



CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
229 MAIN STREET, CONWAY, SC 29526
MONDAY, MAY 20, 2024 - 4:00 PM

PLEASE SILENCE ALL ELECTRONIC DEVICES

I. CALL TO ORDER

II. INVOCATION/PLEDGE OF ALLEGIANCE – Rev. Kyle Randle, First United Methodist

III. CONSENT AGENDA

- A. Final Reading of Ordinance #2024-05-20 (B) for approval of an Agreement to Lease City-Owned Property located at 163 Busbee Street.
- B. Approval of Special Event – Summer Jam Family Night – June 27, 2024
- C. Approval of a Resolution Recognizing the Waccamaw Sertoma Club for 50 Years
- D. Approval of May 6, 2024 Council Meeting Minutes

IV. PUBLIC INPUT

V. SPECIAL PRESENTATION

- A. Presentation of Employee of the Month for May 2024 – Public Works
- B. Proclamation Recognizing National Gun Violence Awareness Day
- C. Proclamation Recognizing National Safe Boater Week
- D. Presentation of a Resolution Recognizing the Waccamaw Sertoma Club for 50 Years
- E. Discussion of State Insurance Benefits Program (SCPEBA) regarding County/Municipality Councilmember Coverage (L. Smith)
- F. Special Presentation of a request to annex approximately 11.22 acres of property located on Highway 501, past the intersection of Wild Wing Blvd and Highway 501, (PIN 383-00-00-0323) and rezone from the Horry County Highway Commercial (HC) district to the City of Conway Highway Commercial (HC) district. (Hucks)

“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city.”

- G. Special Presentation of a request to rezone approximately 3.31 acres of property located at 695 Century Circle (PIN 383-06-03-0005) from the City of Conway Planned Development (PD) district to the City of Conway Light Industrial (LI) district. (Hucks)

VI. FINAL READING

Final Reading of Ordinance #2024-05-20 (A) to amend Title 7 - Licensing and Regulation, Chapter 2 – Alcoholic Beverages, Section 7-2-1, Alcoholic Beverages on Public Property; Public Consumption; Exemptions, of the City of Conway Municipal Code. (Emrick)

VII. PUBLIC HEARING AND FIRST READING

Public Hearing and First Reading of Ordinance #2024-06-03 (A), Fiscal Year 2024-25 Budget, an Ordinance to Levy Taxes and Establish a Municipal Budget for the City of Conway, South Carolina. (Williams)

VIII. FIRST READING

- A. First Reading of Ordinance #2024-06-03 (B), amending Title 1, Chapter 1, Section 1-4-4 Creation of Specific Departments (Williams)
- B. First Reading of Ordinance #ZA2024-06-03 (C), to amend Article 6 – Residential Design Standards, of the City of Conway Unified Development Ordinance (UDO), regarding design standards for residential dwellings and dimensional requirements for fee-simple single-family attached dwellings. (Hucks)

IX. CONSIDERATION

Consideration of a Special Event – Juneteenth Soul Food Festival – June 15, 2024 (Rogers)

X. CITY ADMINISTRATOR’S REPORT

XI. COUNCIL INPUT

XII. EXECUTIVE SESSION

- A. Consideration of Appointments to Boards, Commissions and Committees for the Keep Conway Beautiful Board [pursuant to SC Code §30-4-70(A) (1)].
- B. Discussion on Contractual Negotiations Incident to the Development of Riverfront Property [pursuant to SC Code §30-4-70(A) (2)].

XIII. RECONVENE FROM EXECUTIVE SESSION

XIV. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city.”

XV. ADJOURNMENT

Any citizen of the municipality may make an appearance before City Council concerning any municipal matter with the exception of personnel matters. Persons desiring to speak must notify the City Clerk prior to the beginning of the meeting. However, if you are speaking regarding a public hearing item, then you would do so during that time on the agenda. Please address Council from the podium stating your name, address, and the subject you would like to discuss. The public may also access the meeting at <https://www.conwaysc.gov/> under the “Latest Events” tab on the home page. If you are unable to attend and would like to voice your concerns or comments regarding a request, please call the City Hall at 843-248-1760 or email ashelley@conwaysc.gov to be received prior to 12:00 noon on May 20, 2024. To ensure proper recording of public comments left on the City’s voicemail, callers are urged to clearly pronounce their names and addresses, preferably providing spelling for both.

“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city.”

DATE: MAY 20, 2024
ITEM: III.A.

ISSUE:

Final reading of **Ordinance #2024-05-20 (B)**, an agreement to lease City-owned property located at 163 Busbee (PIN 339-08-02-0001).

BACKGROUND:

The City has acquired many lots in the floodplain through the FEMA buyout program. The use of the land must be restricted in perpetuity to protect and preserve the natural floodplain values, and the land shall be used only for purposes compatible with open space, recreational, or wetlands management practices. Maintenance and upkeep of these properties is also the responsibility of the City.

City Council approved the use of private leases to neighboring property owners. These leases would allow the property owners to use and maintain the FEMA lots for personal use with certain conditions.

The City has received an application for a license to lease a City-owned property acquired through the FEMA buyout program:

Nancy and Ken Land, owners of 161 Sherwood Drive (PIN 339-08-01-0036), have requested to lease 163 Busbee (PIN 339-08-02-0001)

A lease for this property was approved by City Council in October 2022, but the property owner terminated the agreement in August 2023.

RECOMMENDATION:

Approve final reading of **Ordinance #2024-05-20 (B)**, and give the City Administrator authority to enter into signed agreement between the City of Conway and this applicant. This agreement should include an agreement to allow City staff to access the property to maintain the water goat.

ORDINANCE #2024-05-20 (B)

**AN ORDINANCE AUTHORIZING THE LEASE OF CERTAIN REAL PROPERTY IN
THE CITY OF CONWAY**

WHEREAS, the City of Conway has acquired many lots in the floodplain through the FEMA buyout program.

WHEREAS, the use of these FEMA lots must be restricted in perpetuity to protect and preserve the natural floodplain values, and the land shall be used only for purposes compatible with open space, recreational, or wetlands management practices; and,

WHEREAS, City Council approved the use of private leases to neighboring property owners to use and maintain the FEMA lots for personal use with certain conditions and,

WHEREAS, through the FEMA buyout program, the City of Conway acquired certain real property located at 163 Busbee Street being identified as PIN 339-08-02-0001; and,

WHEREAS, the City of Conway has deemed it advisable to lease this property to Nancy and Ken Land; and,

WHEREAS, pursuant to S.C. Code 5-7-40, a municipality may sell, alien, convey or lease property it owns by Ordinance; and,

WHEREAS, as a condition of the lease, the City shall require the property owner to provide the maintenance and upkeep of the property, carry general liability insurance, sign a hold harmless agreement, erect no structures without FEMA approvals and a City of Conway Building Permit; and,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council, to lease 163 Busbee Street within the City limits of Conway, County of Horry and being identified as PIN 339-08-02-0001 to Nancy and Ken Land.

THIS ORDINANCE shall be effective upon second reading approval thereof.

RATIFIED BY CITY COUNCIL, duly assembled, this 20 day of
May, 2024.

Barbara Jo Blain, Mayor

Larry A. White, Mayor Pro Tem

Amanda Butler, Council Member

William M. Goldfinch IV, Council Member

Julie Ann Hardwick, Council Member

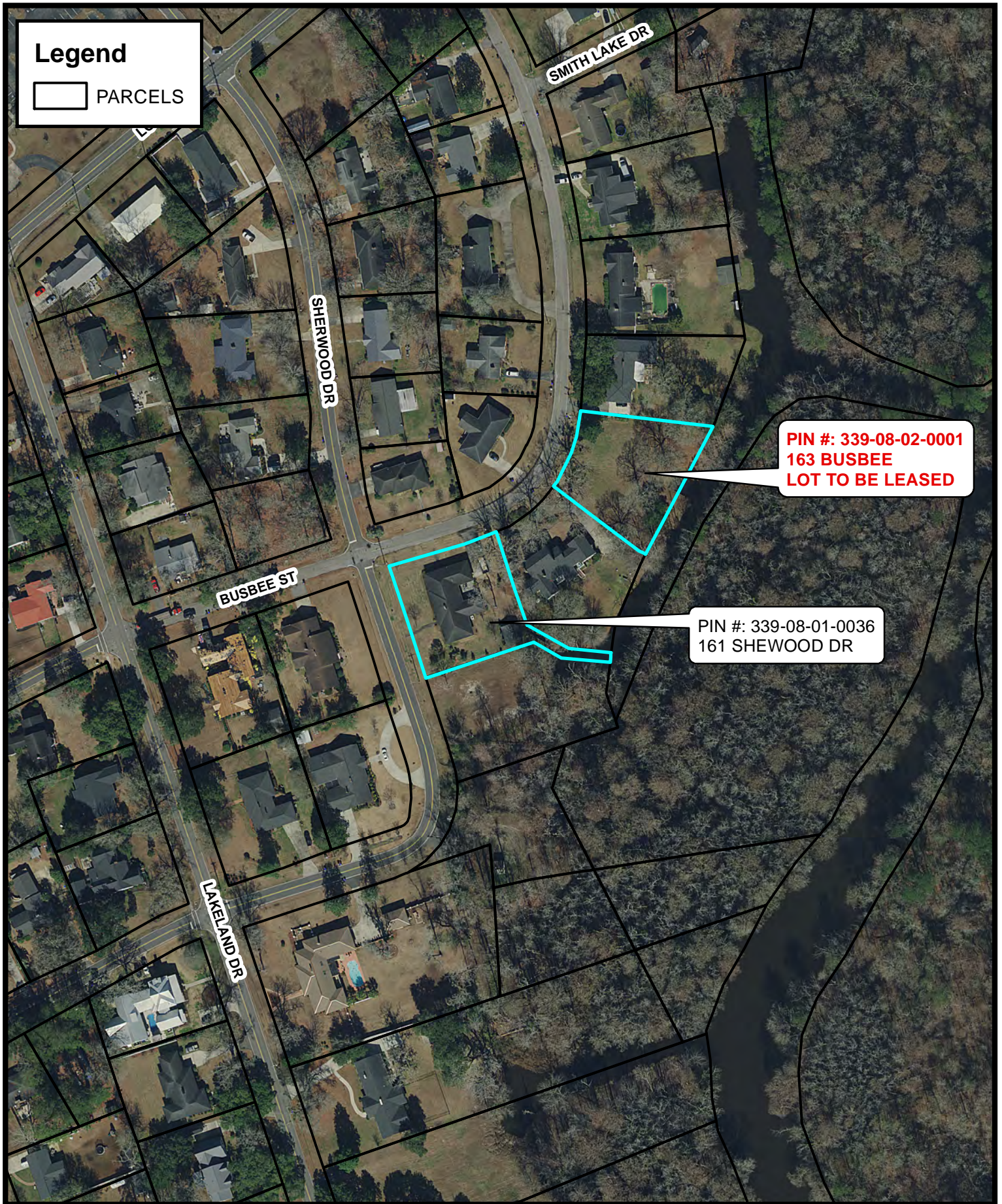
Beth Helms, Council Member

Justin D. Jordan, Council Member

ATTEST: Alicia Shelley, City Clerk

First Reading: May 6, 2024

Final Reading: May 20, 2024



DATE: MAY 20, 2024
ITEM: III.B.

ISSUE:

Request from First Baptist Church to host Summer Jam Family Night on June 27, 2024 from 5:30 p.m. to 8:00 p.m.

BACKGROUND:

First Baptist Church will have a festival for their last night of VBS. There will be a cookout, games, and inflatables.

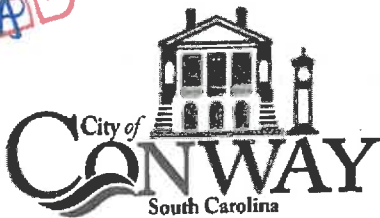
First Baptist is requesting road closure of Sixth Avenue between Elm Street and Beaty Street.

Approximately 100 participants are anticipated.

RECOMMENDATION:

Approve the special event permit as presented.

RECEIVED
4/25/2024



For Office Use Only
Permit Application

- ☐ Approved
- ☐ Disapproved
- ☐ Charges required in the amount of _____

Signature _____

Date _____

SPECIAL EVENT PERMIT APPLICATION

According to the Code of Ordinances of the City of Conway, it is unlawful for any person to hold, manage, conduct, aid, participate in, form, start or carry on any parade or public meeting or assembly or picketing, in or upon any public street, park or other public grounds in the city unless and until a permit to conduct such meeting, assembly, parade or picketing has been obtained. A special event application is also required for events held on private property within the city that may expect a large crowd, impact on the neighborhood and/or city services, or require other permits such as zoning, signage, etc. Charges may apply to each application. The City of Conway, at its discretion, may choose to waive any fees and charges for special events held by bonafide, non-profit organizations.

**APPLICATION FOR PERMIT MUST BE FILED NOT LESS THAN
30 DAYS IN ADVANCE OF THE PROPOSED ACTIVITY.**

Name of the event: Summer Jam Family Night
Name of permit holder: First Baptist Church of Conway
Address of permit holder: 603 Elm Street
City: Conway State: SC Zip: 29526
Telephone number of permit holder: 843 248 4067 Cell _____
Are you conducting the activity on behalf of an organization? ☒ Yes ☐ No
Is your organization a non-profit 501(c)(3) organization? ☒ Yes ☐ No
Name of organization: First Baptist Church of Conway
Address of organization: 603 Elm Street Conway, SC 29526
Telephone number of organization: 843 248 4067
What is the purpose of the activity? Family night for the last night of VBS
What is the proposed date(s) of the activity? June 27th 2024
What are the proposed times of the activity? 5:30 - 8:00 PM
What are the plans for the event? Gathering for a cook out, games + inflatables
What is the location or route of the activity? (Please attach any necessary route maps.) _____

If you are conducting a parade, please attach a map showing the route with the portion of the street(s) and/or sidewalk(s) to be utilized clearly marked.

List any streets which may need to be closed, including specific dates and times of closing and re-opening:

6th Avenue between Elm + Beatty Street

What is the approximate number of participants?

100

What is the approximate number of vendors?

0

BUSINESS LICENSE REQUIREMENTS: Any vendors at this event who do not have 501(c)(3) nonprofit status are required to purchase a business license.

Will there be any vehicles, water craft, equipment or animals used for the event? ☐ Yes ☒ No
If yes, please explain:

Are you requesting any road blockades? (charges may apply) ☒ Yes ☐ No
If yes, please attach a map showing the locations of any road blockades.

Are you requesting any police assistance? (charges may apply) ☐ Yes ☒ No

Are you requesting to set up tents or temporary structures? (charges may apply) ☐ Yes ☒ No
If yes, please attach a drawing showing the locations and sizes of all auxiliary structures.

Are you requesting any fire/medical standby assistance? (charges may apply) ☐ Yes ☒ No

Will supplementary utility services such as power and water be used in addition to what is available in the area? If yes, describe in detail the specific utilities and location. Any additional utilities must be provided by the applicant. ☐ Yes ☒ No

Have you requested or obtained a permit from any other jurisdiction (city or county) within which the activity shall commence, terminate or occur in part? ☐ Yes ☒ No

How do you plan to remove garbage?

Will existing restroom facilities be adequate? ☒ Yes ☐ No

If not, describe plans to augment available sanitary facilities:

Please include any additional information that may be useful: N/A

Does any of the following apply to the proposed activity: _____ Fireworks Display _____ Other
(live band, band, loudspeakers, sound amplifiers, etc.). Please specify: _____

N/A

ALCOHOL SALES AT SPECIAL EVENT: *Procedures and logistics for serving alcoholic beverages must be submitted with the special event permit application. These should include but are not limited to location, hours of operation, locations with site diagram and security procedures. Consideration will also be given as to whether alcohol sales would create potentially dangerous situations due to the nature of the event. Permission to serve or consume alcohol may be granted by the city as part of the special event permit; however, such service must comply with all South Carolina Alcohol Beverage Control Commission regulations and the City of Conway Special Events Alcohol Control Policy. The City reserves the right to revoke the permit or require the applicant to discontinue alcohol sales whenever the consumption of alcohol by participants becomes excessive or when, over a period of time, participants regularly demonstrate obnoxious, loud, or other inappropriate behavior following events.*

Will alcoholic beverages be served?

☐ Yes ☒ No

Will alcoholic beverages be sold? *If yes, SC ABC permit required.*

☐ Yes ☒ No

Hard alcohol (liquor) may not be present, possessed, consumed and/or served at any permitted special event. Section 7-2-2 (b) (1) states "The sale of alcohol within the designated area of a special event is limited to beer and wine." Beer and/or wine must be served in opaque paper, plastic or Styrofoam cups.

VENDORS: Please list any vendors, including applicant, for whom you are requesting permission to sell alcohol and the proposed locations for sales.

N/A

RESTAURANTS: Please list any restaurants for which you are requesting permission to sell alcohol for public consumption during the special event.

N/A

Times for alcohol to be served: From _____ To _____

Event map must show requested designated special event area for alcohol sales/public consumption.

The following does not apply to restaurants:

Have you applied for a South Carolina temporary ABC Permit? ☐ Yes ☐ No

Name of insurance company providing general liability with liquor liability insurance for the event naming the City of Conway as additional insured (a copy of the Certificate of Insurance must be provided):

N/A

ACKNOWLEDGMENT: *I acknowledge that I have read and do fully understand the Special Event Alcohol Control Policy attached to this application and agree to comply with the guidelines.*

Applicant's Signature: _____

Dana Strauss
for M/K

Date: _____

4/16/24
4/16/24



SPECIAL EVENTS

ALCOHOL CONTROL POLICY

All event organizers and restaurants are required to be familiar with and follow the guidelines when participating in special events where alcoholic beverages will be permitted. It is understood that responsibility for fully meeting these requirements during an event rests with the event organization and/or restaurant serving alcohol within a designated special event area.

1. Hard alcohol (liquor) may not be present, possessed, consumed and/or served at any permitted special event. *Section 7-2-2 (b) (1) states "The sale of alcohol within the designated area of a special event is limited to beer and wine."*
2. Public consumption of alcohol as authorized by the special event permit shall not begin before the designated event start time. There shall be no open containers of alcohol allowed in the event area before this designated time. The event organizers and all participating restaurants must discontinue alcohol distribution for public consumption within the event area at a minimum of 30 minutes prior to the end of the event. All alcohol must be cleared from the event site at the end of the event.
3. At no other time may alcohol be present, possessed, served, and consumed in the public area. The event organizer is responsible for informing participating restaurants of the event hours for compliance and to make certain that no one leaves restaurant premises with alcohol except during the time of the special event.
4. It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer or wine. The seller of beer or wine must clearly display signs stating that the purchase or possession of beer or wine by a person under the age of 21 is unlawful.
5. Signs informing participants that alcohol beverages are prohibited on City streets and sidewalks beyond the boundaries of the designated special event area will be posted by the City.
6. No alcohol may be served in glass containers, cans or bottles; only opaque plastic, paper, or Styrofoam containers will be allowed.
7. It is a violation to sell liquor, beer or wine to an intoxicated person. Any person in an intoxicated condition, even if of legal age, must be denied alcohol.
8. The event organizer shall supply identification wristbands to the vendors and/or participating restaurants at any special event that includes the sale/public consumption of alcoholic beverages. Anyone 21 years of age or older wishing to consume alcohol on public property must be wearing the colored wristband assigned to the special event in order to be served alcohol.

If your event is to be held on property not owned by the sponsoring organization, the property owner must complete the following:

PROPERTY OWNER PERMISSION LETTER

I (we), being the property owner of _____ (address),
give permission for _____ to hold a special event on
my/our property.

_____	_____
Date	Signature
_____	_____
Witness	Address
_____	_____
Printed Witness Name	Telephone Number

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS HELD ON CITY PROPERTY

The event must maintain general liability insurance and, if beer and wine is to be served, liquor liability insurance for the event for which the permit has been obtained. The City of Conway shall be named as an additional insured on the policy with respect to claims arising from the use of property owned or operated by the city and the issuing of the permit by the city. The applicant shall submit a Certificate of Insurance verifying the following minimum coverage and specifically identifying the City of Conway as an additional insured. **Your permit will not be issued if the Certificate of Insurance has not been received prior to event.** The City of Conway must be listed as the "Certificate Holder" on the Certificate of Insurance.

Each Occurrence	1,000,000
Personal Injury	1,000,000
General Aggregate	2,000,000

Application completed by:

Contact No.:

Date:

Jodee Carroll

843 248 4067

4.2.24

Special events permits are granted in accordance with the City of Conway Code of Ordinances and in no way imply assumption of liability by the City of Conway. Your organization is fully responsible for complying with all applicable laws and safety procedures. A permit does not authorize you to enter upon private property or to, in any way, hinder or obstruct pedestrian or vehicular traffic. The City of Conway reserves the right to modify the conditions of this permit or to cancel it entirely if it is deemed appropriate.

Please return completed permit application to:

City of Conway Planning Department
Attn: Special Event Permits
P.O. Drawer 1075
Conway, SC 29528-1075

[FOR OFFICE USE ONLY]

Special Event: Summer Jam Family Night

Date(s) June 21 2024

Sponsoring Organization: First Baptist

Application completed by:

Dana Stauffer

Contact No.:

843 248-4661

Date:

April 16 2024

☒ Recommend approval

☐ Recommend disapproval

4/26/2024

Date

Police Department

Fees or charges associated with this event:

Special Conditions/Comments:

see attached

Police Officers

\$40.00/hour per officer

☒ Recommend approval

☐ Recommend disapproval

4/26/2024

Date

Fire Department

Fees or charges associated with this event:

Special Conditions/Comments:

see attached

Fire Inspector/Fire-Rescue Officers

\$40.00/hour per officer

☐ Recommend approval

☐ Recommend disapproval

Date

Public Works Department

Fees or charges associated with this event:

Special Conditions/Comments:

Residential & Non Residential Street Closure

Barricades

\$20.00 each

Public Works Employee

\$25.00/hour per employee

<input type="checkbox"/> Recommend approval	<input type="checkbox"/> Recommend disapproval
Parks & Rec. Department	Date
Fees or charges associated with this event: _____	
Special Conditions/Comments: _____	
Parks & Rec. Employee	\$25.00/hour per employee

<input checked="" type="checkbox"/> Recommend approval	<input type="checkbox"/> Recommend disapproval
Planning Department	4/29/2024 Date
Special Conditions/Comments: see attached	

<input type="checkbox"/> License(s) obtained for _____ vendor(s)	<input checked="" type="checkbox"/> License(s) not required
Has general liability and liquor liability insurance (if applicable) listing the City of Conway as additional insured been secured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business License Department	4/26/2024 Date
Special Conditions/Comments: see attached	

RELEASE AND INDEMNIFICATION AGREEMENT
City of Conway

THIS IS A RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT. THE SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event on City of Conway property:

Summer Jam- Family Night

Special Event Holder hereby acknowledges, represents, and agrees as follows:

- A. We understand that activities associated with the above-described special event are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or to third parties. We further acknowledge that such risks may include but are not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

Did
Bu

(Special Event Holder initial here)

- B. If required by this paragraph, we agree to require each participant in our special event to execute a release and indemnification agreement for ourselves and for City of Conway on a form approved by the City of Conway.

Did
Bu

(Special Event Holder initial here)

- C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Conway, for the duration of the above referenced event.

Did
Bu

(Special Event Holder initial here)

- D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Conway, its officers, its employees, or by any other cause.

Did
Bu

(Special Event Holder initial here)

- E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release, and discharge the City of Conway, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Conway, its officers, its employees, or by any other cause.

Did
Bu

(Special Event Holder initial here)

F. We further agree to defend, indemnify and hold harmless the City of Conway, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Conway, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the City of Conway, its officers, its employees, or by any other cause.

DS (Special Event Holder initial here)
DS

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said agreement extends to all acts, omissions, negligence, or other fault of the City of Conway, its officers, and/or its employees, and that said agreement is intended to be as broad and inclusive as is permitted by the laws of the State of South Carolina. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

DS (Special Event Holder initial here)
DS

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of South Carolina, and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

DS (Special Event Holder initial here)
DS

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable Special Event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, executors, assigns, and transferees.

DS (Special Event Holder initial here)
DS

IN WITNESS THEREOF, this **RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the Special Event Holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Event Holder hereto.

PRINTED NAME OF SPECIAL EVENT PERMIT HOLDER:

First Baptist Church of Conway

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

NAME: Dana Stauffer *Brian Hoffman* TITLE: Business Manager *DS*
SIGNATURE: Dana Stauffer *Brian Hoffman* DATE: 4/16/24

FACILITY USE AGREEMENT AND RELEASE/INDEMNIFICATION
City of Conway

- A. In consideration for being permitted to use the facilities of the City of Conway, First Baptist Church of Conway (hereinafter "Applicant") agrees to indemnify and hold harmless, City of Conway its officers, employees, insurers, and SCMIT/SCMIRF Insurance Programs, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Conway, its officers, or its employees, or from any other cause whatsoever.
- B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the City of Conway may require reimbursement for the full amount of such damage, loss, or injury and all costs associated therewith upon billing by City of Conway.
- C. In addition, in consideration for being permitting to use the facilities, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the City of Conway, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Conway, its officers, or its employees, or from any other cause whatsoever.

First Baptist Church of Conway
NAME OF PERSON/ORGANIZATION

Dana Stauffer
SIGNATURE OF PERSON/ORGANIZATION REPRESENTATIVE

4/16/24
DATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SOUTHERN MUTUAL CHURCH INSURANCE COMPANY PO BOX 9346 COLUMBIA SC 29290	CONTACT NAME: SOUTHERN MUTUAL CHURCH INSURANCE COMPANY	
	PHONE (A/C, No. Ext): 800-922-5332 OR 803-776-9365	FAX (A/C, No): 803-776-4260
INSURED FIRST BAPTIST CHURCH OF CONWAY 603 ELM STREET CONWAY SC 29526	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURED A: Southern Mutual Church Insurance Company	26468
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		SMP 0068894	12/15/2023	12/15/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Each accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per Person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED							\$
	RETENTIONS \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTIONS OF OPERATIONS below	N/A					PER STATUTE OTHER	\$
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CHURCH WILL BE HOSTING A SUMMER JAM - FAMLY FUN NIGHT ON 6/27/2024. THE CITY OF CONWAY IS LISTED AS AN ADDITIONAL INSURED FOR THIS EVENT ONLY.

CERTIFICATE HOLDER

CANCELLATION

CITY OF CONWAY PO DRAWER 1075 CONWAY SC 29528	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE CAROL SANTILLI <i>Carol A. Santilli</i>

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Legend

- EVENT AREA
- ROAD BLOCKS



Natasha Sherman

From: Katie Dennis
Sent: Monday, April 29, 2024 8:34 AM
To: Natasha Sherman
Subject: RE: First Baptist Summer Jam Family Night

Ok with Planning.

