



TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

*"Creating Sense of Place Through Parks & Play"*

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**TO:** Beth Messervy, Town Clerk  
**CC:** Colin Martin, Town Administrator  
Russ Cornette, Public Works Director  
**FROM:** Doyle Best, Parks & Recreation Manager  
**DATE:** January 8, 2019  
**RE:** Parks & Recreation Committee Minutes

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The Parks & Recreation Committee met on Monday, January 7, 2019 in the Training Room on the second floor of the Town Hall Annex Building. All committee members were present. Members of the press were duly notified and present. Chairman Bob Jackson called the meeting to order at 5:30PM.

- 1) **National Guard Armory** – Mr. Best provided an update on the construction progress of the National Guard Armory. There were no public comments/questions and no action was taken.
- 2) **Hutchinson Square** – Mr. Best provided an update on the Hutchinson Square project. There were no public comments/questions and no action was taken.
- 3) **Smoking Ban** – Committee members discussed a potential smoking ban in parks and special events. Mr. Best recommended designating all parking lots as smoking areas, but disallowing smoking inside park boundaries. After discussion, Ms. Garten-Schmidt made a motion (seconded by Mr. Brown) to forward the item to full council on Thursday, January 10. Motion passed unanimously.
- 4) **Other Business, As Necessary** – Mr. Jackson asked Mr. Best to provide an update on the kayak launch at Jessen Boat Landing. Mr. Best informed committee members that the launch was nearly complete, with only fencing and the actual access ramp left to install.

With no other business to discuss, Mr. Brown made a motion (seconded by Ms. Garten-Schmidt) to adjourn. The motion passed unanimously and the meeting adjourned at 5:38 PM.

Sincerely,  
Doyle Best  
Manager, Parks & Recreation

**PLANNING AND DEVELOPMENT COMMITTEE**

**REPORT for**

January 7, 2019

5:30 PM

TOWN HALL – Training Room  
200 S. Main Street, Summerville, SC

The Planning and Development Committee of Town Council met on January 7, 2019 at 5:30 PM. The meeting was held in the Training Room of Town Hall, 200 S. Main Street, Summerville, SC. Committee members present included Christine Czarnik, Council District 2, Bill McIntosh, Chairman, Council District 4; and Bob Jackson, Council District 6. Staff members present included Jessi Shuler, AICP, Director of Planning and other Town staff.

The meeting was called to order immediately following the Public Works Committee at 5:51 PM by Mr. McIntosh.

**Annexation request:**

Ms. Shuler introduced the Unified Development Ordinance (UDO) proposed to repeal and replace in its entirety Town Code, Chapter 32, Zoning; Chapter 22, Stormwater Management; Chapter 20, Article II, Planning Commission and Article III, Development Standards, Section 20-71, Roads; and Chapter 6, Article III, Flood Damage Prevention. She stated that the Planning Commission held a public hearing at their meeting on November 19, 2018 and made a recommendation for approval at their meeting on December 17, 2018. Ms. Shuler explained that the Planning Commission did include four amendments to the draft in their approval, including removing homeless shelters as an allowed use in the D-MX zoning district; creating a minimum height overlay district in the D-MX zoning district that includes the blocks on either side of 17-A; removing Section 13.10.1 D regarding Administrative variances; and adding language regarding compensatory storage requirements to the floodplain management section. Mr. McIntosh stressed that it was the Council's job as legislators to determine whether to move the UDO forward or not. Mr. Bailey stated that he preferred to review the document in smaller sections, perhaps chapter by chapter, rather than trying to take it as a whole to start. Ms. Czarnik expressed her concerns regarding the lack of a Historic District piece and stated that it needed more work, but she agreed with Mr. McIntosh that it needed to be considered one way or the other and the consultant be cut loose. Mr. Jackson noted that what we have now is not working, and made a motion to move the UDO to full Council without a recommendation. Ms. Czarnik made the second. Mayor Johnson brought up the fact the Historic District Design Guidelines and the Comprehensive Plan Update will be developed this year, and he recommended waiting on the UDO until those are complete, or prioritizing changes to be made to the existing ordinance. He asked Ms. Shuler if this was possible. Ms. Shuler asserted that the UDO was based on the recommendations in the existing Comprehensive Plan and the Code and Policy Report of the adopted Vision Plan. She emphasized that it addressed numerous deficiencies in the existing zoning code and development regulations, and while it may technically be possible to piecemeal changes, it would detract from the additional goals of the UDO of creating a unified and easier to use document. The motion passed unanimously.

