIDELINES.

STATE OF SOUTH CAROLINA)
)
 CITY OF GEORGETOWN)

**RESOLUTION FOR
 DESIGN REVIEW STANDARDS**

WHEREAS, the City of Georgetown is committed to supporting the integrity of the Historic District in the City of Georgetown; and

WHEREAS, to ensure the maintenance of the integrity of the Historic District, City Council established a Board of Architectural Review (the Board) to review requests from Historic District property owners for demolition, alteration, new construction, and such other review of proposal as authorized under the Zoning Ordinance; and

WHEREAS, under §6-29-880, S.C. Code, the Board has those powers and duties as established by City of Georgetown Zoning Ordinance; and

WHEREAS, pursuant to §1600.2(5), City of Georgetown Zoning Ordinance, the Board uses the Design Guidelines approved by City Council in reviewing requests for Certificates of Appropriateness; and

WHEREAS, in 2016, the City Council approved a contract for replacement Design Guidelines, and the new Historic Design Review Standards for the City of Georgetown, South Carolina (the new Standards) are complete; and

WHEREAS, the Board reviewed the proposed new Standards and by Resolution on October 16, 2017, recommended their adoption by City Council.

NOW THEREFORE, BE IT RESOLVED that the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines Georgetown City Council are hereby **replaced in their entirety** with the **2017 Historic District Design Review Standards**, which the Board shall use as the applicable Design Guidelines in its review of future applications. The new Standards will be maintained at City Hall for public review.

APPROVED, this 26th day of October, 2017.

ATTEST

CITY OF GEORGETOWN
 a Municipal Corporation

Ann Mercer
 City Clerk

Jack M. Scoville, Jr.
 Mayor

APPROVED AS TO FORM:

Elise F. Crosby
 City Attorney



CITY OF GEORGETOWN



SUBMITTAL LISTING

PROJECT:	GEORGETOWN HISTORIC DISTRICT DESIGN GUIDELINES PROJ	DATE BID RECEIVED:	Monday, November 14, 2016 3.0 pm
		PLACE:	1134 N Fraser Street

SIGNED: *Samuel Howard*

COMPANY NAME	MAILING ADDRESS	AMOUNT OF BID	COMMENTS:
WLA STUDIOS	119 WASHINGTON STREET GAINESVILLE GA 30501	54,986.00	CURRENTLY IN REVIEW PROCESS
HILL STUDIO	120 WEST CAMPBELL AVE ROANOKE VA 24011	50,000.00	CURRENTLY IN REVIEW PROCESS
THOMASON & ASSOC	PO BOX 121225 NASHVILLE TN 37212	30,530.00	CURRENTLY IN REVIEW PROCESS
WINTER & COMPANY	1265 YELLOW PINE AVE BOULDER CO 80304	60,000.00	CURRENTLY IN REVIEW PROCESS
JMT ENGINEERING	952 HOUSTON NORTHCUTT BLVD SUITE 100 MT PLEASANT SC 29464	49,878.00	CURRENTLY IN REVIEW PROCESS
R2L ARCHITECTS	3222 N STREET, NW SUITE 500 WASHINGTON DC 20007	?	CURRENTLY IN REVIEW PROCESS

RECEIVED NOV 15 2016

South Carolina Department of Archives and History
City of Georgetown
2016 Federal Historic Preservation Grant
FUNDING AGREEMENT

THIS AGREEMENT by and between the South Carolina Department of Archives and History (hereinafter called the Grantor) and City of Georgetown (hereinafter called the Grant Recipient),

WITNESSETH THAT:

WHEREAS, the Grant Recipient desires to undertake this work and recognizes that a federal grant of the Department of the Interior, National Park Service, has been awarded for this undertaking, and therefore agrees to mutually administer this grant with the South Carolina Department of Archives and History and comply with all requirements established by the National Historic Preservation Act of 1966, P.L. 89-665 (80 Stat. 915) and amendments, and with policies and regulations as set forth in the National Register Programs Manual, and Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organization (2 CFR Part 215), and;

WHEREAS, this grant is appropriated from the Historic Preservation Fund by Public Law 114-113;

NOW THEREFORE, the parties do mutually agree as follows:

SECTION A

That for the purpose of providing the funds for carrying out this Agreement, the Grantor has awarded to the Grant Recipient a 50/50 matching Grant-in-Aid of \$27,500.00 to be matched by at least \$27,500.00 for a total project cost of at least \$55,000.00.

