

MAYOR
Michael D. Fuesser

MAYOR PRO TEM
Edward Brown

CITY MANAGER
Dalton Pierce, MPA



CITY COUNCIL
Matt Hickey
Marion Ramsey
Stephanie Jarrett
Charles Brewer
Kellie Harrold

CITY CLERK
Amy Craig

York City Council
Meeting Agenda
Tuesday, July 11, 2023
Meeting at 6:00 PM

1. **WELCOME AND CALL TO ORDER** **MAYOR MIKE FUESSER**
2. **PRAYER** **MAYOR PRO TEM ED BROWN**
3. **PLEDGE OF ALLEGIANCE** **MAYOR MIKE FUESSER**
4. **PRESENTATIONS**
 - 4.1. New Employee – Seth Cagle **UTILITIES DIRECTOR BEN WRIGHT**
 - 4.2. New Employee - Chloe Jones **COMMUNITY ENGAGEMENT DIRECTOR BECKY MESTAS**
 - 4.3. New Employees – Zackery Hudson, Johnny Aricala **POLICE CHIEF BRIAN TRAIL**
5. **PUBLIC HEARING**
 - 5.1 Needs Assessment – CDBG
6. **COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
7. **CITY MANAGER’S REPORT** **CITY MANAGER DALTON PIERCE**
 - 7.1. City Park Phase II Update
 - 7.2. FY23-24 State Budget Appropriation Requests
 - 7.3. Railroad Avenue Sidewalk Alignment Alternatives*
8. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - 8.1. Council Work Session June 19, 2023*
 - 8.2. Council Special Called June 19, 2023*
9. **MONTHLY FINANCIAL REPORT** **CITY MANAGER DALTON PIERCE**
10. **OLD BUSINESS**
 - 10.1 **ORDINANCES:**
 - Second Reading Ordinance 23-694 Amending Minor Subdivisions*

**** Denotes Vote Required***

- Second Reading Ordinance 23-695 Rezoning Oklahoma Street*

10.2 Webpage Host*

11. NEW BUSINESS

11.1 ORDINANCES:

- First Reading Ordinance 23-697 Rezoning Railroad Avenue*
- First Reading Ordinance 23-698 Amending Appendix A RV Storage*

11.2 SPECIAL EVENTS

- Summer Concert Series Date Change*
- Christmas in July Bar Crawl*
- Stories of the Stones*

11.3 DISCUSSIONS

- Moratorium Update
- FY23-24 Budget Work Session #2

12. MAYOR'S REPORT

MAYOR MIKE FUESSER

13. EXECUTIVE SESSION

- 13.1 Discussion of Proposed Sale or Purchase of Property
- 13.2 Discussion of Receipt of Legal Advice Related to Pending, Threatened, or Potential Claim
- 13.3 Discussion of Matters Related to Municipal Judges
- 13.4 Discussion of Appointments to Boards & Commissions

14. UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

15. ADJOURN

** Denotes Vote Required*

City of York

Memo

TO: Mayor and Council

FROM: Ben Wright, Utilities Director

MEETING DATE: July 11, 2023

SUBJECT: Presentations - New Employee



GENERAL INFORMATION

New Employee – Seth Cagle

Seth Cagle joined the Utilities Maintenance Crew on June 19, 2023. Seth grew up in Candler, North Carolina, which is in the Asheville area. He and his wife moved to York last year. Seth is an avid hunter and fisher, as he loves the outdoors. He earned his Bachelor's in Psychology at Appalachian State. So far, he has proven to be a great asset to the Utilities team.

City of York

Memo

TO: Mayor and Council

FROM: Becky Mestas, Community Engagement Director

MEETING DATE: July 11, 2023

SUBJECT: Presentations - New Employee



GENERAL INFORMATION

New Employee – Chloe Jones

Chloe Jones joined the City of York as the new Community Events Coordinator on July 6, 2023. Chloe has lived in York her entire life and her family has deep roots in York as well. She is married and has a two year old daughter. Recently, they bought a home in town. Chloe's family enjoys traveling to different beaches along the North and South Carolina coasts. She is a graduate from Lander University.

City of York

Memo

TO: Mayor & Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11, 2023

SUBJECT: Public Hearing



Before enacting or amending certain ordinances, City Council shall hold a Public Hearing at which parties in interest and citizens shall have an opportunity to be heard. Speakers will be recognized for up to five (5) minutes. City of York residents may be recognized first by the Mayor.

GENERAL INFORMATION

Needs Assessment - CDBG

On February 8, 2022, a Public Hearing was held during the City Council Meeting. Several community needs were identified, which included water and sewer infrastructure, renovations for parks and recreational areas, sidewalk construction, expansion and improvements in the downtown area, and others.

On May 15, 2023, at Council's Work Session, Grazier Rhea spoke on behalf of Catawba Regional Council of Governments for the Community Development Block Grant Needs Assessment in the City of York. She allowed Council to express their ideas for areas in need of assistance and gave Council grant information and regulations to assist in their decisions for the future community economic development programs. The COG has composed a list of areas in most need of improvement based off Council's recommendation.

STAFF RECOMMENDATIONS

Staff recommends that Council review the list provided by the COG and take into consideration any comments made during the Public Hearing to prepare for the August 1, 2023 meeting, in which a final decision will be made.

ATTACHMENTS

- A. Priority Community Needs List
- B. Community Development Block Grant Funding
- C. Notice of Public Hearing

REQUESTED ACTION

No Action Requested

CITY OF YORK | NEEDS ASSESSMENT

FEBRUARY 2022

PRIORITY COMMUNITY NEEDS LIST

The City of York held a Needs Assessment Public Hearing on Tuesday, February 08, 2022, in the City of York Council Chambers during the regular scheduled City Council meeting. The following is a list of community needs that were identified at the meeting:

1. Upgrade the city's water and sewer facilities and storm drainage infrastructure, especially in the Cannon Mill area, Charlotte Street, West Liberty Street, East Liberty Street, California Circle, North Congress Street, and the Center Street, Pinckney Street, and Green Street area. Also included is the upgrade of the City's Wastewater Treatment Plant and stormwater improvements and extension of water and sewer service to areas currently not served.
2. Expand recreational opportunities to include renovation of city parks; multi-use fields; walking trails; playgrounds; and other recreational facilities.
3. Construct new sidewalks in areas of the city where they do not exist to increase pedestrian safety to include Lincoln Road, Hunter Street, South Pacific Avenue, and Railroad Avenue.
4. Continue the expansion of streetscape improvements to the downtown area, to include the extension of improvements along West Liberty Street to U.S. Highway 321, the area of South Congress Street from East Liberty Street south to SC Highway 49, Hunter Street, North Congress Street, and Lincoln Road. This could include street resurfacing, sidewalk upgrades, enhanced signage and street lighting, and activities to enhance public safety.
5. Support infrastructure and other needs of new and existing businesses to entice economic investment and ensure job opportunities for local residents.
6. Assist with the housing and transportation needs of the elderly, disabled, and low and moderate income residents. This will include the promotion of fair housing opportunities to all citizens.
7. Continue to review and improve the historic quality of the city, including enhancement to the city's revitalization area.



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

2023 – 2024

The following is a summary of the proposed uses of CDBG funds for the 2023-2024 program year. These program uses are subject to change prior to final adoption by the SC Department of Commerce.

The Community Development Block Grant Small Cities Program is administered in South Carolina by the SC Department of Commerce, Office of Grants Administration. The State CDBG program will receive an estimated \$19.7 million from the U.S. Department of Housing and Urban Development (HUD) in 2023.

State CDBG grants are awarded to eligible local governments that are not “entitlement areas”. All local governments in the Catawba Region, with the exception of the City of Rock Hill, are eligible to apply.

All CDBG projects must address one of the three following national objectives:

- Benefit low and moderate income persons
- Eliminate slums and blight
- Address urgent community needs that pose a serious threat to the health or welfare of the community.

Three key goals for the CDBG program are to provide decent housing, economic opportunities, and a suitable living environment. Each project must meet one of the following outcomes identified by HUD:

- Affordability
- Accessibility
- Sustainability

The primary CDBG grant programs are Community Development, Business Development, and Regional Planning. There will be \$16.5 million allocated for Community Development Programs, which includes five subcategories of Community Infrastructure, Community Enrichment, Neighborhood Revitalization, Local Priorities, and “Ready to Go”. Following is a description of each of program.

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I. Community Development

A. Community Infrastructure

Funds Available: \$10,948,629

Grant Maximum: \$1,000,000 (A waiver may be considered for a project addressing an urgent and compelling need, regional solution, or system-wide improvements, as well as the extent of leveraging and a reasonable CDBG cost.)

Grant Minimum: \$50,000

Match: 10% of the total CDBG request, which can come from a variety of sources, including the local government, other non-Commerce grants, loans, waiver of fees, public or private investments, and documented volunteer or in-kind contributions.

Eligible Activities: Water, sewer, roads, or drainage activities.

Outcome:

Contribute to the creation of healthy, resilient, and sustainable residential communities through addressing one or more of the priorities listed in order of importance:

1. Significant improvements to existing infrastructure to address health concerns, meet required quality standards, ensure community sustainability or improve resiliency.
2. Projects that result in more viable regional infrastructure solutions or that provide new access to services near business centers where it is cost effective to address documented health threat.
3. Upgrades to infrastructure to address quality standards where there are only general health concerns or provide new services that are not near business centers when it is cost effective to address a documented health threat.

Note: Priority will not be assigned to infrastructure improvements that are necessary because of a lack of maintenance and repairs. Similarly, a priority may be not be assigned if new service is proposed for an isolated neighborhood and there is no documented health threat or the service is not cost effective given the number of households committed to benefit.

Application Requests due: Friday, March 17, 2023, at 5:00 p.m.

Applications due: Monday, April 17, 2023, at 5:00 p.m.



B. Community Enrichment

Funds Available: \$3,000,000

Grant Maximum: \$750,000

[Note: A waiver of the grant maximum may be considered for a large-scale brownfield cleanup and building project with significant number of beneficiaries (i.e. a county-wide health department or DSS facility).]

Grant Minimum: \$50,000 (\$25,000 for planning grants/ up to \$50,000 for infrastructure planning grants with approval)

Match: 10% of the total CDBG request, which can come from a variety of sources, including the local government, other non-Commerce grants, loans, waiver of fees, public or private investments, and documented volunteer or in-kind contributions.

Eligible Activities:

1. First Priority – Increasing Economic Competitiveness

- Brownfield projects or demolition of obsolete buildings
- Downtown streetscape improvements where there is significant business activity and prior investment. Projects must include a plan for retail/small business support
- Planning by professional engineers and architects for regional infrastructure, hazard mitigation, resiliency, and sustainability for eligible public infrastructure and facilities, broadband, brownfields clean up and redevelopment, or master drainage studies

2. Second Priority – Education and Workforce Development

- Libraries – library facilities or services (fixed or mobile) to provide expanded library services, computer equipment or internet access especially broadband capability
- Publicly owned facilities (except operating school facilities) that offer extended educational opportunities
- Transportation-oriented public facilities or services to serve LMI workforce populations

3. Third Priority – Safe and Healthy Communities

- Public safety facilities and services in LMI areas - police substations or other public improvements designed to address crime prevention.
- Demolition of vacant, dilapidated residential structures to address and support crime prevention efforts in a targeted LMI neighborhood.

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- Fire substations or fire trucks serving existing stations in LMI residential areas that provide significant improvement in service for in town locations or near business centers.
- Health clinic facilities or equipment in underserved areas or multi-service centers for health or related social services.
- Public facilities modifications to ensure accessibility for disabled persons or for energy efficiency improvements for CDBG-eligible public facilities that will significantly reduce operating burdens and promote sustainability (i.e., replacing windows, upgrading HVAC, etc.)
- New sidewalks in LMI areas where there is a demonstrated need for safe neighborhood foot travel and connectivity to goods or services.

Equipment for public service activities must be for new or expanded services and generally associated with a significant capital investment in facilities. Only major pieces of equipment that have a durable life of five years will be considered for funding.

Outcome:

This program is designed to fund facilities, services, and other activities that strengthen existing communities and support a high quality of life within the following state priority areas:

1. Increasing economic competitiveness, resiliency and narrowing the digital divide
2. Education and workforce development
3. Safe and healthy communities

Application Requests due: Tuesday, August 15, 2023, at 5:00 p.m.

Applications due: Friday, September 15, 2023, at 5:00 p.m.

C. Neighborhood Revitalization Program

Funds Available: \$1,000,000

Grant Maximum: \$750,000

Grant Minimum: \$50,000

Match: 10% of the total CDBG request, which can come from a variety of sources, including the local government, other non-Commerce grants, loans, waiver of fees, public or private investments and documented volunteer or in-kind contributions.

Planning Phase

The targeted neighborhood must submit a locally funded revitalization plan (or a previously CDBG-funded Village Renaissance Plan) that identifies community needs and prioritizes

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activities designed to comprehensively revitalize the neighborhood with CDBG and other funds. This plan must be approved by the Department of Commerce and should set out a realistic plan for implementation of CDBG eligible and other activities in two possible consecutive implementation phases. The plan must be submitted to the Department of Commerce with the application.