Katie Dennis, MSCM, CFM
Planning Concierge
City of Conway Planning & Development
196 Laurel Street Conway, SC 29526
Office: (843) 488-7852 Cell: (843) 421-2337
Please note our email is changing to @conwaysc.gov



From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Friday, April 26, 2024 8:17 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bffleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: First Baptist Summer Jam Family Night

Please review for approval and email me back.

Natasha Sherman

Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Wednesday, November 1, 2023 11:38 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i

Natasha Sherman

From: Business License
Sent: Friday, April 26, 2024 8:20 AM
To: Natasha Sherman
Subject: RE: First Baptist Summer Jam Family Night

Approved.

Even/Permit holder must collect \$5 from each vendor, fees must be paid the next business day to the business license office.

Thanks,

Bradley Todd

City of Conway
Business License Inspector
196 Laurel Street : PO Drawer 1075, Conway, SC 29528
Contact | **P:** 843-488-7631 | **C:** 843-504-5740 | **F:** 843-248-1718
| **E:** businesslicense@conwaysc.gov



From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Friday, April 26, 2024 8:17 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bflaming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: First Baptist Summer Jam Family Night

Please review for approval and email me back.

Natasha Sherman

From: Dale Long
Sent: Friday, April 26, 2024 9:58 AM
To: Natasha Sherman
Subject: Re: First Baptist Summer Jam Family Night

OK for PD.

Sent from my iPhone

On Apr 26, 2024, at 08:17, Natasha Sherman <nsherman@conwaysc.gov> wrote:

Please review for approval and email me back.

Natasha Sherman

Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Wednesday, November 1, 2023 11:38 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i

<SKM_C450i23110122370.pdf>

Natasha Sherman

From: Phillip Le Hendrick
Sent: Friday, April 26, 2024 12:30 PM
To: Natasha Sherman
Subject: RE: First Baptist Summer Jam Family Night

Fire is good. We will need to physically inspect the inflatables.

From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Friday, April 26, 2024 8:17 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bfleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: First Baptist Summer Jam Family Night

Please review for approval and email me back.

Natasha Sherman

Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Wednesday, November 1, 2023 11:38 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i

Recognizing 50 Years of Service to the City of Conway by the

WACCAMAW SERTOMA CLUB

WHEREAS,

The Waccamaw Sertoma Club was founded on May 14th, 1974; and,

WHEREAS,

The Waccamaw Sertoma Club is a member of the international Sertoma organization which derives both its name and focus on “Service to Mankind”; and,

WHEREAS,

A secondary focus of Sertoma is improving the quality of life for those at risk or impacted by hearing loss through education and support; and,

WHEREAS,

Locally, the Waccamaw Sertoma Club has provided financial and volunteer support for hundreds of non-profit groups, including the Shepherds Table, the Special Olympics, A Father’s Place, Camp Sertoma, Waccamaw Youth Center, Fostering Hope, A Christmas to Remember, Boys and Girls Club, SOS Health Care, Miracle League, and many others; and

WHEREAS,

The Waccamaw Sertoma Club is well known for its annual Christmas Tree sales, a tradition for many Conway families, with 100% of the proceeds distributed to local charities; and,

WHEREAS,

The Waccamaw Sertoma Club also holds an annual Fishing Day for disabled children, a Public Safety Appreciation Luncheon, and more recently has partnered with Conway Downtown Alive for the Shuckin on the Waccamaw, Oyster Roast event; and

WHEREAS,

Throughout the many years of the Waccamaw Sertoma Club existence, its members have made countless impacts on the lives of those in need throughout the Conway community.

NOW, THEREFORE BE IT RESOLVED, that Conway City Council bestow honor and recognition upon

WACCAMAW SERTOMA CLUB

in appreciation and recognition of the importance of and dedication to the residents of the City of Conway and on their 50th anniversary of incorporation.

RATIFIED BY CITY COUNCIL, duly assembled, this 20th day of May 2024.

Barbara Jo Blain, Mayor

Larry White, Mayor Pro Tem

Amanda Butler, Council Member

William M. Goldfinch IV, Council Member

Julie Hardwick, Council Member

Beth Helms, Council Member

Justin Jordan, Council Member

ATTEST: Alicia Shelley, City Clerk

CITY OF CONWAY
CITY COUNCIL MEETING
CONWAY CITY HALL
229 MAIN STREET, CONWAY
MONDAY, MAY 6, 2024 - 4:00 P.M.

PRESENT: Mayor Barbara Jo Blain, Mayor Pro Tem Larry White, Amanda Butler, William Goldfinch, Julie Hardwick, Beth Helms, Justin Jordan.

STAFF: Adam Emrick, City Administrator; Mary Catherine Hyman, Deputy City Administrator; John Rogers, Deputy City Administrator; June Wood, Public Information Officer; Jeff Leveille, Technology Services Director; Timmy Williams, Hospitality & Beautification Director; Reggie Jenerette, Solid Waste Director; Lynn Smith, Human Resource Director; Rock Rabon, Fleet Maintenance Director; Le Hendrick, Fire Chief; Ashley Smith, Recreation Director; Dale Long, Police Chief; Ted Dudley, Public Utilities Deputy Director; Robert Cooper, Construction Services Director; Brandon Harrelson, Public Works Director; Katie Dennis, Planning Concierge; Allison Williams, Finance Director; James Friday, Public Utilities Director; Kayla Fleming, Municipal Judge; Jessica Hucks, Planning and Development Director; Kym Wilkerson, Planning and Development Deputy Director; Nevada Mileur, Litter Control Coordinator; David Crotts, Director of Procurement; and Alicia Shelley, City Clerk.

OTHERS: Hillary Howard, Debbie Roberts, Ann Huyler. There were approximately 20 others in attendance.

CALL TO ORDER: Mayor Blain called the meeting to order. Rev. Robert Bannan, Kingston Presbyterian gave the invocation and led the Pledge of Allegiance.

The requirements for posting notice of this meeting under South Carolina's Freedom of Information Act (FOIA) were met.

CONSENT AGENDA:

- A. Final Reading of Ordinance #ZA2024-05-06 to annex approximately 0.34 acres of property located at 5204 Columbia Street (PIN 383-08-03-0003), and rezone from the Horry County Residential, no mobile homes allowed, district (SF10) to the City of Conway Low/Medium-Density Residential (R-1) district.**
- B. Approval of Special Event – Stars and Strides – November 9, 2024**
- C. Approval of a Resolution to Accept a Letter of Credit for the Remaining Infrastructure for Collins Walk, Phase 1**
- D. Approval of April 15, 2024 Council Meeting Minutes**

APPROVAL OF CONSENT AGENDA: **Motion:** Goldfinch made a motion, seconded by White to approve the May 6, 2024 consent agenda. **Vote:** Unanimous. Motion carried.

Motion: White made a motion, seconded by Helms to approve the May 6, 2024 agenda. **Vote:** Unanimous. Motion carried.

PUBLIC INPUT:

- Debbie Roberts requested that a handicap spot be put in front of her beauty shop on Fourth Avenue.

There was no further public input. **Motion:** Goldfinch made a motion, seconded by Butler, to close public input. **Vote:** Unanimous. Motion carried.

INTRODUCTION OF NEW HIRES:

Blain introduced the following new employees:

- Rocco Rosero – Police Officer
- Terrance Bailey – Police Officer
- Hannah Collins Ladd – Records Clerk
- David Pelech – Police Officer
- Christopher Priolo – Police Officer
- Zeb Clemons – Public Utilities Tradesworker
- K9 Aidia (Lauren West) – Police Officer/K9

Mileur introduced the Keep Conway Beautiful Mascot, Rascal.

SPECIAL PRESENTATION:

- A. Presentation of Longevity Awards – April 2024 – 5 Years: Neil Mahoney, Solid Waste** – Emrick and Goldfinch presented the longevity award.
- B. Presentation of Tree City USA designation – Ann Huyler, South Carolina Forestry Commission** – Ann Huyler of the South Carolina Forestry Commission presented Wanda Lilly, Arborist for City of Conway with the Tree City USA designation for the 39th consecutive year.
- C. Proclamation Recognizing May as Military Appreciation Month** – Blain presented the proclamation recognizing May as Military Appreciation Month to the veterans that were present.
- D. Proclamation Recognizing May as National Tennis Month** – Blain presented the proclamation recognizing May as National Tennis Month to Chris Hickman.
- E. Proclamation Recognizing May as Mental Health Month** – Blain presented the proclamation recognizing May as National Mental Health Month to Smith, HR Director on behalf of the City.

- F. Presentation by Jim Manning of Heart and Soul** – Jim Manning, Certified Coach for Community Heart & Soul gave Council brochures and briefly explained the organization. Manning said Community Heart & Soul is a resident driven process that engages the entire population of a town in identifying what they love most about their community, what future they want for it, and how to achieve it.

FIRST READING:

- A. First Reading of Ordinance #2024-05-20 (A) to amend Title 7 - Licensing and Regulation, Chapter 2 – Alcoholic Beverages, Section 7-2-1, Alcoholic Beverages on Public Property; Public Consumption; Exemptions, of the City of Conway Municipal Code.** Emrick stated that at the last Council meeting the Conway Chamber of Commerce asked Council to consider amending the ordinance to allow for the sale of beer in cans at the Riverfest celebration. The vendor used by the Chamber is moving away from providing beer in kegs and plans to provide the beer for the event in cans. Emrick said that having to pour the beer from cans into opaque cups added unnecessary expense, inefficiency, and waste without any obvious improvement to the event. The ordinance change would make several changes to improve the dependability of special event offerings to the restaurants that choose to participate in them, and the changes would also allow for reduced liability concerns for the special event promoters. The requirement for opaque cups would be removed from the ordinance, with the prohibition on glass bottles or containers remaining to limit potential harmful debris. Emrick said that staff recommended approved of the amended ordinance.

White said that he had concerns with patrons throwing cans rather than throwing cups. Chief Long said that bottled water could also be used as a weapon.

Goldfinch said that he serves as a liaison for the Chamber of Commerce and that the vendors are pushing the cans and not the Chamber. Goldfinch stated that if it becomes an issue that it will be addressed.

Motion: Goldfinch made a motion, seconded by Hardwick, to approve first reading of Ordinance #2024-05-20 (A). **Vote:** Hardwick, Jordan, Goldfinch, Blain, Butler, Helms voted yes. White voted no. Motion carried with a 6-1 vote.

- B. First Reading of Ordinance #2024-05-20 (B) for approval of an Agreement to Lease City-Owned Property located at 163 Busbee Street.** Hyman stated that the city has acquired many lots in the floodplain through the FEMA buyout program and that the use of the land must be restricted in perpetuity to protect and preserve the natural floodplain values, and the land shall be used only for purposes compatible with open space, recreational, or wetlands management practices. City Council approved the use of private leases to neighboring property owners. These leases would allow the property owners to use and maintain the FEMA lots for personal use with certain conditions. The City has received an application for a license to lease 163 Busbee Street. The applicants are owners of 161 Sherwood Drive. Hyman said that staff recommends approval of giving the City Administrator authority to enter into signed agreement between the City of Conway and this applicant.

Motion: Blain made a motion, seconded by Jordan to approve first reading of Ordinance #2024-05-20 (B). **Vote:** Unanimous. Motion carried.

CONSIDERATION:

- A. Recommendation on Selection of Firm to Provide Professional Engineer Design Services for Expansion of City of Conway's Crabtree Greenway.** Hyman stated that the City advertised to select a firm to provide professional Engineer Design Services for the expansion of the Crabtree Greenway. This includes design, engineering, and acquisition of easements between Mill Pond Road and El Bethel Road. The project is funded with South Carolina Department of Parks, Recreation and Tourism grant funds. Three firms submitted proposals and were ranked by certain criteria. Staff reviewed and scored the submittals, with Bolton & Menk scoring the highest. Hyman said that staff recommends the selection of Bolton & Menk to provide professional Engineer Design Services for the expansion of the City's Crabtree Greenway and authorizes the City Administrator to enter into contact negotiations.

Motion: White made a motion, seconded by Goldfinch, to approve staff's recommendation on the selection of Bolton & Menk. **Vote:** Unanimous. Motion carried.

- B. Recommendation on Selection of Firm to Provide Professional Engineer On-Call and Selected Services.** Hyman said that the City advertised to select firms to provide professional Engineer on call and selected services for the City of Conway Departments. This includes structural/civil design, construction management, plan review, grant assistance and consulting. Six firms submitted proposals and were ranked by certain criteria. Staff reviewed and scored the submittals, and AECOM scored the highest followed by Bolton & Menk then Rowe. Staff recommends that Council approve the hiring of AECOM, Bolton & Menk and Rowe, and authorize the City Administrator to enter into contract negotiations for a three-year indefinite delivery contract term for services immediately.

Goldfinch had concerns with a 3-year commitment. Emrick explained that some projects take 3 years or longer from start to finish.

Motion: Goldfinch made a motion, seconded by Hardwick, to approve staff's recommendation on the selection of AECOM, Bolton & Menk and Rowe. **Vote:** Unanimous. Motion carried.

- C. Consideration of Approval to Install an ADA Parking Spot at 927 Fourth Avenue.** Harrelson stated that a request for an ADA parking spot installation at 927 Fourth Avenue has been submitted to City staff. The requestor was referred to SCDOT due to SC 905/Fourth Avenue are within their right of way, but the request was delayed. The property currently houses a hair salon that serves the elderly on many occasions during the day. The current renter has lost clients due to the lack of ADA parking in the area. City staff has surveyed the area for an appropriate location but found many concerns instead. There are no ADA sidewalk accesses nearby and would potentially force individuals to go up and over the curb or traverse down/up Fourth Avenue presenting a safety concern. Fourth

Avenue also has a steep slope that could present another safety issue for those that require walking assistance. There is a driveway entrance adjacent to the property, but this location also presents a safety concern with vehicular traffic entering and exiting the driveway. New ADA parking, along with a ramp, will be installed in the old Jerry Cox parking lot. This location would be better suited and provide a safe access to Fourth Avenue as new sidewalks have now connected this area to Fourth Avenue. An additional spot would be required in the new parking lot to accommodate the need. Harrelson said that staff recommends not adding an ADA parking spot along Fourth Avenue but adding an additional ADA parking spot to Jerry Cox or refer the renter back to SCDOT.

Council had safety concerns with adding an ADA parking spot at this location on Fourth Avenue. Council also discussed nearby parking lots.

Motion: Blain made a motion, seconded by White, to deny the installation of an ADA parking spot along Fourth Avenue and supported staff's recommendation to add an additional ADA spot in the Jerry Cox lot. **Vote:** Unanimous. Motion carried.

- D. Consideration of Approval of a Name for a New Residential Development, Located on Hwy 378 & Hemingway Chapel Road – “*Kingston Preserve*”** – Hucks sated that the proposed single-family development, to be developed as a conservation subdivision is located at the intersection of Highway 378 and Hemingway Chapel Road and will consist of 407 single family lots. Hucks said that staff recommends approval of the name, Kingston Preserve, as the name of the proposed development as requested by the applicant.

Motion: Goldfinch made a motion, seconded by Blain, to approve the development name as Kingston Preserve. **Vote:** Unanimous. Motion carried.

- E. Consideration of Approval of a Name for a New Residential Development, Located on East Country Club Drive – “*Rivers Edge Village*”** – Hucks sated that the proposed single-family development, to be developed as a conservation subdivision is located on East Country Club Drive and will consist of 95 single family homes. Hucks said that staff recommends approval of the name, Rivers Edge Village, as the name of the proposed development as requested by the applicant.

Motion: White made a motion, seconded by Blain, to approve the development name as Rivers Edge Village. **Vote:** Unanimous. Motion carried.

- F. Consideration of Approval of a Name for a New Residential Development, located on Hemingway Chapel Road – “*Hemingway Chapel Landing*”** – Hucks sated that the proposed subdivision, to be developed as a conservation subdivision is located on Hemingway Chapel Road and will consist of 77 single family lots. Hucks said that staff recommends approval of the name, Hemingway Chapel Landing, as the name of the proposed development as requested by the applicant.

Motion: White made a motion, seconded by Blain, to approve the development name as Hemingway Chapel Landing. **Vote:** Unanimous. Motion carried.

G. Consideration of a Request for a Waiver of Sidewalk Requirements for a Proposed Subdivision (*Hemingway Chapel Landing*), to be Located on Hemingway Chapel Road (PIN: 369-00-00-0021). Hucks stated that the applicant is requesting to pay the fee in lieu of installing sidewalks along the frontage of the proposed development, located on Hemingway Chapel Road, which is currently a county road. The UDO requires that sidewalks be installed along the frontage of all properties abutting arterial OR local, non-residential streets. Under the current regulations, 1,700 linear feet of 5' wide sidewalks are required to be installed along Hemingway Chapel Road. Per the UDO, only city council can grant a waiver of sidewalk installation, and if granted, the applicant is required to contribute, in lieu of the sidewalk, an amount equal to the cost of the required sidewalk. These fees can later be used by the city to build or complete pedestrian, bike, or pathway systems. The city's current contracted price per linear foot for sidewalk installation is \$30 per linear foot, which includes the sidewalk, clearing, and grading. The fee in lieu amount for 1,700 linear feet at \$30 a linear foot would be \$51,000. The development across Hemingway Chapel Road, New Castle, does not have sidewalks along the frontage of the development, but they are installed along the local streets inside of the development. New Castle is an older development, and it's possible the requirements for sidewalk installation were different when New Castle was approved. The apartment complex just down the street from the property was constructed in 2020, and they do have sidewalks installed along the frontage of the development and received the required permits from the county to install the sidewalk in the right of way. If the sidewalks cannot be installed within the right of way, for whatever reason, the sidewalks could be installed within the front buffer that is required. Being that the property is being developed as a conservation subdivision, the buffer width along the front is 100 feet, and the UDO does provide an alternative for an easement to be provided on the private property over the sidewalk if approved by the Technical Review Committee.

Hucks said that staff continues to support the installation of sidewalks where required.

Goldfinch said that he had concerns with sidewalks to nowhere sitting unused when the City has other streets that need sidewalks immediately.

Motion: White made a motion, seconded by Blain to deny this request for a waiver of sidewalk requirements and approve the installation of sidewalks where required. **Vote:** Hardwick, Jordan, Blain, Butler, White voted yes. Goldfinch, Helms voted no. Motion carried with a 5-2 vote.

CITY ADMINISTRATOR'S REPORT: No Report

COUNCIL INPUT:

Helms said that several have asked her when "Ask the Administrator" would start back up on Facebook. Emrick said June. Helms said that she appreciates City staff for all of their hard work, and she is grateful as they always make Council look good and encouraged staff to keep up the good work.

White said that the City has done a great job with physical activity and thanked Smith and the Rec Center staff for all of the good work. White said that he has been listening to other communities

about having a summer reading program and he thinks this would be a good idea for those that are not physically inclined to have a program at the Rec Center and partner with the library and maybe First Steps or Freedom Readers, to name a few. White recommended hiring youth students to help with the summer reading program. White said that at the last Council meeting there was a Spanish word that no one knew what it meant, and he thinks it is important to have someone present to translate. Lastly, White said that Santee Cooper is working on the Racepath/378 Corridor and are replacing and/or adding more lines to the area, and since the City owns the property on the corner, he suggested that the city ask Santee Cooper to drop a line so that we may put seasonal signs/decorations at this location.

Goldfinch said that he cannot imagine having Council anywhere except for Council Chambers as this is a special place and he authorized staff to get a sound system so that everyone can hear. Goldfinch said that he is speaking to this due to the Proclamation for Mental Health month and that therapy and counseling is a good thing, such as physical activity and going to the gym to stay healthy. Goldfinch said that you shouldn't seek mental health counseling or therapy when it gets to that point, so he suggested looking at it the same way as you do exercise and encouraged all.

Hardwick said that many things happened over the weekend in Conway. Hardwick stated that she was very happy to hear the Proclamation for May as Tennis Month and has been talking to staff about getting more tennis players together. Hardwick said that the City of Florence just got a grant for underprivileged children to have equipment and teachers to introduce them to the game of tennis and lots of parks are nearby to those and thinks that may be a good resource to look into. Hardwick congratulated all of the graduates from HGTC and CCU. Hardwick congratulated the baseball team and women's lacrosse team. Hardwick reminded everyone of Groovin on the Green this weekend. Hardwick said that Wanda Lilly, with 39 years as a tree city, is something Conway should be proud of. Hardwick mentioned that the Conway High School Musical, Bright Star was phenomenal. Hardwick said that she loved the Mascot and the K9.

Blain mentioned that she participated in the Graduation Life program at Coastal Carolina University, and it is so in keeping with the City's acknowledgement that there are people among us who have different abilities and require some help but with that some help have the capability of living full of life. Blain said that there were 5 graduates, and one of those graduates is from Columbia, SC who held 3 jobs while doing the Life Program at CCU. Blain said that the care given to those that needed the services brings a sense to humankind all over again. Blain said that the City is already involved in with the autism spectrum and thinks the City should look at maybe partnering with CCU in that regard in the future.

There was a short break before the Workshop began.

WORKSHOP:

Water and Sewer Rates - Crotts said that staff began a rate study of current rates in August 2023. The goal was to alter the City's approach on how to bill current water and sewer accounts. The primary objective was to transition from the existing billing system (uniform volumetric rate) to a tiered rate structure. This proposed tiered rate structure would increase in accordance with the water and sewer consumption of our consumers. Extensive analysis was conducted which encompassed numerous scenarios. The overall goal was to devise rates that would be equitable and advantageous for all our customers. However, despite diligent efforts staff was unable to create

a fair rate for our business customers. Throughout the process, it became apparent that any alteration to our rate structure risked adversely affecting our business customers. To prevent such a negative impact on our businesses and uphold our commitment to providing fair billing practices, it is the staff's recommendation to keep the current rate structure. Crotts then said that after conducting research on our rates, staff found that six out-of-city business customers have been basically receiving in-city rates through a special bulk rate. Staff found no evidence of a "bulk user rate" being officially passed by the city council. Unfortunately, some customers have been benefiting from this bulk user rate for an extended period. Crotts said that it is staff's recommendation that these customers be removed from the bulk rate and transition them to the approved rates. This ensures consistency and fairness in our rate structures moving forward. This would also help encourage these businesses to annex if the opportunity arises. Elimination of the bulk rate will increase the City's annual revenues by approximately \$110,000.

After discussion, Council directed staff to phase in the approved rates, which will be included in first reading of the Budget at the next council meeting.

TIF District – Emrick stated that staff is considering a Tax Increment Financing District (TIF). Basically, you would create on a map a physical district of parcels and you get a baseline of what the total taxes in that district are as of today and every increment above that as time goes on through reassessments, development, sales, and things that cause taxes to go up. That increment stays within that district for public improvements. When you draw the TIF District you can allocate those funds for things such as the Ashpond, for a potential parking deck, improved trails, streetscape. It would allow us to have funding without a tax increase that would pay for those things generated within that district. There is a test that is not super strict, but you must do a redevelopment plan to discuss how you are going to address that. The idea would be to include in the tax district several parcels that have a low tax base now and that you anticipate as a result of the development might go up. The other benefit from a tax district is that you can include the County and the School District elections within that tax district which is where it becomes possible to do big projects. Emrick said that staff started looking into one for a potential of implementing some of the tools into the Master Plan such as a parking deck. We have never been able to identify a funding source for something like that and getting a TIF district implemented is the only way we may be able to get a parking deck. Some of the elements in the Master Plan which would include not just a parking deck but also surrounding buildings that might be able to partner with some local universities, and to get that off the ground we will need a funding source. Before some properties along the riverfront may develop, and changes to the downtown that have an impact on development coming to things, it is important to have the TIF District in place to capture that increment and use it. The next step for the City is to hire someone to do that plan that is required by law, and an attorney to do a bond issue, or the city can hire someone to do the plan as well. That is what staff recommends so that they are more vested in it. There are a handful of firms in the state that do this, so we may whittle it down to 3 and then interview those to make sure that we are getting the best representation. We will include some of Council when close to that for input.

White asked if there is a designated area that is being looked at for the TIF. Emrick said it should include some of the Riverfront, wrap around the Ashponds, include the residential neighborhoods at First, Second, and Third Avenues that are sort of not functioning highly, include the Healthcare Partners, COAST RTA and capture some of the big parcels downtown.

Emrick said that most TIF Districts require the backing of another fund source, and the financial advisors recommend that we use hospitality funds.

After the discussion, Council directed staff to proceed with staff's recommendations.

Signs in Rights of Ways - Hucks said that this proposed amendment to the City's Unified Development Ordinance (UDO) is one that was discussed during the budget retreat earlier this year. Hucks explained that the sign ordinance was amended a few years ago in response to a 2015 Supreme Court's decision on *Reed v. The Town of Gilbert*, which invalidated the Town of Gilbert's sign ordinance as being an unconstitutional restriction on free speech because the sign ordinance was a content-based law that singled out a particular message – in the case of the Town of Gilbert, the issue at hand was temporary directional signage that provided information related to weekly church services for a church that held services at different locations. Content based regulations are only valid when the regulation serves a compelling government interest and it's narrowly tailored to achieve that interest. In the case of *Reed v. the Town of Gilbert*, the court concluded that the sign regulation prohibiting the types of signs that were installed by the plaintiff was not narrowly tailored nor did it further a compelling governmental interest. However, the court did acknowledge that local governments do have a compelling interest to regulate content-based signs to protect public safety or other public purpose, but the regulation must be narrowly tailored to further a legitimate governmental interest. To ensure that the city remained content neutral, the Temporary Signs section of the UDO was essentially repealed, but what did remain was the prohibition on having signs in public rights-of-way. Additionally, being that certain types of signs that are temporary in nature have requirements that differ from permanent signs, a new section was added for those types of signs and the word "temporary" was removed from the section title, as well as exempting those signs from permitting requirements. Now that the temporary sign ordinance has been repealed, while we are not regulating certain temporary signs on private property, there has been an increase in the number of signs being put in rights-of-way, which is an issue for neighboring jurisdictions as well. Up till now, when these signs are collected, brought back to our office, counted, the sign owners notified (if possible), letters written, and in some cases, citations have been issued providing a court date and a fine of up to \$1,100 per violation, and if found guilty, the violation was a misdemeanor offense.

Hucks said that staff proposes to amend *Section 11.1.3* of the UDO, regarding the removal of signs on public property or within rights-of-way that would consider each sign or sign structure a separate offense and punishable as a "civil" infraction" rather than a misdemeanor offense, with a fine of \$50 per violation. Additionally, staff proposes to add language that authorizes city staff to remove and immediately discard the signs found to be in violation, and to allow staff to exercise prosecutorial discretion when enforcing the ordinance so that only the most egregious violations are issued fines. For instance, a homeowner who may have more than one sign that displays the same candidate or issue to be voted on in an upcoming election may not be fined unless they become a repeat offender. The Planning Commission held the required public hearing on the amendment, and also recommended approval, at their April 11 meeting. This amendment is currently scheduled to be on the May 20 Council agenda for first reading.