SECTION B

That the purpose of this grant is to (i) produce design guidelines and conduct training in their use and application for the City of Georgetown Architectural Review Board and the public, and (ii) provide recommendations preserving deteriorating structures in and adjacent to the Georgetown Historic District, as described in the Grant Recipient's Grant Application (hereinafter collectively called the Georgetown Design Guidelines Project). All work will be in accordance with the Secretary of the Interior's Standards for Treatment of Historic Properties, will be completed between July 1, 2016, and September 30, 2017, and will consist of:

1. The Grant Recipient will follow the procurement guidelines described in the Manual for Federal Grants Project Managers amended for FY 2016 Federal grants and comply with the State Procurement Code prior to hiring a qualified subcontractor who will complete part of the project. Documentation of the procurement process will be submitted to the Grantor prior to reimbursement. Potential subcontractors will not be

notified of the decision until the Grantor approves that the procurement process has been completed correctly and that the selected subcontractor meets the applicable educational and experience requirements.

2. The Grant Recipient must submit to the Grantor written monthly reports detailing the project's progress during the project period.

3. Budget

Professional Services to complete Georgetown Design Guidelines Project \$55,000.00

4. Project Scope of Work:

The Grant Recipient will hire a qualified contractor to complete the Georgetown Design Guidelines Project.

5. The Grant Recipient agrees that no changes to the scope-of-work or due dates will be allowed without prior written approval from the Grantor. A change in the budget in excess of 10% may not take place without prior written approval from the Grantor.

SECTION C

1. Liaison with Grantor: The Grant Recipient will maintain close liaison with the Grantor throughout the period of work. The Grantor reserves the right to call meetings at various intervals during the course of project work.

2. Assurances: The Federal Assurances for Construction or Non-Construction Programs must be a part of all subcontracts. The Grantor will provide a copy of the Assurances.

3. Review of Products: The Grantor shall review, comment upon and approve any plans, specifications, reports or other products of the project. Expenditures for products that do not meet the applicable requirements of the National Register of Historic Places program, and the Secretary of the Interior's Standards for Treatment of Historic Properties, the Secretary of the Interior's Standards for Archaeological Documentation, and the South Carolina Standards and Guidelines for Archaeological Investigations will not be eligible for reimbursement.

4. Reports, Plans, or Studies: The Grant Recipient shall furnish to the Grantor at least six copies (five hard copies plus one in electronic format) of the final project report.

5. Copyright. The Grant Recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of the project. Any consultant hired by the Grant Recipient may also copyright any books, publications, or copyrightable materials developed in the course of the project. Any copyrighted materials developed in the course of the project will be subject to a royalty-free, nonexclusive, and irrevocable license to the Federal Government, the Grantor, and the Grant Recipient to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

6. Responsibility for Acts, Omissions, and Negligence: It is not the intent of the parties to create an agency relationship, and this Agreement shall not be so construed. Notwithstanding anything in this Agreement to the contrary, the Grantor and Grant Recipient shall both be exempt from any obligation to indemnify the other under this agreement.

7. Non-assignability: The Grant Recipient shall not assign or otherwise transfer any interest in this Agreement, the grant, or the project hereunder.

8. Conflict of Interest: The administration of this grant award and of any subcontracts awarded by the Grant Recipient must be accomplished free from bribery, graft, kickbacks, and other corrupt practices.