The plan shall include the following:

- Comprehensive needs assessment (qualitative and quantitative) and prioritization.
- Comprehensive strategies for revitalization that guide investments.
- Specific actions to prepare for implementation of revitalization strategies.
- Maps illustrating existing conditions, problems, and proposed solutions.
- Roles and responsibilities – neighborhood and local government involvement and commitment in planning and implementation.
- Time frame for implementation of all strategies, including phased activities.

Implementation Phases

Implementation of comprehensive neighborhood revitalization must involve multiple activities including a public safety component. Activities must be described in the plan and may include:

- Infrastructure - water, sewer, roads, drainage
- Public facilities - sidewalks, security lighting and cameras, police or fire substations, technology, multi-service centers designed to address crime risk factors, walking trails, green space, landscaping
- Housing - infrastructure or other activities to support affordable or workforce housing; limited exterior only improvements including facades, minor repairs, energy efficiency improvements, handicap accessibility
- Demolition and clearance of vacant and dilapidated properties
- Public services - crime watch program, drug or gang education, awareness or prevention programs

All implementation phases will be competitively selected with no guarantee of funding and must comply with applicable program threshold and citizen participation requirements.

Application Requests due: Tuesday, August 15, 2023, at 5:00 p.m.

Applications due: Friday, September 15, 2023, at 5:00 p.m.

D. Local Priorities Program

Funds Available: \$1,000,000

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Grant Maximum: \$300,000

Grant Minimum: \$50,000

Match: 10% of the total CDBG request, which can come from a variety of sources, including the local government, other non-Commerce grants, loans, waiver of fees, public or private investments, and documented volunteer or in-kind contributions.

Outcome:

This program is designed to meet community development needs that are not typically funded through the other CDBG programs or one of the other HUD partner programs.

Eligible Activities:

These funds will be used for alternative grant activities and partnerships that meet community development needs of eligible municipalities. Local priority projects could include historic preservation, innovation, energy conservation, parks, and trails/greenways. New or expanded public service activities are also eligible.

Projects should have significant leveraging, impact, and community support while still meeting a National Objective and all other requirements. Consideration for funding will be based on state priorities listed below:

1. First Priority

- Projects that impact economic development or increase economic competitiveness

2. Second Priority

- Projects that address public health and safety, quality of life, or improve the long-term sustainability of the community

3. Third Priority

- Projects that address resiliency or help narrow the digital divide

Application Requests due: Tuesday, August 15, 2023, at 5:00 p.m.

Applications due: Friday, September 15, 2023, at 5:00 p.m.

E. “Ready to Go” Public Facilities Program

Funds Available: \$600,000

Grant Maximum: \$500,000

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(Note: A waiver will be considered for infrastructure projects addressing an urgent and compelling need, regional solution, or system-wide improvements, as well as the extent of leveraging and a reasonable CDBG cost.)

Grant Minimum: \$50,000

Match: 10% of the total CDBG request, which can come from a variety of sources, including the local government, other non-Commerce grants, loans, waiver of fees, public or private investments, and documented volunteer or in-kind contributions.

Eligible Activities:

The project must be an eligible public facility improvement under the Community Infrastructure or Community Enrichment Program. CDBG funds are for construction or demolition costs only. Brownfields projects may be considered if significant upfront investment of local funds has been made and all other program requirements are met. Activities leading up to bidding must be complete prior to application submission. This includes project design, environmental review, acquisition, and permits. The project must be ready to bid within 60 days of grant award.

Outcome:

This program is designed to stimulate the local economy by addressing urgent or compelling community needs, encouraging the timely implementation of CDBG eligible projects, and being cost effective.

Applications will be accepted on an ongoing basis, based on funding availability.

Program clarifications:

1. Projects must address an urgent and compelling need.
2. The project requires an upfront investment of local and other funds for planning, project design, and permitting that is substantially equivalent to the required 10% local match.
3. Projects must be eligible public facility improvements, and CDBG pays only for construction or demolition and administration.

II. Business Development Program

Funds Available: \$2,000,000

Grant Maximum:

- Job creation/retention \$10,000/ job

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- Area economic development \$500,000
- Local goods and services:
 - Service area less than 20% poverty or 70% LMI \$350/LMI person
 - Service area equal/more than 20% poverty or 70% LMI \$1,000/LMI person

Grant Minimum: \$50,000

Match: 10% local match or other equivalent contribution required. Projects to assist businesses in the provision of goods and services must have a minimum of 25% leveraging including a 10% match from the local government.

Eligible Activities:

Infrastructure to assist new or expanding businesses that will result in the creation or retention of jobs, 51% of which must be available to low and moderate income persons.

Outcome:

Provision of financial resources for local governments to pursue opportunities that create new jobs, retain existing employment, stimulate private investment, and revitalize or facilitate the competitiveness of the local economy.

General Program Requirements:

- A unit of local government may apply for a third project if they have no more than two open grants that have not exceeded a 30-month grant period.
- A unit of local government is limited to one Neighborhood Revitalization or streetscape project at a time.
- A unit of local government is limited to one open Ready to Go project at a time.
- A unit of local government may not have more than one project for the same general target area/neighborhood open at the same time

Catawba Regional Council of Governments' staff is available to assist local governments with the development of potential CDBG projects and application preparation. If you are interested in submitting a CDBG application, contact *Grazier Rhea, Angela Kirkpatrick, Christine Schwartz, Katherine Farrand, or Eleanor Mixon* at (803) 327-9041.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Tuesday, July 11, 2023 at 6:00 p.m. in the York City Hall, 10 North Roosevelt Street, York, South Carolina, the City of York will hold a public hearing to solicit public input on community needs and priorities for housing, public facilities, and economic development. At this public hearing, the City of York will provide the results of its needs assessment and the activities which might be undertaken to meet identified needs, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income.

This public hearing and the matters to be discussed are subject to the provisions of the City of York's Citizens Participation Plan, developed in anticipation of participation in the State of South Carolina's Community Development Block Grant (CDBG) Program, providing for the participation of the citizens of the City of York in the planning and implementation of community and economic development projects which will involve CDBG funds.

The Citizens Participation Plan is available for review at York City Hall, from 8:30a.m. to 5:00p.m. Monday through Friday. Persons with questions or comments concerning the public hearing or the Citizens Participation Plan may contact Dalton Pierce, City Manager, 10 North Roosevelt Street, P.O. Box 500, York, SC 29745 (Telephone: 803-684-2341).

The City of York does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Dalton Pierce, City Manager, 10 North Roosevelt Street, P.O. Box 500, York, SC 29745 (Telephone: 803-684-2341), has also been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. Assistance will be provided to accommodate the special needs of disabled persons, upon request.

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11, 2023

SUBJECT: City Manager's Report



GENERAL INFORMATION: Item 7.1

A bid opening for City Park Phase II was held at City Hall on June 15, 2023, in which the goal was to achieve three competitive bids for the landscaping, restrooms, and stage of City Park. Although the bid opportunity was advertised on SCBO, the City's webpage, and the COG's webpage, only one bid was received. The bid received came from RNF Construction, LLC, for \$653,111.89. City of York's budget for the project is \$333,000, which put the City over budget. A summary provided by the COG demonstrates that the City is responsible for the difference. Other options are completing the project in different phases and obtaining additional funding. Although, the City could commit Hospitality Taxes, City Manager Pierce does not want to overcommitment the Hospitality Taxes. Decreasing the scope of the work will cause the grant funding to decrease, so staff is working to provide a more solid solution.

Open communication remains between Grazier Rhea with the COG, City Manager Dalton Pierce, and Parks & Recreation Director Chris White, and Keck & Wood as they search for the best possible solution to resolve the matter.

GENERAL INFORMATION: Item 7.2

City of York has requested funding from the FY23-24 State Budget Appropriations, which has been approved for the full \$4.77 million.



Overview FY23-24 SC State Budget Appropriation Request

#	Project	FY23-24 SC State Budget Disbursement	City's Match	Total Cost
1	AMI Water Meter Upgrade	\$1,555,000.00	\$300,000.00	\$1,855,000.00
2	N. Congress St. Waterline Upgrade/Improvement	\$619,000.00	\$150,000.00	\$769,000.00
3	York Public Safety (Police Gun Range & FD Remediations)	\$600,000.00	\$0.00	\$600,000.00
4	S. Congress St. Hotel	\$2,000,000.00	\$0.00	\$2,000,000.00
Total		\$4,774,000.00	\$450,000.00	\$5,224,000.00

GENERAL INFORMATION: Item 7.3

City Council is being asked to approve an alternative design of the Railroad Avenue sidewalk project, based on two submitted designs and staff recommendations.

Currently, the City is overseeing the CDBG Railroad Avenue sidewalk project that will connect a new sidewalk from Jefferson Street to Settlemyre Place. City staff asked the engineers with Campco Engineering to conduct a project study and provide a summary of costs, which includes impact to property, trees, and utilities for both sides of Railroad Avenue.

STAFF RECOMMENDATIONS: Item 7.3

Staff has reviewed both alternatives for the sidewalk alignment in the project study. Staff agrees with Campco Engineering and recommends a sidewalk alignment alternative 1. The recommendation is based on the least of amount of impacts to property, right-of-ways, and utilities, while also lowering the construction costs. The addition of pedestrian signals and crosswalks at Settlemyre Place meet the City's safety concerns for the area as well.

ATTACHMENTS: Item 7.3

- A. Project Study Summary
- B. Sketch Plans for Alternates 1 & 2

REQUESTED ACTION: Item 7.3

Council Approval



DATE: June 30, 2023

PROJECT: Railroad Avenue Sidewalk
York, South Carolina

CE# 9868

RE: Project Study Summary

The Railroad Avenue Sidewalk study evaluated two sidewalk alignment alternatives. Alternate #1 was developed 5-feet off the west side of Railroad Avenue and Alternate #2 is located 3-feet off the east side of Railroad Avenue. The alignments were evaluated based on construction cost, right-of-way impacts, property impacts, utility impacts, and accessibility. A summary of impacts are listed below.

Alternate #1:

- Estimated construction cost - *\$376,000
- Properties impacted by new right-of-way – 1
- Property impacts – estimated 3 large tree removal
- Utility impacts – none
- Accessibility – located on opposite side of road from residences

Alternate #2

- Estimated construction cost - *\$485,000
- Properties impacted by new right-of-way – 8
- Property impacts – estimated 5 large tree removal, 9 driveway aprons
- Utility impacts – 1 fire hydrant relocation, 6 telecommunication pedestal relocations
- Accessibility – located adjacent to residences

In conclusion, alternate #1 will provide the least amount of right-of-way impacts, property impacts, utility impacts and lower construction cost.

*Refer to attached Estimated Project Cost Summary



Campco Engineering, Inc.
Consulting Engineers since 1974

**RAILROAD AVENUE SIDEWALK
ESTIMATED PROJECT COST SUMMARY
STUDY
CE# 9868
JUNE 30, 2023**

<u>ELEMENT</u>	<u>ESTIMATED COST</u>
ALTERNATE 1 - PROBABLE CONSTRUCTION COST	\$375,000.00
ALTERNATE 1 - POTENTIAL RIGHT-OF-WAY IMPACTS*	<u>\$1,000.00</u>
TOTAL	\$376,000.00
ALTERNATE 2 - PROBABLE CONSTRUCTION COST	\$425,000.00
ALTERNATE 2 - POTENTIAL RIGHT-OF-WAY IMPACTS*	<u>\$60,000.00</u>
TOTAL	\$485,000.00

*Does not include acquisition services

STATEMENT OF PROBABLE CONSTRUCTION COST

DATE: JUNE 30, 2023
PROJECT: RAILROAD AVENUE SIDEWALK
RE: ALTERNATE 1
CE# : 9868
DESIGN PHASE: STUDY



ITEM	ITEM	EST. QTY.	UNIT	UNIT PRICE	AMOUNT
1	CLEARING & GRUBBING, COMPLETE	1	LS	\$20,000.00	\$20,000.00
2	LARGE TREE REMOVAL, COMPLETE	3	EA	\$2,500.00	\$7,500.00
3	GRADING, COMPLETE	1	LS	\$80,000.00	\$80,000.00
4	5' WIDE CONCRETE SIDEWALK, INSTALLED	1,200	SY	\$80.00	\$96,000.00
5	DETECTABLE WARNING MATERIAL, INSTALLED	40	SF	\$100.00	\$4,000.00
6	6' THERMOPLASTIC CROSSWALK, INSTALLED	80	LF	\$20.00	\$1,600.00
7	18" RCP - STORM DRAINAGE, INSTALLED	100	LF	\$100.00	\$10,000.00
8	18" RCP - BEVELED END SECTION, INSTALLED	1	EA	\$2,000.00	\$2,000.00
9	RIP-RAP, INSTALLED	5	TON	\$150.00	\$750.00
10	SILT FENCE, INSTALLED	2,000	LF	\$5.00	\$10,000.00
11	ROCK DITCH CHECK, INSTALLED	10	EA	\$1,000.00	\$10,000.00
12	PERMANENT COVER, INSTALLED	0.50	AC	\$7,500.00	\$3,750.00
13	TRAFFIC CONTROL, COMPLETE	1	LS	\$5,000.00	\$5,000.00
14	MOBILIZATION, COMPLETE	1	LS	\$10,000.00	\$10,000.00
15	PEDESTRIAN SIGNAL ALLOWANCE	1	LS	\$50,000.00	\$50,000.00
	<i>SUBTOTAL</i>				\$310,600.00
	STUDY - 20% CONTINGENCY				\$62,120.00
	TOTAL				\$372,720.00
	TOTAL ROUNDED				\$375,000.00