After some discussion, Council directed staff to proceed with the proposed amendments.

Residential Design Standards - Hucks said that this issue was also discussed at the budget retreat earlier this year. There are 2 main items included in this amendment: the first is regarding the

minimum lot depth in the R-2 or medium-density residential zoning district. The R-2 district has dimensional requirements of 50' in width and 120' in depth for a single-family detached structure, which equates to 6,000 sq. ft. Townhomes have different standards, as they are considered single-family attached dwellings, with a minimum lot width of 18' when developed fee-simple or when each unit would have separate ownership, but the minimum lot depth remains to be 120'. What staff has come to realize, with the growing popularity of townhomes, is that realtors are having to use comparison pricing for condos – even though condos are typically developed in-common rather than for single-family attached dwellings, resulting in drastically lower cost and a lesser quality product than a higher quality product when compared to single-family detached developments that tend to have higher price points. To provide more opportunities for home ownership outside of single-family detached style homes, staff proposes to amend the minimum lot depth in the R-2 district for fee-simple townhome developments to 100' instead of the current 120'. This amendment would only be applicable to townhome developments that are proposed to be developed as fee-simple, with each townhome and lot having separate ownership.

Hucks continued to say that the next amendment to Article 6 has to do with residential design standards for residential dwellings. In 2022, council adopted design standards for single-family developments (applicable to major subdivisions or developments only and not minor developments); whereas previously, most of the residential design standards for the actual structure only applied to townhome or multi-family development. In the first version of the adopted standards, one of the biggest changes was to the façade material requirements, which required no less than 2 types of material to be installed on the front and side facades when vinyl siding was one of the materials.

In 2023, this was amended to clarify that the façade materials is required to be installed the entire width and length of the front and side facades. However, developers have gotten creative in how this is implemented, with some using brick in addition to vinyl on the front, but adding a different, cheaper material on the sides that does not meet the intent of the ordinance; albeit meeting the actual language contained in the ordinance. Since the original ordinance adopting design standards has been implemented, staff does not find that it has yielded the quality of product intended when the ordinance was originally adopted, and therefore, proposes to amend the city's design standards once again, and include additional standards to further improve the quality of homes being constructed within the city.

There were 3 options presented to Planning Commission at their April 11th meeting, Option A, Option B, and Option C, with Option C arguably containing the most requirements.

OPTION A:

- Provides an “intent” and “interpretation” section, which is customary in several other sections of the UDO.
- Amendment would require that a second material is required, regardless of whether vinyl siding is one of the materials, so no less than 2 materials shall be installed on the front and sides of the structure. Additionally, it would require that rear facades visible from rights of way to have the same design standards as the front and sides. Language would also be added stating that “*such materials shall be diverse in appearance and on scale with the height of the structure.*”

OPTION B:

- Also adds an intent and an interpretation section, but further expands on the intent section.
- Would continue to allow only one façade material, except that if vinyl is one of the materials, a second material would be required. However, a combination of materials

would be encouraged, and the same language that requires materials to be diverse in appearance and on scale with the height of the structure would be added.

- An architectural details and features section would be added, requiring dwellings to have a min. of 2 features on the front and 1 on each side, and 1 on the rear if adjacent to public rights of way. These features could include but are not limited to: vertical columns or pillars, ornamental window designs; shutters, decorative front door, ornamental garage door design, roof brackets or dormers, a front porch or covered entry, decorative belly band trim or other decorative ornamentation or feature that meets the intent.

Both Options A and B continue to be applicable only to major subdivisions or developments and NOT minor subdivisions.

OPTION C

- Also has the added “intent” and “interpretations” section.
- This option specifies that the requirements are applicable to major AND minor subdivisions.
- Allows the option to have only one material except when vinyl is one of the materials, then a second material would be required.
- Adds a “Block Diversity” section, which is something that was considered when the ordinance was being discussed and drafted; however, there were, and continue to be, concerns with how this would be enforced. A block diversity plan would have to be submitted with a final plat for a major subdivision, and it would not be approved until there is an approved block diversity plan on file. No building elevation or mirrored elevation shall be located on either side nor across the street from itself, and there are specific standards listed to help staff determine whether the block diversity requirement has been met. *This section would not be applicable to minor developments.*
- This option also includes an architectural details section, as outlined in Option B.
- Finally, this option adds another requirement regarding attached garages or carports, requiring frontloading garages/carports facing a public street to contain decorative windows or other acceptable decorative or ornamental feature other than the standard squares seen on garage doors.

Planning Commission recommended approval of Option C, the most restrictive option, but excluded the requirements from minor developments or subdivisions. Before bringing this amendment forward for first reading, staff wanted to present these options to you and see if there were any concerns or comments regarding these options, or if there was anything else that you would like to see in the amendment that may have not been considered thus far.

After discussion, Council directed staff to move forward with first reading and bring back examples of the proposed materials.

Structures on Corner Lots with Double Frontage - Wilkerson informed Council that a double front yard is only discussed in the UDO for proposed lots (*not existing legal non-conforming lots*). Newly created double front lots must install a berm or landscape buffer to be platted fee-simple and dedicated to the HOA/POA. This in turn eliminates the double frontage (*and the lot then has a rear yard*). To better serve the residence and to aid in their understanding of what the UDO defines as “Yards”, staff is requesting consideration of the following additions:

- Article 2 – Definitions (*Yard*) – To help residence (as well as future staff) better understand Corner Front vs Double Front
- Section 12.1.5 – Nonconforming Lots of Record
 - o An existing Double Front Yard is considered Legal Nonconforming. This section speaks to minimum lot area and width only. Staff is requesting consideration of adding “yard” to this section as well.

Wilkerson then said that variance requests are made almost monthly for fences in corner front and/or double front yards. Double front yards are legal nonconforming, so they have a true hardship since they are not allowed to be created per the UDO. Corner front yards exist on every street corner, and therefore, do not truly meet the criteria for the granting of a variance.

Per Section 5.2.3-Fences & Walls: Corner Front Yards are allowed a 6-ft Privacy Fence provided the fence meets a 10-ft setback from the property line. A 6-ft fence installed in a Corner Front Yard cannot go forward the front façade of the house (*since this area becomes the Front Yard*). Since the fence cannot go forward the front façade of the house, and the Front Yard fence height is 4-ft maximum, the 6-ft fence will not be in the site triangle.

Wilkerson said that staff recommends changing the 10-ft setback to a 5-ft setback for the 6-ft corner front yard fences.

After discussion, Council directed staff to proceed with staff’s recommendations.

EXECUTIVE SESSION: Motion: Jordan made a motion, seconded by Butler to enter into Executive Session for the following: (A) **Consideration of Appointments to Boards, Commissions and Committees for the Community Appearance Board and Keep Conway Beautiful** [pursuant to SC Code §30-4-70(A) (1)]; (B) **Discussion on Contractual Negotiations Incident to the Potential Sale of Property on Ann Street** [pursuant to SC Code §30-4-70(A) (2)]; (C) **Discussion on Contractual Negotiations Incident to the Potential Sale of Property on Laurel Street** [pursuant to SC Code §30-4-70(A) (2)]; (D) **Discussion on Contractual Negotiations Incident to the Potential Acquisition of Property on Highway 378** [pursuant to SC Code §30-4-70 (A) (2)]; (E) **Discussion on Contractual Negotiations Incident to the Potential Development of Riverfront Property.** [pursuant to SC Code §30-4-70(A) (5)]; and (F) **Discussion of a Potential Lawsuit Regarding a Breach of Contract Matter** [pursuant to SC Code §30-4-70(A) (2)].

RECONVENE FROM EXECUTIVE SESSION: Motion: White made a motion, seconded by Jordan to leave Executive Session. **Vote:** Unanimous. Motion carried.

POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION: Motion: Goldfinch made a motion, seconded by Blain to appoint Gerry Wallace, Community Appearance Board; and Dara Pegg, Keep Conway Beautiful Board. **Vote:** Unanimous. Motion carried.

Motion: Goldfinch made a motion, seconded by Blain authorizing the City Administrator to advertise a RFP for the sale of property on Ann Street. **Vote:** Unanimous. Motion carried.

Motion: Blain made a motion, seconded by Jordan authorizing the City Administrator to enter into contractual negotiations for the potential acquisition of property on Highway 378. **Vote:** Unanimous. Motion carried.

May 6, 2024

ADJOURNMENT: **Motion:** Goldfinch made a motion, seconded by White to adjourn the meeting. **Vote:** Unanimous. Motion carried.

APPROVAL OF MINUTES: Minutes approved by City Council this _____ day of _____, 2024.

Alicia Shelley, City Clerk

DATE: MAY 20, 2024
ITEM: V.A.

Presentation of Employee of the Month for May 2024 – Public Works

DATE: MAY 20, 2024
ITEM: V.B.

Proclamation Recognizing June 7, 2024 as National Gun Violence Awareness Day

DATE: MAY 20, 2024
ITEM: V.C.

Proclamation Recognizing May 18-24, 2024 as National Safe Boater Week

DATE: MAY 20, 2024
ITEM: V.D.

Presentation of a Resolution Recognizing the Waccamaw Sertoma Club for 50 Years

DATE: MAY 20, 2024
ITEM: V.E.

ISSUE:

Discussion of Participation in the State Insurance Benefits Program regarding Municipality Councilmember Coverage.

BACKGROUND:

On March 6, 2024, the PEBA Board of Directors voted unanimously to amend the definition of “Employee” for the purposes of eligibility to participate in the state insurance benefits program. This amendment allows councils of participating counties and municipalities to exercise a one-time, irrevocable option to exclude their councilmembers from the definition of “Employee.”

Councils of currently participating counties and municipalities must submit an addendum to their participation resolution to PEBA no later than July 1, 2024, indicating whether their councilmembers will remain eligible Employees in the state insurance benefits program or if they will be excluded. This election applies to all members of council and is irrevocable for the duration of the City’s period of coverage in the state insurance benefits program. If council elects to exclude councilmembers from coverage, currently enrolled councilmembers will lose all coverage under the state insurance benefits program on the effective date of the addendum.

RECOMMENDATION:

Staff needs guidance from Council on addendum to employer resolution for participation in the state insurance benefits program (SC PEBA) regarding councilmember coverage.



Addendum to Employer Resolution for Participation in the State Insurance Benefits Program regarding County/Municipality Councilmember Coverage

Complete the form below and submit via mail or email to:

S.C. PEBA
Attn: Insurance Employer Audit
202 Arbor Lake Drive
Columbia, SC 29223

EmployerAudits@peba.sc.gov

As an addendum to the resolution entered into by the _____ (Employer) for
County/Municipality Name

Participation in the State Insurance Benefits Program, the _____ Council of
County/Town/City

_____ (Council) hereby makes the following election regarding the eligibility of
County/Municipality Name

elected members of the Council to participate as active employees in the State Insurance Benefits Program (Program) offered by the South Carolina Public Employee Benefit Authority (PEBA) pursuant to Section 1-11-703 et seq. of the 1976 Code of Laws:

Select one only.

- ☐ Members of the Council will be considered Active Employees of the Employer for the purposes of participation in the State Insurance Benefits Program (*only available if Councilmembers are paid and are eligible for participation in the South Carolina Retirement Systems*); or
- ☐ Members of the Council will **not** be considered Active Employees of the Employer for the purposes of participation in the State Insurance Benefits Program.

In making this election, the Council hereby understands, acknowledges and agrees that:

1. The election made above is a material requirement for participation in the Program established by the PEBA Board of Directors and is irrevocable during the Employer's period of participation in the Program;
2. The election made above applies only to Councilmembers' participation in the Program, and does not affect Councilmembers' participation in the South Carolina Retirement Systems;
3. If the Council has elected to decline coverage, Councilmembers will not be considered Employees of the Employer, as that term is defined in the State Health Plan, for purposes of eligibility and participation in the Program, and will not be eligible for any benefit offered under the Program as an Active Employee by virtue of membership on the Council; service on the Council will not be taken into consideration for eligibility for retiree insurance coverage under

the Program; and the Council and Employer irrevocably waive and disclaim any rights the Employer or its Councilmembers may have regarding Councilmembers' benefits from the Program as a result of their service on the Council after the date of this election; and

4. The election made above will not be effective until it is received in good order and approved by PEBA, and nothing in this election alters any other obligations Employer has to properly and timely administer insurance benefits under the Program for other Employees of the Employer in accordance with the requirements established by PEBA.

IN WITNESS WHEREOF, we have hereunto set our hands and authority at the meeting of the

_____ Council of the _____
County/Town/City County/Municipality Name
County of _____, South Carolina, held at _____
County Location
this _____ day of _____, 20_____.
Day Month

Signatures of Council Members

A majority must sign.

_____	_____
_____	_____
_____	_____
_____	_____

Certification

I _____, _____ of the aforesaid Employer, hereby certify
Name Title
that the aforesaid Council consists of _____ duly elected members, and that as stated above,
Number
_____ members voted in favor of the above Addendum.
Number

IN WITNESS WHEREOF, I have hereunto set my hand and the authority of the aforesaid Employer.

_____	_____	_____
<small>Signature</small>	<small>Date</small>	<small>Employer Group Number</small>

DATE: MAY 20, 2024

ITEM: V.F.

ISSUE:

Special presentation of a request by Rob Tanner of Impeccable Development, applicant, to annex approximately 11.22 acres of property located on Hwy 501, past the intersection of Wild Wing Blvd and Hwy 501 (PIN 383-00-00-0323), and rezone from the Horry County Highway Commercial (HC) to the City of Conway Highway Commercial (HC) zoning district.

BACKGROUND:

On April 9th, 2024, the applicant submitted an annexation and rezoning application for the subject property, located on Hwy 501, past the intersection of Wild Wing Blvd and Hwy 501. The property is currently zoned Horry County Highway Commercial (HC) and is currently vacant. The application to annex and rezone does not specify the proposed use of the property, and it is not *required* that the use be provided. Any use in the requested zoning district would be permitted should the request be approved. The property is a donut hole along this portion of Hwy 501, and the adjacent parcel was annexed last year as Highway Commercial for development of two separate fast-food chains (Freddy's & Popeye's Chicken).

Per Section 3.2.10 of the UDO, the intent of the Highway Commercial (HC) district is to *provide compatible locations to serve the automobile-oriented commercial activities in harmony with major highway developments, reduce traffic congestions and to enhance the aesthetic atmosphere of the City.*

Surrounding uses/Zoning Districts:

The property abuts parcels zoned City of Conway Light Industrial (LI), City of Conway Highway Commercial, and City of Conway Planned Development (PD) district (Wild Wing PD). Adjacent uses in a self-storage facility, vacant property (currently proposed to be developed) and one of the multifamily developments in the Wild Wing PD.

CITY OF CONWAY COMPREHENSIVE PLAN:

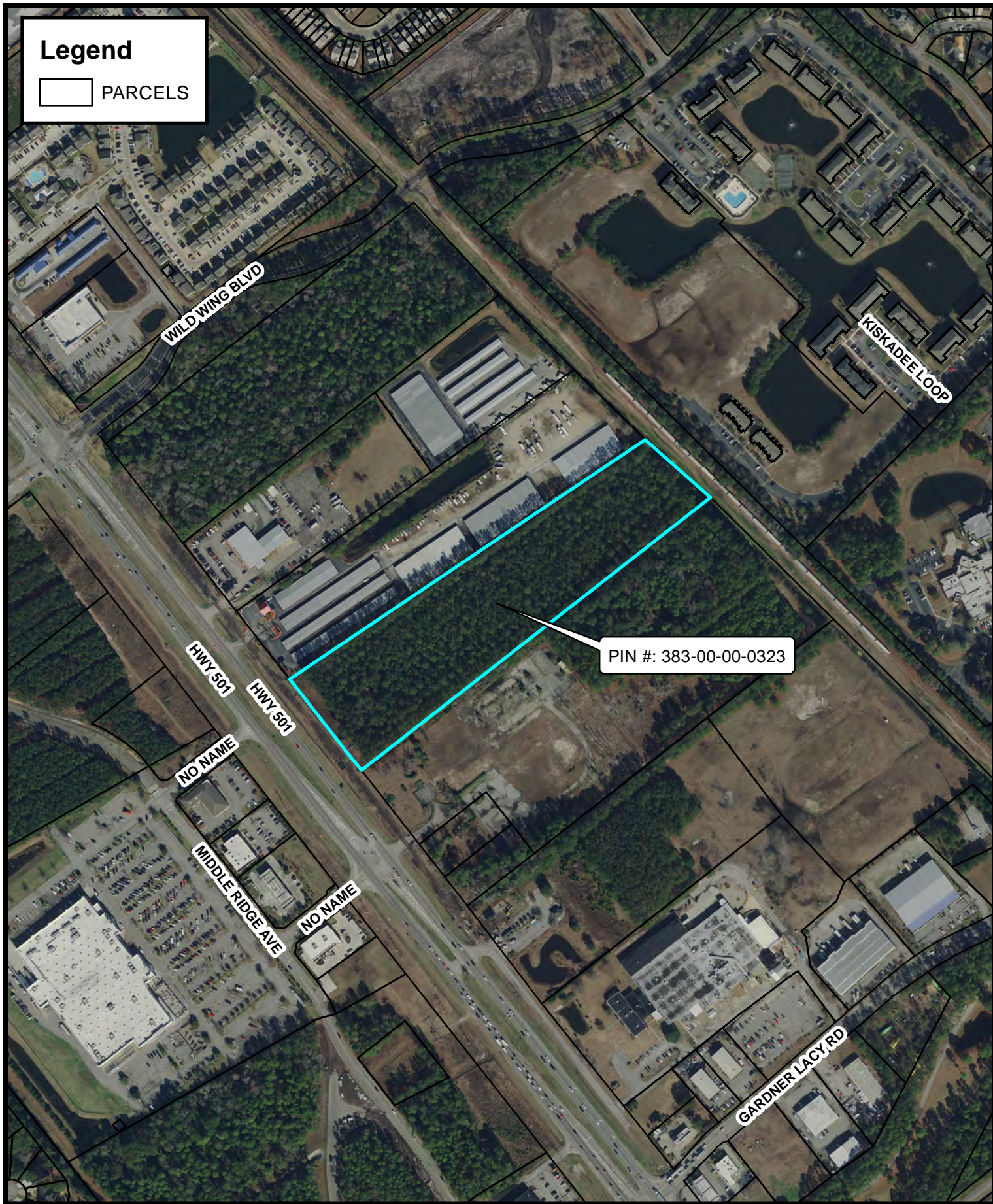
The future land use map of the *Comprehensive Plan* also identifies the entire parcel as *Highway Commercial (HC)*.

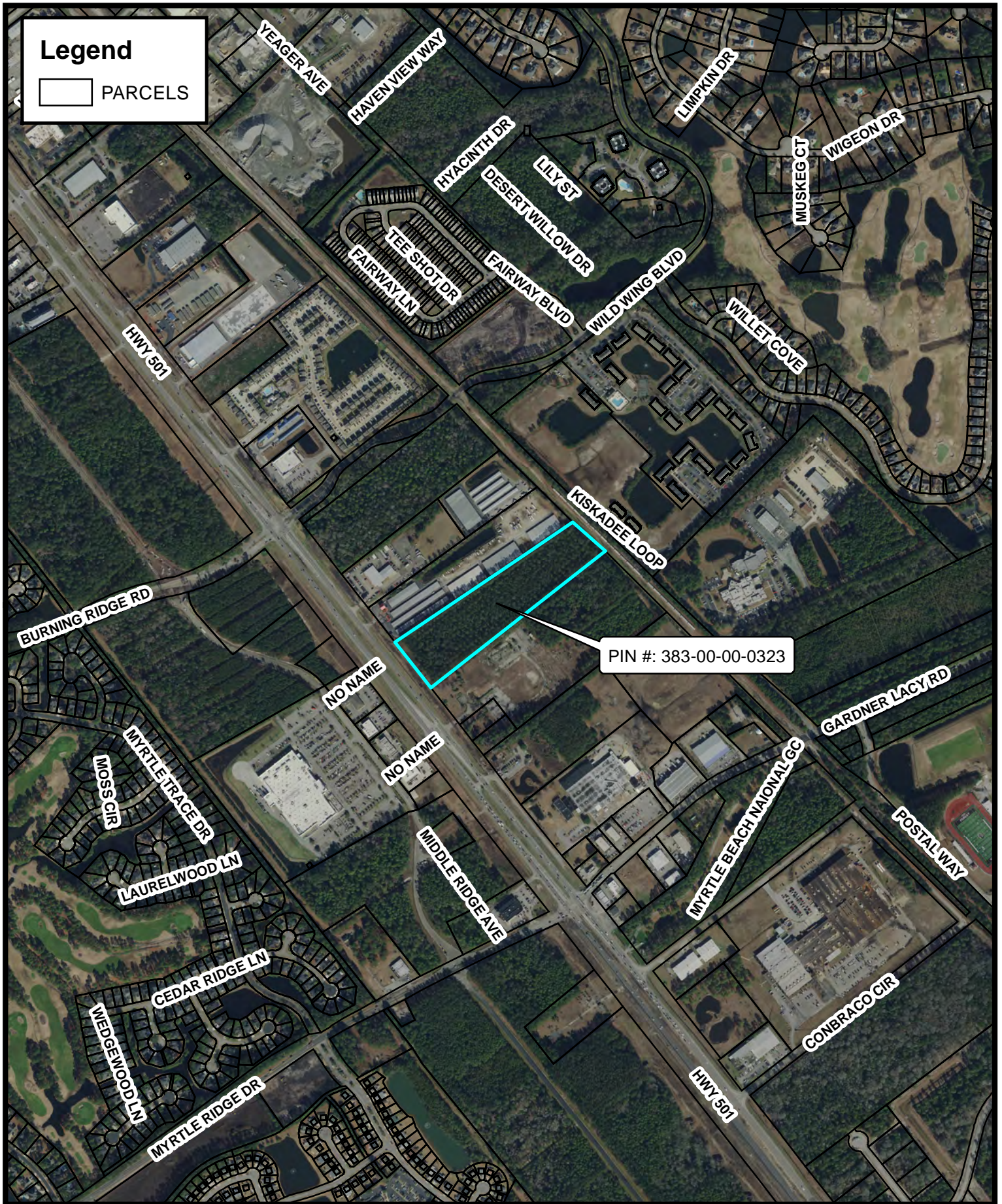
PLANNING COMMISSION:

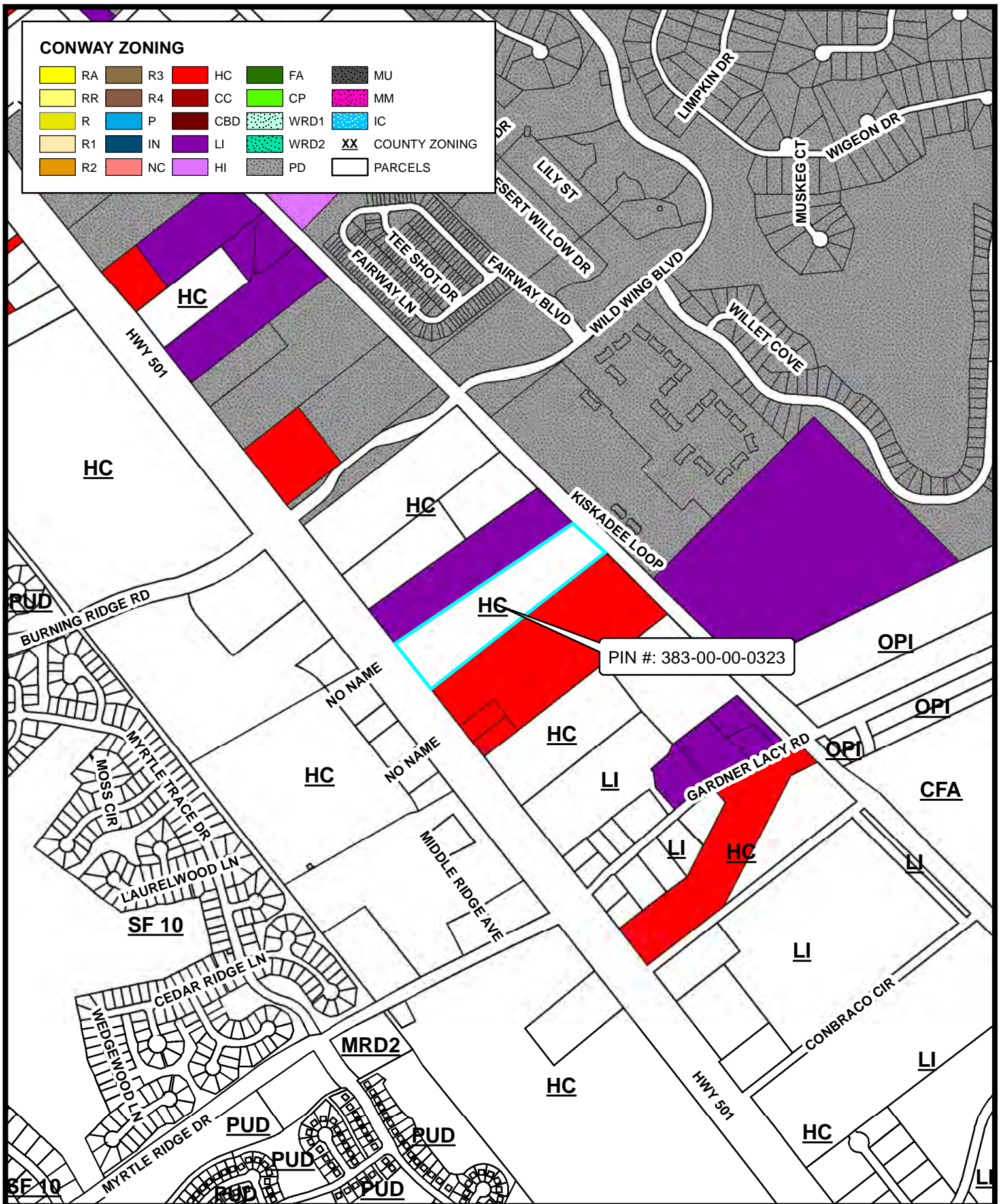
Planning Commission is scheduled to consider the request and hold a public hearing at their June 6th meeting. Staff will forward their recommendation with First Reading of the request.