SECTION D

1. Reimbursement: Progress payments in an amount not to exceed 50% of the costs incurred to date may be made by the Grantor to the Grant Recipient provided that all applicable project conditions are met. Requests for payment from the Grant recipient must include the following: the reimbursement request form (provided by the Grantor); and Project Directors detailed status report of project expenses. Documentation is subject to prior review and approval by the Grantor. Documentation for project expenses must show that expenses were incurred on or before September 30, 2017, to qualify for reimbursement. Documentation for donated services must clearly show the tasks performed, when performed, the actual amount of time spent on each task, and qualifications of the worker in relation to the grant project. The Grantor reserves the right to modify or withhold payment until project conditions are met or until satisfied with the documentation received. The Grantor may withhold 10% of the grant amount until all work is completed and approved. The Grant Recipient should be prepared to make whatever financial arrangements are necessary to insure that project work is not delayed during the reimbursement process, which usually takes about two weeks.

2. Prohibition of Retroactive Funding: The cost of project work begun prior to project approval from the Grantor to the Grant Recipient will be ineligible for funding under the terms of this Agreement and may be considered grounds for denial of said approval.

3. Non-federal Share: Sufficient funds will be available from the Grant Recipient to meet the non-federal share of the cost of the project. Federal monies will not be used to match the monies granted through this Agreement, unless specifically allowed under special Federal enabling legislation (e.g. Revenue Sharing, Community Development Block Grant funds, and some other federal funds are allowable).

4. Progress Reports: Written progress reports documenting specific work accomplished shall be made monthly to the Grantor. The Grantor reserves the right to review progress and approve work accomplished prior to making reimbursement.

5. Budget Changes: Items in the budget may not be changed in excess of 10% of the original budget proposal without prior approval from the Grantor.

SECTION E

Breach; Termination. Failure of the Grant Recipient to comply with any of the terms or conditions of this Agreement shall be deemed a material breach of this Agreement, and after written notice from the Grantor, the State shall, to the full extent permitted by law, have each and every right and remedy available to the State either in part or in whole. In addition, the Grantor or the Grant Recipient may terminate this grant in whole, or in part, when either party agrees that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated. The Grant Recipient shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Grantor shall allow full credit to the Grant Recipient for the Federal share of the non-cancelable obligations, properly incurred by the Grant Recipient prior to termination. In the event of such termination, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other items prepared by the Grant Recipient under the Agreement shall, at the option of the Grantor, become its property (subject to the provisions of Section C. 5. above), and the Grant Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

SECTION F

1. Title VI of the Civil Rights Act. The Grant Recipient shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall on the ground of race, color, national origin, age, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Grant Recipient receives Federal financial assistance. Moreover, all parties shall comply with the Age Discrimination and Employment Act of 1976 (P.L. 98-259). If a person believes that he or she has been discriminated against in any program, activity or facility, or desires further information regarding Title VI, he or she should write to: The Office for Equal Opportunity, U.S. Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

2. Compliance with Laws, Regulations, Guidelines and Policies: The Grant Recipient, in the performance of all activities under this Agreement, shall comply and require compliance with all applicable laws, ordinances and codes of the United States (Office of Management and Budget Circulars A-87 or A-122 or A-110 and A-133), the State of South Carolina, and of local government. The Grant Recipient shall comply and require compliance with all requirements, limitations, regulations, rules, policies, guidelines, and interpretations thereof which are made applicable hereto by Executive Order of the President of the United States or the United States Department of the Interior, or the National Park Service in connection with this grant and pursuant to the National Historic Preservation Act of 1966, as amended.

3. Section 504 of the Rehabilitation Act of 1973. The Grant Recipient shall comply with Section 504 of the Rehabilitation Act of 1973 as applicable. No qualified

handicapped person shall, on the basis of handicap, be denied employment under this grant assisted project.

4. Americans with Disabilities Act. The Grant Recipient shall comply with the Americans with Disabilities Act.

SECTION G

1. Records. The Grant Recipient shall keep such records as may be required with respect to the work performed under this grant and shall keep on file copies of documentation of expenditures which can be made available to auditors, in addition to copies of all those forwarded to the Grantor for a period of three years. The three-year retention period starts from the date of the submission of the final expenditure report.

2. Audit. The Grant Recipient shall comply with single audit responsibilities required by the Single Audit Act of 1984 (P.L. 98-502) and in accordance with the provisions of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, dated June 24, 1997. It is the Grant Recipient's responsibility to contact the Grantor about single audit requirements.