RIGHT-OF-WAY IMPACTS

DATE: JUNE 30, 2023

PROJECT: RAILROAD AVENUE SIDEWALK

RE: ALTERNATE 1

CE# : 9868

DESIGN PHASE: STUDY



TAX MAP ID NUMBER	PROPERTY OWNER	PROPERTY AREA (ACRE)	PROPERTY AREA (SQ. FT.)	LAND VALUE	5% INCREASE OVER 2 YEARS	ADJUSTED LAND VALUE	COST PER SQ. FT.	% INCREASE	COST PER SQ. FT. + 50%	FEE SIMPLE R/W AND EASEMENTS ACQUIRED	TOTAL COST
700926046	MILAN TONKOVIC	1.000	43,560	\$2,000.00	1.100	\$2,200.00	\$0.05	1.5	\$0.08	4,000	\$303.03

RIGHT-OF-WAY ACQUISITION COST	\$303.03
TOTAL	\$303.03
ROUNDED TOTAL	\$1,000.00

STATEMENT OF PROBABLE CONSTRUCTION COST

DATE: JUNE 30, 2023

PROJECT: RAILROAD AVENUE SIDEWALK

RE: ALTERNATE 2

CE# : 9868

DESIGN PHASE: STUDY



ITEM	ITEM	EST. QTY.	UNIT	UNIT PRICE	AMOUNT
1	CLEARING & GRUBBING, COMPLETE	1	LS	\$15,000.00	\$15,000.00
2	LARGE TREE REMOVAL, COMPLETE	5	EA	\$2,500.00	\$12,500.00
3	TELECOMMUNICATION PEDESTAL REMOVE AND RESET, COMPLETE	6	EA	\$1,000.00	\$6,000.00
4	FIRE HYDRANT REMOVE AND RESET, COMPLETE	1	EA	\$5,000.00	\$5,000.00
5	GRADING, COMPLETE	1	LS	\$80,000.00	\$80,000.00
6	5' WIDE CONCRETE SIDEWALK, INSTALLED	1,200	SY	\$80.00	\$96,000.00
7	PEDESTRIAN RAMP, INSTALLED	25	SY	\$400.00	\$10,000.00
8	DETECTABLE WARNING MATERIAL, INSTALLED	120	SF	\$100.00	\$12,000.00
9	6' THERMOPLASTIC CROSSWALK, INSTALLED	215	LF	\$20.00	\$4,300.00
10	DRIVEWAY APRONS, COMPLETE	225	SY	\$125.00	\$28,125.00
11	15" RCP - DRIVEWAY CULVERT, INSTALLED	220	LF	\$80.00	\$17,600.00
12	18" RCP - STORM DRAINAGE, INSTALLED	150	LF	\$100.00	\$15,000.00
13	18" RCP - BEVELED END SECTION, INSTALLED	2	EA	\$2,000.00	\$4,000.00
14	RIP-RAP, INSTALLED	10	TON	\$150.00	\$1,500.00
15	SILT FENCE, INSTALLED	1,500	LF	\$5.00	\$7,500.00
16	ROCK DITCH CHECK, INSTALLED	10	EA	\$1,000.00	\$10,000.00
17	PERMANENT COVER, INSTALLED	0.50	AC	\$7,500.00	\$3,750.00
18	TRAFFIC CONTROL, COMPLETE	1	LS	\$7,500.00	\$7,500.00
19	MOBILIZATION, COMPLETE	1	LS	\$15,000.00	\$15,000.00
	SUBTOTAL				\$350,775.00
	STUDY - 20% CONTINGENCY				\$70,155.00
	TOTAL				\$420,930.00
	TOTAL ROUNDED				\$425,000.00

RIGHT-OF-WAY IMPACTS

DATE: JUNE 30, 2023

PROJECT: RAILROAD AVENUE SIDEWALK

RE: ALTERNATE 2

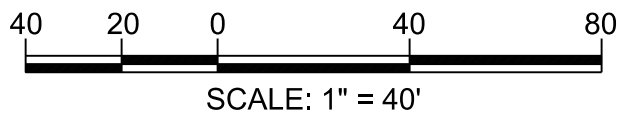
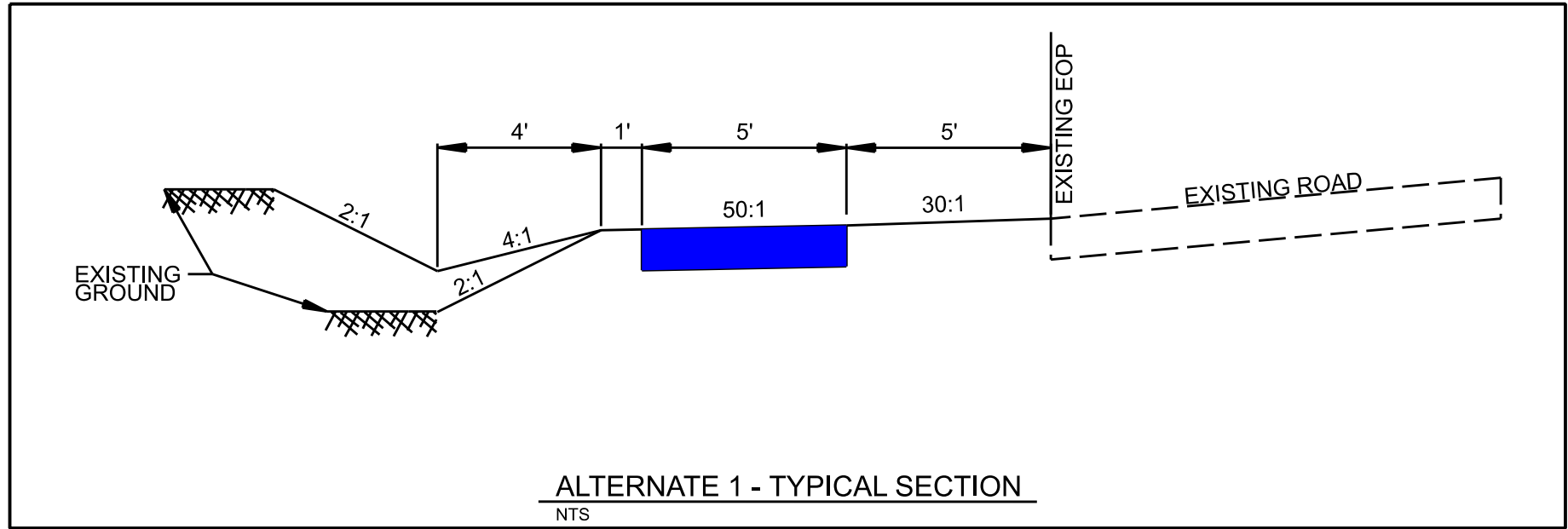
CE# : 9868

DESIGN PHASE: STUDY



TAX MAP ID NUMBER	PROPERTY OWNER	PROPERTY AREA (ACRE)	PROPERTY AREA (SQ. FT.)	LAND VALUE	5% INCREASE OVER 2 YEARS	ADJUSTED LAND VALUE	COST PER SQ. FT.	% INCREASE	COST PER SQ. FT. + 50%	FEE SIMPLE R/W AND EASEMENTS ACQUIRED	TOTAL COST
0700926044	NEW YORK TOWNHOUSES, LLC	2.740	119,354	\$469,430.00	1.100	\$516,373.00	\$4.33	1.5	\$6.49	1,700	\$11,032.28
0700926045	NEW YORK TOWNHOUSES, LLC	2.460	107,158	\$381,800.00	1.100	\$419,980.00	\$3.92	1.5	\$5.88	2,000	\$11,757.82
0700912005	GARY S. WILLIS	0.860	37,462	\$74,175.00	1.100	\$81,592.50	\$2.18	1.5	\$3.27	2,500	\$8,167.61
0700912010	JASPER L. MARTIN, ETAL	0.340	14,810	\$12,000.00	1.100	\$13,200.00	\$0.89	1.5	\$1.34	1,000	\$1,336.90
0700911001	LEROY MONTGOMERY	0.690	30,056	\$59,250.00	1.100	\$65,175.00	\$2.17	1.5	\$3.25	2,000	\$6,505.27
0700911002	MICHELLE DOVER	0.430	18,731	\$45,400.00	1.100	\$49,940.00	\$2.67	1.5	\$4.00	1,250	\$4,999.12
0700911003	DONALD F. & SAUNDRA RINEHART	0.340	14,810	\$118,776.00	1.100	\$130,653.60	\$8.82	1.5	\$13.23	1,000	\$13,232.62
0700911004	MARGARET DARTY	0.340	14,810	\$18,000.00	1.100	\$19,800.00	\$1.34	1.5	\$2.01	1,000	\$2,005.35

RIGHT-OF-WAY ACQUISITION COST	\$59,036.97
TOTAL	\$59,036.97
ROUNDED TOTAL	\$60,000.00



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Consulting Engineers since 1974

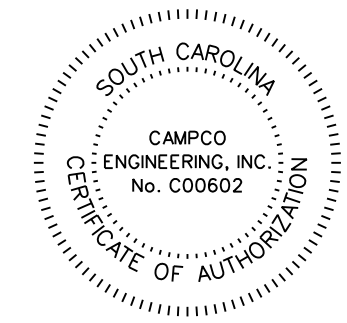
156 OAKLAND AVENUE, ROCK HILL, SC 29730
(803) 327-7121 WWW.CAMPCOENGINEERING.COM