ATTACHMENTS:













Application;
GIS Maps

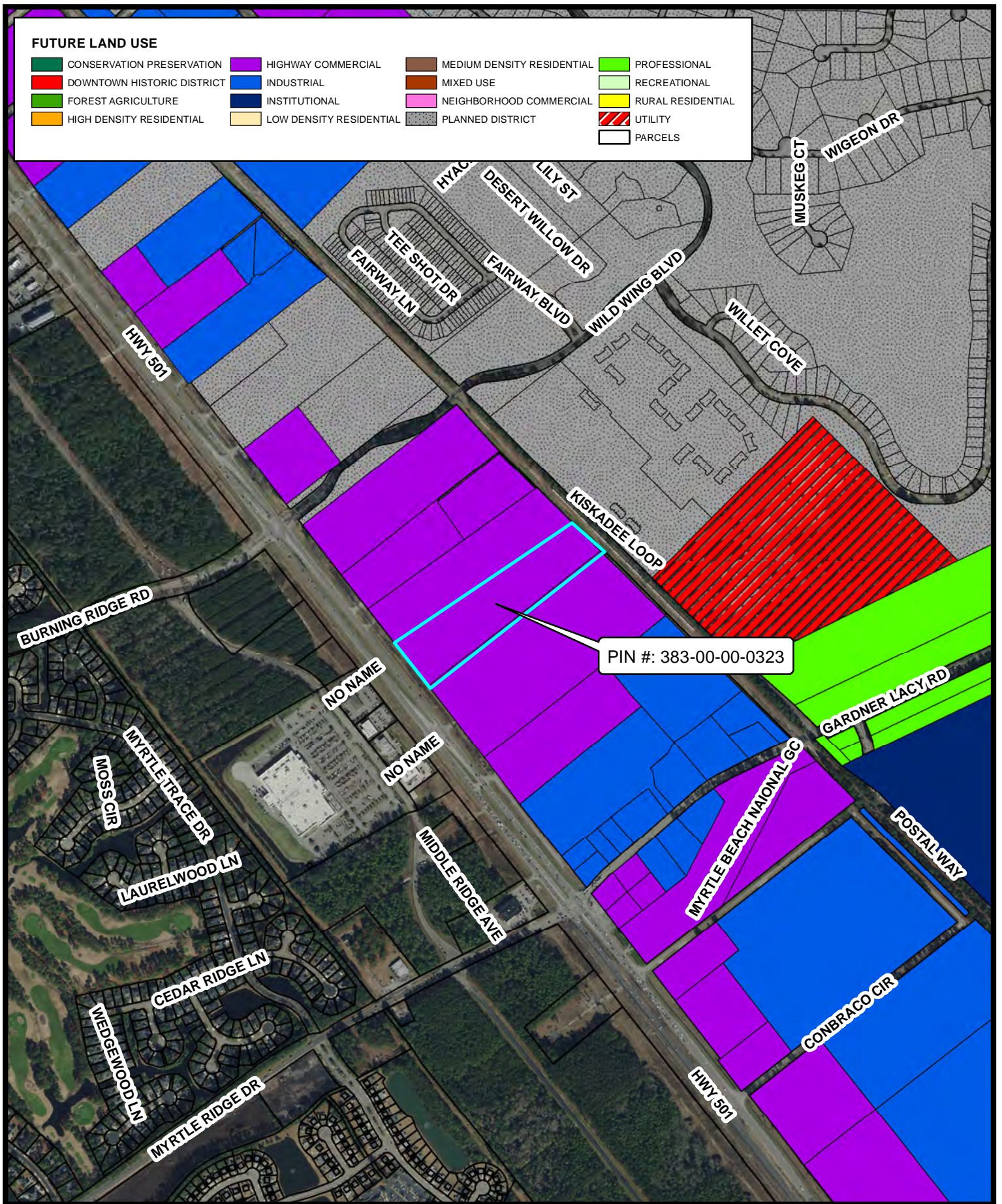


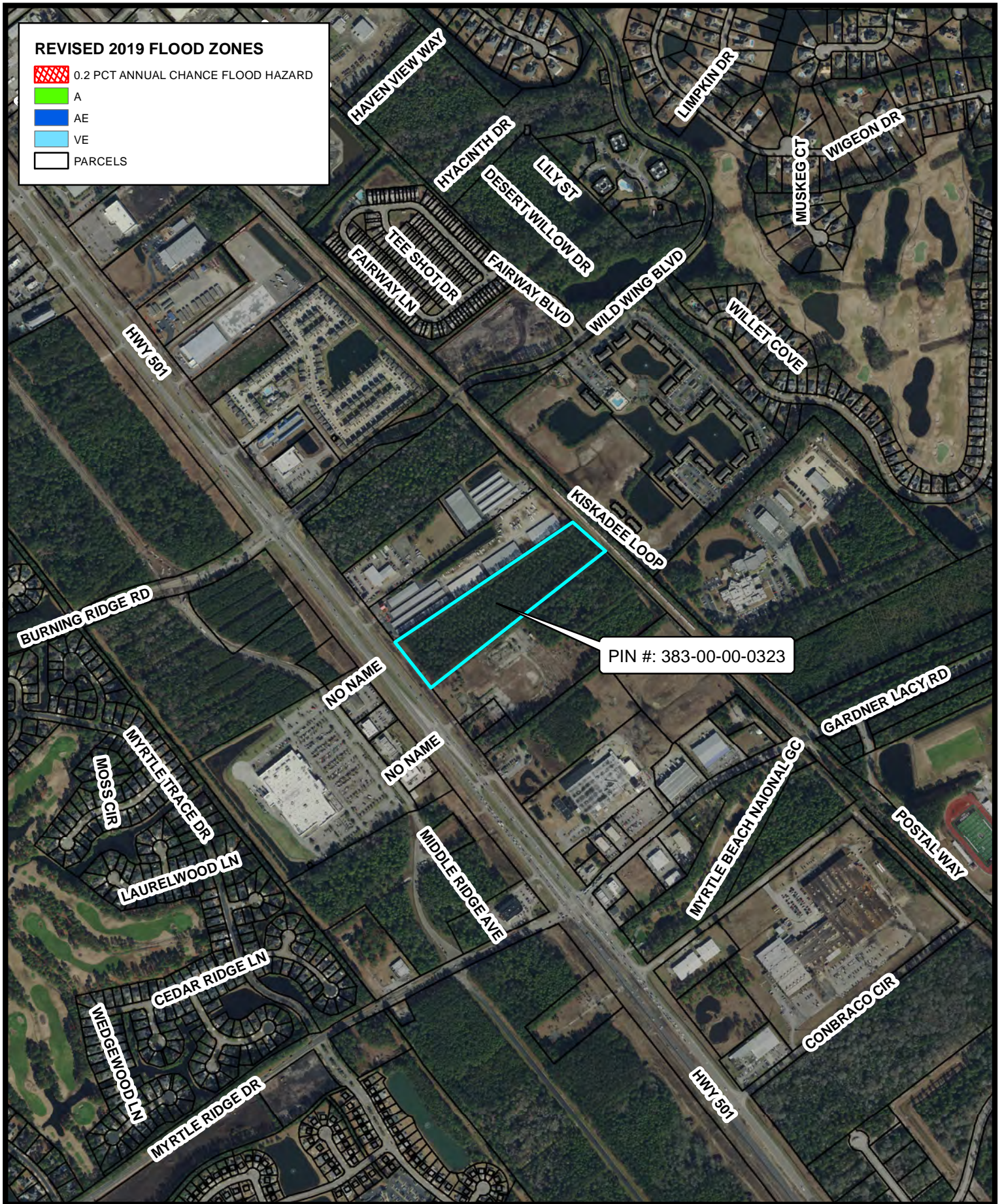




FUTURE LAND USE

 CONSERVATION PRESERVATION	 HIGHWAY COMMERCIAL	 MEDIUM DENSITY RESIDENTIAL	 PROFESSIONAL
 DOWNTOWN HISTORIC DISTRICT	 INDUSTRIAL	 MIXED USE	 RECREATIONAL
 FOREST AGRICULTURE	 INSTITUTIONAL	 NEIGHBORHOOD COMMERCIAL	 RURAL RESIDENTIAL
 HIGH DENSITY RESIDENTIAL	 LOW DENSITY RESIDENTIAL	 PLANNED DISTRICT	 UTILITY
			 PARCELS







PETITION FOR ANNEXATION

Staff Use Only

 Received: _____
 BS&A #: _____

 City of Conway Planning
 Department 196 Laurel Street, 29526

 Phone: (843) 488-9888
 Conway, South Carolina

www.cityofconway.com
Instructions:

- Fill out all 3 pages
- Submit signed forms to City of Conway Planning Department

 STATE OF SOUTH CAROLINA)
)
 COUNTY OF HORRY)

PETITION FOR ANNEXATION
TO THE HONORABLE MAYOR AND CITY COUNCIL OF CONWAY

WHEREAS, § 5-3-150 (3) of the Code of Laws of South Carolina provides for the annexation of an area or property which is contiguous to a City by filing with the municipal governing body a petition signed by all persons owning real estate in the area requesting annexation; and

WHEREAS, the undersigned are all persons owning real estate in the area requesting annexation; and

WHEREAS, the area requesting annexation is described as follows, to wit:

NOW, THEREFORE, the undersigned petition the City Council of Conway to annex the below described area into the municipal limits of the City of Conway.

 PROPERTY LOCATION/SUBDIVISION: US-501, Conway, Horry County, South Carolina

 PIN: 38300000323 ACREAGE: 11.22

 PROPERTY ADDRESS: Near 2787 US-501, Conway, SC 29526

 PROPERTY OWNER MAILING ADDRESS: 621 NW 53rd Street Suite 320, Boca Raton, FL, 33487

 PROPERTY OWNER TELEPHONE NUMBER: 717-891-5168

 PROPERTY OWNER EMAIL: rob@impeccabledevelopment.com

 APPLICANT: Rob Tanner

 APPLICANT'S EMAIL: rob@impeccabledevelopment.com

 IS THE APPLICANT THE PROPERTY OWNER? CIRCLE: YES ☒ NO ☐

IF NOT: PLEASE INCLUDE A LETTER OF AGENCY OR POWER OF ATTORNEY FROM THE OWNER ADDING RESPONSIBILITY TO THE APPLICANT.

PROPERTY OWNERS (Attach additional sheets if necessary)

Rob Tanner

(Print)

[Signature]

(Signature)

 DATE: 4/10/24

(Print)

(Signature)

DATE: _____



PETITION FOR ANNEXATION

Staff Use Only

 Received: _____
 BS&A #: _____

 Is there a structure on the lot: NO Structure Type: _____

 Current Use: VACANT

Are there any wetlands on the property?

 CIRCLE: YES ☐ NO ☒

If yes, please include valid wetland delineation letter from army corps of engineers.

Is the property restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted or proposed use of the land?

 CIRCLE: YES ☐ NO ☒

If yes, please explain and provide a copy of covenant and/or restriction.

Is the city a party to any deed restrictions or easements existing on the property?

 CIRCLE: YES ☐ NO ☒

If yes, please describe.

Are there any building permits in progress or pending for this property?

 CIRCLE: YES ☐ NO ☒

If yes, please provide permit number and jurisdiction.

FEES ARE DUE AT SUBMITTAL.
RI ZONING DISTRICT – NO FEE ALL OTHER ZONING DISTRICTS - \$ 250
PLEASE SUBMIT TO THE PLANNING & DEVELOPMENT DEPARTMENT
planning@cityofconway.com



Zoning Map Amendment Application

Incomplete applications will not be accepted.

Staff Use Only

Received: _____
BS&A #: _____

City of Conway Planning Department
196 Laurel Street, 29526

Phone: (843) 488-9888
Conway, South Carolina

www.cityofconway.com

Notice

All zoning map amendments shall follow the procedures set forth in Section 13.1.7 of the City of Conway Unified Development Ordinance. Amendments to the Official Zoning Map shall be initiated by members of City Council, the Planning Commission, the Planning Director, or owner(s) of the subject property. In order to partially defray the administrative cost of zoning map amendments, the applicant shall pay a filing fee to the City of Conway in the amount of \$250.00 at the time this application is submitted. Planned Development rezonings are \$2,500.00 and Planned Development Amendments are \$500.00, and due at the time of submission. A plat of the property to be rezoned may be required with this application.

PHYSICAL ADDRESS OF PROPERTY: Near 2787 US-501, Conway, SC 29526 FEE PAID () YES () NO

AREA OF SUBJECT PROPERTY (ACREAGE): 11.22 PIN: 38300000323

CURRENT ZONING CLASSIFICATION: Highway Commercial (HC)

COMPREHENSIVE PLAN 2035 FUTURE LAND USE: Suburban/Commercial Corridors

REQUESTED ZONING CLASSIFICATION: Highway Commercial (HC)

NAME OF PROPERTY OWNER(S):

Rob Tanner PHONE # 717-891-5168

PHONE # _____

MAILING ADDRESS OF PROPERTY OWNER(S):

621 NW 53rd Street Suite 320, Boca Raton, FL, 33487

I (we) the owner(s) do hereby certify that all information presented in this Zoning Map Amendment Application is correct.

DocuSigned by: Rob Tanner 4/9/2024
PROPERTY OWNER'S SIGNATURE(S) DATE

PROPERTY OWNER'S SIGNATURE(S) DATE

THE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE MEETING.

DATE: MAY 20, 2024
ITEM: V.G.

ISSUE:

Special presentation of a request by the City of Conway, agent, to rezone approximately 3.31 acres of property located at 695 Century Circle (PIN 383-06-03-0005) from the City of Conway Planned Development (PD) district to the City of Conway Light Industrial (LI) district.

BACKGROUND:

In 2006, the subject property was annexed into the City as an existing Planned Development (PD) district – part of the Atlantic Center industrial park. Properties within the Atlantic Center are also subject to Protective Covenants and Easements. *Article IV, Section 4.2 – Permitted Uses*, of the *Covenants and Easements* outlines the Permitted Uses for the property as well as uses that are NOT permitted; one of which is “*Heavy equipment dealerships, sales yards or sales locations*”. A copy of the ordinance (Ord. #ZA2006-07-24 (B)) annexing the property as a PD is included.

In July 2022, the Zoning Administrator, in response to a request for a “Zoning Determination / Verification Letter” provided the letter stating that the proposed use – H&E Equipment Services – would not be a permitted use based on the PD documents and the Protective Covenants and Easements for the property. Following this, there were several emails and discussions regarding the proposed use, and whether or not the use could be permitted with the approval of the POA or if the original developer would have to lift the restriction. At some point between July 2022 and August 2022, there had been a determination made that the use could be permitted with approval from the Atlantic Center POA, which represents the entire Atlantic Center; most of which is part of the same original PUD (Planned Unit Development) from 1989.

In August 2022, the Atlantic Business Center POA provided the applicant with a letter stating the POA agreed that H&E Equipment Services was an approved use with the following conditions:

1. Property use is rental only;
2. Brick water table added to the front of the building;
3. BOD approved required for final engineering plans.

In November 2022, the applicant provided another letter from the Atlantic Center POA stating that the applicant had satisfied all of the aforementioned conditions and approved the use as submitted.

It was not until the project was near completion, at the time a Certificate of Occupancy was being requested, that staff realized the current zoning of the property – a Planned Development (PD), did not permit the use, and regardless of the Atlantic Center’s approval of the use, it did not change the permitted uses or the prohibited uses of the property. The City’s zoning ordinance is still applicable, even with the approval of the POA. In 2006, when the property was annexed, the property could have been zoned as another district that would have permitted the use, and with the approval of the POA, the use would have

been permitted. However, the zoning assigned at annexation was PD, which mirrored the Protective Covenants and Easements for the Atlantic Center industrial park and regardless of the approval being provided from the POA, the use is still prohibited under the current zoning, which makes the use legal nonconforming since permits were approved and issued to develop such use, and subsequently developed. While the use is legally permitted, as a legal nonconforming use, the use could never be expanded outside the current building footprint and if the property were to ever be up for sale, the nonconforming use could become an issue for a future owner.

To rectify the situation, staff proposes to rezone the property from the Planned Development (PD) district to the Light Industrial (LI) district, which would permit the now existing use. The City is the applicant, as the situation was created through no fault of the owner. The property owner has signed the rezoning application and provided a signed designation of agent form. Rezoning the property to LI does not impact the Protective Covenants and Easements for the Atlantic Center.

There are six (6) other properties within the Atlantic Center that are within the City limits of Conway. Five (5) of them are zoned Light Industrial. The other one is zoned Institutional (IN) and is where the City's fire station 3 is located.

Per Section 3.2.13 of the UDO, the intent of the Light Industrial (LI) district is to *provide areas for light industrial uses, such as manufacturing, processing, repairing of goods, wholesaling, storage, packaging, distribution and retailing while ensuring adjacent and nearby properties are not adversely impacted.*

Additionally, a Planned Development (PD) district should consist of a mixture of uses, including (but not limited to) different residential dwelling types, densities, as well as a commercial component. A property that is zoned PD with a single use, like the one that exist on this property, does not meet the intent of a PD district.

Surrounding uses/Zoning Districts:

Property on both sides of the subject property are in the City limits of Conway, with one zoned Light Industrial (LI) and the other zoned Institutional (IN). Other surrounding properties are zoned Horry County Planned Unit Development (PUD), which today would be Planned Development District. Teknoware, a fire station, Builders First Source, Southeastern Paper Group, and Glendinning Marine Products are all businesses/institutions that surround the subject property within the Atlantic Center.

CITY OF CONWAY COMPREHENSIVE PLAN:

The future land use map of the *Comprehensive Plan* also identifies the property as a *Planned Development (PD) district*. The intent of a PD is to *provide for large-scale, quality development projects with mixed land uses which create a superior environment through unified development and provide for the application of design ingenuity while protecting surrounding developments.*

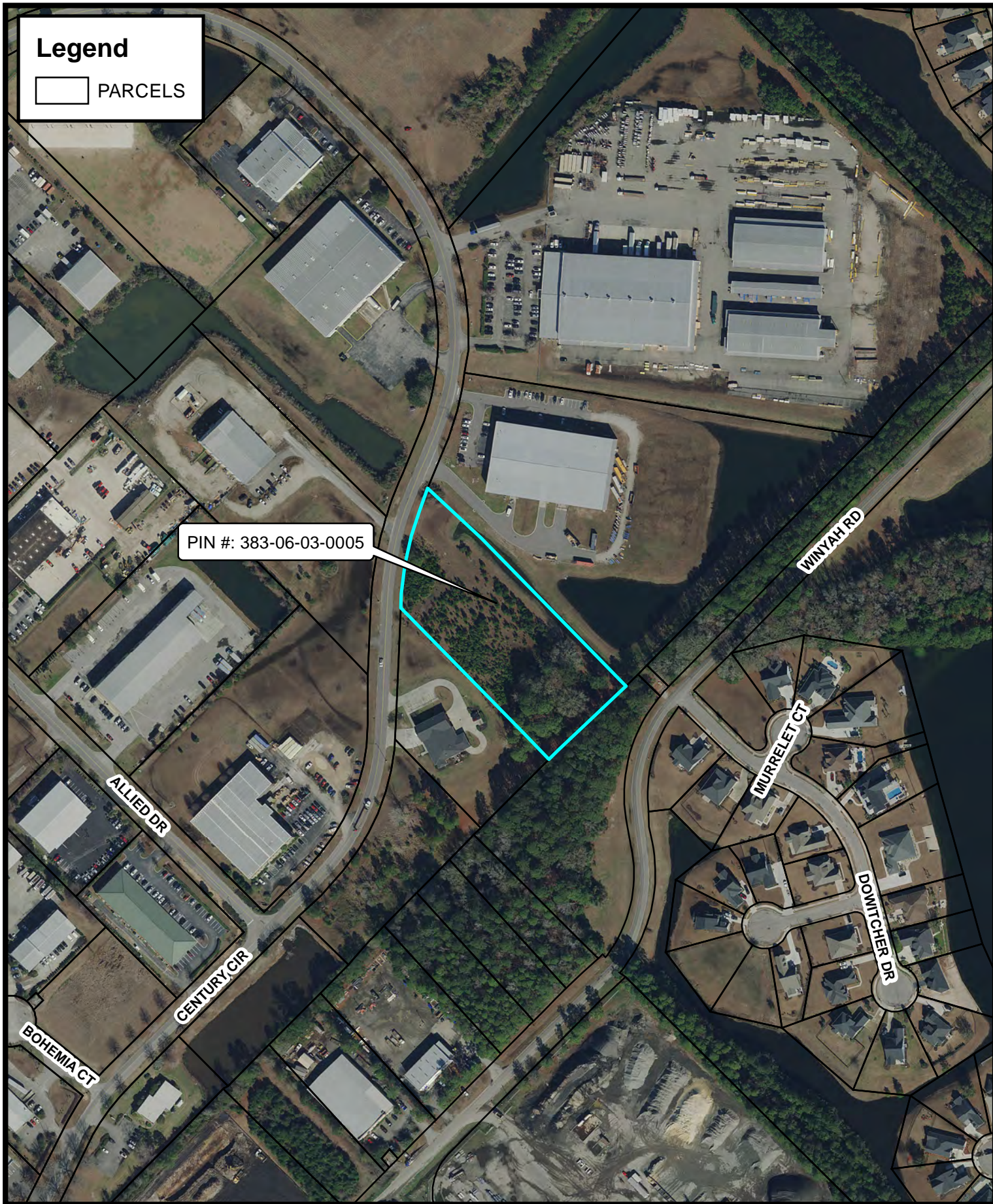
PLANNING COMMISSION:

Planning Commission is scheduled to consider the request and hold a public hearing at their June 6th meeting. Staff will forward their recommendation with First Reading of the request.

ATTACHMENTS:

Application;

GIS Maps



Legend

 PARCELS

PIN #: 383-06-03-0005

ALLIED DR

CENTURY CIR

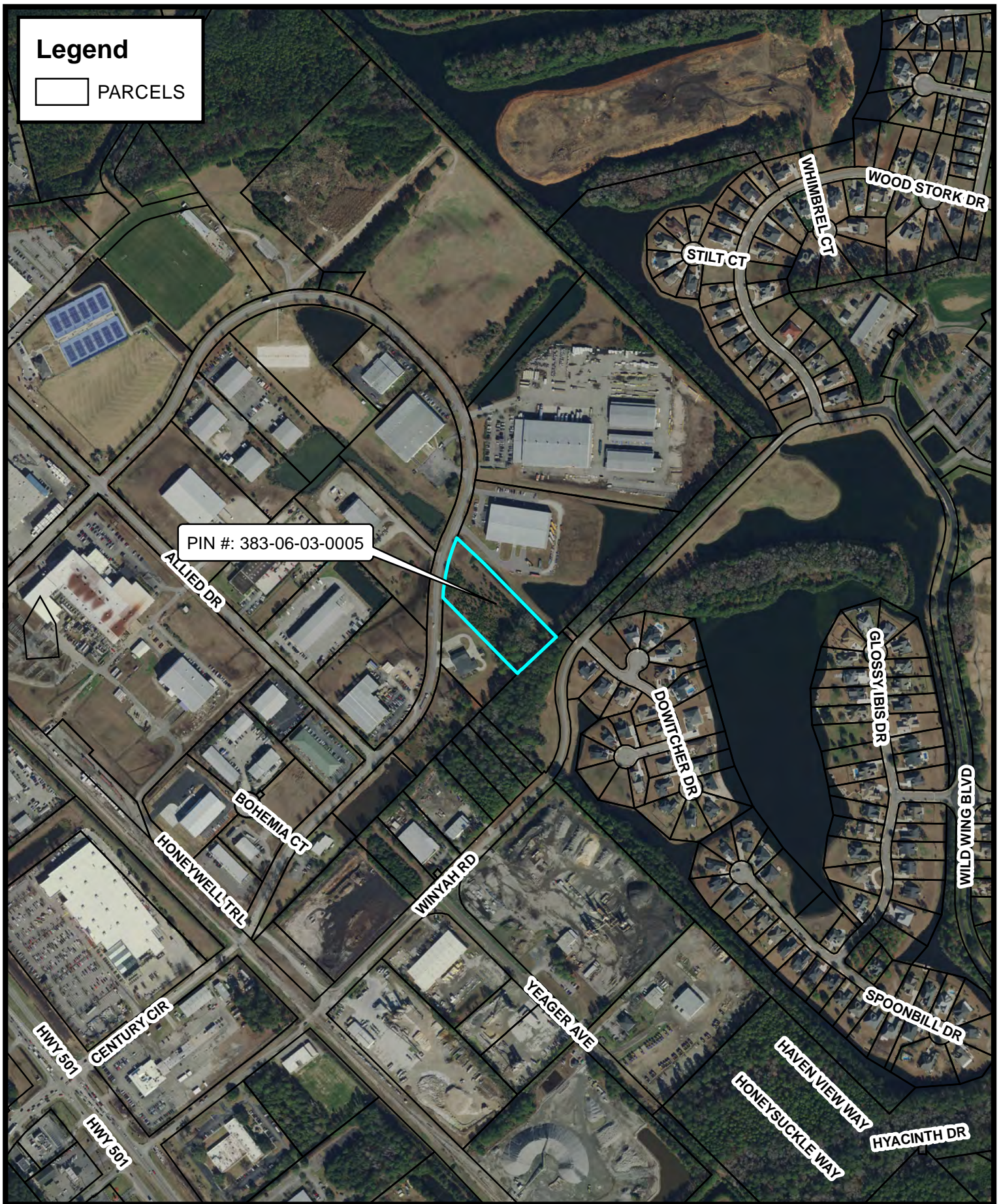
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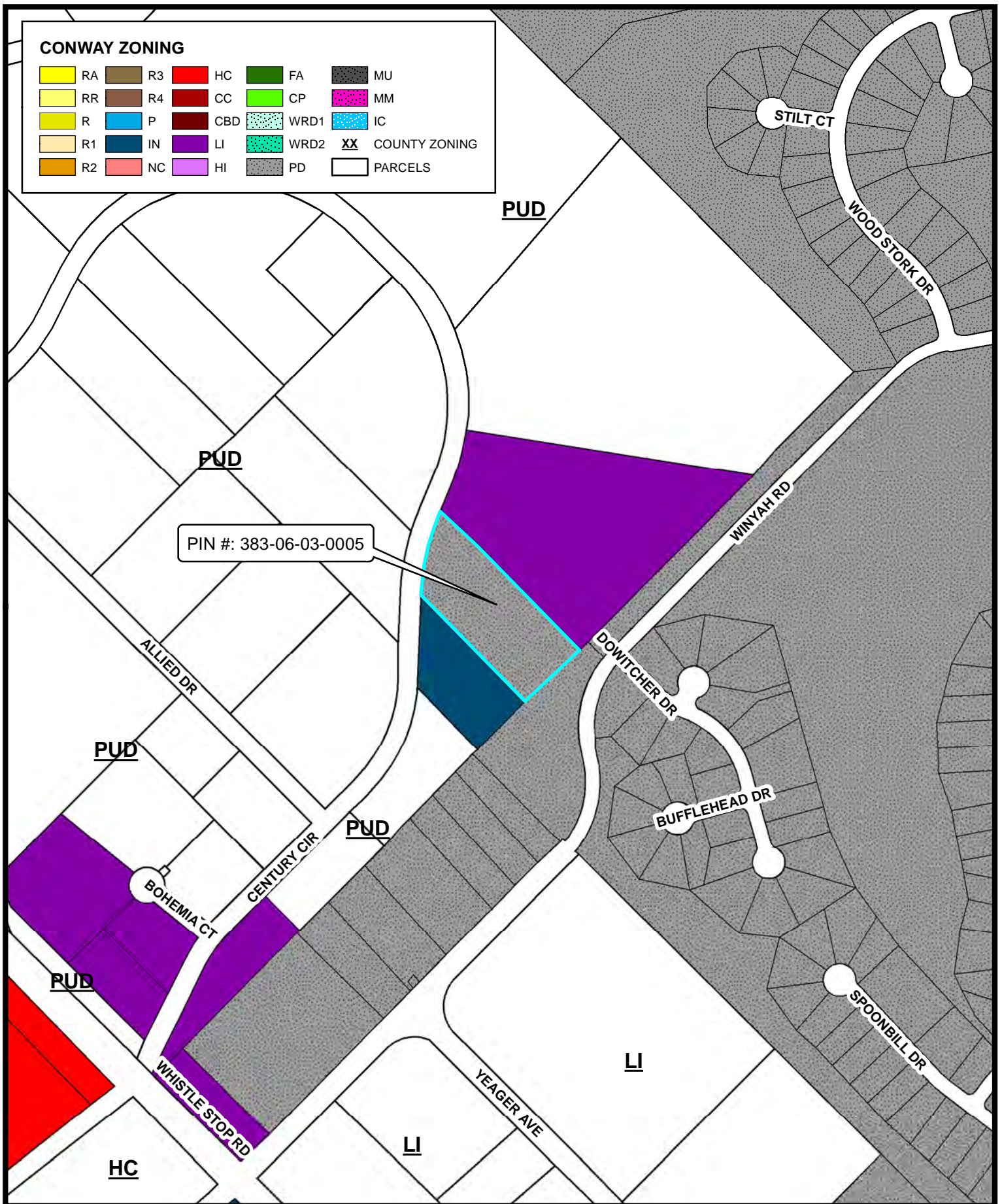
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MURRELET CT