Ms. Shuler then introduced Article V, Traffic Impact Analysis proposed to be added to Town Code, Chapter 20, Planning and Development. She stated that Council gave first reading at their meeting on November 8, 2018, and the Planning Commission held a public hearing and made a recommendation for approval at their meeting on December 17, 2018. Mr. Jackson made a motion to send a recommendation of approval to full Council, and Ms. Czarnik made the second. The motion passed unanimously.

Following no additional business or discussion, the meeting was adjourned at 6:17 PM on a motion by Mr. Jackson and second by Ms. Czarnik.

Respectfully submitted,



Jessi Shuler, AICP  
Director of Planning

January 8, 2019

*Mayor*  
Wiley Johnson

*Council Members:*  
Bob Jackson, Mayor Pro-Tem  
Walter Bailey  
Aaron Brown  
Christine Czarnik  
Kima Garten-Schmidt  
William McIntosh



*Town Administrator*  
Colin L. Martin

*Town Clerk*  
Beth Messervy

*Town Attorney*  
G.W. Parker

## Town of Summerville

### MINUTES -- PUBLIC WORKS COMMITTEE MEETING January 7, 2019

The meeting was called to order at 5:40pm by Chairperson Kima Garten-Schmidt. Committee members Christine Czarnik and Walter Bailey was present. Also in attendance were Town Attorney G.W. Parker, Director of Public Works Russ Cornette and Town Clerk Beth Messervy.

Russ Cornette gave an update on the following public works projects:

- **2017 Sidewalk Project:** This project bid on Friday, Sep 7, 2018 and the contract was awarded to Palmetto Site Constructors. The contractor mobilized and began work the week of December 3, 2018.
- **Road Resurfacing:** The East Richardson Avenue and North Hickory Street resurfacing contract was substantially completed by Sanders Brothers Construction as well as a portion of Simmons Avenue. All work left to be completed is pavement markings. Banks Construction was awarded a contract to resurface several Town Streets. Concrete repairs and paving work began in Early December and is schedule to be completed by the end of January, weather permitting.
- **Bear Island Road:** Right-of-way acquisition was completed in July. Staff received the 401 Water Quality Certification on Friday, November 3, 2017. Staff recently inquired on the review schedule and the Corps has moved the project to a top priority for review and processing. Staff will bring a requisition to the finance committee in February for Construction, Engineering and Inspection Services. The SCDOT encroachment permit was submitted for approval in June.
- **Maple Street:** Michael Baker, Inc is currently conducting right-of-way acquisition for Maple Street. Right of way agents are contacting property owners beginning the acquisition. The 404 nationwide wetland permit was issued to the Town in September.
- **Arbor Oaks Drainage:** Three drainage control structures have been installed along Sawmill Branch Canal. Delivery of the remaining six structures are expected in the coming weeks.
- **Shepard Park Drainage:** Stormwater modeling and additional survey has been completed. The Finance Committee authorized the purchase of a 3.6 acre parcel for the use of a regional retention pond and extension of Shepard Park Final draft report is scheduled to be submitted in January 2019.
- **Mast Arms:** The borings to install the conduit were completed in July. Foundations were poured in October. The poles will be able to be installed very soon.
- **Parkwood Drive Sidewalk:** Surveying work and a preliminary design is completed. Environmental engineering and permitting work is underway. Project should be permitted and ready for construction Summer 2019.