RAILROAD AVENUE SIDEWALK

YORK, SOUTH CAROLINA

REVISIONS			
NO.	DATE	DESCRIPTION	

SKETCH PLAN-
ALTERNATE 1



FOR INFORMATION ONLY

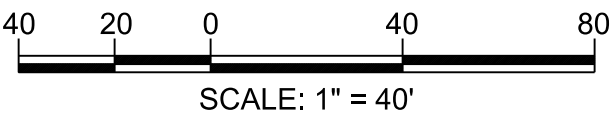
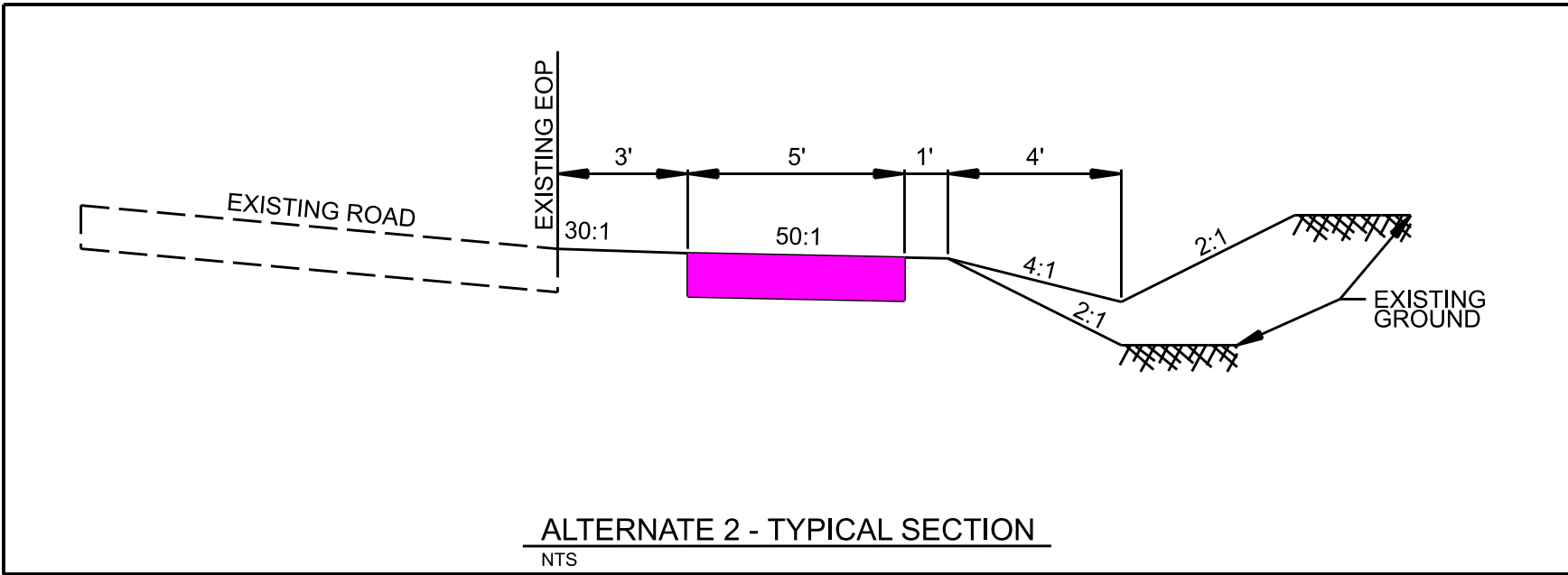
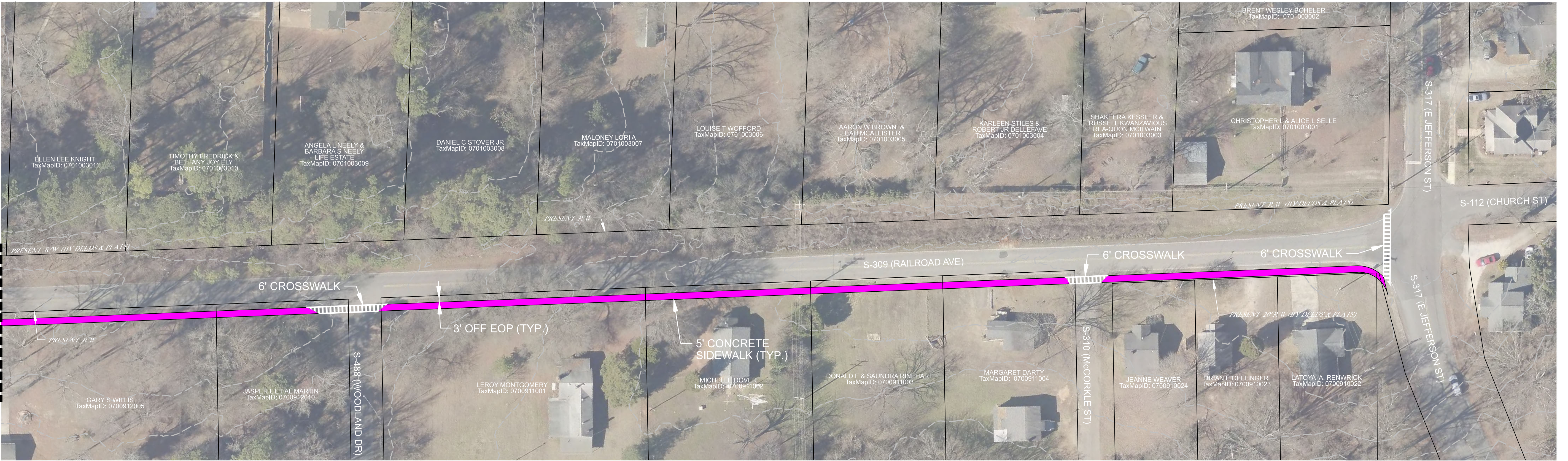
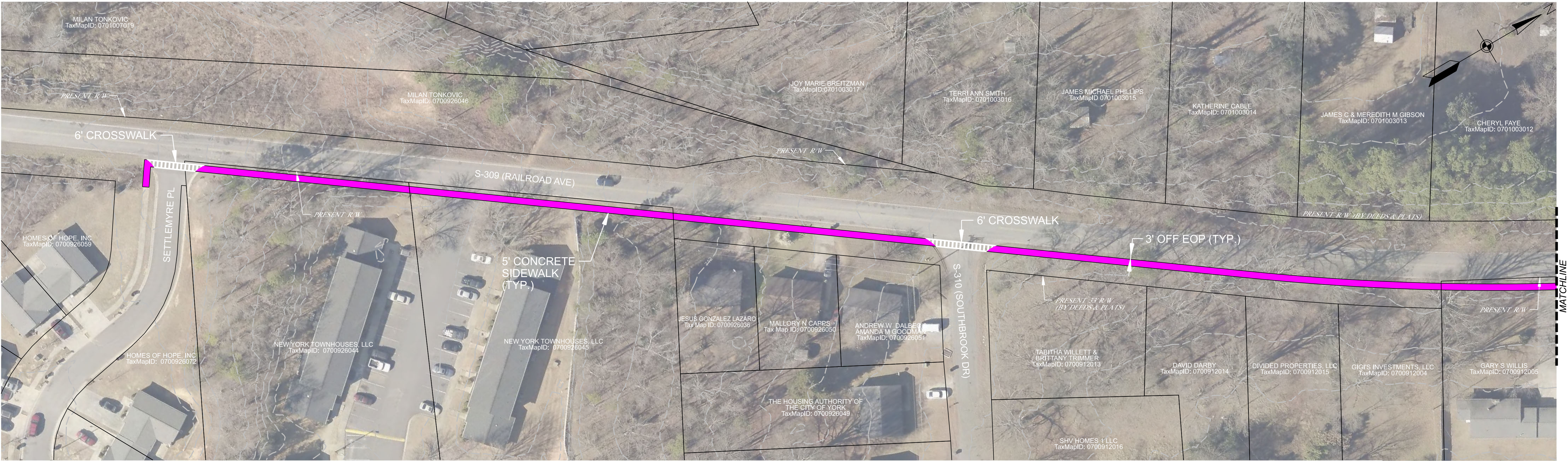
CE: 9868

ISSUED: 06-28-23

SCALE: 1"=40'

CAD FILE: STUDY_ALT 1

C1.0



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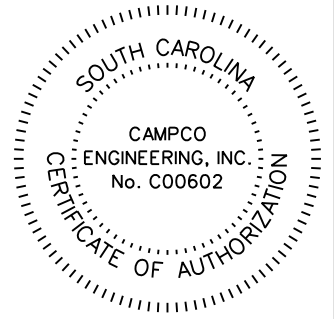
156 OAKLAND AVENUE, ROCK HILL, SC 29730
(803) 327-7121 WWW.CAMPCOENGINEERING.COM

RAILROAD AVENUE SIDEWALK

YORK, SOUTH CAROLINA

REVISIONS		
NO.	DATE	DESCRIPTION

SKETCH PLAN-
ALTERNATE 2



FOR INFORMATION
ONLY

CE: 9868	ISSUED: 06-28-23
SCALE: 1"=40'	CAD FILE: STUDY_ALT 2

C2.0

Council Work Session June 19, 2023

DATE AND TIME: Monday, June 19, 2023, 04:00 PM

Members Present:

Mayor Mike Fuesser
Mayor Pro Tem Ed Brown
Councilmember Marion Ramsey
Councilmember Stephanie Jarrett (virtual)

Councilmember Charles Brewer
Councilmember Kellie Harrold
Councilmember Matt Hickey

Staff Present:

City Manager Dalton Pierce
Municipal Clerk Amy Craig
Finance Director Jeff Wilkins
Police Chief Brian Trail
Fire Chief Mike Regal
Utilities Director Ben Wright

Human Resources Director Sarah Ramirez
Community Engagement Director Becky Mestas
Planning Director David Breakfield
Public Works Director Chris Wallace
Parks & Rec Director Chris White
Police Captain Gary Messer

Participants:

Others Present:

(See Sign-in Sheet)

1. WELCOME AND CALL TO ORDER

Mayor Mike Fuesser

- Mayor called the meeting to order at 4:00 pm

2. PRAYER

Mayor Pro Tem Ed Brown

3. PLEDGE OF ALLEGIANCE

Mayor Mike Fuesser

4. PRESENTATIONS

4.1. FY23-24 Budget Workshop #1

City Manager Dalton Pierce provided an overview of the preliminary budget for the upcoming fiscal year. The preliminary budget is based off meetings with the management team and trying to align the budget with the initiatives set out in the Strategic Plan, which are to support resilient infrastructure, economic development, efficient and effective government, a dynamic community, enhance facilities, and current staff. A discussion took place about Rock Hill's water rates increasing, which will affect City of York's rates to match.

4.2 Organizational Changes/Improvements

Human Resources Director Sarah Ramirez proposed changes in April, and she gave a recap of the changes that she would like to see take effect by December 31, 2023. Those changes include an increase in pay to retain employees, extra holidays to include floating holidays, increase tiered accrual rates, and handbook revisions. Council mentioned an effective date of October 1 for the changes to be installed and requested that any changes made to the handbook be redlined. Any changes made will be sent to the MASC labor attorney for review.

4.3 Hospitality and Accommodations Tax

Community Engagement Director Becky Mestas outlined her recommendations and suggestions for the Special Event Permit process and Hospitality and Accommodations Tax Grant procedures. A question was raised by Council about signatures being necessary for certain events, such as block

Council Work Session June 19, 2023

parties in neighborhoods due to residents potentially being opposed to road closures in their neighborhood. Becky stated that she could reword the section on signatures for road closures.

4.4 Pennies or Progress 5

Utilities Director Ben Wright provided a detailed overview of areas that he and Public Works Director Chris Wallace put together to demonstrate throughout the city that are in need of repair. The repairs include necessary improvements, resurfacing, widening, and sidewalks. He requested that Council assist him in prioritizing the order of importance for the repairs in preparation of the June 21, 2023, meeting with the Pennies for Progress Commission. Council suggested that Ben prioritize the needs as he deems necessary and present everything to the Pennies for Progress Commission exactly how he presented it to Council. Also, Council requested that Ben notate bike lanes for widening roads in his presentation to the Pennies for Progress Commission.

5. DISCUSSION

5.1. Moratorium Extension Ordinance 23-687 Update

Recently, Council was provided the Planning Commission report that included analysis and recommendations regarding Comprehensive Plan updates, desired growth parameters and development standards. Planning Director David Breakfield provided a summary of the Planning Commission report that was result of a recent moratorium on certain types of residential development. Since the City has experienced unprecedented growth and all evidence suggests that trend will continue in the future, the consideration and ultimate implementation of such standards/requirements is vitally important to the City. Council members expressed some thoughts regarding the report and discussion will continue at upcoming meetings and workshops. In particular, it was noted that, at this point, the proposed 500-lot yearly subdivision limitation is a guideline and not a requirement by ordinance.

6. NEW BUSINESS

6.1 Webpage Host Update

City Manager Pierce stated that our current webpage is outdated, and Municipal Clerk Amy Craig has been obtaining quotes from other webpage hosts. The company is more compatible for the City of York, due to the cost and congruency with other programs the City uses, is CivicPlus. The funds for the new webpage will come from the Hospitality Taxes and the setup will take approximately five months.

7. ADJOURN

Councilmember Hickey made a Motion to Exit the Work Session and Enter into Special Called, which was Seconded by Councilmember Brewer. With no Discussion, the Motion was passed unanimously. The meeting Adjourned at 6:37pm.

Respectfully Submitted,



Amy Craig
Municipal Clerk

Council Special Called June 19, 2023

DATE AND TIME: Monday, June 19, 2023, Immediately Following Work Session

Members Present:

Mayor Mike Fuesser
Mayor Pro Tem Ed Brown
Councilmember Marion Ramsey
Councilmember Stephanie Jarrett (virtual)

Councilmember Charles Brewer
Councilmember Kellie Harrold
Councilmember Matt Hickey

Staff Present:

City Manager Dalton Pierce
Municipal Clerk Amy Craig
Finance Director Jeff Wilkins
Utilities Director Ben Wright

Human Resources Director Sarah Ramirez
Community Engagement Director Becky Mestas
Parks & Rec Director Chris White

Participants:

Others Present:

(See Sign-in Sheet)

1. WELCOME AND CALL TO ORDER

Mayor Mike Fuesser

- Mayor called the meeting to order at 6:37 pm

2. DISCUSSION

4.1. City Park Phase II Update

City Manager Dalton Pierce stated that a bid opening was held at City Hall on June 15, 2023, in which the goal was to achieve three competitive bids for the landscaping, restrooms, and stage of City Park. Although the bid opportunity was advertised on SCBO, the City's webpage, and the COG's webpage, only one bid was received. The bid received came from RNF Construction, LLC, for \$653,111.89. City of York's budget for the project is \$333,000, which put the City over budget. A summary provided by the COG demonstrates that the City is responsible for the difference. Other options are completing the project in different phases and obtaining additional funding. Although, the City could commit Hospitality Taxes, City Manager Pierce stated that he does not want to overcommitment the Hospitality Taxes. Decreasing the scope of the work will cause the grant funding to decrease, so staff is working to provide a more solid solution. The project remains viable.

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

5.1. Council Meeting June 6, 2023

Councilmember Hickey made a Motion to accept the Minutes from June 6, 2023, as written into record, which was Seconded by Mayor Pro Tem Brown. With no discussion, the Motion was approved unanimously.

4. ADJOURN

Councilmember Ramsey made a Motion to Adjourn, which was Seconded by Mayor Pro Tem Brown. The Motion was passed unanimously. The meeting Adjourned at 6:42pm.

Respectfully Submitted,

Council Special Called June 19, 2023

Amy W. Craig

Amy Craig
Municipal Clerk

DRAFT

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11, 2023

SUBJECT: Old Business - Ordinances



GENERAL INFORMATION 11.1

Second Reading Ordinance 23-694, Amending Minor Subdivisions

On June 6, 2023, at City Council's regular meeting, a Public Hearing was held. Tony Smith spoke about how he purchased the property at Georgia Avenue, and it only made sense to build more than one home. He came up with a plan to build homes with a shared driveway that contains a 50ft turnaround for emergency services.

