

REVISED 4/29/26
SPECIAL MEETING/BUDGET WORKSHOP
OF CITY COUNCIL
APRIL 30, 2026 — 4:00 PM
MUNICIPAL COURTROOM
2222 HIGHMARKET STREET
GEORGETOWN, SOUTH CAROLINA
AND LIVESTREAM:



<https://www.facebook.com/cityoftown/>

Notice of this meeting has been made in accordance with the South Carolina Code of Laws as amended.

1. **CALL TO ORDER**
2. **ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
3. **PLANNING & COMMUNITY DEVELOPMENT**
 - A. **Building and Planning Permit Fees. Consideration of amendments to the current fee structure regarding building, planning, and zoning related applications.**
4. **ELECTRIC UTILITIES**
 - A. **ChargePoint Stations Pricing Recommendations**
5. **FINANCE**
 - A. **Review anticipated revenues and proposed expenditures for FY2027 budget.**
6. **EXECUTIVE SESSION**
 - A. **Motion to adjourn Special Meeting and enter into Executive Session pursuant to Section 30-4-70(a)(1)(2) to discuss an appointment of the Municipal Court Judge position and to discuss negotiations relating to a proposed forensic audit for the city and receipt of related legal advice.**
 - B. **Motion to adjourn Executive Session and reconvene Special Meeting.**
 - C. **NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION**
 - D. **City Council may take action on items discussed in Executive Session.**
7. **ADJOURNMENT**
 - A. **Motion to Adjourn the Special Meeting of City Council.**

MAYOR
JAY DOYLE

CITY ADMINISTRATOR
SCOTT WHITTIER

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
MAYOR PRO TEMPORE
JESSIE WALKER

BRUCE CARL
ERIN ETHRIDGE
TAMIKA WILLIAMS-OBENG
SHARON MELTON
HOBSON HENRY MILTON

Planning and Community Development
(843) 545-4010

CITY OF GEORGETOWN CITY COUNCIL

MEETING DATES: April 30, 2026. Special Meeting/Budget Workshop #2

AGENDA ITEM:

Building and Planning Permit Fees. Consideration of amendments to the current fee structure regarding building, planning, and zoning related applications.

POINTS TO CONSIDER:

1. Building Fee Schedule.

Building permit related fees are appropriate and aligned with neighboring municipalities with regard to the fee structure. Fee changes include:

- Increased fees for when permits are not posted on-site. Increase from \$75.00 to \$100.00.
- Increased re-inspection fees from \$75.00 to \$150.00.
- Increased fees for the Construction Board of Appeals. All fees increased from \$200.00 to \$400.00. The increase covers the cost of processing the applications, staff time, advertising costs, etc.
- Amendment of language regarding building code fees for all types of non-residential and mixed-use construction and renovation projects.

2. Planning and Zoning Fee Schedule.

Staff reviewed planning- and zoning-related application fees were reviewed to determine: (1) if the costs were appropriate and covered the necessary costs of application review, advertising, mailings, and other requirements; and, (2) if the language and structure was consistent with the requirements in the Unified Development Ordinance (UDO). Staff also compared the fee structure to that of nearby municipalities, including Georgetown County, Horry County, and the cities of Conway, Myrtle Beach, Surfside, and Mt. Pleasant. The outline in which fees are listed was also reviewed and revised to create more defined categories. Several amendments are proposed, to include:

- Fees for plats and other plan reviews. The fees for minor and major subdivisions did not align with the provisions in the UDO. Instead, fees have been separated into residential and non-residential categories. The rate structure was redefined to better align with the provisions of the UDO. Additionally, the fee structure better aligns with the different types of plan review processes.
- Other plan review fees. New fees were introduced for combination plats and sketch plans. The term "surveys of record" is used rather than an "as-built" plans. The language was changed to reflect the better-known term.
- Zoning or Comprehensive Plan Amendments. Appropriate fees are proposed regarding

the processing of various types of amendments, to include text and map amendments for the UDO, the zoning map, the Comprehensive Plan, the REDD Districts, and master plans.