DOWITCHER DR

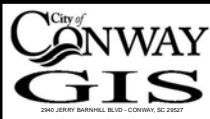
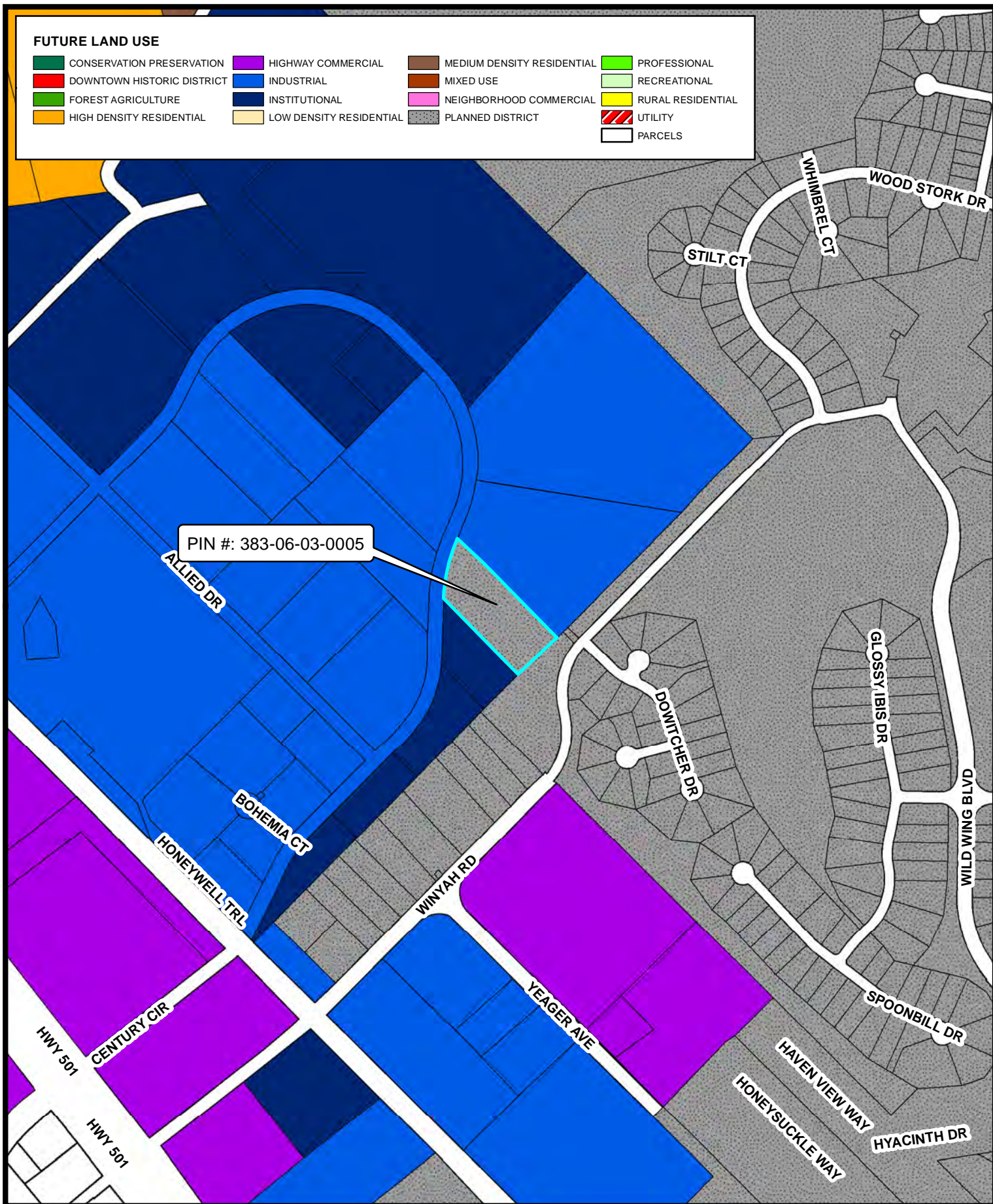






FUTURE LAND USE

CONSERVATION PRESERVATION	HIGHWAY COMMERCIAL	MEDIUM DENSITY RESIDENTIAL	PROFESSIONAL
DOWNTOWN HISTORIC DISTRICT	INDUSTRIAL	MIXED USE	RECREATIONAL
FOREST AGRICULTURE	INSTITUTIONAL	NEIGHBORHOOD COMMERCIAL	RURAL RESIDENTIAL
HIGH DENSITY RESIDENTIAL	LOW DENSITY RESIDENTIAL	PLANNED DISTRICT	UTILITY
			PARCELS








Disclaimer: This map is a graphic representation only. It is NOT a survey. All efforts have been made to ensure its accuracy. However, the City of Conway disclaims all responsibility & liability for the use of this map.

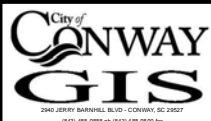
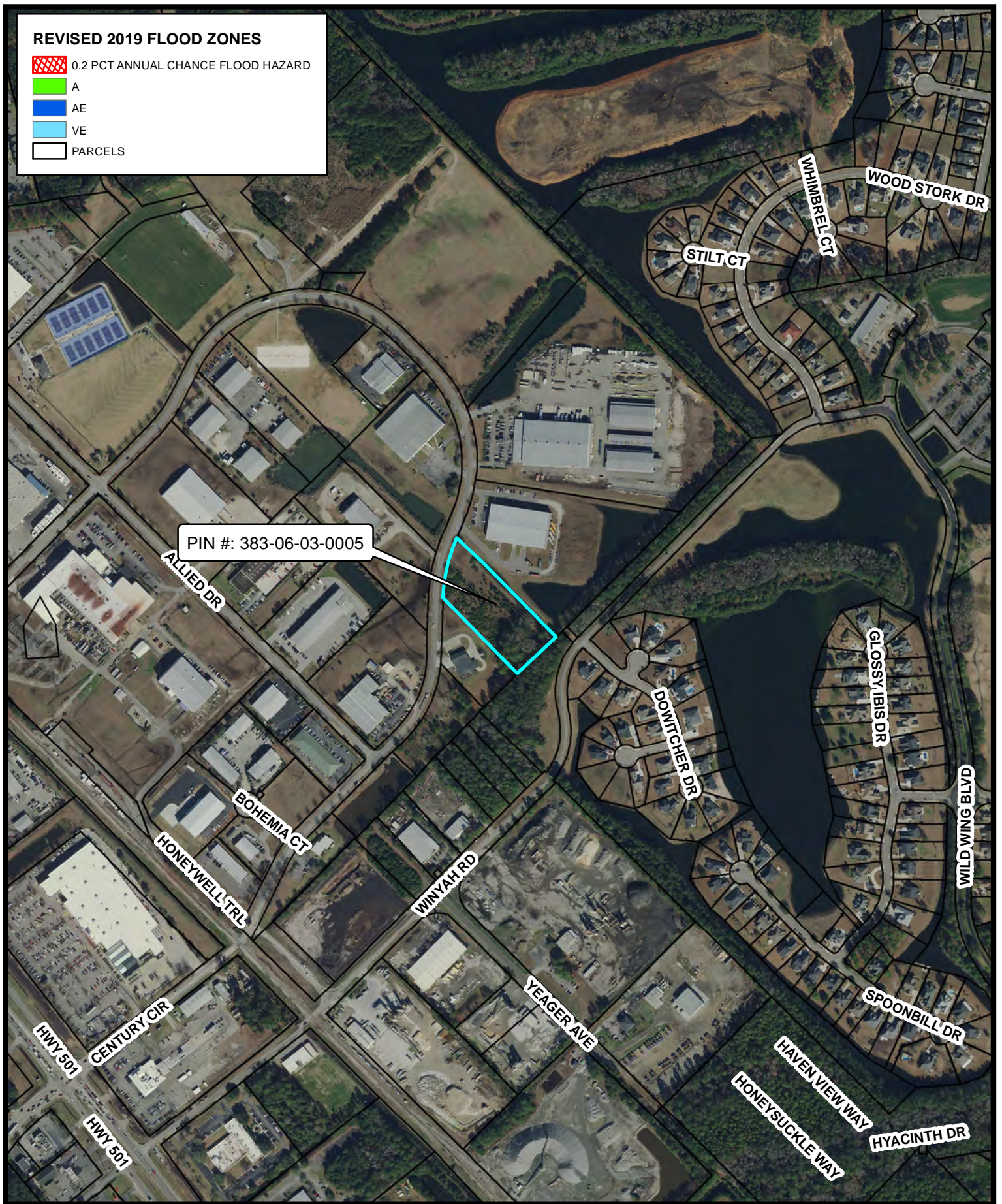


PIN #: 383-06-03-0005
TMS #: 151-00-04-180
695 CENTURY CIR
(P24-0104)



REVISED 2019 FLOOD ZONES

-  0.2 PCT ANNUAL CHANCE FLOOD HAZARD
-  A
-  AE
-  VE
-  PARCELS



Disclaimer: This map is a graphic representation only. It is NOT a survey. All efforts have been made to ensure its accuracy. However, the City of Conway disclaims all responsibility & liability for the use of this map.



PIN #: 383-06-03-0005
TMS #: 151-00-04-180
695 CENTURY CIR
(P24-0104)





PLANNING DEPARTMENT

196 LAUREL STREET
CONWAY, SOUTH CAROLINA 29526
843-488-9888
WWW.CITYOFCONWAY.COM

DESIGNATION OF AGENT

(If the Property Owner Wishes To Appoint an Agent to Represent Him or Herself)

Agents Name: City of Conway
Address: 196 Laurel St., Conway, SC 29526
Telephone: 843-488-9888 Email: jhucks@conwaysc.gov

I hereby appoint the person(s) listed above as agent to act on my behalf for the purpose of filing such application for a variance/rezoning request as he/she shall deem necessary and proper.

Carolyn E Martin
PROPERTY OWNER(S) NAME (PRINT)

Carol E. Martin
PROPERTY OWNER SIGNATURE

4/25/24
DATE



Zoning Map Amendment Application

Incomplete applications will not be accepted.

Staff Use Only

Received: _____

BS&A #: _____

City of Conway Planning Department
196 Laurel Street, 29526

Phone: (843) 488-9888
Conway, South Carolina

www.cityofconway.com

Notice

All zoning map amendments shall follow the procedures set forth in Section 13.1.7 of the City of Conway Unified Development Ordinance. Amendments to the Official Zoning Map shall be initiated by members of City Council, the Planning Commission, the Planning Director, or owner(s) of the subject property. In order to partially defray the administrative cost of zoning map amendments, the applicant shall pay a filing fee to the City of Conway in the amount of \$250.00 at the time this application is submitted. Planned Development rezonings are \$2,500.00 and Planned Development Amendments are \$500.00, and due at the time of submission. A plat of the property to be rezoned may be required with this application.

PHYSICAL ADDRESS OF PROPERTY: 695 Century Circle FEE PAID ☐ YES ☐ NO

AREA OF SUBJECT PROPERTY (ACREAGE): 3.31 acres PIN: 383-06-03-0005

CURRENT ZONING CLASSIFICATION: Planned Development (PD) district

COMPREHENSIVE PLAN 2035 FUTURE LAND USE: _____

REQUESTED ZONING CLASSIFICATION: Light Industrial (LI)

NAME OF PROPERTY OWNER(S):

HE Conway LLC

PHONE # _____

PHONE # _____

MAILING ADDRESS OF PROPERTY OWNER(S):

450 Main St., Baton Rouge, LA 70801-1906

I (we) the owner(s) do hereby certify that all information presented in this Zoning Map Amendment Application is correct.


PROPERTY OWNER'S SIGNATURE(S)

4/25/24
DATE

PROPERTY OWNER'S SIGNATURE(S)

DATE

THE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE MEETING.

DATE: MAY 20, 2024
ITEM: VI.

ISSUE:

Final Reading of **Ordinance #2024-05-20 (A)** to amend Title 7 - Licensing and Regulation, Chapter 2 – Alcoholic Beverages, Section 7-2-1, Alcoholic Beverages on Public Property; Public Consumption; Exemptions, of the City of Conway Municipal Code.

BACKGROUND:

At the April 15, 2024, City Council meeting, Kelli James with the Conway Chamber of Commerce asked City Council to consider amending Section 7-2-1 to allow for the sale of beer in cans at the annual Riverfest celebration. The vendor used by the Chamber is moving away from providing beer in kegs and plans to instead provide the beer for the event in cans. James expressed concern that having to pour the beer from cans into opaque cups added unnecessary expense, inefficiency and waste without any obvious improvement to the event or protection of the public.

During Council input, staff was asked to look at the ordinance and make other recommendations if needed to update the ordinance.

The ordinance as attached hereto makes several changes to improve the dependability of special event offerings to the restaurants that choose to participate in them. The changes will also allow for reduced liability concerns for special event promoters. And finally, the requirement for opaque cups is removed from the ordinance, with the prohibition on glass bottles or containers remaining to limit potential harmful debris.

RECOMMENDATION

Staff recommends final approval of the amended ordinance as attached.

ORDINANCE #2024-05-20 (A)

**AMENDING TITLE 7, LICENSING AND REGULATION
CHAPTER 2, ALCHOLIC BEVERAGES ON PUBLIC PROPERTY**

WHEREAS, the CITY of CONWAY has enacted regulations within its Code of Ordinances governing the consumption of alcohol on public property, found in Section 7-2; and

WHEREAS, within this Section, in subparagraph 1, during special events certain exemptions are made to the blanket prohibition against alcohol on public property;

WHEREAS, generally, the consumption of alcohol during special events, has proven to have very little issues associated with it, yet the exemptions section as written has been unwieldy and cumbersome for event promoters and restaurants;

WHEREAS, the ordinance as amended will assist organizations holding special events in the City by removing unnecessary liabilities and red tape from the permitting process, while still maintaining the protection of the public property and the safety of event goers and residents; Therefore be it

ORDAINED, by Conway City Council, in council duly assembled, that Section 7-2-1, Alcoholic Beverages on Public Property; Public Consumption; exemptions, be amended as attached hereto.

RATIFIED BY CITY COUNCIL, duly assembled, this _____ day of _____, 2024.

Barbara Jo Blain, Mayor

Larry A. White, Mayor Pro Tem

Amanda Butler, Council Member

William M. Goldfinch IV, Council Member

Julie Ann Hardwick, Council Member

Beth Helms, Council Member

Justin D. Jordan, Council Member

ATTEST: Alicia Shelley, City Clerk

First Reading: _____

Final Reading: _____

[Type here]

Sec. 7-2-1 - Alcoholic beverages on public property; public consumption; exemptions.

It shall be unlawful for any person to consume or possess in an open container, any alcoholic beverage on any public street, sidewalk, alleyway, park, recreation area, parking lot (whether publicly or privately owned, but generally open to members of the public) within the city, whether such person is in a conveyance or not, except as follows:

(1)

Open containers of alcoholic beverages will be allowed, within a designated area, at special events which have been approved by city ~~council and at which the public sale and consumption of alcoholic beverages have been approved by city council as part of the special event permit application.~~

(2)

The designated area of a special event ~~where open containers of alcoholic beverages will be allowed will be defined by the city. The designated area may~~ shall include all or any portion of the entire special event area and may extend beyond streets closed for the special event.

a.

The sale of alcohol within the designated area of a special event is limited to beer and wine.

b.

Special event vendors offering the sale of beer and wine must be in accordance with such licenses and other requirements as may be imposed by the South Carolina Department of Revenue-Alcoholic Beverage Licensing Division. Appropriate insurance, including liquor liability insurance, showing the city as an additional insured will be required.

c.

Any restaurant with a South Carolina ABC alcohol permit located within the designated area of a special event may sell beer and wine from their property and allow consumers to enter public property/event area with an open container.

d.

No alcohol may be served in glass containers, ~~cans~~ or bottles; ~~only opaque paper or plastic containers, with the exception of Styrofoam or similar polystyrene foam material.~~

Nothing herein shall be intended to conflict or abridge the prohibition of alcohol on public property in the city other than that described in this section.

DATE: MAY 20, 2024
ITEM: VII.

ISSUE:

Public Hearing **and** First reading on the Fiscal Year 2024-25 Budget - Ordinance #2024-06-03 (A)
An Ordinance to levy taxes and establish a Municipal Budget for the City of Conway, South Carolina.

BACKGROUND:

The City's Finance Director will review the FY 2024-25 budget proposed at Monday night's meeting.

RECOMMENDATION:

Approve first reading of the City of Conway's Fiscal Year 2024-25 Ordinance.

ORDINANCE #2024-06-03 (A)

AN ORDINANCE TO LEVY TAXES AND ESTABLISH A MUNICIPAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

WHEREAS Section 5-7-260(3) of the South Carolina Code, authorizes a municipal council to adopt budgets and levy tax ordinances:

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Conway, South Carolina, in Council duly assembled, and by the authority of the same, that taxes are hereby levied, and revenue estimates and appropriations are hereby established as set forth in the following Municipal Budget Ordinance for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

SECTION 1. Municipal Budget. That the prepared General Fund, Enterprise/Public Utility Fund, Street/Drainage Fund, Storm Water Fund, Accommodations Tax Fund, Community Development Fund and Hospitality Fee Fund for Fiscal year 2024-25 and the estimated revenue for payment of same are hereby adopted and by reference made a part hereof as if fully incorporated herein.

SECTION 2. Tax Millage. For the support of general governmental functions of the City, an ad valorem tax of 101.7 mills shall be levied upon all taxable property within the limits of the City for the period July 1, 2024 through June 30, 2025.

SECTION 3. If, for any reason, any clause or provision of this Ordinance shall be declared invalid, such shall not affect the remaining provisions thereof.

SECTION 4. That the passage of this Ordinance shall become effective July 1, 2024.

RATIFIED BY CITY COUNCIL, duly assembled, this _____ day of _____, 2024.

Barbara Jo Blain, Mayor

Larry A. White, Mayor Pro Tem

Amanda Butler, Council Member

William M. Goldfinch IV, Council Member

Julie Ann Hardwick, Council Member

Beth Helms, Council Member

Justin D. Jordan, Council Member

ATTEST: Alicia Shelley, City Clerk

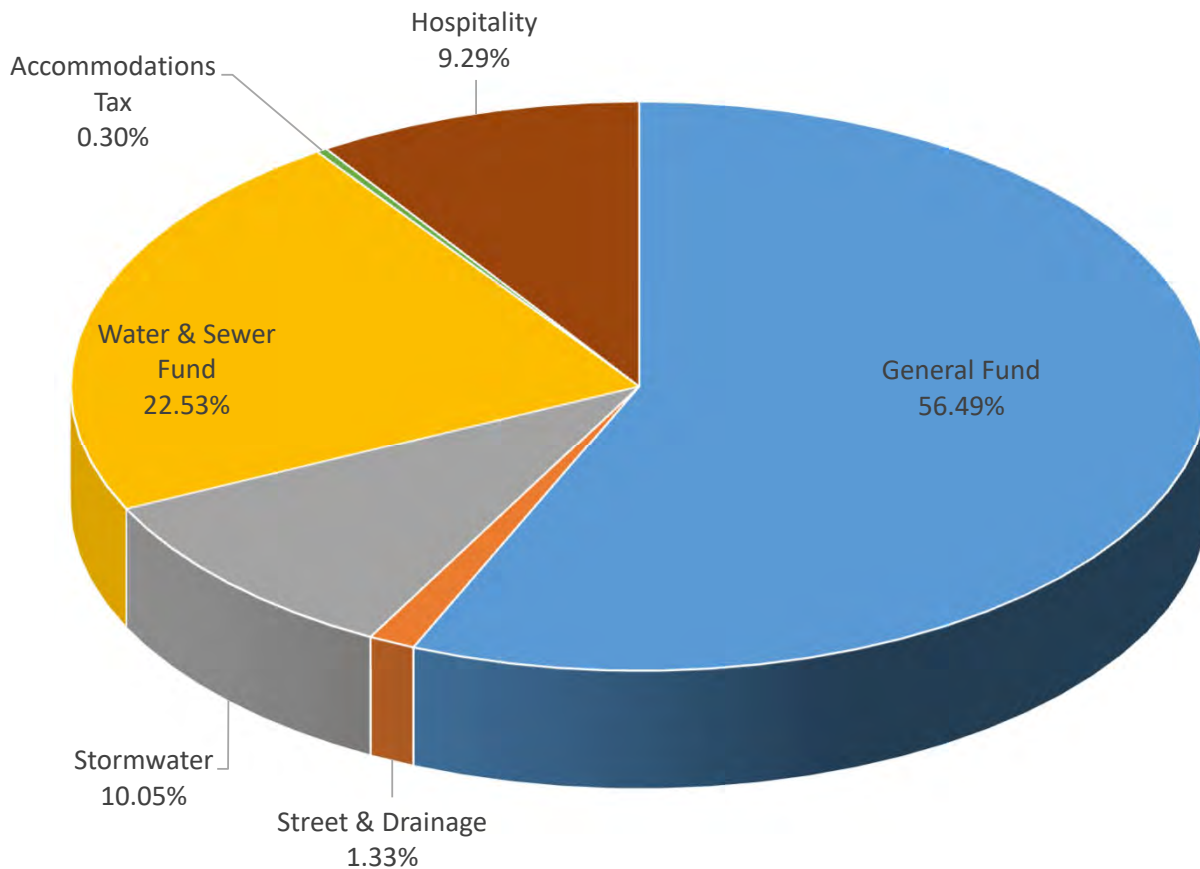
First Reading: _____

Final Reading: _____

City of Conway Budget Highlights

Annual Budget Summary	FY 2024 BUDGET	FY 2024 PROPOSED BUDGET
General Fund	\$ 43,444,616	\$ 48,079,665
Street & Drainage	1,222,000	1,132,500
Stormwater	7,934,287	8,554,065
Water & Sewer Fund	21,314,136	19,176,923
Accommodations Tax	200,000	255,000
Hospitality	3,650,000	7,910,001
Total Budget	\$ 78,035,039	\$ 85,108,154

Fund Budget Summary



Budget Highlights

The FY 24-25 comprehensive budget totals \$85,108,154. This is a 9% increase over the current year's budget.

Proposed Personnel

- Cost of Living salary increase of 3.9% for qualifying employees
- New Personnel
 - 8 - Full-Time Positions
 - 1 – Part-Time Position

Property Tax Increase

Property Tax millage will increase by 16% from 87.7 mills to 101.7 mills. This increase is to cover the necessary Public Safety salary increases. This millage will come back to Council in August once the reassessment information is received from Horry County and the rollback calculation has been made.

Proposed Fees

Solid Waste collection fees, Stormwater fees, and Water and Sewer Rates will increase by the CPI rate of 3.9%.

Operational Fire Permit Fees will range from \$25 - \$100

The Bulk User Rate in Public Utilities will be phased out over the next 3 years. The customers will be notified.

Business License

The current ordinance will be updated to change the definition of a Real Estate Rental Business to anyone receiving income from more than one real property.

General Fund Highlights

The General Fund budget totals \$48,079,665. This is a 10% increase over current year's budget.

Summary of General Fund Revenues

	FY 2024	Proposed FY 2025	\$	%
	Budget	Budget	Change	Change
Taxes	\$ 10,779,250	\$ 13,000,445	\$ 2,221,195	21%
Licenses & Permits	9,453,200	10,099,450	646,250	7%
Fines & Forfeitures	220,000	220,000	-	0%
Revenue From Other Agencies	724,790	729,790	5,000	1%
Franchises And In-Lieu Of Taxes	1,683,035	1,611,035	(72,000)	-4%
Sales & Service Charges	5,138,880	5,700,000	561,120	11%
Insurance Recovery	10,000	10,000	-	0%
Proceeds from Sale	20,000	20,000	-	0%
Other Revenue	690,768	813,982	123,214	18%
Recreation Center	739,000	863,000	124,000	17%
Grants	9,392,919	6,188,143	(3,204,776)	-34%
Interest	750,600	1,451,000	700,400	93%
Transfers	1,248,747	1,248,747	-	0%
Other Financing Sources	2,593,427	6,124,073	3,530,646	136%
	\$ 43,444,616	\$ 48,079,665	\$ 4,635,049	11%

Summary of General Fund Expenditures

	FY 2024	Proposed FY 2025	\$	%
	Budget	Budget	Change	Change
Personnel Services	\$ 21,732,973	\$ 25,004,453	\$ 3,271,479	15%
Operating Expenses	15,221,043	13,265,112	(1,955,931)	-13%
Capital Expenses	6,490,600	9,510,100	3,019,500	47%
Total General Fund	\$ 43,444,616	\$ 48,079,665	\$ 4,635,049	11%

Utility Fund Highlights

The Utility Fund budget totals \$19,176,923. This is a 10% decrease over current year's budget.