Council was concerned that making a project viable for only one project would open the doors for others without review. Council wanted to know if a variance can be done instead. City Attorney Mac Brice stated that there are only about three instances in which this would apply. With no other Discussion, the Motion passed 6-1, with Councilmember Brewer voting in opposition.

Second Reading Ordinance 23-695, Rezoning Oklahoma Street

On June 6, 2023, at City Council's regular meeting, a Public Hearing was held. Lee Broome spoke about the property on Oklahoma Street that he had purchased. His only plans for the property is to make it into a parking lot. He needs more parking spaces and would like Mix-Use zoning for the property.

Council suggested that in order to protect the citizens, a mechanism needed to be put in place for future use. It was agreed to amend the covenant to include a restriction for the property to be only a parking lot. With no other Discussion, the Motion was adopted unanimously.

STAFF RECOMMENDATIONS

Staff recommends approval of Second Reading Ordinance 23-694, Amending Minor Subdivisions and Second Reading Ordinance 23-695, Rezoning Oklahoma Street.

ATTACHMENT(S):

- A. Ordinance 23-694, Amending Minor Subdivisions
- B. Ordinance 23-695, Rezoning Oklahoma Street

REQUESTED ACTION

Council Approval

STATE OF SOUTH CAROLINA

)

)

COUNTY OF YORK

)

CITY OF YORK

ORDINANCE 23-694

AMENDING APPENDIX B, SUBDIVISION ORDINANCE BY ADDING REQUIREMENTS RELATED TO CERTAIN MINOR SUBDIVISION APPLICATIONS

WHEREAS, the York City Council and Planning Commission find that existing subdivision requirements should be periodically reviewed and revised as necessary; and

WHEREAS, the York City Council and Planning Commission find that innovative land development practices should be considered and utilized; and

WHEREAS, the York City Council and Planning Commission find that measures should be taken to ensure that diverse residential building options are available.

NOW, THEREFORE, BE IT ORDAINED by the City Council of York, South Carolina, assembled on dates hereafter set forth, that Appendix B, Subdivision Ordinance, be amended by revising Section II-9 as follows (the added wording is highlighted):

The division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale or building development; including all division of land involving a new street or a change or a change in existing streets; including resubdivision; and, where appropriate to the context, relating to the process of subdividing or to the land or area subdivided.

Except for the following scenarios, each application for subdivision of property shall be reviewed by the Planning Commission:

1. The combination or recombination of portions of previously platted lots where the total number of lots have not increased and the resultant lots are equal to the standards of the governing authority;
2. The division of land into parcels of five acres or less where a new street or street extension is not involved;
3. The division of land into four or fewer lots that does not include the creation or extension of a street and where the resultant lots are equal to the standards of the governing authority. The planning commission shall review the acceptability of proposed curb cuts/driveways in accordance with section V.1.11; and

4. A minor subdivision that meets the following requirements:

- a) Maximum of 4 lots (without the potential for future phases).
- b) Each lot shall have a minimum area of 1 acre.
- c) Other design requirements of the subject zoning district shall be met.
- d) Dedicated open space is not required.
- e) A shared-access easement/driveway is allowed to serve the subdivision. The shared-access easement shall be shown on the plat and the easement agreement shall be recorded with the plat.
- f) All requirements of the City of York Fire and Utilities Departments, SCDOT, SCDHEC and York County Emergency Preparedness-911 shall be met.

Plats that meet the above referenced exceptions shall be reviewed for compliance with the subdivision regulations by City staff.

MICHAEL D. FUESSER, MAYOR

ATTEST:

Municipal Clerk

First Reading:

Public Hearing:

Second Reading:

STATE OF SOUTH CAROLINA

)

)

COUNTY OF YORK

)

CITY OF YORK

ORDINANCE 23-695

AMENDING APPENDIX A, ZONING ORDINANCE AND OFFICIAL ZONING MAP BY REZONING
THE PROPERTY REFERENCED BY YORK COUNTY TAX MAP ID NUMBER # 0700803011 FROM
R15- RESTRICTED RESIDENTIAL TO MU- MIXED USE

WHEREAS, the York City Council and Planning Commission find that a rezoning
application has been received for property referenced by York County Tax
Map Identification # 0700803011 and located off of Oklahoma Street;

WHEREAS, the York City Council and Planning Commission find that the Official Zoning
Map may be revised if the proposed change is found to be in compliance with
the Future Land Use Map and overall Comprehensive Plan; and

WHEREAS, the York City Council and Planning Commission find that the proposed
rezoning application is substantially compliant with the Comprehensive Plan
and is compatible with nearby zoning and land usage.

NOW, THEREFORE, BE IT ORDAINED in Council assembled on the dates hereafter set
forth that the York City Council does herewith amend Appendix A, Zoning Ordinance
and Official Zoning Map by rezoning the specified property identified by tax map
identification # 0700803011 from R15- Restricted Residential to MU- Mixed Use.

MICHAEL D. FUESSER, MAYOR

ATTEST:

Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11, 2023

SUBJECT: Old Business – Webpage Host



GENERAL INFORMATION

On June 19, 2023, information was given to Council for a new webpage host, CivicPlus. The primary reason for choosing CivicPlus is how it will prove to be beneficial to the public, the overall lower cost, and its compatibility with the City's special programs, such as MuniCode and Evolve. The funding for the new webpage will come from the Hospitality Tax Grant Fund. Setup will take approximately five months. The domain name will not change, as it will be redirected, and service will not be interrupted.

STAFF RECOMMENDATIONS

Staff recommends the approval and support of Council to replace the City's current webpage host with CivicPlus.

ATTACHMENT(S):

- A. CivicPlus Quotes and Comprehensive Information Packet

REQUESTED ACTION

Council Approval

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-44643-1

6/14/2023 9:05 AM

9/12/2023

Client:

YORK, SOUTH CAROLINA

Bill To:

YORK, SOUTH CAROLINA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Christopher Rogers	x	crogers@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Premium Web Open Subscription	Premium Web Open Subscription	Renewable	USD 4,059.00
1.00	Premium Implementation	Premium Design, 150 pages migration, free virtual training sessions	One-time	USD 0.00
1.00	M3: Integratable Meetings Management Migration and Server Configuration	Server configuration and up to 5 years of meetings document (agendas, agenda packets, minutes) migrated into the site's meetings directory which is integratable with CivicPlus's meetings management software.	One-time	USD 1,000.00

Total Investment - Initial Term	USD 5,059.00
Annual Recurring Services - Year 2	USD 4,261.95

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal->

[stuff](#) (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

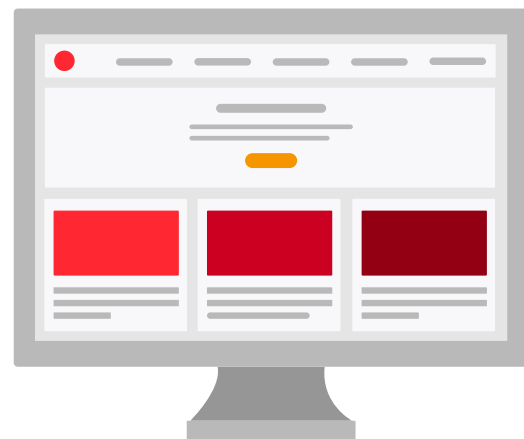


municipal websites

OPEN

Website Design & Hosting Solution

Proposal valid for 60 days from date of receipt



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

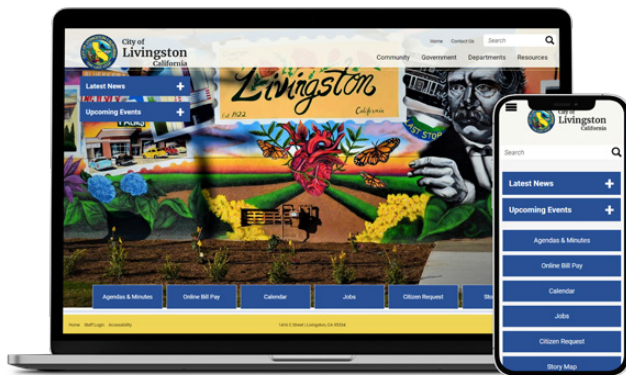
What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



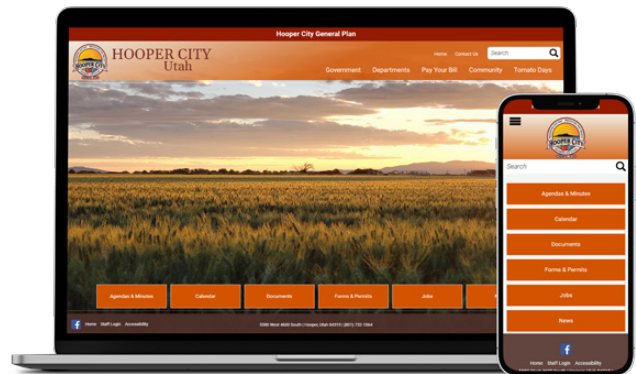
Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



Livingston, California
cityoflivingston.org



Hooper City, Utah
hoopercity.com



Arkansas City, Kansas
arkcity.org

Ultimate Designs

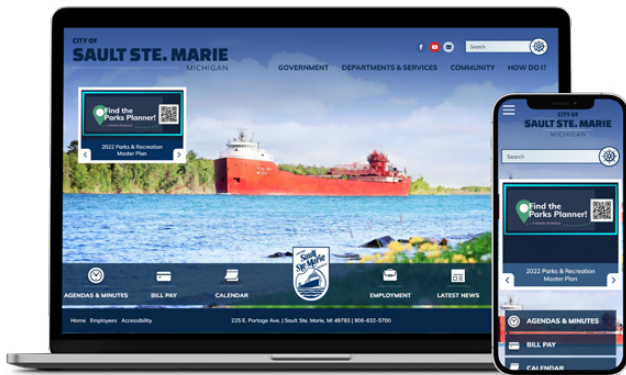
An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



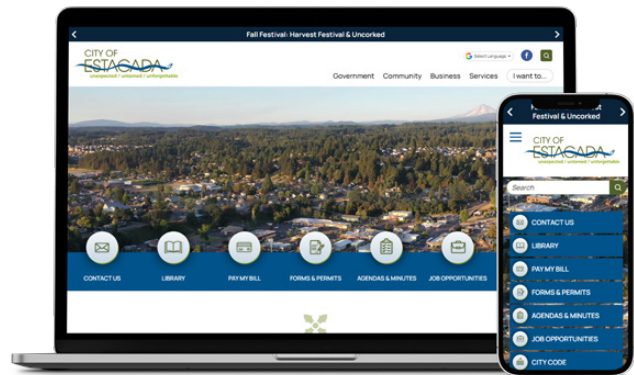
Clatsop County, Oregon
co.clatsop.or.us



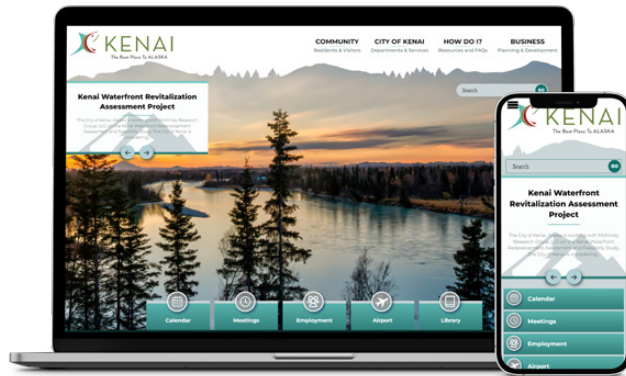
Mission Springs Water District, California
mswd.org



Sault Ste. Marie, Michigan
saultcity.com



Estacada, Oregon
cityofestacada.org



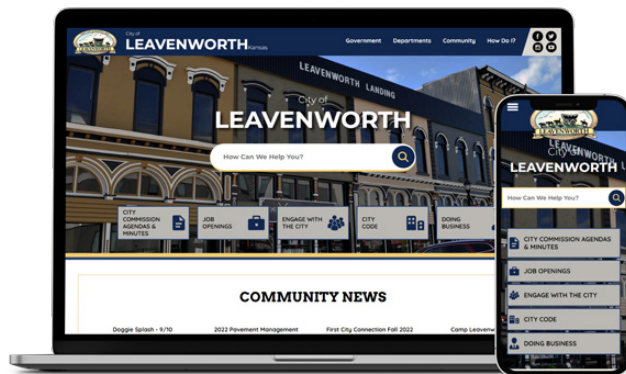
Kenai, Alaska

kenai.city



Wilsonville, Oregon

ci.wilsonville.or.us



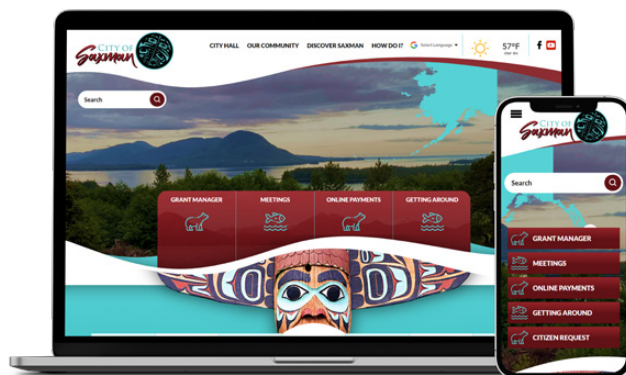
Leavenworth, Kansas

leavenworthks.org



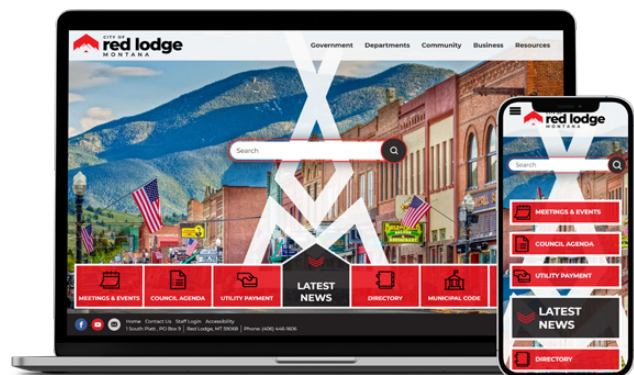
Royal Palm Beach, Florida

royalpalmbeach.com



Saxman, Alaska

cityofsaxman.com



Red Lodge, Montana

cityofredlodge.net

CMS Features & Functionality

Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.