Mr. Cornette addressed the item "West Richardson street takeover" on the agenda, stating that the last time that it came up, the recommendation was to not pursue it. The takeback program from the SCDOT

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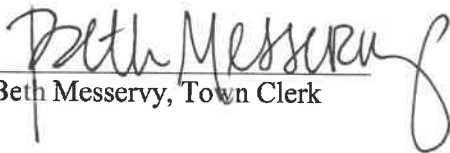
is still going on, but the price that SCDOT is offering to pay the Town for the road is not worth the costs associated with taking over the road.

Mr. Cornette gave an update on the drainage situation in Newington and Arbor Oaks, stating that the Arbor Oaks drainage improvements will address the flooding issues in Newington.

Mr. Cornette addressed the item "Intersection Improvements" on the agenda, pointing out that the intersection at Five Points has had the most accidents and that the Cedar/Highway 78 intersection would have the best chance of acquiring the right of way since the County owns some of it. Mr. Bailey made a motion, seconded by Ms. Czarnik, to move the item to full Council with the recommendation of choosing Five Points (Main Street and Carolina) to work on. The motion passed unanimously.

Mr. Bailey made a motion, seconded by Ms. Czarnik, to adjourn the meeting. The motion carried, and the meeting adjourned at 5:51pm.

Respectfully submitted,

  
Beth Messervy, Town Clerk

## **PUBLIC SAFETY COMMITTEE REPORT**

**January 7, 2019**

The meeting was called to order at 6:18pm by Chairman Aaron Brown. Committee members Walter Bailey and Bill McIntosh were present. Town Clerk Beth Messervy, Town Administrator Colin Martin, and Town Attorney GW Parker were also present.

Mr. Brown stated that in the future, any Council member can request an item be added to the Public Safety agenda.

Chief Waring gave an update on the Fire and Safety Department for the year 2018, presenting information on the three methods of service: fire prevention/community outreach, training, and emergency response. Some highlights included 9,923 contact hours of public education, conducting the Citizens Fire Academy, certifying all personnel in high performance CPR, personnel completing 39,000 cumulative hours of training, responding to 5,337 incidents with nine successful resuscitations using the new CPR method, implementing a new payroll system, and finalizing the punch list for Station 3 with the contractor.

Mr. Brown asked if there were any concerns going into 2019. Chief Waring reported that he needs approval on a financial requisition for two engines on the winning bid. He also stated that the department's greatest need is keeping up with equipment turnover. Chief answered questions about staffing. This concluded the Fire portion of the meeting.

Chief Rogers gave an update on the Police Department for the year 2018, presenting information on calls for service, accomplishments, and charity accomplishments. Some highlights on calls for service included responding to 104,965 calls for service, 1,953 arrests, 10,533 traffic citations, and employees receiving 16,451 hours of training. Some highlights of the department's accomplishments include several items that did not use any tax dollars, including branding the department with new badges and refurbishing the gym and getting new equipment. Other accomplishments include four additional SRO's for public schools, adding a veteran's car, and adding a sixth K-9. The department's charity accomplishments include their 4<sup>th</sup> Christmas Outreach program, collecting and delivering two tractor trailers of hurricane food supplies to Horry County, delivering Thanksgiving meals to 30 families, "Coffee with a Cop" and "Ice Cream with a Cop," No Shave November, events to benefit the Special Olympics, and being the Honor Guard for the funeral of slain Florence County Deputy Farrah Turner.

Mr. Brown asked what the department's needs are for 2019. Chief Rogers reported that they need more personnel, equipment, and office space. Chief Rogers answered questions about staffing. Town Administrator Colin Martin reported that the department's video from the Chiefs of Police Conference will be shown there again this year.