Summary of Utility Fund Revenues

	FY 2024	Proposed		
	Budget	FY 2025	\$	%
		Budget	Change	Change
Water Revenue	\$ 11,607,923	\$ 12,947,980	\$ 1,340,058	12%
Sewer Revenue	4,514,000	4,842,150	328,150	7%
Miscellaneous	56,000	68,500	12,500	22%
Grant	4,266,480	1,205,888		
Transfer from fund balance	869,734	112,406	(757,328)	-87%
Total Utilites Fund	\$ 21,314,136	\$ 19,176,923	\$ (2,137,212)	-10%

Summary of Utility Fund Expenditures

	FY 2024	Proposed		
	Budget	FY 2025	\$	%
		Budget	Change	Change
Personnel Services	\$ 2,973,018	\$ 3,227,623	\$ 254,605	9%
Operating Expenses	9,445,900	9,529,400	83,500	1%
Capital Expenses	7,860,000	5,675,000	(2,185,000)	-28%
Debt Service	1,035,218	744,900	-	0%
Total Utilites Fund	\$ 21,314,136	\$ 19,176,923	\$ (2,137,212)	-10%

City of Conway Budget Highlights

Fund Revenue Summary		PROPOSED FY 25 BUDGET
GENERAL FUND		
Property Taxes	\$	13,000,445.00
License & Permits		10,099,450.00
Fines & Forfeitures		220,000.00
Intergovernmental		729,790.00
Franchises & In Lieu of Taxes		1,611,035.00
Charges for Services		5,700,000.00
Insurance Recovery		10,000.00
Proceeds From Sale		20,000.00
Other Revenue		813,982.00
Recreation Center		863,000.00
Grants		6,188,143.00
Interest Income		1,451,000.00
Transfers from other Funds		1,248,746.83
Other financing sources		6,124,073.02
Total Revenues	\$	48,079,664.85
STREET AND DRAINAGE		
Road Maintenance Fees from Horry County	\$	700,000.00
Grants (CTC)		432,500.00
Total Revenues	\$	1,132,500.00
STORMWATER DRAINAGE		
Stormwater Revenue	\$	8,554,065.00
ENTERPRISE FUND		
Water Revenue	\$	12,947,980.00
Sewer Revenue		4,842,150.00
Interest Income		25,000.00
Other Miscellaneous Charges		43,500.00
Grants		1,205,887.74
Transfers		112,405.65
Total Revenues	\$	19,176,923.39
ACCOMMODATIONS TAX		
Total Revenues	\$	255,000.00
HOSPITALITY FEE		
Total Revenues	\$	7,910,001.00
TOTAL GOVERNMENT-WIDE REVENUES	\$	85,108,154.24

City of Conway Budget Highlights

Fund Expense Summary	PROPOSED FY 25 BUDGET
GENERAL FUND	
City Council	\$ 271,655.36
Administration	1,999,700.00
Planning	1,318,600.00
Finance	1,262,310.00
Human Resources	390,805.00
Technology Services	836,455
Police	10,358,260.00
Municipal court	436,140.00
Fire	5,335,900.15
Building	1,569,090.00
Street	2,772,450.00
Fleet Maintenance	956,387.34
Hospitality & Beautification	1,747,850.00
Solid Waste	6,758,500.00
Recreation	7,650,900.00
Nondepartmental	4,114,662.00
Debt service	300,000.00
Total Expenditures	\$ 48,079,664.85
STREET & DRAINAGE	
Total Expenditures	\$ 1,132,500.00
STORMWATER DRAINAGE FEE	
Total Expenditures	\$ 8,554,065.00
ENTERPRISE FUND	
Public Utilities	\$ 12,158,123.38
Nondepartmental	6,273,900.00
Debt Service and Transfers	744,900.00
Total Expenditures	\$ 19,176,923.39
ACCOMMODATIONS TAX	
Total Expenditures	\$ 255,000.00
HOSPITALITY FEE	
Total Expenditures	\$ 7,910,001.00
TOTAL GOVERNMENT-WIDE EXPENDITURES	\$ 85,108,154.24

City of Conway Budget Highlights FY 24-25 Capital Summary

Administration

<u>FY 2024-2025</u>			<u>Amount</u>
	Property Acquisition	\$	250,000
Total		\$	250,000

Planning

<u>FY 2024-2025</u>			<u>Amount</u>
Total		\$	-

Technology Services

<u>FY 2024-2025</u>			<u>Amount</u>
	Annual Upgrade of City Computers & Software	\$	60,000
	Replacement Truck IT Support Tech		45,000
	Main Firewall Replacement		25,000
Total		\$	130,000

Finance

<u>FY 2024-2025</u>			<u>Amount</u>
Total		\$	-

Police

<u>FY 2024-2025</u>			<u>Amount</u>
	8- Replacement Patrol Vehicles (Fully Equipped)	\$	496,000
	15 - LPRs		40,000
	10 - Surveillance cameras (\$4,000 each)		40,000
	15- Portable Radios - Contingent on Grant Funds		115,000
Total		\$	691,000

Fire

<u>FY 2024-2025</u>			<u>Amount</u>
	30- Portable Radios - Contingent on Grant Funds	\$	250,000
Total		\$	250,000

Construction Services

<u>FY 2024-2025</u>			<u>Amount</u>
	Vehicle Replacement F-150	\$	55,000
Total		\$	55,000

City of Conway Budget Highlights FY 24-25 Capital Summary

Street

<u>FY 2024-2025</u>		<u>Amount</u>
Rebudget - Replace 2008 F 750 Flat Bed (S-16)	\$	150,000
Rebudget - Facility Material Storage Bins		150,000
Rebudget - Buidling Improvements - Generator/Shower/Restroom		80,000
University Blvd. Upgrades		50,000
Park View Rd. Upgrades		100,000
Underground Utility Program		10,000
Roads/Sidewalks/Bridges		325,000
Replace 2001 Dynapac Roller (S-33)		120,000
Replace 2003 F250 Service Truck (S-6)		110,000
Additional Sidewalk Maintenance		150,000
TopCon Base Station		110,000
Total	\$	1,355,000

Fleet Maintenance

<u>FY 2024-2025</u>		<u>Amount</u>
Enclose the Wash Rack	\$	30,000
Replace Generator		70,000
Office Upgrades		20,000
Diagnostic Tool Upgrade		35,000
Replace F250		90,000
Total	\$	245,000

Hospitality & Beautification

<u>FY 2024-2025</u>		<u>Amount</u>
	\$	-
Total	\$	-

Solid Waste

<u>FY 2024-2025</u>		<u>Amount</u>
Rebudget - Replace (1) Front Loader	\$	400,000
Rebudget - Add (2) Automated Garbage Truck		800,000
Rebudget - Replace 3 Heating & Cooling Units		35,000
Replace (2) 2020 International Knuckle Boom Trucks		450,000
Replace (2) 2020 Mack Recycle Truck		825,000
Replace 2020 Front Loader		450,000
Total	\$	2,960,000

Recreation

<u>FY 2024-2025</u>			<u>Amount</u>
Rebudget Parking Lot	\$		146,600
Z Turn Lawnmower			18,000
Sports Turf Mower			46,000
Sugg Street Area Acquisition			900,000
Upgrade Oasis parking area			13,500
Crabtree Greenway - Grant Funds			2,400,000
			\$ 3,524,100
***Replace Gym Equipment - Paid from Reserve			50,000
	\$		3,574,100
Total			

Total General Fund Capital Requests - FY 24-25

\$ 9,510,100

City of Conway Budget Highlights

FY 24-25 Capital Summary

Street and Drainage Fund

<u>FY 2024-2025</u>		<u>Amount</u>
	Street Patching	\$ 125,000
	Sidewalk Repairs	50,000
	Small Drainage Projects	10,000
	Medium Drainage Projects	25,000
	Surveying	10,000
	Street Resurfacing	912,500
Total		\$ 1,132,500

Stormwater

<u>FY 2024-2025</u>		<u>Amount</u>
	Rebudget - Replace 2008 Chevy Tandem Dump Truck (STW-12)	\$ 250,000
	Rebudget - F550 Truck	85,600
	Replace 2009 F 750 Flatbed (STW-4)	150,000
	Annual Concrete Canal Maintenance	30,000
	Hawthorne Wetland Park	400,000
	Capital Projects Based on Stormwater Master Plan	250,000
	SCOR Grant - McKeithan St. Outfall Upgrades	723,520
	SCIIP Grant - Beaty & Pine St. Outfall Upgrades	3,921,667
	Replace 2008 JD Loader 544 J (STW-14)	300,000
	Excavator	130,000
Total		\$ 6,240,787

Public Utilities

<u>FY 2024-2025</u>		<u>Amount</u>
	Rebudget - Flatbed Truck	\$ 150,000
	Flatbed Truck	150,000
	Maverick	30,000
	Sewer Camera System	170,000
	F350 w/ Service Body	130,000
	(2) Pickup Truck	70,000
	Generator and Pump Storage	75,000
	Water Meters	800,000
	SCADA System	250,000
	Water Line / Additional Fire Hydrant Upgrades	700,000
	Sewer Pump Station Upgrade	1,400,000
	Medlen Parkway Sewer Extension	1,500,000
	Sewer Line / Manhole Rehab	250,000
Total		\$ 5,675,000

City of Conway Budget Highlights

FY 24-25 Capital Summary

Hospitality Fund

<u>FY 2024-2025</u>	<u>Amount</u>
ERF	\$ 125,000
Public Art	50,000
Laurel Street Fountain Plaza	250,000
P&E Riverwalk Exp - Ashponds	150,000
Additional Parking Development Downtown	150,000
P&E Riverwalk Parking	50,000
Replacement of Downtown Sidewalks	100,000
New Playground at New Park Location	250,000
Riverwalk Expansion	1,500,000
Collins Park Pavillions	150,000
Paving at Dog Park	35,000
Town Green	790,000
Rebudget Splash Pad	150,000
Rebudget Laurel St Fountain	250,000
Kingston Ferry	2,000,000
Sidewalks & Irrigation at Riverfront Park	105,000
Total	\$ 6,105,000

DATE: MAY 20, 2024
ITEM: VIII.A.

ISSUE:

First reading of Ordinance #2024-06-03 (B) Amending Title 1, Chapter 1, Section 1-4-4 Creation of Specific Departments

BACKGROUND:

Section 1-4-4 in the City's Code of Ordinances needs to be amended to accurately reflect the City's specific departments in light of the recent promotion and reclassifications approved by Council. The current ordinance specifies the following departments:

- | | |
|-----------------------------|--------------------------------------|
| (1) Administration; | (8) Public Utilities; |
| (2) Finance; | (9) Construction Services |
| (3) Human Resources; | (10) Recreation; |
| (4) Police department; | (11) Planning and Development; |
| (5) Fire rescue department; | (12) Hospitality and Beautification; |
| (6) Public works; | (13) Technology Services; |
| (7) Solid Waste; | (14) Fleet Maintenance |

The attached proposed ordinance would revise this section to include the following departments:

- | | |
|-----------------------------|--------------------------------------|
| (1) Administration; | (9) Construction Services |
| (2) Finance; | (10) Recreation; |
| (3) Human Resources; | (11) Planning and Development; |
| (4) Police department; | (12) Hospitality and Beautification; |
| (5) Fire rescue department; | (13) Technology Services; |
| (6) Public works; | (14) Fleet Maintenance; |
| (7) Solid Waste; | (15) Municipal Court |
| (8) Public Utilities; | |

RECOMMENDATION:

Approve first reading of Ordinance #2024-06-03 (B).

ORDINANCE #2024-06-03 (B)

**AN ORDINANCE TO AMEND TITLE 1, CHAPTER 1, SECTION 1-4-4
CREATION OF SPECIFIC DEPARTMENTS**

WHEREAS, the Conway City Council has the authority to amend its rules and regulations at any time as it deems proper and necessary; and

WHEREAS, City Council recently approved personnel actions that include changes in the name of an existing City department: Therefore, be it

ORDAINED, by the Conway City Council, in Council duly assembled, that Section 1-4-4 (a) of the Code of Ordinances for the City of Conway be revised to read as follows:

Sec. 1-4-4 - Creation of specific departments.

(a) There are hereby established and created the following departments for the city:

- (1) Administration
- (2) Finance
- (3) Human Resources
- (4) Police Department
- (5) Fire Rescue Department
- (6) Public Works
- (7) Solid Waste
- (8) Public Utilities
- (9) Construction Services
- (10) Recreation
- (11) Planning and Development
- (12) Hospitality and Beautification
- (13) Technology Services
- (14) Fleet Maintenance
- (15) Municipal Court

EFFECTIVE DATE: This ordinance shall become effective upon final reading.

RATIFIED BY CITY COUNCIL, duly assembled, this _____ day of _____, 2024.

Barbara Jo Blain, Mayor

Larry A. White, Mayor Pro Tem

Amanda Butler, Council Member

William M. Goldfinch IV, Council Member

Julie Ann Hardwick, Council Member

Beth Helms, Council Member

Justin D. Jordan, Council Member

ATTEST: Alicia Shelley, City Clerk

First Reading: _____

Final Reading: _____

DATE: MAY 20, 2024

ITEM: VIII.B.

ISSUE:

First Reading of Ordinance #ZA2024-06-03 (C), to amend *Article 6 – Residential Design Standards*, of the *City of Conway Unified Development Ordinance (UDO)*, regarding design standards for residential dwellings and dimensional standards for fee-simple single-family attached (townhome) dwellings.

BACKGROUND:

In 2022 council approved an amendment to *Article 6-Design Standards*. This ordinance implemented residential design standards that are applicable to all residential dwelling types for major residential subdivisions, which came about as a result of growing concerns with small lot subdivision and the quality of housing being constructed within the City. Before the amendment, there were already standards in place for townhome or multifamily developments; however, the 2022 amendment included requirements for single-family detached and duplex dwellings in major developments as well. Staff has found that the current wording of the ordinance has not yielded the quality of product that was intended with the adoption of this ordinance.

Amendment #1: Dimensional Standards for Fee-Simple Single-Family attached (townhomes)

Fee-Simple Townhome Lot Depth Requirements

It has also recently been brought to staff's attention that the requirement of lots zoned Medium-Density Residential (R-2) with minimum lot depths of 120' required leans to a larger lot size being required than necessary for single-family attached dwellings, making it more feasible (financially) for a developer to construct townhome projects as "in-common" verses "fee-simple". This then causes realtors to use comparison pricing for condos (Horizontal Property Regimes HPR) rather than comparison pricing for single-family *attached* homes, and therefore the cost of the townhomes is drastically lower, resulting in a lesser quality product rather than a higher quality product when compared to developments with single-family *detached* dwellings, which tend to have higher price points.

Staff proposes reducing the lot depth to 100' from 120' for fee-simple townhome development in order to provide more opportunities for fee-simple townhome development in the city and more opportunities for home ownership outside of single-family *detached* style homes.

Amendment #2 – Design Standards for single-family detached, duplex, or semi-attached dwellings

Design standards for residential dwellings

Since the adoption of the design standards for single-family detached dwellings, several builders have gotten creative in how they implement these requirements, with some implementing brick on the front in addition to vinyl siding, but then installing a band of fiber cement board across the bottom of each

side of the house. While technically, this does satisfy the language in the ordinance, staff does not believe it satisfies the *intent* of the ordinance.

Staff is requesting to amend *Section 6.2.3-Residential Design Standards* to provide additional language and standards for single-family detached or semi-attached dwellings in major subdivisions, which will include requirements to have additional architectural features on front and side facades, other than façade materials, block diversity plans would be required before any permits for any homes within a development could be issued, and additional requirements for attached garages/carports. A table comparing the current standards with the proposed standards or revisions to current standards is included, as well as a comparison table showing how the city compares to four other cities or towns across the country, including two others in South Carolina.

PLANNING COMMISSION

Planning Commission reviewed three different options, Options A, B, and C, and held the required public hearing on the amendment. Planning Commission recommended approval of Option C, but to exclude minor subdivisions or developments from the requirements.

CITY COUNCIL

City Council discussed the options that were presented to Planning Commission as a workshop item at their May 6, 2024 meeting.

STAFF RECOMMENDATION:

Staff recommends approval of First Reading of Ordinance ##ZA2024-06-03 (C).

ORDINANCE#ZA2024-06-03 (C)

AMENDING ARTICLE 6, OF THE CITY OF CONWAY UNIFIED DEVELOPMENT ORDINANCE (UDO) REGARDING DESIGN STANDARDS FOR RESIDENTIAL DWELLINGS AND DIMENSIONAL STANDARDS FOR FEE-SIMPLE SINGLE-FAMILY ATTACHED (TOWNHOME) DWELLINGS.

WHEREAS, pursuant to Title 6, Chapter 29 of the Code of Laws of South Carolina 1976, as Amended known as the “South Carolina Local Government Comprehensive Planning Enabling Act of 1994” enabled the City of Conway to adopt the *Unified Development Ordinance (UDO)* of the City of Conway, South Carolina; and

WHEREAS, *Article 13, Section 13.1.7* of the *UDO* provides that the regulations, restrictions, and boundaries set forth in said Ordinance may from time be amended, supplemented, changed, or repealed in accordance with S.C. State Code § 6-29-760; and

WHEREAS, over the last few years, the City has seen unprecedented growth with increased interest in developing property for single-family detached and fee-simple single-family attached developments in the City limits, as well as in surrounding areas outside the city that may be subject to annexation in the future; and

WHEREAS, Council adopted new Residential Design Standards in 2022 (*Ord. #ZA2020-09-21 (A)*), which derived from concerns with the quality of small lot subdivisions and amended the Residential Design Standards in 2023 to address inconsistencies with lot sizes and general design standards (*Ord. #ZA2023-05-15 (B)*); and

WHEREAS, the previous amendments have not yielded the quality of product that was intended, and having residential design standards is essential to promote good architectural design while protecting and enhancing the aesthetic and visual character of the city while deterring development that is incompatible with the nature and character of existing, surrounding developments; and

WHEREAS, following a review by the Planning Commission and the required public hearing, it has been determined that the *UDO* should be amended regarding design standards for residential dwellings and dimensional standards for fee-simple single-family attached (townhome) dwellings. Therefore, be it

ORDAINED, by Conway City Council, in council duly assembled, that the *UDO* be shall be amended as attached hereto; and be it further

ORDAINED, that all ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

EFFECTIVE DATE: This ordinance shall become effective upon final reading approval.

RATIFIED BY CITY COUNCIL, duly assembled, this _____ day of _____, 2024.

Barbara Jo Blain, Mayor

Larry A. White, Mayor Pro Tem

Amanda Butler, Council Member

William M. Goldfinch IV, Council Member

Julie Ann Hardwick, Council Member

Beth Helms, Council Member

Justin D. Jordan, Council Member

ATTEST: Alicia Shelley, City Clerk

First Reading: _____

Final Reading: _____

Amendments Table (Current standard vs. Proposed standard)

Current Standard	Proposed Standard or change (as recommended by PC)	Notes / additional recommendations (ordinance provided includes all changes listed below)
<p>Art. 6, Sec. 6.2, Table 6.1: Dimensional Requirements for Residential Zoning Districts</p> <p>R-2 district: Lot Depth: 120'</p>	<p>Art. 6, Sec. 6.2, Table 6.1: Dimensional Requirements for Residential Zoning Districts</p> <p>R-2 district: Lot Depth: 120' / 100'</p> <p>Footnote (add): 4 The min. lot depth for fee-simple, single-family attached (townhome) development in the R-2 district shall be 100 ft. This does not apply to in-common development in the R-2 district, in which the min. lot depth is 120 ft.</p>	<p>No changes to PC recommendation</p>
<p align="center">N/A</p>	<p>Add: 6.2.3, A. Intent</p>	<p align="center">*new section*</p>
<p align="center">N/A</p>	<p>Add: 6.2.3, B. Interpretation</p>	<p align="center">*new section*</p>
<p>6.2.3, A: The design standards contained herein shall be applicable to any residential development, as defined in Section 10.2.2 of the UDO.</p>	<p>6.2.3, C. The design standards contained here shall be applicable to any residential development considered to be a “major” development, as defined in Section 10.2.2.</p>	<p>6.2.3, A. becomes 6.2.3, C. Post PC edit: Removed “of the UDO”</p>
<p>6.2.3, A.1. Exceptions: existing developments, minor developments, neo-traditional developments, as defined in Section 6.2.1 (F), and Accessory Dwelling Units (ADUs), as defined in Section 6.2.1 (G) are exempt from the standards contained herein.</p>	<p>6.2.3, C.1. Exceptions: existing developments (platted prior to adoption of this ordinance), minor developments, neo-traditional developments, as defined in Section 6.2.1 (F), and Accessory Dwelling Units (ADUs), as defined in Section 6.2.1 (G) are exempt from the standards contained herein.</p>	<p>6.2.3, A.1. becomes 6.2.3, C.1 Staff recommends removing “existing developments” and “(platted prior to adoption of this ordinance)” to avoid enforcement issues and make standards applicable at the time of permit submittal.</p>
<p>6.2.3, B.1.c. Additions to existing residential structures with nonconforming exterior surfaces may be allowed to continue the nonconformity with the approval of the Planning Department.</p>	<p>6.2.3, C.2. Additions. Additions to existing residential structures with nonconforming exterior surfaces may be allowed permitted to continue the nonconformity with the approval of the Planning Department.</p>	<p>Moved 6.2.3, B.1.c to 6.2.3, C.2 Replace “allowed” with “permitted”.</p>
<p>6.2.3, B. Single-Family (detached), Duplex, and Duplex (Semi-Attached): 1. Façade Materials. The following materials are permitted on newly constructed residential structures: a. Brick, fiber-cement, hardi-plank, stone, vinyl, or equivalent material, as approved by the Planning Department. A combination of these materials may also be used. b. When vinyl siding is proposed as one of the materials for the façade, the following additional requirements shall apply: i. A combination of no less than two (2) types of materials, as described above, shall be required to be installed the entire width and length of the front and side façades of the structure. Building elevations are subject to staff review and approval.</p>	<p>6.2.3, D. Single-Family (detached), Duplex, and Duplex (Semi-Attached): 1. Façade Materials. The following materials are permitted on newly constructed residential structures: a. Brick, fiber-cement, hardi-plank, stone, vinyl, or equivalent quality material, as approved by the Planning Department. A combination of these materials may also be used is encouraged. b. When vinyl siding is proposed as one of the materials for the façade, the following additional requirements shall apply: i. A combination of no less than two (2) types of materials, as described above, shall be required to be installed the entire width and length of the front and side façades of the structure. Materials shall be diverse in appearance and on scale with the height of the structure. Building elevations are subject to staff review and approval.</p>	<p>6.2.3, B.1.c. deleted (renumbered to 6.2.3, C.2).</p>
<p>6.2.3, B.2. Garages and/or Carports. The following standards are applicable to single-family residential structures that contain garages and/or carports:</p>	<p>6.2.3, D.5. Garages and/or Carports. The following standards are applicable to single-family residential structures that contain garages and/or carports:</p>	<p>Add “Attached” to title of section for consistency.</p>

<p>a. newly constructed garages and/or carports shall have a mix of orientations with the development.</p> <p>b. Garage dominant houses (i.e. snout houses), or those in which the garage and/or carport protrudes past the front façade by more than 10 feet, are prohibited in instances where the garage faces the front yard or street(s).</p>	<p>a. Newly constructed Attached garages and/or carports shall have a mix of orientations within the development.</p> <p>b. Garage dominant houses (i.e. snout houses), or those in which the garage and/or carport protrudes past the front façade by more than 10 feet, are prohibited in instances where the garage faces the front yard or public street(s).</p> <p>c. Front-load garages, or garages facing a public street, shall contain decorative windows or other acceptable decorative / ornamental feature (standard squares on garage doors do not count).</p>	
<p>N/A</p>	<p>Add: 6.2.3, D.2. Block Diversity. All major residential developments shall provide a variety of housing styles and house plans to avoid repetitive facades and building styles within the same development block. A development block within a residential development is defined as the smallest group of residential dwellings surrounded by streets.</p> <p>a. A block diversity plan illustrating lots, building elevations and/or house plans shall be submitted with preliminary plans for major residential developments. A separate block diversity plan may be submitted with a final plat for review; however, no permits shall be issued until the development has an approved block diversity plan.</p> <p>b. Within the same block, no building elevations or mirrored elevation shall be located on either side nor across the street from itself. The following elements may be considered when determining this requirement has been met:</p> <ul style="list-style-type: none"> i. Different façade materials / colors or a combination of different materials and/or colors. ii. Different offsets, recesses or projections are utilized on front building elevations. iii. Variations in roof elevation, roof form, or roof projections (i.e. with or without dormers). iv. Variations in porches and entries and window fenestration (placement, shape, or orientation of windows). 	<p>Post PC recommendations:</p> <p>6.2.3, D.2. Block Diversity. All major residential developments shall provide a variety of housing styles and house plans to avoid repetitive facades and building styles within the same development block. A development block within a residential development is defined as the smallest group of residential dwellings surrounded by streets.</p> <p>a. A block diversity plan illustrating lots, building elevations and/or house plans shall be submitted with preliminary plans for major residential developments. A separate block diversity plan may be submitted with a final plat for review; however, no permits shall be issued until the development has an approved block diversity plan:</p> <ul style="list-style-type: none"> a. Within the same block, no building elevations or mirrored elevation shall be located on either side nor across the street from itself. The following elements may be considered when determining this requirement has been met: <ul style="list-style-type: none"> i. Different façade materials / colors or a combination of different materials and/or colors. ii. Different offsets, recesses or projections are utilized on front building elevations. iii. Variations in roof elevation, roof form, or roof projections (i.e. with or without dormers). iv. Variations in porches and entries and window fenestration (placement, shape, or orientation of windows). b. A block diversity plan illustrating lots, building elevations, and/or house plans shall be submitted at the time of permit application. No permits will be issued until the development has an approved block diversity plan.
<p>NA</p>	<p>Add: 6.2.3, D.3. Architectural Details and Features. In addition to façade material requirements, structures shall contain a minimum of two (2) architectural details on front facades, a minimum of one (1) on side</p>	