- ARB. The application fee was increased from \$200.00 to \$300.00. The review of revision fee was increased from \$100.00 to \$150.00.
- BZA. Fees were increased from \$300.00 to \$400.00, and a new fee is proposed for special Exception requests.
- CAB. The application fee was increased from \$200.00 to \$300.00, and additional fees are proposed for review of revisions and extensions of time, mirroring the fees already established for the same under ARB.
- Sign Permits.
 - Fees were amended to reference permanent vs. temporary signs instead of requiring a fee for signs ten square feet or more.
 - Separate fees for construction signs and political signs were removed.
 - Fees for sandwich boards were moved from miscellaneous fees in the City's fee structure to better align with all sign-related fees.
 - The UDO currently references fees for political signs and real estate signs. If the proposed fee structure is acceptable and adopted, staff will begin the process of amending the UDO, Section 1709.403 and 1709.603 to remove conflicting language.

1709.4 Political Signs:

~~1709.403 Deposit: Each candidate shall post a \$250.00 deposit with the City in order to obtain a permit to erect campaign signs. Candidates will be refunded this deposit if all signs are removed by the seventh (7) day following an election. In case of a run-off election signs can remain until the seventh (7) day following the run-off election. Upon failure to remove the signs in required time, the deposit will be forfeited to the City to cover the cost of removal.~~

1709.6 Real Estate Special Event Signs:

~~1709.603 Deposit: Each Real Estate Event Agent shall post a \$250.00 deposit with the City in order to obtain a permit to place the Temporary Real Estate signs. Agents will be refunded this deposit if all signs are removed within (2) days following the event. Failure to remove the signs in the required time will result in the deposit being forfeited to the City to cover the cost of removal.~~

- Tree permit fees. A new fee is proposed to cover review costs and inspections related to tree investigation permits. Staff would propose the fee be placed in a dedicated account for the Arborist and the City to use towards planting of new trees on City properties and maintenance of existing trees, etc.
- Zoning permit fee. New fee structures are proposed for zoning permits, with the exemption of sign permits, as they have a separate fee structure.
- Short-term vacation rental permits. Short-term rental permit requirements and fees are defined in Section 1008.3 of the UDO. Staff proposes removing the fee structure from the UDO and referencing the fee structure adopted by the City.

1008.3 Application for short-term rental permit and short-term rental business license.

1008.303 Annual registration.

(3) Beginning April 1, STR applications may be considered, starting with the waitlist, for issuance of an STR permit if the cap has not been reached after current STR operators have completed their applications.

Any application received for an STR that was illegally operating the prior year will be assessed a penalty fee, ~~of \$500~~ in addition to the standard permit fees. If an application is found to be incomplete, the primary contact will be notified, and will have ten business days to submit missing information. If not received within ten business days of notification, the application will be denied.

(5) At the time of the application, a non-refundable application fee ~~of \$250~~ shall be paid for owner-occupied STRs. In the case of whole-house rentals and ADUs (accessory Dwelling Units), a non-refundable application fee ~~of \$500~~ shall be paid. Applications must be submitted annually with the applicable renewal fee. These fees are established by City Council and may be changed from time to time during the budget process. ~~Applications must be submitted annually with a renewal fee of \$250.~~

- Other fees. New fees are proposed for mailings required for various applications, and a zoning verification letter.

Thank you.

Building Fee Schedule

(A) Building Code Fees for Residential Construction/Renovations

Up to \$1,000	for a valuation up to and including \$1,000.00 the fee shall be \$40.00.
\$1,000 to \$50,000	\$40.00 for the first \$1,000.00 plus \$7.00 for each additional thousand or fraction thereof to and including \$50,000.00.
\$50,000-\$100,000	\$400.00 for the first \$50,000 plus \$6.00 for each additional thousand or fraction thereof to and including \$100,000.00.
\$100,000-\$500,000	\$700.00 for the first \$100,000 plus \$5.00 for each additional thousand or fraction thereof to and including \$500,000.00.
\$500,000 and up	\$2,400.00 for the first \$500,000 plus \$4.00 for each additional thousand or fraction thereof.