We have the solution to the challenges you face with full feature sets for all your department needs!



Website Design Tailored to Your Needs



Hosting, Security, & Reporting



Modules That Provide Transparent Information



Resident Engagement Tools



Tools for Residents to Do Business Online



Convenient Access from Any Device



Intuitive & Easy to Use



Granular Permissions to Match Your Processes



ADA Compliance



Can Expand & Grow with Your Ever-Changing Needs

CivicPlus Website Features

WEBSITE DESIGN TAILORED TO YOUR NEEDS

Stunning Design – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

Intuitive Site Navigation – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

Image Displays – Interactive widgets that include photos and videos to showcase your community.



civicplus.com

Unlimited Number of Department Specific Pages (microsite) – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

Site Within a Site (subsite) – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

HOSTING, SECURITY, & REPORTING

Domain Management – CivicPlus can provide full-service domain hosting.

Secure Site Gateway – Every website receives an SSL certificate for your peace of mind.

Secure Login – Optimal security is available through Microsoft's Identity Server.

Single Sign On (SSO) – Ability to log into multiple CivicPlus products with the same login credentials.



Custom Identity Provider (IdP) – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

CAPTCHA Secure – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

Data Ownership – Customers always own the rights to all their data.

Audit Trail/History Logs – The CMS captures and stores a complete history of content postings.

Analytics and Reporting – Google Analytics provide web analytics and other reporting is available such as a broken links report.

MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

Advanced Calendaring – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

Meetings and Agendas – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Advanced Search in Your Website – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

News & Announcements – Display the most recent news on your home page or department pages.

FAQs – Easily show your most frequently asked questions and their corresponding answers.

Important Alerts – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

Document Center – Staff can upload and manage documents in one central repository.

Image Library – Store all your photos and graphical images in one central location for access by all applicable staff.



Staff Directory – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

Business Directory – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

Embedded Videos & iFrames – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

Dynamic Site Map – Sitemap configuration that search engines can easily consume.

RESIDENT ENGAGEMENT TOOLS

Unlimited Email Subscriptions/Notifications – Allow residents to subscribe and receive email alerts for new website posts that interest them.

SMS Subscriptions/Notifications – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

RSS Feeds – RSS feeds are available for department updates, news, and urgent alerts.

TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

Requests, Feedback, and Submissions from Residents via Web Forms – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

Interactive Maps – Provide a graphical representation of location-specific information shown on a map.

Job Postings and Applicants – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

Payments – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

CONVENIENT ACCESS FROM ANY DEVICE

Responsive Design / Mobile Support – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



INTUITIVE & EASY TO USE

Intuitive CMS – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

Text and Image Editors – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

Previewing – Edit pages to your liking before publishing to the live website.

Scheduling Options – Schedule content to automatically publish and unpublish on your site at a specific date and time.

Social Media Integrations – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Versioning – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

Google Translate – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

Easy to Use Forms Builder – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



Content Efficiencies – Create and manage content once and have it display multiple places.

Tags/Views – All files can be easily found through filters of tags on items such as documents and images.

GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

Roles & Permissions – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

Department Specific Permissions – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

Menu Manager – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

Private Page Permissions – Easily create private pages that are password protected with a log-in, for internal use.

Unlimited Users and Pages – Customers can add unlimited staff users and create unlimited pages to their website.



ADA COMPLIANCE

Start Compliant – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

Stay Compliant – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
 - SSO, email notifications, text notifications (add-on), and a resident portal.
 - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



Implementation

Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN	3-4 Weeks	<ul style="list-style-type: none">• Website Assessment• Website Design Meeting• Project Manager Meeting
PHASE 2: DESIGN & BUILD	2 Weeks	<ul style="list-style-type: none">• Design Concept Creation & Approval (Ultimate designs)• Website Setup, Configuration, and Customization
PHASE 3: MIGRATE CONTENT	1-2 Weeks	<ul style="list-style-type: none">• Content Finalization & Departmental Review• Directory Pages/Staff Directory and Ordinances/Resolutions• If purchased: Projects, Commercial/Industrial Properties, Business Directory,
PHASE 4: STAFF TRAINING	2-3 Weeks	<ul style="list-style-type: none">• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction
PHASE 5: TESTING	1 Week	<ul style="list-style-type: none">• Functional Testing• Acceptance Testing
PHASE 6: GO LIVE	1 Week	<ul style="list-style-type: none">• Go Live

Approaching Your Project Implementation

Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



Phased Approach

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	<p>CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer.</p> <p>Deliverables: Website design specifications (graphic design, information)</p>
Project Manager Meeting	<p>CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics.</p> <p>Deliverables: Customer will develop an overall understanding of how the process will flow right through to Implementation.</p>



PHASE 2: DESIGN & BUILD

Design Concept Creation & Approval (Ultimate Designs)	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p>Deliverables: Design concepts, Finalized design (Adobe XD)</p>
Website Setup, Configuration, & Customization	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p>Deliverables: Functional website setup, Content migration initiated</p>

PHASE 3: MIGRATE CONTENT

Content Finalization & Departmental Review	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p>Deliverables: Content creation and migration, Homepage and Departmental content review</p>
Directory Pages Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions	<p>Depending upon website options selected and the volume of data CivicPlus may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p>Deliverables: Content creation and migration, Departmental content signoff</p>
Agenda & Minutes Migration	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>



PHASE 4: STAFF TRAINING

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

Deliverables: Online Training with a Qualified Instructor, Video Conference, Videos and User guides

PHASE 5: TESTING

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

Deliverables: Complete and Comprehensive Testing

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

Deliverables: Site acceptance by customer

PHASE 6: GO LIVE

Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

Deliverables: Final Website – Live!



M³ Integratable Meetings Management Migration & Server Configuration

Setting You Up for Immediate & Future Public Meetings Success

Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform ([acquia.com](https://www.acquia.com)). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infrastructure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



Project Costs

Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

M³ Integratable Meetings

Management Migration & Server Configuration

- Migrate up to 5 years of meetings PDFs to Meetings Directory

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M ³ Integratable Meetings Management Migration & Server Configuration	\$1,000 One-Time	\$1,000 One-Time
Hosting & Support Annual Fee	\$4,510	\$5,170
	20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	



Optional Enhancements

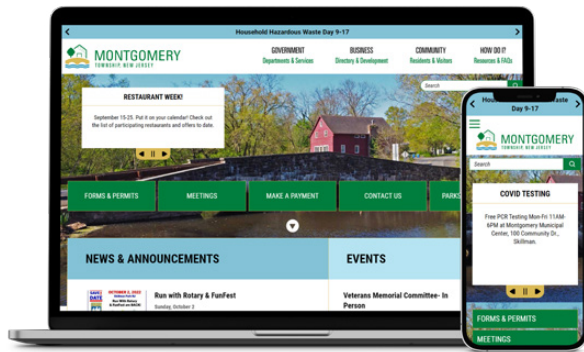
Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Montgomery Township, New Jersey - Parks & Recreation Subsite



montgomerynj.gov



montgomerynj.gov/parksrec

Morganton, North Carolina – Parks & Recreation Subsite & Downtown Subsite



morgantonnc.gov



morgantonparksandrec.com/parksrec



downtownmorganton.com/main-street

Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](https://www.civicplus.com) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



City of York



Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11, 2023

SUBJECT: New Business - Ordinances

GENERAL INFORMATION

First Reading Ordinance 23-697, Rezoning Railroad Avenue
Amending Appendix A, Zoning Ordinance for Railroad Avenue would allow for it to become a General Industrial district to R7. The Planning Commission felt that the rezoning request would be compatible with the surrounding community and be consistent with the Comprehensive Plan.

First Reading Ordinance 23-698, Amending Appendix A RV Storage
The purpose of the First Reading Ordinance 23-698, Amending Appendix A RV Storage is to Amend the Appendix A Zoning Ordinance, which will revise the highway commercial zoning district. This revision will allow for boat and RV storage facilities by special exception. The Planning Commission was not comfortable with allowing such uses by right in the HC district but felt that such uses may be appropriate in certain HC-zoned areas; therefore, the recommendation to allow by special exception.

STAFF RECOMMENDATIONS

Planning Commission recommends approval of First Reading Ordinance 23-697, Rezoning Railroad Avenue.

Planning Commission recommends approval of First Reading Ordinance 23-698, Amending Appendix A RV Storage.

ATTACHMENT(S):

- A. Ordinance 23-697, Rezoning Railroad Avenue
- B. Ordinance 23-698, Amending Appendix A RV Storage

REQUESTED ACTION

Council Approval

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CITY OF YORK

ORDINANCE 23-697

AMENDING APPENDIX A, ZONING ORDINANCE AND OFFICIAL ZONING MAP BY REZONING
PROPERTY REFERENCED BY YORK COUNTY TAX MAP ID NUMBERS 0701007019 AND
0700926046 FROM GI- GENERAL INDUSTRIAL TO R7- RESIDENTIAL

WHEREAS, the York City Council and Planning Commission find that a rezoning application has been received for property referenced by York County Tax Map Identification #'s 0701007019 and 0700926046 and located off of Railroad Avenue;

WHEREAS, the York City Council and Planning Commission find that the Official Zoning Map may be revised if the proposed change is found to be in compliance with the Future Land Use Map and overall Comprehensive Plan; and

WHEREAS, the York City Council and Planning Commission find that the proposed rezoning application is substantially compliant with the Comprehensive Plan and is compatible with nearby zoning and land usage.

NOW, THEREFORE, BE IT ORDAINED in Council assembled on the dates hereafter set forth that the York City Council does herewith amend Appendix A, Zoning Ordinance and Official Zoning Map by rezoning the specified property identified by tax map identification #'s 0701007019 and 0700926046 from GI- General Industrial to R7- Residential.

MICHAEL D. FUESSER, MAYOR

ATTEST:

Municipal Clerk

First Reading:

Public Hearing:

Second Reading:

STATE OF SOUTH CAROLINA

)

)

COUNTY OF YORK

)

CITY OF YORK

ORDINANCE 23-698

AMENDING APPENDIX A, ZONING ORDINANCE BY REVISING THE HIGHWAY COMMERCIAL ZONING DISTRICT REQUIREMENTS TO ALLOW BOAT AND RV STORAGE FACILITIES BY SPECIAL EXCEPTION

WHEREAS, the York City Council and Planning Commission find that existing zoning requirements should be periodically reviewed and revised as necessary; and

WHEREAS, the York City Council and Planning Commission find that innovative land development practices should be considered and utilized; and

WHEREAS, the York City Council and Planning Commission find that measures should be taken to ensure that diverse opportunities with appropriate safeguards are available in various zoning districts.

NOW, THEREFORE, BE IT ORDAINED by the City Council of York, South Carolina, assembled on dates hereafter set forth, that Appendix A, Zoning Ordinance, be amended by adding the following to SECTION VIII. - ZONING DISTRICTS, Highway Commercial, Subsection D. Uses permitted by special exception:

- Boat, vehicle, trailer and RV storage facility

MICHAEL D. FUESSER, MAYOR

ATTEST:

Municipal Clerk

First Reading:

Public Hearing:

Second Reading:

City of York

Memo

TO: Mayor & City Council

FROM: Becky Mestas, Community Engagement Director

MEETING DATE: July 11, 2023

SUBJECT: Special Events



GENERAL INFORMATION

Summer Concert Series

Due to the weather causing a cancellation for the Summer Concert Series, another date has been set for Geno & Company. The date will be September 28, 2023, at 6:00pm.