	<p>facades, and a minimum of one (1) on rear facades that are visible from public rights-of-way, and which must be provided on building elevations at the time of permit submittal:</p> <ul style="list-style-type: none"> a. Vertical columns or pillars; b. Stonework detailing on columns (if applicable); c. Decorative / ornamental window design (i.e. window trim, recesses, adding bay windows, shutters, grids, etc.); d. Decorative (front) door design; e. Decorative / ornamental garage door design (i.e. glass/windows, carriage hardware, etc.); f. Decorative roofline elements, such as roof brackets or dormers; g. Porch (front) or covered entry features; h. Decorative belly band trim; i. Other decorative ornamentation/feature or design technique that meets the intent of this section, as determined by the Zoning Administrator, or their designee. 	<p>Post PC recommendation:</p> <p>6.2.3, D.3.i. revise “Zoning Administrator, or their designee” to “Planning Department”</p>
<p>6.2.3, C. Townhomes:</p> <p>3. Pathways. A pathway system connecting greenway /open space areas accessible to neighborhood residents and connecting these areas to neighborhood streets and sidewalks shall be constructed.</p>	<p>6.2.3, E. Townhomes:</p> <p>3. Pathways. A pathway system connecting greenway /open space areas accessible to neighborhood residents and connecting these areas to neighborhood streets and sidewalks shall be constructed. Pathways shall also have provisions for perpetual maintenance. Refer to Article 7, Section 7.1.2 for design requirements for pathways.</p>	<p>6.2.3, C. becomes 6.2.3, E.</p> <p>Added requirement for pathways to have perpetual maintenance (in HOA/POA documents).</p>
<p>6.2.3, C. Townhomes:</p> <p>5. Parking</p> <p>b. When parking is to be provided via parking lot style/vehicle use area(s), townhome developments shall adhere to the minimum required and maximum allowed parking standards for an “apartment”, as cited in Table 8.3 and the handicapped accessible parking requirements of Sec. 8.2.3.</p>	<p>6.2.3, E. Townhomes:</p> <p>5. Parking</p> <p>b. When parking is to be provided via parking lot style/vehicle use area(s), townhome developments shall adhere to the minimum required and maximum allowed parking standards for an “apartment”, as cited in Article 8, Table 8.3: Parking Requirements and the handicapped accessible parking requirements of Sec. 8.2.3.</p>	<p>6.2.3, C.5 becomes 6.2.3, E.5.</p> <p>Added wording to provide clarity on where to find standards (for public ease of use)</p>
<p>6.2.2, A. Single-family Detached:</p> <p>“... Minimum roof pitch for a single-story single-family dwelling <u>to be not</u> less than 6:12.”</p>	<p>Relocated from 6.2.2, A:</p> <p>6.2.3, D.9. Roof Pitch. The minimum roof pitch of a single-story dwellings shall not be less than 6:12.</p>	<p>Roof pitch requirement relocated from 6.2.2, A to 6.2.3, D.9.</p>
	<p>Relocated from:</p> <p>6.2.3, D.10. Chimneys located on an exterior elevation of the dwelling unit must extend to the ground and be clad in masonry or same as adjacent materials.</p>	
<p>6.2.2, D. Townhomes:</p> <p>“... Minimum roof pitch for a single-story townhouse dwelling <u>to be not</u> be less than 6:12.”</p>	<p>Relocated from 6.2.2, D.:</p> <p>6.2.3, E.9. Roof Pitch. The minimum roof pitch of a single-story townhouse dwelling shall not be less than 6:12.</p>	<p>Roof pitch requirement relocated from 6.2.2, D. to 6.2.3, E.9.</p>

ARTICLE 6. DESIGN STANDARDS

SECTION 6.2 – Residential Dimensional Requirements, Dwelling Types, & Design Standards

Table 6.1: Dimensional Requirements for Residential Zoning Districts

DIMENSIONAL REQUIREMENT	R	RA	RR	R-1	R-2	R-3	R-4	FA ₃	P ₁
RESIDENTIAL ACREAGE, LOT WIDTH, AND LOT DEPTH REQUIREMENTS									
Minimum lot size, Single-Family Detached (sq. ft.)	10,000	40,000	20,000	7,500	6,000	5,000	5,000	40,000	7,000
Minimum lot size, Duplex (sq. ft.)	N/A	N/A	N/A	N/A	8,400	7,000	N/A	N/A	10,000
Minimum lot size, Duplex Semi-Attached (sq. ft.)	N/A	N/A	N/A	N/A	4,200	3,500	N/A	N/A	7,000
Minimum lot size, Fee-Simple Townhomes (sq. ft.)	N/A	N/A	N/A	N/A	2,160	1,800	1,800	N/A	1,800
Minimum lot size, Multi-Family (sq. ft.)	N/A	N/A	N/A	N/A	6,000	5,000	N/A	N/A	N/A
Minimum lot width, Single-Family Detached (feet) <i>Section 6.1.5</i>	100	200	100	75	50	50	50	200	70
Minimum lot width, Duplex (feet)	N/A	N/A	N/A	N/A	70	70	N/A	N/A	100
Minimum lot width, Duplex Semi-Attached (feet)	N/A	N/A	N/A	N/A	35	35	N/A	N/A	50
Minimum lot width, Fee-Simple Townhomes (feet)	N/A	N/A	N/A	N/A	18	18	18	N/A	18
Minimum lot width, Multi-Family (feet)	N/A	N/A	N/A	N/A	50	50	N/A	N/A	N/A
Lot Depth , min feet	100	200	200	100	120 / 100 ₄	100	100	200	100
Building Height , max feet	40	40	40	40	40	40/65 ₂	40	40	40
BUILDING SETBACKS, RESIDENCES OR OTHER PERMITTED PRINCIPAL BUILDINGS (minimum feet)									
Front Yard	25	50	30	20	15	15	<i>Build-to-Line</i>	50	20
Rear Yard	25	50	30	20	20	20	15	50	15
Side Yard	10	20	15	10	7.5	5	5	20	10
Corner Front – Local St	25	30	20	20	15	10	10	30	15
Corner Front – Arterial St	25	50	30	20	20	15	15	50	25
Footnotes in this table:									
1	Standards contained in Table 6.1 are applicable only residential development in the Professional (P) District. Refer to Table 6.2 for dimensional requirements for commercial/mixed-use development in the P district (ZA2020-09-21 (A))								
2	Multifamily developments in the R-3 district to be developed on (or adjacent to) Hwy 501 Bypass, between Lake Busbee and Carolina Forest Blvd, shall be limited to a 65' height limit above base-floor elevations, subject to applicable fire codes (ZA2023-03-20 (F))								
3	Standards contained in Table 6.1 are applicable only to properties zoned FA that are proposed for single-family residential development (ZA2023-05-15 (B))								
4	The minimum lot depth for fee-simple, single-family attached (townhome) development in the R-2 district shall be 100-ft. This does not apply to in-common development in the R-2 district, in which the min. lot depth is 120-ft.								

6.2.2 Residential Dwelling Types *(the portion being struck-thru will be relocated to Section 6.2.3 – Residential Design Standards)*

- A. **Single-Family Detached:** A one (1) family dwelling that is not attached to any other dwelling by any means and may include an attached garage. ~~Minimum roof pitch for a single-story single-family dwelling to be not less than 6:12.~~
 - B. **Duplex:** A building on a single lot containing two (2) single-family dwelling units that are connected by an unpierced solid common wall extending from ground to roof or an unpierced ceiling and floor extending from exterior wall to exterior wall. ~~Minimum roof pitch for a single-story duplex to be not less than 6:12.~~
 - C. **Duplex Semi-Attached:** A one (1) family dwelling attached to one (1) other one (1) family dwelling by a common fire-resistant vertical wall extending from ground to roof, with each dwelling located on a separate lot. ~~Minimum roof pitch for a single-story duplex semi-attached dwelling to be not less than 6:12.~~
 - D. **Townhomes:** A single-family dwelling in a row of at least three (3) and no more than eight (8) single family dwellings attached by common fire-resistant vertical walls. No unit is located over another unit. These units may be subdivided on fee simple lots or remain in-common. ~~Minimum roof pitch for a single-story townhouse dwelling to be not less than 6:12.~~
-

The following pages include the proposed amendments to Section 6.2.3 – Residential Design Standards

6.2.3 Residential Design Standards

- A. Intent.** Residential design standards are not an attempt to stifle design but are meant to inspire good architectural design while protecting and enhancing the aesthetic and visual character of residential developments within the City of Conway. More specifically, to:
1. avoid monotony in design;
 2. protect and preserve the character of residential areas within the city and permit continued development of a compatible nature on vacant properties that are or will be proposed for residential development within the city limits;
 3. enhance the character and function of city streets;
 4. promote original and high-quality design, and reduce tract or production-style homes;
 5. maintain and enhance property values through appropriate aesthetic and functional design considerations;
 6. deemphasize garages as major visual elements along local residential streets;
 7. encourage design details, which add visual interest and encourage outdoor living spaces; and
 8. implement the city's goals and objectives within the city's comprehensive plan related to providing a mix of housing types and promoting quality site development and design that enhances Conway's sense of place within neighborhoods.
- B. Interpretation.** In their interpretation and application, the provisions of this ordinance shall be held to the minimum requirements necessary to protect and promote economic growth and stability, as well as the aesthetic appeal of the City of Conway.
- C. Applicability.** The design standards contained herein shall be applicable to any residential development considered to be a "*major*" subdivision or development, as defined in Section 10.2.2 of this UDO.
1. **Exceptions:** ~~existing developments~~, minor developments, neo-traditional developments, as defined in Section 6.2.1 (F), and Accessory Dwelling Units (ADUs), as defined in Section 6.2.1 (G) are exempt from the standards contained herein.
 2. **Additions.** Additions to existing residential structures with nonconforming exterior surfaces may be ~~allowed~~ **permitted** to continue the nonconformity with the approval of the Planning Department.
- D. Single-Family (detached), Duplex and Duplex (Semi-Attached):**
1. **Façade materials.** The following materials are permitted on newly constructed residential structures:
 - a. Brick, fiber-cement, hardi-plank, stone, vinyl, or equivalent quality material, as approved by the Planning Department. A combination of these materials ~~may also be used~~ **is encouraged**.
 - b. When vinyl siding is proposed as one of the materials for the façade, the following additional requirements shall apply:
 - i. A combination of no less than two (2) types of materials, as described above, shall be required to be installed the entire width and length of the front and side facades of the structure (See Fig. 2). **Materials shall**

be diverse in appearance and on scale with the height of the structure. Building elevations are subject to staff review and approval.

- c. ~~Additions to existing residential structures with nonconforming exterior surfaces may be allowed to continue the nonconformity with the approval of the Planning Department.~~ (see C.2)



Fig. 1: Garage dominant home with all vinyl siding on all facades



Fig. 2: brick base of same width carried entire length of side of home

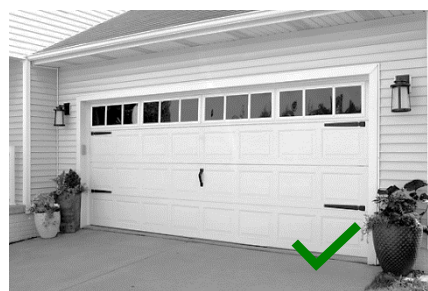


2. **Block Diversity.** All major residential developments shall provide a variety of housing styles and house plans to avoid repetitive facades and building styles within the same development block. A development block within a residential development is defined as the smallest group of residential dwellings surrounded by streets.
 - a. Within the same block, no building elevation or mirrored building elevation shall be located on either side nor across the street from itself. The following elements may be considered when determining this requirement has been met:
 - i. Different façade materials /colors or a combination of different materials and/or colors.
 - ii. Different offsets, recesses or projections are utilized on front building elevations.
 - iii. Variations in roof elevation, roof form, or roof projections (i.e. with or without dormers).
 - iv. Variations in porches and entries, window fenestration (placement, shape, orientation of windows).
 - c. A block diversity plan illustrating lots, building elevations, and/or house plans shall be submitted for review with permit applications. No permits shall be issued until the development has an approved block diversity plan.
3. **Architectural Details and Features.** In addition to façade material requirements, structures shall contain a minimum of two (2) architectural details on front facades, a minimum of one (1) on side facades, and a minimum of one (1) on rear facades that are visible from public rights-of-way, and which must be provided on building elevations at the time of permit submittal:
 - a. Vertical columns or pillars;
 - b. Stonework detailing on columns (if applicable);

- c. Decorative / ornamental window design (i.e. window trim, recesses, adding bay windows, shutters, grids, etc.);
- d. Decorative (front) door design;
- e. Decorative / ornamental garage door design (i.e. glass/windows, carriage hardware, etc.);
- f. Decorative roofline elements, such as roof brackets or dormers;
- g. Porch (front) or covered entry features;
- h. Decorative belly band trim;
- i. Other decorative ornamentation/feature or design technique that meets the intent of this section, with the approval of the Planning Department.

4. **Attached Garages and/or Carports.** The following standards are applicable to single-family residential structures that contain attached garages and/or carports:

- a. Newly constructed Attached garages and/or carports shall have a mix of orientations within the development.
- b. Garage dominant houses (i.e. snout houses), or those in which the garage and/or carport protrudes past the front façade by more than 10 feet, are prohibited in instances where the garage faces the front yard or public street(s).
- c. Front-load garages, or garages facing a public street, shall contain decorative windows or other acceptable decorative / ornamental feature (standard squares on garage doors do not count).



- 6. **Sidewalks.** A sidewalk or walkway, constructed of concrete or decorative pavers, a minimum of three (3) feet in width, shall be installed connecting the front door to the street-front sidewalk or driveway.
- 7. **Overhangs.** A minimum overhang/eave of 12-inches shall be required on all sides of all new single-family construction.
 - a. Applicable building and fire codes shall apply.
- 8. **Shingles.** Where shingles are proposed to be installed, architectural shingles shall be used. Three-tab shingles are prohibited.
- 9. **Roof Pitch.** The minimum roof pitch for single-story dwellings shall not be less than 6:12.
- 10. **Chimneys** located on an exterior elevation of the dwelling must extend to the ground and be clad in masonry or same as adjacent materials.

Amendments in Section 6.2.3 continued below:

E. Townhomes:

1. **Façade Materials.** Buildings shall be constructed of materials consistent with characteristics of the neighborhood. Fiber cement, brick, vinyl siding, hardi-plank shake/shingle or an equivalent quality material as approved by the Planning Department, is required on all exterior surfaces of all structures within the development, including accessory structures.
 - a. There shall be a combination of no less than two (2) of the above listed materials on each façade of the building and must be installed the entire width and length of each façade. The primary material on the front elevation shall also be used on the side and rear elevations.
 - b. Building elevations shall be submitted with the preliminary plan set and must be reviewed and approved by TRC prior to plan approval.
2. **Common Driveways, Parking Areas, Open Space, or other amenities** shall have provisions for perpetual maintenance by the participating property owners.
3. **Pathways.** A pathway system connecting greenway/open space areas accessible to neighborhood residents and connecting these areas to neighborhood streets and sidewalks shall be constructed. *Pathways shall also have provisions for perpetual maintenance. Refer to Article 7, Section 7.1.2 for design requirements for pathways.*
4. **Front Loading Garages.** All units with front-loaded garages shall have garage faces with decorative design treatments to minimize their appearances. Garages for units/buildings located on rear alleys shall be located to the rear of the unit and accessed via alley only.
5. **Parking.**
 - a. Parking for townhomes provided via individual driveways, garages, or a combination of both, shall be required to provide a minimum of two (2) parking spaces for each unit. Such parking shall not impede the sidewalk, drive aisle or encroach into the public right-of-way.
 - b. When parking is to be provided via parking lot style/vehicle use area(s), townhome developments shall adhere to the minimum required and maximum allowed parking standards for an "Apartment", as cited in *Article 8, Table 8.3: Parking Requirements* and the Handicapped Accessible Parking Requirements of Sec. 8.2.3.
6. **Walkways.** A three-foot (3') wide sidewalk or walkway, constructed of concrete or decorative pavers, shall extend from the sidewalk or driveway to the steps, stoop, or porch of all units.
7. **Chimneys** located on an exterior elevation of the dwelling must extend to the ground and be clad in masonry or same as adjacent materials.
8. **Shingles.** Where shingles are proposed to be installed on all residential construction, architectural shingles shall be used. Three-tab shingles are prohibited.
9. **Roof Pitch.** *The minimum roof pitch for a single-story townhouse dwelling shall not be less than 6:12.*

Building areas/features	CITIES & TOWNS WITH RESIDENTIAL DESIGN STANDARDS – COMPARISON TABLE				
	Conway, SC <i>*includes proposed additions to standards</i>	City of Rock Hill, SC	Richland Co., SC <i>*applicable to dwellings in overlay districts</i>	Sherwood, OR	Lake Villa, IL
Entryways / porches	A sidewalk / walkway constructed of concrete or decorative pavers, a min. of 3 ft in width, shall be installed connecting the front door to the street front sidewalk or driveway.		<ul style="list-style-type: none"> - Porches, pent roofs, roof overhangs, hooded front doors, or other similar architectural elements shall define the front entrance to all residences; - Usable porches and stoops should form a predominant motif of the building design for single-family residential & be located on front and/or side of building; - Usable front porches are at least 6' deep and 12' in width; - Raised entries are required to provide privacy 	<ul style="list-style-type: none"> - Must be w/in 8 ft of the longest facing wall of the home; <p>Entrance must be:</p> <ul style="list-style-type: none"> - facing the street, at an angle of up to 45-degrees from the street; - Face a common open space adj. to the street and abutted by other homes; or - Open onto a porch; 	<p>Front entry, service, patio:</p> <ul style="list-style-type: none"> - door styles/colors should emphasize the front entry & deemphasize the garage & service doors; - a variety of door styles and colors are encouraged; - accent colors; - trim wraps around all doors; - pediments, entablatures, and decorative archways where appropriate. <p>Front entry doors:</p> <ul style="list-style-type: none"> - shall be energy efficient and appropriate to architectural theme of home; - mutins, side lights, special shapes, and window details shall be incorporated where appropriate; - shall contain embossed or plant-on detail; - shall have glass in doors and sidelights <p>Porches:</p> <ul style="list-style-type: none"> - entry porches should be designed as key features that invite entrance to the home; - the use of arches, pediments, columns, and railings are excellent examples; - dominant entry porches that fit the architectural style of the principal structure are permitted
House plan variety (block diversity)	- A block diversity plan illustrating lots, elevations and/or house plans is required (may also be submitted with final plat or at the time of permit submittal, but no permits issued until block diversity plan approved)	None specified	None specified	<p>House Plan Variety:</p> <ul style="list-style-type: none"> - No two (2) adj. or opposite dwellings in a single dwelling detached development of more than 4 units may have the same front (street facing) façade; - Must be at least 3 intervening lots between 	<p>Min. requirements:</p> <ul style="list-style-type: none"> - Min. of 3 elevation themes for each plan type; - Min. of 3 color packages, with no matching colors side by side or directly across; - No similar elevation design will repeat within 200 ft on same or opposite side of street;

	<p>- No building elevation or mirrored elevation shall be located on either side nor across the street from itself.</p> <p>Following elements considered:</p> <ul style="list-style-type: none"> - Different façade materials/colors or a combination of; - Different offsets, recesses or projections are utilized on front elevation; - Variations in roof elevation, roof form, roof projections; - Variations in porches and entries, window fenestration (placement, shape, orientation of windows) 			<p>the dwelling where facades repeat on the same block face;</p> <ul style="list-style-type: none"> - Materials. Plans must specify different exterior cladding materials, a different combination of materials or different dimensions, spacing, or arrangement of the same materials; - Articulation. Plans must have different offsets, recesses, or projections (i.e. front elevations break in different places); - Variations in roof elevation. Plans must have different roof forms (e.g. gable v. gambrel or hip), different roof height (by at least 10%), different orientation (e.g. front v. side facing), different roof projections (e.g. with or without dormer or shed), or different type of dormer or shed, or different roof pitch by more than 2' of vertical rise to 12' of horizontal run; - Fenestration. Plans must have different placement, shape, or orientation of windows or different placement of doors. - Height. elevation of the primary roof line changes by not less than 4' from building to building, or from dwelling-to-dwelling unit, on abutting lots, as applicable. Changes in finished grade of 8' or more from 1 lot to adjacent lot are counted toward height change for purpose of evaluating façade variation. 	<p>Elevations will be considered dissimilar when they exhibit significant changes of the following elements:</p> <ul style="list-style-type: none"> - Roof forms; - Window patterns; - Massing; - Porch/entry conditions; - Material allocations; - Architectural style; - Scale and massing <p>Color packages are required to be submitted that are consistent with surrounding existing neighborhoods; and</p> <ul style="list-style-type: none"> - color schemes shall feature a harmonious range of color blends and shading; - primary surfaces shall be of earth tones and muted color unless dictated by architectural style; - secondary surface areas shall range from off-whites to light browns and light warm grays; - complementary trim and siding colors with slight variations in contrast; - subtle 3rd color accents, in traditional colors, appropriate for style chosen.
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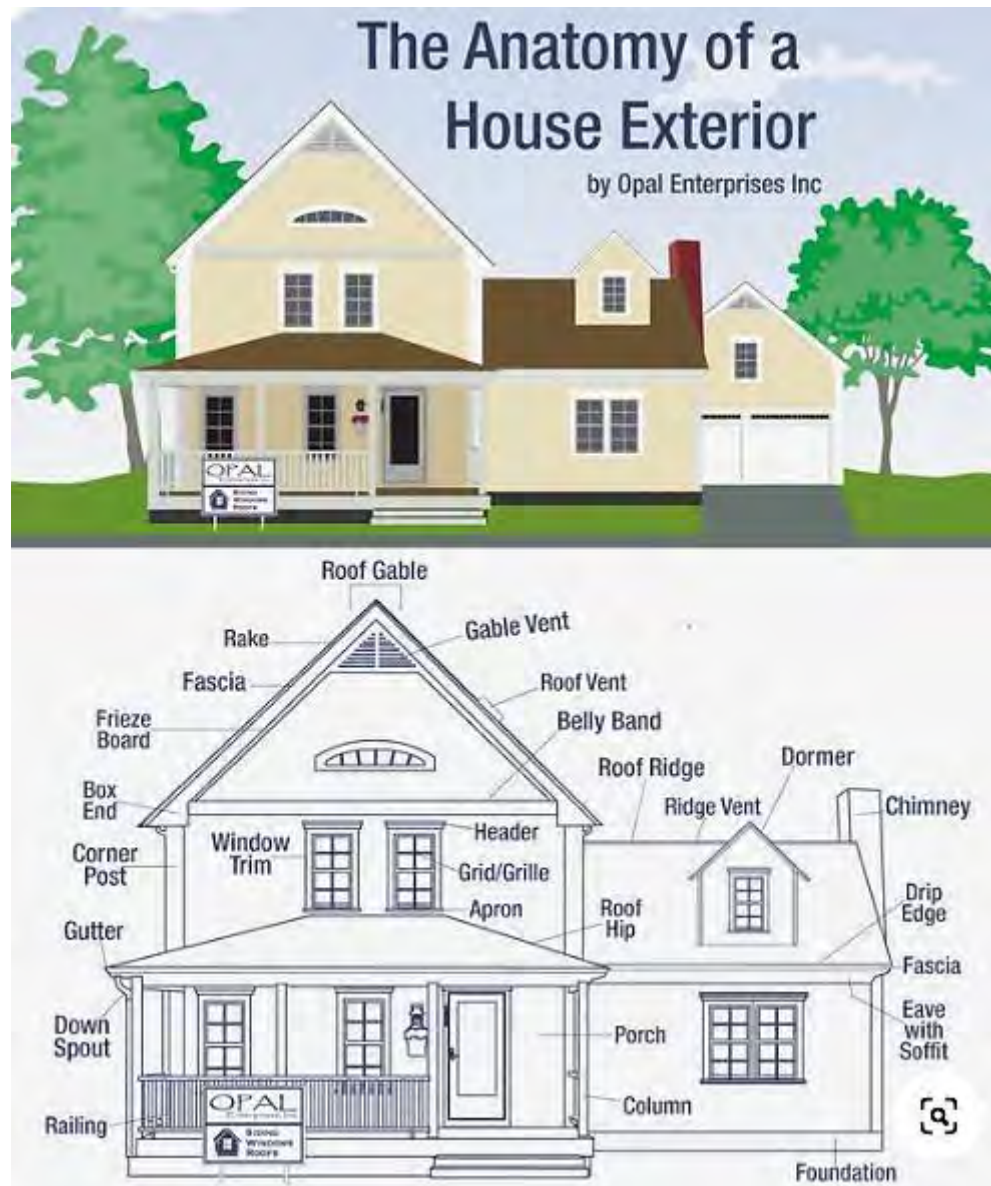
Facades (materials)	Permitted materials: <ul style="list-style-type: none"> - Brick; - Fiber cement - Hardi-plank shake/shingle; - Stone; - Vinyl; or - Equivalent quality material - A combination of the above materials is encouraged. <ul style="list-style-type: none"> - When using vinyl, a combination of no less than 2 material types is required to be installed the entire width and length of the front and side facades. - Materials shall be diverse in appearance and on scale with the height of the structure. - Building elevations subject to staff review. 	Permitted materials: <ul style="list-style-type: none"> - Brick or brick veneer; - Stone or stone veneer; - Stucco; - Wood; or - Cementitious siding (hardi-plank) - Combination of the above materials may also be used 	- Architectural features, materials, and articulation of façade of a building shall be continued on all sides visible from a public street or courtyard; - Front facades shall not be oriented to face directly toward a parking lot; - Front facades of principal building on any lot in district shall face onto a public street.	<ul style="list-style-type: none"> - Brick; - Cedar shingles; - Stucco; - Other similar material covering at least 40% of the street facing façade 	Natural Materials: <ul style="list-style-type: none"> - Wood siding; - Brick; - Stone Manmade materials: <ul style="list-style-type: none"> - Synthetic stucco; - Fiber cement siding; and - Vinyl siding are acceptable, provided that portion of elevations include natural materials of wood trim and/or accents. Side & rear facades shall incorporate at least 1 natural material used on the front façade, covering at least 20% of the surface; Side elevations [fully exposed or partially fronting on public right of ways (i.e. corner side yards)] shall include same design materials and level of detail used on the front façade;
Prohibited materials	No materials specifically prohibited but it must be a quality material	No vinyl siding permitted on any facade	None specified	- Vinyl; - Aluminum; - T-111	
Other detailed design requirements for facade	Architectural details required (must be provided on building elevations). A min. of 2 required on front façade, 1 on side facades, and 1 on rear facades that face a public street or right-of-way. Includes: <ul style="list-style-type: none"> - vertical columns or pillars; - stonework detailing on columns; - decorative/ornamental window designs (shutters, trim, recesses, bay windows, grids) - decorative/ornamental garage door design (glass/windows, carriage hardware); 	- 360-degree design: a 4-sided design that carries architectural details to all facades is required; - Side facades must meet standards of zoning ordinance; - Rear facades must continue architectural details through elements such as substantial porches, decks, and patios and use of large windows and sliding glass doors; - Flush roof lines are not allowed on sides and rear – eaves must extend beyond plane of façade by a min. of 6 inches.	A min. of 4 of the following required: <ul style="list-style-type: none"> - Dormers; - Recessed entries; - Cupolas; - Bay or bow windows; - Garages; - Window shutters; - Roof pitch greater than nominal 8 to 12; - Eaves (min. of 6 inches); - Garage set at least 10' behind front face of primary dwelling unit; - Exterior window trim that is a min. of 4 inches in width 	A min. of 5 other detailed architectural elements: <ul style="list-style-type: none"> - Recessed entry area; - Balcony (3' deep min.); - Roof eaves – min. projection of 12-in. from intersection of roof/ext. walls; - Decorative eave braces; - Window trim around all windows; - Bay window(s); - Belly band trim; - 4-paint colors scheme; - Dormer(s) that are a min. 4' wide 	A traditional character is encouraged to be established & maintained consistent with recognized traditional styles and Midwest vernacular; Styles shall be reasonably consistent throughout all facades of a structure. Styled elevation enhancements that can be used to differentiate and enhance each individual styled elevation: <ul style="list-style-type: none"> - corner boards, trim and door/windows to surround all facades (natural materials only); - band boards; and - moldings Gutters, downspouts, and splash blocks are required & shall be included on elevations in