Plan Review Fee: When the proposed construction requires a plan to be submitted by the applicable building codes, a plan review fee shall be paid to the Building Official at the time of the issuance of the building permit. Said plan checking fee shall be equal to one-half of the building permit fee.

(B) Building Code Fees for Commercial, Industrial, Non-residential, or Mixed-Use Construction/Renovations

Up to \$1,000	for a valuation up to and including \$1,000.00 the fee shall be \$60.00.
\$1,000 to \$50,000	\$60.00 for the first \$1,000.00 plus \$8.00 for each additional thousand or fraction thereof to and including \$50,000.00
\$50,000-\$100,000	\$500.00 for the first \$50,000 plus \$7.00 for each additional thousand or fraction thereof to and including \$100,000.00
\$100,000-\$500,000	\$850.00 for the first \$100,000 plus \$6.00 for each additional thousand or fraction thereof to and including \$500,000
\$500,000 and up	\$2,850.00 for the first \$500,000 plus \$5.00 for each additional thousand or fraction thereof.

Plan Review Fee: When the proposed construction requires a plan to be submitted by the applicable building codes, a plan review fee shall be paid to the Building Official at the time of the issuance of the building permit. Said plan review fee shall be equal to one-half of the building permit fee.

If in the opinion of the Building Official the valuation of the building or alteration of a structure (Commercial, Residential, or Industrial) appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimated cost to meet the approval of the Building Official. Permit valuations shall include total cost of construction and must be determined by total square footage.

(C) Electrical, Mechanical, Plumbing, and HVAC

All electrical, mechanical, plumbing, and HVAC fees are based on the value per job as described in above values.

(D) Penalties-Stop Work Orders

Where work for which a permit is required is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment for such double fee shall not relieve any persons from fully complying with the requirements of the International Building Code in the execution of the work nor from any other penalties approved by the City Code of Ordinance.

(E) Mobile Home Fees

For every mobile home requiring an inspection, the fee shall be \$150.00.

(F) Demolition Fees

For the demolition of any building or structure, the fee shall be \$150.00 residential, and \$150.00 + \$30.00 per unit commercial.

(G) Moving Permit

For the moving of any building or structure the fee shall be \$150.00.

(H) Permits not posted on-site

When work is permitted on site, any event in which the permit is not posted in a visible location, the fee shall be ~~\$75~~100.00.

(I) Re-inspection Fees

When the permittee fails to have the facility open for inspection, or does not have construction at the proper stage for the inspection requested, the fee shall be ~~\$75~~150.00 for each such re-inspection, to be paid before the re-inspection is made.

(J) Business License/Change of Tenant Inspections

For the inspection of new businesses related to business license inspections and/or change of tenant inspections the fee shall be \$25.00.

(K) Construction Board of Appeals Board

Appeals from the Building Official or Fire Marshall's Decisions to the Construction Board of Appeals shall be charged ~~\$300.00~~400.00

Variance Request shall be charged ~~\$200~~400.00.

All other Appeals made to the Construction Board of Appeals shall be charged ~~\$200~~400.00.

Planning and Zoning Fee Schedules

(A) Fees for ~~platting actions plan review. The following plan reviews will be charged their respective fees~~plats and other plan reviews:

(1) Fees for Residential plans review:

- ~~Subdivisions of ten (10) or less lots shall be charged \$30.00 for the first lot and \$6.00 for all additional lots.~~
- Subdivisions or reconfigurations resulting in the creation of three (3) or more lots which are exempt from standard procedures as defined in the UDO Subdivisions with more than ten (10) lots shall be charged a base fee of \$200.00 and \$7.00 per lot surcharge.
- Subdivisions or reconfigurations resulting in the creation of three (3) or more lots which are not exempt from standard procedures as defined in the UDO shall be charged a base fee of \$400.00 and \$7.00 per lot surcharge.
- ~~Review of any required revisions on all subdivision reviews shall be charged a base fee of \$50.00.~~