Christmas in July Bar Crawl

Towne Tavern York is hosting a Christmas in July Bar Crawl in hopes of bringing business to the area. This event will engage the citizens of York by having them begin the crawl at Towne Tavern York, and then be led to SoCo Grille, Wing King, Rosita's, and then back to Towne Tavern York. The citizens will be in Christmas attire for the event and will finish with a Christmas Party in July when they arrive back to Towne Tavern York.

Stories of the Stones

On November 4, 2023, 1:00-4:00pm, Yorkville Historical Society would like to hold an event at Rose Hill Cemetery. This event is an effort to educate the citizens of York and visitors about those buried at Rose Hill Cemetery.

STAFF RECOMMENDATIONS

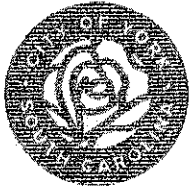
Staff recommends that Council vote in favor of the special events to further engage our community through these events.

ATTACHMENT(S):

- A. Christmas in July Special Event Application
- B. Stories of the Stones Special Event Application

REQUESTED ACTION

Council Approval



CITY OF YORK SPECIAL EVENT PERMIT APPLICATION

Date of Application Submission: June 30, 2023

Name of Festival or Special Event: Christmas in July Bar Crawl

Location and/or Route of the Event: Begin at 105 Garner Street York SC 29745

Note: A sketch/diagram must be attached to the application.

Proposed Date(s) of Event: July 29, 2023

Alternate Date(s) for Event: July 22, 2023

Event Setup time: N/A to _____

Actual Event: 2 pm to 7 pm

Road Closure time: N/A to _____

Breakdown time: N/A to _____

Estimated number of attendees (including event staff): 50

Requesting Organization: Towne Tavern York

Address: 105 Garner Street

Purpose of the Event: Gathering community to do something fun together

Is your organization a charity or non-profit organization? no

Will the proceeds benefit your organization? If no, please specify which organization it will benefit Proceeds will benefit each organization involved

This is a ☐ private ☒ public event to be held on ☒ private ☒ public property.

Permit Holder/Event Point of Contact: Samantha Schwartz

Mobile Number: 803-371-2745 Email: TTYork105@gmail.com

Street Address: 105 Garner Street

Additional Authorized Contact: Heather Stumpf

Mobile Number: 704-400-5031

Email: TTYork105@gmail.com

Planned Activities: _____

Note: A proposed schedule of events must be attached to the application

Will inflatables or amusement rides be used at the event? ☐ Yes ☒ No

If yes, explain: _____

Company name: _____ City of York Business License #: _____

Will motorized vehicles, equipment or animals be used for the event? ☐ Yes ☒ No

If yes, explain: _____

Company name: _____ City of York Business License #: _____

***Note: All events that include the use of live animals, motorized vehicles or equipment, inflatables (jump castles etc.) or other amusement rides are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of York as an also insured on general liability.*

Do you plan to have food trucks/vendors of any kind with items for sale? ☐ Yes ☒ No

If yes, explain (include the items being sold and if cooking with grease): _____

Does your event require the use of utility services such as power or water? ☐ Yes ☒ No

Note: Any additional utilities must be provided at the applicant's expense

If yes, explain: _____

Will alcohol be served at the event? ☒ Yes ☐ No

If yes, explain (and include, how do you plan to ensure/enforce that only those that are of legal drinking age are consuming/purchasing alcohol) : _____

We will have a registration desk set up for people to sign in. They will need to show identification, sign a waiver and wear an arm band.

Will amplified sound be used at the event? ☐ Yes ☒ No

If yes, explain: _____

Will tents be used at the event? ☐ Yes ☒ No

If yes, explain (include size and type of tents): _____

Will signs or banners be erected at the event? ☒ Yes ☐ No

If yes, explain (include size and locations): Just a banner advertising Christmas in July

Will city staff be responsible for street /public clean-up at the event? ☐ Yes ☒ No

If yes, explain (include extent of clean-up and if waste containers are needed): _____

Have arrangements been made for restroom facilities? ☐ Yes ☒ No

If yes, explain (include locations of restrooms and service provider):

Each "stop" will have available restrooms for patrons

Describe in detail your plan to control parking, crowds, and vehicular traffic: This should include the number of officers required for crowd/traffic control and arrangements for medical assistance if needed. The cost for officers at any event is \$50.00 per hour. The full amount must be paid 14 days prior to the event or the event will be cancelled.

Parking will take place at 105 Garner Street , I am not sure we will need crowd/traffic control.

List any/all streets which may need to be closed during the event (include date and times of proposed closures):

N/A

Are you requesting barricades for road closures (fees may apply)? ☐ Yes ☒ No *Note: If yes, include a list of location(s) and a map designating the location of each barricade, the number needed, and person responsible for barricades.*

Please provide any additional information that may be helpful:

RELEASE and INDEMNIFICATION

In consideration for being permitted to use public facilities and/or facilities owned by the City of York, Applicant agrees to indemnify, release and hold harmless the City of York, its officers and employees 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 fault of the City of York, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety and public welfare of its citizens, The City of York reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the City of York.

Application Submitted By: *Name & Title* Heather Stumpf, General Manager TTY

Signature: _____ Date: _____



CITY OF YORK SPECIAL EVENT PERMIT APPLICATION

Date of Application Submission:

6/7/23

Name of Festival or Special Event:

STORIES OF THE STONES

Location and/or Route of the Event:

ROSE HILL CEMETERY

Note: A sketch/diagram must be attached to the application.

Proposed Date(s) of Event:

NOVEMBER 4, 2023

Alternate Date(s) for Event:

NOVEMBER 11, 2023

Event Setup time:

9:00 AM to 6 PM

Actual Event:

1:00 PM to 4:00 PM

Road Closure time:

to

Breakdown time:

4:00 to 6:00

Estimated number of attendees (including event staff):

300? 30 STAFF

Requesting Organization:

YORKVILLE HISTORICAL SOCIETY

Address:

PO BOX 1122 YORK, SC 29745

Purpose of the Event:

TO REQUEST PEOPLE OF YORK & VISITORS ABOUT CITIZENS BURIED IN ROSE HILL

Is your organization a charity or non-profit organization?

NON PROFIT

Will the proceeds benefit your organization? If no, please specify which organization it will benefit

YORKVILLE HISTORICAL SOCIETY

This is a ☐ private ☒ public event to be held on ☒ private ☐ public property.

Permit Holder/Event Point of Contact:

LAURA ANNE GAULIN

Mobile Number:

864 608 0343

Email:

thegaulins@gmail.com

Street Address: 319 N. CONGRESS ST. YORK, SC 29745

Additional Authorized Contact: MARY McCONNELL Love

Mobile Number: 803 389 7574 Email: marymlove1954@gmail.com

Planned Activities: Tour of Cemetery, focusing on people involved with the circus

Note: A proposed schedule of events must be attached to the application

Will inflatables or amusement rides be used at the event? Yes ☐ No ☒

If yes, explain: _____

Company name: _____ **City of York Business License #:** _____

Will motorized vehicles, equipment or animals be used for the event? ☒ Yes ☐ No

If yes, explain: GOLF CARTS TO TRANSPORT PEOPLE WITH LIMITED MOBILITY

Company name: _____ **City of York Business License #:** _____

*****Note: All events that include the use of live animals, motorized vehicles or equipment, inflatables (jump castles etc.) or other amusement rides are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of York as an also insured on general liability.***

Do you plan to have food trucks/vendors of any kind with items for sale? Yes ☒ No ☐

If yes, explain (include the items being sold and if cooking with grease):

Does your event require the use of utility services such as power or water? Yes ☒ No ☐

Note: Any additional utilities must be provided at the applicant's expense

If yes, explain: _____

Will alcohol be served at the event? _____ Yes _____ ☒ No

If yes, explain (and include, how do you plan to ensure/enforce that only those that are of legal drinking age are consuming/purchasing alcohol) :

Will amplified sound be used at the event? Yes ☐ No ☒

If yes, explain: _____

Will tents be used at the event? ☒ Yes ☐ No

If yes, explain (include size and type of tents): 10 X 10 TENTS OVER TABLES FOR TICKET
SALES, BOOK AND YAS MERCHANDISE

Will signs or banners be erected at the event? ☒ Yes ☐ No

If yes, explain (include size and locations): _____

Will city staff be responsible for street /public clean-up at the event? ☐ Yes ☒ No

If yes, explain (include extent of clean-up and if waste containers are needed):

Have arrangements been made for restroom facilities? ☐ Yes ☐ No

If yes, explain (include locations of restrooms and service provider):

Describe in detail your plan to control parking, crowds, and vehicular traffic: This should include the number of officers required for crowd/traffic control and arrangements for medical assistance if needed. The cost for officers at any event is \$45.00 per hour. The full amount must be paid 14 days prior to the event or the event will be cancelled.

List any/all streets which may need to be closed during the event (include date and times of proposed closures):
CEMETERY STREET

Are you requesting barricades for road closures (fees may apply)? Yes ~~No~~ Note:
If yes, include a list of location(s) and a map designating the location of each barricade, the number
needed, and person responsible for barricades.

CONES

Please provide any additional information that may be helpful:

FROM 1 - 4 PM ON NOV 4, GROUPS OF 10-15 PEOPLE WILL BE ESCORTED THROU RISE HILL CEMETERY.
THEY WILL MAKE 8 STOPS AT THE GRAVES OF PEOPLE INVOLVED WITH BARNETT AND BENNET BROTHERS CIRCUS
AT EACH STOP, THERE WILL BE ACTORS REPRESENTING THOSE INTERRED GIVING A BRIEF BIOGRAPHY ABOUT
THEIR LIVES WITH THE CIRCUS. THE Y.H.S. WILL ALSO HAVE AN INFORMATION BOOTH, SELLING THEIR
BOOKS AND MERCHANDISE. REFRESHMENTS WILL ALSO BE AVAILABLE.

RELEASE and INDEMNIFICATION

In consideration for being permitted to use public facilities and/or facilities owned by the City of York, Applicant agrees to indemnify, release and hold harmless the City of York, its officers and employees 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 fault of the City of York, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety and public welfare of its citizens, The City of York reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the City of York.

Application Submitted By: Name & Title Laura Anne Gaulin - CHAIR

Signature: LAURA ANNE GAULIN Date: 6/7/2023

City of York



Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11, 2023

SUBJECT: Moratorium Update

GENERAL INFORMATION 11.1

Council was provided the final report for the Moratorium on May 30, 2023, to review prior to the Council Work Session on June 19, 2023. At the Planning Commission's request, Planning Director David Breakfield provided a summary of the report with the revisions. The discussion for the July 11, 2023 meeting is to solicit feedback, questions, or concerns.

STAFF RECOMMENDATIONS

Staff recommends that Council review the information provided by the Planning Commission to prepare for a First Reading Ordinance 23-696, Amending Appendix A Zoning and Appendix B Subdivision on July 17, 2023 at the Council Work Session and a Second Reading on August 1, 2023.

ATTACHMENT(S):

A. Ordinance 23-696, Amending Appendix A Zoning and Appendix B Subdivision

REQUESTED ACTION

No Action Requested

ORDINANCE 23-696

Amending Appendix A, Zoning Ordinance and Appendix B, Subdivision Ordinance by revising and updating residential zoning requirements and standards to better facilitate current and upcoming growth

- WHEREAS, York City Council and Planning Commission find that the City's existing ordinances should be reviewed and updated periodically,
- WHEREAS, York City Council and Planning Commission find that is necessary to implement needed changes to the zoning and subdivision ordinances to facilitate desired growth moving forward; and
- WHEREAS, York City Council and Planning Commission find that such revised ordinances/ standards would ultimately streamline and make the overall application process more understandable for all involved.

NOW, THEREFORE, BE IT ORDAINED by the City Council of York, South Carolina, assembled on dates hereafter set forth, that Appendix A, Zoning Ordinance and Appendix B, Subdivision Ordinance be amended as follows:

Revisions to Appendix A- Zoning Ordinance

Section V. - Intent of Districts, C. Annexation of territory (**revisions in bold**):

1. Where property has not been specifically included within a district, or where territory has become a part of the city by annexation, such areas shall automatically be classed as being in the ~~R-15 residential district~~ **TU- Transitional Use zoning district**, except that at the time the application for annexation is filed, the applicant(s) may request an alternative zoning classification. Such a request must be submitted to the Planning Commission for study and recommendation to City Council in accordance with the procedural requirements for amendments generally. City Council shall then specify an interim zoning district classification or classifications in the annexation ordinance with such classification or classifications to become effective upon the effective date of annexation.

Section VI. - Establishment of Districts:

For the purpose of this ordinance, the areas under the jurisdiction of the York Planning Commission and the City Council are hereby divided into the following zoning districts ~~11 districts designated as follows~~ (**revisions in bold**):

R-15 restricted residential district

R-12 residential district

R-11 residential district

R-10 residential district

R-9 residential district

R-8 residential district

R-7 residential district

R-7MH residential district, mobile homes

R-5 multifamily residential district

MH mobile home parks district

MU mixed use

TU transitional use district

IU institutional use district

PUD planned unit development district

B-1 central business district

HC highway commercial district

GI general industrial district

Section VIII. - Zoning Districts

Add the following:

R8- Single-Family Detached Residential Zoning District

Purpose:

The purpose of this district is to encourage the creation of single-family detached residential subdivisions that provide diversity of price point, housing density, architecture, site layout, amenities, etc. This designation is principally applied to undeveloped areas where design flexibility will not adversely affect existing residential subdivisions. The City's Comprehensive Plan describes areas best suited for this zoning designation.