	<ul style="list-style-type: none"> - decorative roofline elements (roof brackets, dormers) - porch (front) or covered entry; - other feature that meets the intent of this section, as determined by Planning staff 				a style compatible with the architecture of the structure
Garages/Carports	<ul style="list-style-type: none"> - Attached garages/carports shall have a mix of orientations within the development; - Garage dominant houses (snout houses) are prohibited in instances where the garage faces the front yard or public street; - Front-load garages, or garages facing a public street, shall contain decorative windows or other acceptable decorative / ornamental features (standard squares on garage doors do not count) 	<ul style="list-style-type: none"> - Must feature either 2 single garage doors, or in the case of a 3-car garage, either 3 separate doors or 1 double door and 1 single door; - Single doors must have a max width of 12' and double doors must have a max width of 16'; Designs must complement design of home. Features can include: <ul style="list-style-type: none"> - Decorative patterning (other than standard blocks); - Windows; - Rounded shape; or - Faux wood appearance. Areas surrounding garage door must include at least 1 feature, such as: <ul style="list-style-type: none"> - Trellis above garage doors; - Columns flanking them; - Decorative sconces to sides of or above doors; or - Ornamental masonry patterns surrounding doors. 		<ul style="list-style-type: none"> - Front elevation of garage may not extend in front of the longest, street facing elevation of primary dwelling structure; - Garage widths on street-facing elevation shall not exceed 60% of the total width of that elevation; Garages facing a street shall contain at least 1 item below: <ul style="list-style-type: none"> - Garage trellis or pergola; - Windows on 15% of garage door; - Natural wood finish; - Recess of at least 3' behind primary dwelling; - Use of multiple colors or finishes 	<p>Garage elevations: Alternate garage elevations such as split garages and recessed front load garages as well as a blend of single and double garage doors are encouraged.</p> <p>Garage entrances: - 10% of the garages must be side-load or rear-load garages; - these alternate garage entrance locations shall be incorporated in the project design where practical (<i>i.e.</i> residences on corner lots)</p> <p>Garage/Service doors: - muted color schemes; - mixed use of single & double garage doors; - paneled wood or insulated steel/aluminum (embossed)</p>
Other	<p>Other existing standards:</p> <ul style="list-style-type: none"> - overhangs / eaves, a min. of 12 inches, shall be required on all sides of all new single-family residences; - Min. roof pitch for single-story dwellings is 6:12; - Shingles must be architectural shingles. Asphalt shingles prohibited; 	<ul style="list-style-type: none"> - Foundation plantings required; - Accessory buildings should be of same high level of design as primary structure; - Corrugated metal cannot be used on accessory buildings (except roof); - Chain link fences prohibited; 			<p>Chimneys shall be compatible with the architectural style of the building to ensure consistency in design.</p> <ul style="list-style-type: none"> - shall be clad of the same predominant siding material on home or be all masonry & shall match the façade material selection & design or be all masonry; - decorative chimney caps are encouraged;

	<p>- Chimneys (if proposed) located on exterior elevations must extend to the ground and be clad in masonry or same as adjacent materials.</p>	<p>- Privacy fences are prohibited;</p> <p>- Split-rail fences allowed in side and rear yards;</p> <p>- Small screen fencing (wooden or vinyl) must be used to hide garbage cans, HVAC equipment, pool equipment and similar items, from view of adj. properties</p>			<p>- detail is encouraged in siding and masonry chimney faces;</p> <p>- scale of chimneys shall be compatible with the adjacent façade.</p> <p>Decks & balconies:</p> <p>- decks attached to homes should be large enough to be usable and built with appropriate materials which can be exposed to weather;</p> <p>- screen porches required to be at the rear of residences & must be designed consistent with the exterior of the respective residential building and constructed with materials consistent with the adjacent building façade.</p>
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Various definitions related to text amendment or building architecture (used in this document or text amendment):

1. **Belly Band trim.** Decorative cladding that runs horizontally on a house; “beauty boards”. Often found in gables, separating standard lap or panel siding from the shake. Belly bands are often used as a visual separation between two surface materials.
2. **Block Diversity Plan.** A plan provided by an applicant demonstrating an adequate mix of housing models and styles being offered within a neighborhood and within each block face.
3. **Clad, or Cladding.** Any material that covers the outer wall of a building; the application of one material over another to provide a skin or layer and used to provide a degree of thermal insulation and weather resistance.
4. **Clapboard.** One of a series of boards used for siding. It is usually horizontally, and the board is most often tapered in cross-sections.
5. **Corrugated metal.** A building material composed of sheets of hot-dip galvanized steel, cold-rolled to produce a linear ridged pattern in them; panels highly resistant to elements and impacts, including intense storms such as harsh rain, wind, hurricanes, etc.
6. **Cupola.** A small structure projecting above a roof that provides ventilation and can serve as a “look-out”.
7. **Dormer.** A window set vertically in a structure projecting thru a sloping roof.
8. **Elevation.** Each of the vertical exterior walls of a building, also called façade.
9. **Façade.** The exterior faces of a building, often used to refer to the wall in which the building entry is located.
10. **Fenestration.** The arrangement, proportioning, and design of windows and doors in a building.
11. **Gable.** A roof shape characterized by a pair of shallow pitch slopes above a steeply pitched slope on each side of a center ridge.
12. **Gambrel roof.** A pitched roof with 2 different downward slopes on either side of a central horizontal ridge.
13. **Hip-roof.** A roof that slopes inward from all 4 exterior walls.
14. **Massing.** The 3-dimensional form of a building.
15. **Monotony.** Tediously uniform or unvarying; boring because it has regular, repeated pattern which never changes; dull, repetitious; lacking in variety and interest; the absence of small details and separations.
16. **Motif.** A decorative design or pattern; a distinctive feature or dominant idea in an artistic or literary composition; important and noticeable element or feature.
17. **Muntins.** Thin strips of wood which divide and hold the panes of glass in a multi-light window.
18. **Pitch.** The degree of a roof’s slope.
19. **Shed roof.** A roof with a single slope and rafters spanning from one wall to the other.
20. **Veneer (i.e. brick, stone).** A thin decorative finish typically made of brick, stone, or stucco.
21. **Vernacular.** A regional adaptation of an architectural style or styles.



Source: Opal Enterprises (opalenterprise.net)

Examples of single-family home styles that could meet proposed residential design standards (with amendments):



Examples of single-family homes that would **NOT** meet the design standards:



DATE: MAY 20, 2024

ITEM: IX.

ISSUE:

Request from Go Get Your You Foundation, to host the 4th Annual Juneteenth Soul Food Festival at 1303 4th Avenue (Caribbean Jerk Cuisine) and 1307 4th Avenue on Saturday, June 15th from 11:30 a.m. to 8 p.m.

BACKGROUND:

The event will feature food vendors, retail vendors, bounce houses, Gullah storytellers, raffles, and veteran services.

The applicant will supply generators for electricity for this event.

They are also requesting 5 pelican cans. There will be port-a-potties.

GGYY foundation is expecting 10 vendors and 80 participants.

RECOMMENDATION:

Given past events with permit requester, staff is hesitant to recommend approval.

RECEIVED
HALL



For Office Use Only

Permit Application

- ☐ Approved
☐ Disapproved
☐ Charges required in the amount of _____

Signature _____

Date _____

SPECIAL EVENT PERMIT APPLICATION

According to the Code of Ordinances of the City of Conway, it is unlawful for any person to hold, manage, conduct, aid, participate in, form, start or carry on any parade or public meeting or assembly or picketing, in or upon any public street, park or other public grounds in the city unless and until a permit to conduct such meeting, assembly, parade or picketing has been obtained. A special event application is also required for events held on private property within the city that may expect a large crowd, impact on the neighborhood and/or city services, or require other permits such as zoning, signage, etc. Charges may apply to each application. The City of Conway, at its discretion, may choose to waive any fees and charges for special events held by bonafide, non-profit organizations.

**APPLICATION FOR PERMIT MUST BE FILED NOT LESS THAN
30 DAYS IN ADVANCE OF THE PROPOSED ACTIVITY.**

Name of the event: 4th Annual Juneteenth Soul Food Festival
Name of permit holder: Margaret Harriott
Address of permit holder: 3100 Dick Pond Rd Ste E3099 (Mailing)
City: Myrtle Beach State: SC Zip: 29588
Telephone number of permit holder: _____ Cell: 843 465 8228
Are you conducting the activity on behalf of an organization? ☒ Yes ☐ No
Is your organization a non-profit 501(c)(3) organization? ☒ Yes ☐ No
Name of organization: Go Get Your You Foundation
Address of organization: 3100 Dick Pond Rd E 3099 Myrtle Beach SC
Telephone number of organization: 980 234 9003
What is the purpose of the activity? Raise awareness of the end of slavery and outreach to veterans of our services
What is the proposed date(s) of the activity? 6-15-24
What are the proposed times of the activity? 11:30-8:00 PM
What are the plans for the event? Retail, Food vendors, kids inflatables (no water, no animals), Gullah storytellers, raffles, veteran service registrations
What is the location or route of the activity? (Please attach any necessary route maps.)
1303 4th Avenue Conway
and 1307 4th Avenue

If you are conducting a parade, please attach a map showing the route with the portion of the street(s) and/or sidewalk(s) to be utilized clearly marked.

List any streets which may need to be closed, including specific dates and times of closing and re-opening: NA

What is the approximate number of participants? 80

What is the approximate number of vendors? 10

BUSINESS LICENSE REQUIREMENTS: *Any vendors at this event who do not have 501(c)(3) nonprofit status are required to purchase a business license.*

Will there be any vehicles, water craft, equipment or animals used for the event? ☐ Yes ☒ No

If yes, please explain: _____

Are you requesting any road blockades? (charges may apply) ☐ Yes ☒ No

If yes, please attach a map showing the locations of any road blockades.

Are you requesting any police assistance? (charges may apply) ☐ Yes ☒ No

Are you requesting to set up tents or temporary structures? (charges may apply) ☐ Yes ☒ No

If yes, please attach a drawing showing the locations and sizes of all auxiliary structures.

Are you requesting any fire/medical standby assistance? (charges may apply) ☐ Yes ☒ No

Will supplementary utility services such as power and water be used in addition to what is available in the area? If yes, describe in detail the specific utilities and location. Any additional utilities must be provided by the applicant. ☒ Yes ☐ No
We will be using generators

Have you requested or obtained a permit from any other jurisdiction (city or county) within which the activity shall commence, terminate or occur in part? ☐ Yes ☒ No

How do you plan to remove garbage? we would like to request trash bins (5)

Will existing restroom facilities be adequate? ☐ Yes ☒ No

If not, describe plans to augment available sanitary facilities:

We will have portable bathrooms available for festival goers.

Please include any additional information that may be useful: _____

Does any of the following apply to the proposed activity: _____ Fireworks Display _____ Other

(live band, band, loudspeakers, sound amplifiers, etc.). Please specify: _____

We will use speakers with microphones

ALCOHOL SALES AT SPECIAL EVENT: *Procedures and logistics for serving alcoholic beverages must be submitted with the special event permit application. These should include but are not limited to location, hours of operation, locations with site diagram and security procedures. Consideration will also be given as to whether alcohol sales would create potentially dangerous situations due to the nature of the event. Permission to serve or consume alcohol may be granted by the city as part of the special event permit; however, such service must comply with all South Carolina Alcohol Beverage Control Commission regulations and the City of Conway Special Events Alcohol Control Policy. The City reserves the right to revoke the permit or require the applicant to discontinue alcohol sales whenever the consumption of alcohol by participants becomes excessive or when, over a period of time, participants regularly demonstrate obnoxious, loud, or other inappropriate behavior following events.*

Will alcoholic beverages be served?

☐ Yes ☒ No

Will alcoholic beverages be sold? *If yes, SC ABC permit required.*

☐ Yes ☒ No

Hard alcohol (liquor) may not be present, possessed, consumed and/or served at any permitted special event. Section 7-2-2 (b) (1) states "The sale of alcohol within the designated area of a special event is limited to beer and wine." Beer and/or wine must be served in opaque paper, plastic or Styrofoam cups.

VENDORS: Please list any vendors, including applicant, for whom you are requesting permission to sell alcohol and the proposed locations for sales.

RESTAURANTS: Please list any restaurants for which you are requesting permission to sell alcohol for public consumption during the special event.

Times for alcohol to be served: From _____ To _____

Event map must show requested designated special event area for alcohol sales/public consumption.

The following does not apply to restaurants:

Have you applied for a South Carolina temporary ABC Permit? ☐ Yes ☐ No

Name of insurance company providing general liability with liquor liability insurance for the event naming the City of Conway as additional insured (a copy of the Certificate of Insurance must be provided): _____

ACKNOWLEDGMENT: *I acknowledge that I have read and do fully understand the Special Event Alcohol Control Policy attached to this application and agree to comply with the guidelines.*

Applicant's Signature: _____

Date: _____



SPECIAL EVENTS ALCOHOL CONTROL POLICY

All event organizers and restaurants are required to be familiar with and follow the guidelines when participating in special events where alcoholic beverages will be permitted. It is understood that responsibility for fully meeting these requirements during an event rests with the event organization and/or restaurant serving alcohol within a designated special event area.

1. Hard alcohol (liquor) may not be present, possessed, consumed and/or served at any permitted special event. *Section 7-2-2 (b) (1) states "The sale of alcohol within the designated area of a special event is limited to beer and wine."*
2. Public consumption of alcohol as authorized by the special event permit shall not begin before the designated event start time. There shall be no open containers of alcohol allowed in the event area before this designated time. The event organizers and all participating restaurants must discontinue alcohol distribution for public consumption within the event area at a minimum of 30 minutes prior to the end of the event. All alcohol must be cleared from the event site at the end of the event.
3. At no other time may alcohol be present, possessed, served, and consumed in the public area. The event organizer is responsible for informing participating restaurants of the event hours for compliance and to make certain that no one leaves restaurant premises with alcohol except during the time of the special event.
4. It is a violation to permit or knowingly allow a person under 21 years of age to purchase or possess or consume liquor, beer or wine. The seller of beer or wine must clearly display signs stating that the purchase or possession of beer or wine by a person under the age of 21 is unlawful.
5. Signs informing participants that alcohol beverages are prohibited on City streets and sidewalks beyond the boundaries of the designated special event area will be posted by the City.
6. No alcohol may be served in glass containers, cans or bottles; only opaque plastic, paper, or Styrofoam containers will be allowed.
7. It is a violation to sell liquor, beer or wine to an intoxicated person. Any person in an intoxicated condition, even if of legal age, must be denied alcohol.
8. The event organizer shall supply identification wristbands to the vendors and/or participating restaurants at any special event that includes the sale/public consumption of alcoholic beverages. Anyone 21 years of age or older wishing to consume alcohol on public property must be wearing the colored wristband assigned to the special event in order to be served alcohol.

If your event is to be held on property not owned by the sponsoring organization, the property owner must complete the following:

PROPERTY OWNER PERMISSION LETTER

I (we), being the property owner of 1303 4th Ave Conway SC (address),
give permission for Margaret Harriott to hold a special event on
my/our property.

04/30/2024
Date

Margaret Harriott
Witness

Margaret Harriott
Printed Witness Name

K. Harriott
Signature

843 984 3663
Address
Telephone Number

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS HELD ON CITY PROPERTY

The event must maintain general liability insurance and, if beer and wine is to be served, liquor liability insurance for the event for which the permit has been obtained. The City of Conway shall be named as an additional insured on the policy with respect to claims arising from the use of property owned or operated by the city and the issuing of the permit by the city. The applicant shall submit a Certificate of Insurance verifying the following minimum coverage and specifically identifying the City of Conway as an additional insured. **Your permit will not be issued if the Certificate of Insurance has not been received prior to event. The City of Conway must be listed as the "Certificate Holder" on the Certificate of Insurance.**

Each Occurrence	1,000,000
Personal Injury	1,000,000
General Aggregate	2,000,000

Application completed by:

Contact No.:

Date:

Margaret Harriott

843 465-8228

5/2/24

Special events permits are granted in accordance with the City of Conway Code of Ordinances and in no way imply assumption of liability by the City of Conway. Your organization is fully responsible for complying with all applicable laws and safety procedures. A permit does not authorize you to enter upon private property or to, in any way, hinder or obstruct pedestrian or vehicular traffic. The City of Conway reserves the right to modify the conditions of this permit or to cancel it entirely if it is deemed appropriate.

Please return completed permit application to:

City of Conway Planning Department
Attn: Special Event Permits
P.O. Drawer 1075
Conway, SC 29528-1075

[FOR OFFICE USE ONLY]

Special Event: 4th Annual Juneteenth Soul Food Festival Date(s) June 15 2024

Sponsoring Organization: Go Get Your You Foundation

Application completed by:

Margaret Harriott

Contact No.:

843 465- 8228

Date:

May 2 2024

☒ Recommend approval ☐ Recommend disapproval

Police Department

Fees or charges associated with this event:

Special Conditions/Comments:

5/6/2024

Date

see attached

Police Officers

\$40.00/hour per officer

☒ Recommend approval ☐ Recommend disapproval

Fire Department

Fees or charges associated with this event:

Special Conditions/Comments:

5/6/2024

Date

see attached

Fire Inspector/Fire-Rescue Officers

\$40.00/hour per officer

☒ Recommend approval ☐ Recommend disapproval

Public Works Department

Fees or charges associated with this event:

Special Conditions/Comments:

5/6/2024

Date

see attached

Residential & Non Residential Street Closure

Barricades

\$20.00 each

Public Works Employee

\$25.00/hour per employee

☐ Recommend approval ☐ Recommend disapproval

Parks & Rec. Department

Date

Fees or charges associated with this event:

Special Conditions/Comments:

Parks & Rec. Employee

\$25.00/hour per employee

☒ Recommend approval ☐ Recommend disapproval

Planning Department

Date

Special Conditions/Comments:

See attached

☒ License(s) obtained for _____ vendor(s) ☐ License(s) not required

Has general liability and liquor liability insurance (if applicable) listing the City of Conway as additional insured been secured? ☐ Yes ☐ No

Business License Department

Date

Special Conditions/Comments:

permit holder needs to collect
\$5 from each vendor & turn into business license
office next business day

RELEASE AND INDEMNIFICATION AGREEMENT
City of Conway

THIS IS A RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT. THE SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event on City of Conway property:

4th Annual Juneteenth Soul Food Festival

Special Event Holder hereby acknowledges, represents, and agrees as follows:

- A. We understand that activities associated with the above-described special event are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or to third parties. We further acknowledge that such risks may include but are not limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

MJ

(Special Event Holder initial here)

- B. If required by this paragraph, we agree to require each participant in our special event to execute a release and indemnification agreement for ourselves and for City of Conway on a form approved by the City of Conway.

MJ

(Special Event Holder initial here)

- C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Conway, for the duration of the above referenced event.

MJ

(Special Event Holder initial here)

- D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Conway, its officers, its employees, or by any other cause.

MJ

(Special Event Holder initial here)

- E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release, and discharge the City of Conway, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Conway, its officers, its employees, or by any other cause.

MJ

(Special Event Holder initial here)

F. We further agree to defend, indemnify and hold harmless the City of Conway, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Conway, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the City of Conway, its officers, its employees, or by any other cause.

MN (Special Event Holder initial here)

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said agreement extends to all acts, omissions, negligence, or other fault of the City of Conway, its officers, and/or its employees, and that said agreement is intended to be as broad and inclusive as is permitted by the laws of the State of South Carolina. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

MN (Special Event Holder initial here)

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of South Carolina, and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

MN (Special Event Holder initial here)

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable Special Event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, executors, assigns, and transferees.

MN (Special Event Holder initial here)

IN WITNESS THEREOF, this **RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the Special Event Holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Event Holder hereto.

PRINTED NAME OF SPECIAL EVENT PERMIT HOLDER:

Margaret Harriott

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

NAME: Margaret Harriott TITLE: Executive Director
SIGNATURE: Margaret Harriott DATE: 4/24/24

FACILITY USE AGREEMENT AND RELEASE/INDEMNIFICATION
City of Conway

- A. In consideration for being permitted to use the facilities of the City of Conway, _____

Cro Get Your You Foundation
(hereinafter "Applicant") agrees to indemnify and hold harmless, City of Conway its officers, employees, insurers, and SCMIT/SCMIRF Insurance Programs, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Conway, its officers, or its employees, or from any other cause whatsoever.

- B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the City of Conway may require reimbursement for the full amount of such damage, loss, or injury and all costs associated therewith upon billing by City of Conway.

- C. In addition, in consideration for being permitting to use the facilities, Applicant, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the City of Conway, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Conway, its officers, or its employees, or from any other cause whatsoever.

Margaret Harriott
NAME OF PERSON/ORGANIZATION

Margaret Harriott
SIGNATURE OF PERSON/ORGANIZATION REPRESENTATIVE

4/24/24
DATE

Legend

-  TABLES/CHAIRS
-  TRASH
-  PORT-O-POTTIES
-  FOOD VENDORS
-  VETERAN SERVICES VENDORS
-  ENTERTAINMENT SPEAKERS
-  RETAIL VENDORS
-  FOOD VENDORS
-  KIDS ZONE



Natasha Sherman

From: Brandon Harrelson
Sent: Monday, May 6, 2024 9:14 AM
To: Natasha Sherman
Subject: RE: 4th Annual Juneteenth Soul Food Festival

We are good.

From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Monday, May 06, 2024 8:20 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bfleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; David Parker <dparker@conwaysc.gov>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: 4th Annual Juneteenth Soul Food Festival

Please review for approval and return it to me back.

Natasha Sherman
Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Saturday, November 11, 2023 10:39 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i

Natasha Sherman

From: Business License
Sent: Monday, May 6, 2024 8:29 AM
To: Natasha Sherman
Subject: RE: 4th Annual Juneteenth Soul Food Festival

Approved.

Even/Permit holder must collect \$5 from each vendor, fees must be paid the next business day to the business license office.

Thanks,

Bradley Todd

City of Conway
Business License Inspector
196 Laurel Street : PO Drawer 1075, Conway, SC 29528
Contact | **P:** 843-488-7631 | **C:** 843-504-5740 | **F:** 843-248-1718
| **E:** businesslicense@conwaysc.gov



From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Monday, May 6, 2024 8:20 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bfleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; David Parker <dparker@conwaysc.gov>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: 4th Annual Juneteenth Soul Food Festival

Please review for approval and email me back

Natasha Sherman

From: Dale Long
Sent: Monday, May 6, 2024 9:52 AM
To: Natasha Sherman
Cc: Steven Pearce; Reggie Hill; Tammy Carter
Subject: RE: 4th Annual Juneteenth Soul Food Festival

Very different venue, but OK for PD.

From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Monday, May 6, 2024 8:20 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bffleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; David Parker <dparker@conwaysc.gov>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: 4th Annual Juneteenth Soul Food Festival

Please review for approval and email me back.

Natasha Sherman
Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Saturday, November 11, 2023 10:39 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i

Natasha Sherman

From: Phillip Le Hendrick
Sent: Monday, May 6, 2024 9:59 AM
To: Natasha Sherman
Subject: RE: 4th Annual Juneteenth Soul Food Festival

Fire is good. We will contact the host about the food vendors and inflatables.

From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Monday, May 6, 2024 8:20 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bffleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; David Parker <dparker@conwaysc.gov>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: 4th Annual Juneteenth Soul Food Festival

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Natasha Sherman
Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Saturday, November 11, 2023 10:39 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i

Natasha Sherman

From: Katie Dennis
Sent: Wednesday, May 8, 2024 11:19 AM
To: Natasha Sherman
Subject: RE: 4th Annual Juneteenth Soul Food Festival

Ok with planning.

Katie Dennis, MSCM, CFM
Planning Concierge
City of Conway Planning & Development
196 Laurel Street Conway, SC 29526
Office: (843) 488-7852 Cell: (843) 421-2337
Please note our email is changing to @conwaysc.gov



From: Natasha Sherman <nsherman@conwaysc.gov>
Sent: Monday, May 6, 2024 8:20 AM
To: Adam Emrick <aemrick@conwaysc.gov>; Alicia Shelley <ashelley@conwaysc.gov>; Anne Bessant <abessant@conwaysc.gov>; Ashley Smith <asmith@conwaysc.gov>; Brandon Harrelson <bharrelson@conwaysc.gov>; Braxton Fleming <bffleming@cityofconway.com>; Business License <businesslicense@conwaysc.gov>; Dale Long <dlong@cityofconway.com>; David Parker <dparker@conwaysc.gov>; Debbie Smith <dsmith@conwaysc.gov>; Jessica Hucks <jhucks@conwaysc.gov>; John Rogers <jrogers@conwaysc.gov>; June Wood <jwood@conwaysc.gov>; Karen Johnson <kjohnson@conwaysc.gov>; Katie Dennis <kdennis@conwaysc.gov>; Mary Catherine Hyman <mhyman@conwaysc.gov>; Phillip Le Hendrick <phendrick@conwaysc.gov>; Reggie Jenerette <rjenerette@cityofconway.com>; Steven Pearce <spearce@conwaysc.gov>; Tammy Carter <tcarter@conwaysc.gov>; Timmy Williams <twilliam@conwaysc.gov>; Tyres Nesmith <tnesmith@conwaysc.gov>
Subject: 4th Annual Juneteenth Soul Food Festival

Please review for approval and email me back

Natasha Sherman
Executive Assistant
City of Conway

From: cityhallprinter@cityofconway.com <cityhallprinter@cityofconway.com>
Sent: Saturday, November 11, 2023 10:39 PM
To: Natasha Sherman <nsherman@conwaysc.gov>
Subject: Message from KM_C450i