(2) Fees for Commercial ~~and~~, Industrial, Mixed-use plan review:

- Preliminary and final review of all commercial, mixed-use, and/or industrial projects shall be charged a base fee of ~~\$200~~400.00 with a surcharge of \$10.00 per acre.
- ~~Final review of commercial and/or industrial projects shall be charged a base rate of \$150.00, with a surcharge of \$10.00 per acre.~~

(3) Other plan review fees:

- Review of any required revisions shall be charged a flat rate fee of \$50.00.
- As-built Surveys of record shall be charged \$20.00~~20.00~~25.00 for review.
- Combination plats or subdivisions resulting in the creation of two (2) lots shall be charged \$150.00.
- Sketch plans shall be charged \$100.00 for review.
- All other platting actions shall be charged ~~\$20~~50.00 for review.

(B) ~~Rezoning (Zoning or Comprehensive Plan Amendment) Requests~~ shall be charged as followings:

- (1) Zoning Text Amendment request to the Zoning Ordinance~~Unified Development Ordinance~~ shall be charged ~~\$250.00~~500.00.

~~(2) Rezoning (Zoning Map Amendment (Rezoning)) request to any district except Planned Development or Master Planned Districts-District, or REDD Districts shall be charged \$300500.00.~~

~~(4)(3) Map amendment to the Comprehensive Plan Future Land Use Map shall be charged \$500.00.~~

~~Zoning Text Amendment request to the Zoning Ordinance shall be charged \$250.00.~~

~~(2)(4) Rezoning (Zoning Map Amendment (rezoning)) request to Planned Development District, and Master Planned Districts, or the REDD Districts shall be charged according to the following scale:~~

~~Minor Subdivisions (1-3 Acres):~~

~~Residential/Commercial/ Industrial Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of one (1) acre.~~

~~Mixed Use Planned Developments shall be charged a base fee of \$1,000.00, plus \$15.00 per acre for every acre over the required minimum of one (1) acre.~~

~~Request for changes to existing Minor Planned Developments shall be charged a base fee of \$200.00 plus \$3.00 per acre of affected Residential area and \$5.00 per acre of affected commercial/industrial/mixed use area of development.~~

~~Major Subdivisions (Over 3 acres):~~

~~Residential/Commercial/Industrial Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of (3) acres.~~

- ~~• Mixed Use Planned Developments shall be charged a base fee of \$1,000.00, plus \$4015.00 per acre for every acre over the required minimum of three-ten (310) acres.~~
- ~~• Master Planned Districts shall be charged a base fee of \$1,000.00, plus \$4015.00 per acre for every acre over the required minimum of three (3) acres.~~
- ~~• Request for Major changes to existing Major Planned Developments or Master Planned Districts shall be charged a base fee of \$3001,000.00 plus \$515.00 per acre of affected Residential area and \$10.00 per acre of affected commercial/industrial/mixed use area of development.~~
- ~~• Request to rezone or apply REDD Districts shall be charged a base for of \$1,000.00, plus \$15.00 per acre for every acre of the required minimum of ten (10) acres.~~

~~(5) Requests initiated by the City are exempt from amendment request fees.~~

~~(C)~~ **Other Zoning Planning Fees**

- ~~(1) Commercial Plan Review shall be charged \$150.00~~

~~(D)~~ **Zoning Board of Zoning Appeals**

- ~~a. Appeals from the Zoning Administrators Decisions/interpretations to the Zoning Board of Appeals shall be charged \$300.00~~
~~(1) Variance Request shall be charged \$300.00 All other Appeals made to the Zoning Board of Appeals shall be charged \$300.00~~

~~(E)~~ **(C) Architectural Review Board (ARB)**

- (1) Applications made to the Architectural Review Board shall be ~~\$200.00~~ \$300.00
- (2) Review of revisions shall be charged ~~\$100.00~~ \$150.00
- (3) Extension of time frame on COA shall be charged \$50.00

(D) Board of Zoning Appeals (BZA)