SECTION H

Federal Funding and SCDAH Grant Administrator Acknowledgement. In all public announcements, news releases, articles and publications, including audio-visual materials, resulting from or concerning this project, the Grant Recipient, its employees, agents, and assigns shall acknowledge the receipt of Federal funding and shall identify the South Carolina Department of Archives and History as the grant administrator. The following wording shall be used in all publications or reports: "The activity that is the subject of this (type of publication) has been financed in part with Federal funds from the National Park Service, Department of the Interior, and administered by the South Carolina Department of Archives and History. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the South Carolina Department of Archives and History.

SECTION I

No Use of Funding for to Influence Members of Congress. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other devices, intended or designed to influence in any manner a Member of Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating with Members of Congress at the request of any Member of Congress, through the proper official channels, for requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

CITY OF GEORGETOWN

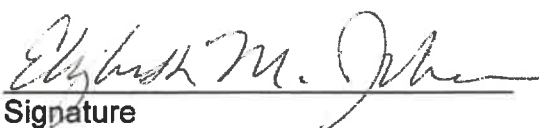
Paul Gardner
City Administrator


Signature

11/15/16
Date

SOUTH CAROLINA DEPARTMENT
OF ARCHIVES AND HISTORY

Elizabeth M. Johnson
Deputy State Historic Preservation Officer


Signature

11/4/2016
Date

**STATE OF SOUTH CAROLINA)
CITY OF GEORGETOWN)**

**RESOLUTION
BOARD OF ARCHITECTURAL REVIEW**

WHEREAS, under § 6-29-880, S.C. Code, the City of Georgetown Board (the "Board") of Architectural Review has those powers and duties as established by City of Georgetown Zoning Ordinance; and

WHEREAS, pursuant to §1600.2(5), City of Georgetown Zoning Ordinance, the Board uses the Design Guidelines approved by City Council in reviewing requests for Certificates of Appropriateness; and

WHEREAS, in 2016, the City Council approved a contract with Thomason and Associates for the preparation of new design guidelines to replace the 2004 Residential Area Design Guidelines and the 2003 Waterfront Area Design Guidelines approved by City Council (collectively, "2003/2004 Design Guidelines"), and those new guidelines (the "Georgetown Historic District Design Review Standards") are presently ready for City Council review and action; and

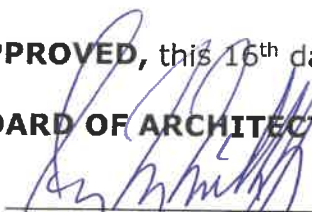
WHEREAS, the Board has had the opportunity to be involved with the new design guidelines project and to review the proposed replacement Design Standards.

NOW THEREFORE, BE IT RESOLVED THAT,

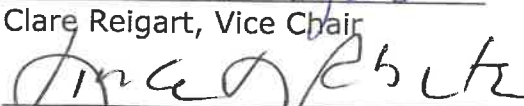
The City of Georgetown Board of Architectural Review recommends the City Council adopt the 2017 Georgetown Historic District Design Review Standards for use in the Board's review of future applications, replacing the 2003/2004 Design Guidelines currently used by the Board.

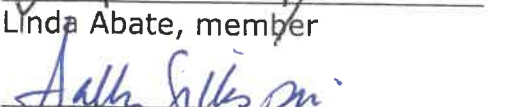
APPROVED, this 16th day of October, 2017.

BOARD OF ARCHITECTURAL REVIEW

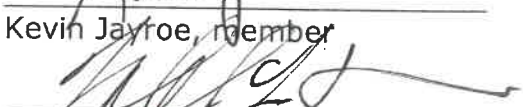

Jerry Miller, Chairman

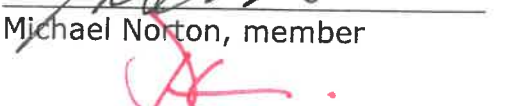

Clare Reigart, Vice Chair


Linda Abate, member


Sally Gillespie, member


Kevin Jayroe, member


Michael Norton, member


Dwayne Vernon, member

ATTEST:


Debra Grant, Secretary to the Board