**Ms. Garten-Schmidt noted that the departments' accomplishments should be detailed in a Journal Scene article.**

**There being no further business, the meeting was adjourned at 6:50pm on motion of Mr. Brown, seconded by Mr. McIntosh.**

**Respectfully submitted,**

**Ella C. Knox**



**TOWN OF SUMMERVILLE**  
**FINANCE COMMITTEE REPORT**  
**January 7, 2019**

The Finance Committee met on Monday, January 7, 2019 in Council Chambers immediately following the Parks and Recreation Committee, the Planning and Development Committee, the Public Safety Committee, and the Public Works Committee meetings which began at 5:30 p.m. Present were Mayor Johnson, Councilmembers Aaron Brown, Christine Czarnik, Bob Jackson, Kima Garten-Schmidt, Walter Bailey and Bill McIntosh. Also present were Town Clerk Beth Messervy and Town Attorney G.W. Parker. Other staff members, members of the press and members of the public were duly notified and also present.

<b>Welcome</b>	Mayor Johnson welcomed everyone and called the meeting to order at 7:00pm.
<b>Public Comment</b>	Mayor Johnson called for comments from the public. There being none, Mayor Johnson closed this part of the meeting.
<b>Presentation of Financial Report</b>	Andrew Shelton presented the December 2018 financial report. The report was accepted as information.
<b>Presentation by Public Works, LLC</b>	Several members of the nonprofit group, Public Works, LLC, presented their vision for the future use of the old CPW building at the corner of Richardson and Cedar.
<b>Proposed purchase of CPW building</b>	It was decided by the committee that this item would be taken off of the agenda for the Finance Committee meeting and moved to the agenda for the Council meeting on Thursday, January 10, 2019.
<b>Financial Requisitions</b>	<p>Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt to issue a purchase order to Butler Chrysler in the amount of \$82,305.00 for 3 Dodge Durangos. (State Contract); request from the Police Department. Funds to come from budgeted capital funds approved in the 2019 budget. The motion carried unanimously.</p> <p>Mr. Brown made a motion, seconded by Mr. Jackson, to issue a purchase order to Santee Automotive in the amount of \$268,367.00 for 11 Dodge Chargers. (State Contract); request from the Police Department. Funds to come from budgeted capital funds approved in the 2019 budget. The motion carried unanimously.</p> <p>Mr. Brown made a motion, seconded by Ms. Garten-Schmidt, to issue a purchase order to WatchGuard Video in the amount of \$75,370.80 for 12 in-car video systems. (State Contract); request from the Police Department. Funds to come from budgeted capital funds approved in the 2019 budget. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Mr. Brown, to issue a purchase order to West Chatham Warning Devices in the amount of \$70,489.33 for outfitting of vehicles. (State Contract); request from</p>

the Police Department. Funds to come from budgeted capital funds approved in the 2019 budget. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Mr. Bailey, to issue a purchase order to Flint Equipment Company in the amount of \$106,500 for a John Deere 410L backhoe loader. (State Contract). Request from the Stormwater Department with funds to come from Stormwater budgeted funds. The motion carried unanimously.

Mr. McIntosh made a motion, seconded by Mr. Jackson, to authorize the Town Administrator to sign a contract agreement with and to issue a purchase order to Houseal Lavigne, LLC in the amount of \$199,400.00 for professional services to update the Town's Comprehensive Plan & Master Transportation Plan. Funds to come from Planning Department's budgeted professional services funds. Winner of competitive bid. Ms. Shuler explained that this was one of 5 bids received and that 3 planners and 3 engineers voted this one as the winner. She also reported that this was the second lowest bid. The motion carried unanimously.

<b>Discussion of Proposed / Upcoming Council Agenda Items</b>	Jessi Shuler, Director of Planning, asked that the creation of and appointments to the Comprehensive Plan Advisory Committee be added to the agenda for Thursday, January 10, 2019. Council accepted the request.
<b>Miscellaneous</b>	N/A
<b>Adjourn</b>	The meeting adjourned at 7:52pm, upon motion by Mr. Brown and seconded by Ms. Garten-Schmidt

Respectfully submitted,

  
 Beth Messervy  
 Town Clerk