- (1) Variance Request shall be charged \$400.00
(2) Special Exception Request shall be charged \$400.00
(3) Appeals from the Zoning Administrator, interpretations, or other appeals to shall be charged \$400.00

~~(F)~~ **(E) Community Appearance Board (CAB)**

- (1) Applications made to the Community Appearance Board shall be \$200.00 \$300.00
- (2) Review of revisions shall be charged \$150.00
- (3) Extension of time frame on COA shall be charged \$50.00

(G) Accessory Structure Permit

- ~~(1) For an accessory structure of 200 sq ft or less, where no building permit is required, the permit fee shall be \$200.00~~

~~(H)~~ **(F) Sign Permit Fees**

- ~~(1) For all signs exceeding 10 square feet, there shall be a fee based on the value of the sign as set forth in the Building code fee schedule with a \$100.00 minimum.~~
~~(2) For all construction signs, a sign permit fee of \$20.00 shall be required.~~
(1) For all temporary signs, a \$25.00 ~~sign~~ permit fee shall be required for each sign (except those signs exempt from permitting as described in the Zoning Unified Development Ordinance).
- (2) For all permanent signs a \$100.00 fee shall be required. for each sign.
(2)(3) Sandwich Board signs shall be charged at a rate of \$50.00 per year, with a maximum of one sandwich board sign allowed per business.
~~(3) Political signs shall post a \$250.00 deposit with the City in order to obtain a permit to erect campaign signs. Candidates will be refunded this deposit if all signs are removed by the seventh day following an election. If all signs are not removed within the~~

- ~~required timeline, the deposit will be forfeited to the city to cover the cost of removal.~~
- (4) All publicly owned, eleemosynary, religious, or philanthropic signs are exempt from any fee set forth herein.

(G) Tree Permits

- (1) Tree investigation permits shall be charged at a rate of \$5.00 per tree.

(H) Zoning Permits

- (1) Zoning permits shall be charged at a rate of \$50.00 per permit. Zoning permit fees for signs shall be charged at the rates for Sign Permits.
- (2) Zoning compliance certificates for temporary and nonconforming uses or structures shall be charged at a rate of \$30.00 per permit.
- (3) For an accessory structure of 200 sq ft or less, where no building permit is required, the permit fee shall be \$200.00

(I) Short-term Rental Permits.

- (1) Owner-occupied STVRs shall be charged at a rate of \$250.00 per permit.
- (2) Whole-house rentals and ADUs shall be charged at a rate of \$500.00 per permit.
- (3) All STVRs shall be charged an annual renewal fee of \$250.00 per permit.
- (4) Penalty fee for illegal operation of prior year(s) shall be charged \$500.00 per permit, in addition to the standard permit fees (§ 1008.303(3)).

(J) Other Fees

- (1) Postage required for public notifications shall be charged per letter at the rate as defined by the United States Postal Service for First-Class Mail and/or Certified Mail.
- (4)(2) Zoning Verification Letter shall be charged at a rate of \$25.00 per Parcel Number.

(K) Penalties

Penalty

- (1) Double permit fees shall be required of any person(s) or firm who ~~actually begins~~begins any work for which a permit is required by the ~~Zoning Unified Development~~ Ordinance before obtaining such permit. Such person(s) or firm shall, in addition, be subject to all the penalty provisions of the ~~Zoning Unified Development~~ Ordinance.

~~Plan Review Fees~~

~~ARTICLE X. FEES~~

~~1000 A Base rate of one hundred dollars plus fifty dollars per hour of plan review time shall be charged for review. This fee is nonrefundable. The base rate shall be paid at plan submission and the hourly charge paid before any building permit is issued or development takes place. The City shall timely provide an estimate of fees as requested by any developer or contractor. (Ord. of 6-18-92)~~



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

ACTION ITEM

Council Meeting Date:	April 30, 2026
Department:	Finance
Issue Under Consideration:	Review anticipated revenues and proposed expenditures for FY2027 budget.
Amount Requested:	
In Current Budget?:	
If not, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Stephanie Buccione

Created/Initiated

Approver

Attachments:

None