The following uses are allowed by special exception:

- Public or private school
- Church

The following uses are conditionally allowed subject to requirements specified for this district:

- Detached single-family residential units on individual lots
- Home occupation and accessory uses allowed for detached single-family residential units as prescribed by the Zoning Ordinance

In addition to all standard pertinent requirements of the City of York Zoning and Subdivision Ordinances (Appendices A & B of the York City Code), the following requirements shall be met for all proposed residential subdivisions:

Density:

- The maximum housing density shall be 2.5 units per gross acre.

Lot specifications and dimensional requirements:

- The minimum setbacks shall be as follows (from the street right-of-way or property line):
 - 20 feet on front
 - 8 feet on sides (10 feet where adjacent to a street)
 - 20 feet on rear
- The minimum lot width at the setback line shall be 40 feet. A maximum of 20% of the total number of lots may have this minimum lot width. At least 50% of the "40"-ft lots must be dispersed throughout the overall project (no more than 2 contiguous "40"-ft lots).
- At least 30%, 60% and 80% of the overall number of lots shall have a minimum lot width at the setback line of 60 feet, 55 feet and 50 feet, respectively.
- At least 10% of the overall number of lots in the project shall have a minimum lot width of 75 feet (at least 50% of such lots shall not be of the corner variety and must be clustered together).
- The minimum lot size shall be 4,500 sq. ft. At least 30% and 60% of the lots shall have a minimum lot area of 8,000 square feet and 6,000 square feet, respectively.
- At least 10% of the overall number of lots in the project shall have a minimum lot area of 10,000 sq. ft. At least 50% of such lots shall not be of the corner variety and must be clustered together.
- A maximum of 25% of the overall number of lots may be of the back-to-back variety.

Phasing:

- The phasing of the project shall be shown on the proposed conceptual site plan, and once approved by the City, carried unchanged through the preliminary and final plat submittals.

Architectural:

Facade design

- Exterior building materials may include glass, cementitious siding, brick or brick veneer, stone or stone veneer, stucco, wood or a combination thereof. A minimum of 40% of the exterior front façade shall be covered with either brick or stone. Vinyl shall be only be used for windows, doors and trim.
- No same two models of home shall be located directly adjacent to each other or located directly across the street from each other.
- A variety of color patterns shall be provided such that no two homes directly adjacent to each other are of the same color.
- The minimum roof pitch for the primary roof sections shall be 6/12 and porch, dormer and accessory shed roofs shall have a minimum roof pitch of 4/12.
- Where the side of a residence will be visible due to facing a road (as with a corner lot), common space, a neighborhood amenity area, or another reason, the side façade must include at least two windows of standard egress size (e.g., 48 inches by 20 inches) with trim that is at least 3.5 inches, and one of the following: 1. Wrap-around porch or side porch that is at least 48 square feet on the side façade; and/or 2. Substantial façade line changes, such as varying number of stories, dormers, architectural additions, bay windows, roof styles and chimneys.
- The maximum building height shall be 35 feet.
- At least 10% of the total number of lots must have single story houses.
- At least 10% of the multi-story houses shall have bedroom(s) on the first floor.

Heated area:

- The minimum heated square footage for each home shall be no less than 1600 sq. ft. for 1-story homes and no less than 2000 sq. ft. for 2-story homes.

Design flexibility:

- A minimum of 5% of the total number of lots (up to a maximum of 20 lots) shall be provided that meet the following specifications:
 - Minimum heated square footage of 1000 sq.ft for 1-story homes and no less than 1200 sq. ft for 2-story homes.
 - Exterior building materials may include glass, cementitious siding, brick or brick veneer, stone or stone veneer, stucco, wood or a combination thereof. A minimum of 20% of the exterior front façade shall be covered with either brick or stone. Vinyl shall be only be used for windows, doors and trim.

Front porches:

- At least 50% of the dwellings must include a front porch with a minimum depth of six feet and a minimum width of eight feet. The conceptual, preliminary and final plat submittals shall include designations for each lot with such front porches.

Garages:

- Front-facing garage doors shall be provided with windows, carriage style hardware or separated into 1-bay garage doors (not a single 2-car garage door).
- At least 30% of the houses in a development phase must have garages that are located at least 18 feet behind the front façade, or side-loaded or rear-loaded garages. The conceptual, preliminary and final plat submittals shall include designations for each lot with such architectural requirements.
- Attached side-facing garages must have architectural details and/or windows that mimic the features of the living portion of the dwelling on the side of the garage facing the street.
- At least 10% of the overall number of lots in the project shall be identified as lots for side-loaded garages (and labeled as such on the conceptual, preliminary and final submittals).
- At least 10% of the overall number of lots in the project shall be identified as lots for rear-loaded garages (and labeled as such on the conceptual, preliminary and final submittals).

Parking:

- Off-street parking shall be designed per standard City of York requirements.

Community Mailboxes:

- Community mailboxes shall be installed per USPS requirements. For each USPS-required community mailbox location, at least four (4) off-street parking spaces shall be provided as well as landscaping, lighting and buffering (type B buffer between the mailboxes, parking, etc. and adjacent houses). Community mailboxes should be installed in or near central amenity areas that have available parking but are appropriately separated from active pedestrian/playground areas.

Open space/tree preservation and protection:

- At least 35% of the overall project gross area shall be maintained as open space.
- At least one continuous open space area (centrally located as much as possible) shall be provided that has an area totaling at least 20% of the overall project gross area. Such open space area shall have a minimum width of 100 feet. At least 50% of the total number of housing units shall share a property line with or be directly across the street from said open space area.
- In the designated open space areas, at least 35% of the existing tree canopy shall be retained and properly protected during development of the project. To ensure maintenance of tree canopy on the property interior, at least 50% of the trees effected by the noted existing tree canopy maintenance requirement shall be located at least 200 feet from the exterior property lines of the project.

Amenities:

- a. Amenities shall meet the façade design requirements specified above.
- b. For the first 50 lots and for each subsequent additional 50 lots (or fraction thereof), a subdivision shall be provided with at least two of the following amenities (seating areas can be counted only twice in the required amenity count):

For the first 50 residential units:

- Playground with a minimum area of 2500 sq. ft. or gazebo or other covered shelter (minimum 1,000 sq. ft.) and picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality; plus
- One of the options listed below

For the next 50 residential units (or fraction thereof):

- Playground with a minimum area of 2500 sq. ft. or gazebo or other covered shelter (minimum 1,000 sq. ft.) and picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality; plus
- One of the options listed below

For the next 50 residential units (or fraction thereof):

- Playground with a minimum area of 2500 sq. ft. or gazebo or other covered shelter (minimum 1,000 sq. ft.) and picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality;

or

- Swimming pool and cabana sized to comply with NRPA standards (shall be provided for a project with at least 150 residential units) or clubhouse, plus
- One of the options listed below

For each additional 50 residential units (or fraction thereof), 2 of the options listed below shall be implemented:

Options:

- Seating area (at least 3 benches with pergola)
 - Community garden (minimum 5,000 sq. ft.)
 - Fenced dog park with a minimum area of 5,000 sq. ft.
 - Public or private golf course
 - Canoe and kayak launch, or boat ramp
 - Resident clubhouse
 - Paved recreational area (minimum 2500 sq. ft.)
 - Playground with a minimum area of 2500 sq. ft.
 - Gazebo or other covered shelter (minimum 1,000 sq. ft.) or picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit.
 - Swimming pool and cabana sized to comply with NRPA standards (shall be provided for a project with at least 150 residential units) or clubhouse.
- c. Improved amenity areas shall be specified on the conceptual, preliminary and final submittals and then installed or approved surety provided prior to final plat approval.
- d. All amenities must be:
- Constructed prior to approval/recordation of phase 1 or the amenities must be bonded at 150% of the estimated construction value (as provided by SC-licensed professional engineer), and
 - Built prior to approval/recordation of phase 2.
- e. Identification signage shall be provided at trail entrances, open space access points, etc. and be installed prior to final plat approval. Location and depictions of the signage shall be shown on the conceptual, preliminary and final submittals.
- f. Provide minimum 5-ft wide paved (asphalt) trails and/or natural surface trails to interconnect amenities and open space areas. For each lot in the project, a minimum 10 linear feet of trails shall be provided in the open space areas.
- g. The amenities, open space buffer, stormwater controls, etc. will be maintained by the conditions, covenants, and restrictions (CCRs) established by the developer and assumed by the homeowners association (HOA).
- h. The HOA shall ensure that no more than 10% of the total units are rental at any given time.
- i. At the final plat stage, the method(s) must be identified for ensuring that all required improvements are installed and maintained. Deed restrictions, etc. must be submitted for City review at the final plat stage (and ultimately recorded).

Streetscape:

- The streetscaping of interior streets and exterior streets along the property frontage shall be per standard City of York requirements and the following:
 - Street trees (use Gateway Corridor standards as template for tree species for exterior streets)
 - Street lighting (use Gateway Corridor standards as template for exterior streets)
 - Sidewalk on each side of each new street and along the street frontage of exterior streets

Landscape/ Buffer/ Signage:

- a. A type B bufferyard shall be provided where residential lots are located back-to-back, back directly adjacent to another lot or are directly adjacent to overflow parking lot, stormwater pond, lift station, amenity area, community mailbox center, subdivision signage, trail, etc. Trees shall be planted along the shared property lines or in the common space area, if applicable.
- b. A type B bufferyard shall be provided along perimeter property lines and along adjacent streets, highways, etc. where an existing equivalent buffer does not exist.
- c. A minimum 50 feet wide undisturbed area shall be provided along perimeter property lines and along adjacent streets, highways, etc.
- d. Stormwater retention/detention areas and lift stations shall be located a minimum of 50 feet from the property line of a lot for an individual residential unit.
- e. A minimum 30-foot buffer setback is required for any proposed lots adjacent to bodies of water. All bodies of water shall be protected. A double row of silt fence shall be required when disturbance is proposed within 50 feet of water bodies.
- f. Any proposed subdivision signage, fencing, home occupation or accessory structure shall be in accordance with standard City of York requirements.
- g. Subdivision-identification signage easement(s) must be noted on the conceptual site plan as well as preliminary and final plat submittals.
- h. A freestanding subdivision identification sign shall be installed at each subdivision entrance subject to the following conditions:
 1. The sign structure height shall not exceed 8 feet.
 2. The sign area shall not exceed 35 square feet.
 3. The sign structure shall be constructed of brick, natural stone or stucco. Aluminum is only allowed for the placard for the subdivision name.

4. The sign structure shall contain a minimum of two different approved building materials from the following list: brick, natural stone or stucco.
 5. Internal illumination is prohibited but the sign shall be spot lit from the ground.
 6. The minimum setback shall be 20 feet from any street right away or property line and shall meet standard line-of-sight requirements.
 7. Landscaping that complies with City standards shall be installed around the sign.
 8. If located in the Local Historic District, the sign must be reviewed for approval by the Board of Architectural Review.
 9. If located in the Gateway Corridor Overlay District, City staff may approve the sign design per the above-referenced requirements.
-
- i. Subdivision entrances must be provided with landscaping that complies with Type B buffer requirements (not the general Type B buffer requirements from the zoning ordinance) as prescribed by the Gateway Corridor Overlay District standards.
 - j. If deemed appropriate by the City, a dedicated easement for potential City of York welcome signage shall be provided. The City will be responsible for the actual design and build of the welcome signage.
 - k. If applicable, provide complete engineered design for any proposed retaining walls (including guardrails/fencing that meets the building code requirements, trees/landscaping, structural details, drainage, etc.). The design must include a minimum 42-inch tall black vinyl coated chain-link fence (decorative black aluminum fence is acceptable) and decorative trees along the top edge of the wall. Retaining wall designs to be provided as part of preliminary plat.

Fire, Utility and Public Works Department requirements:

- a. The applicant shall verify with the Utilities Department that the project can be served by the City utilities system.
- b. The proposed public water and sanitary sewer systems shall be sized according to City requirements and the design drawings shall be submitted with the construction drawings/preliminary plat/final submittals.
- c. The proposed water system shall connect to any existing nearby portion of the public water system per City requirements.
- d. All requirements of the City of York Fire, Utility and Public Works Departments shall be met at the preliminary and final plat stages.
- e. Design and construction of the proposed stormwater system shall be in accordance with City of York/SCDHEC standards and specifications including fencing, landscaping, maintenance, etc. A minimum 42" tall black aluminum fence or black-vinyl-coated chain link fencing shall be provided around all stormwater retention/detention facilities. The SCDHEC stormwater permit shall be submitted with the construction drawings/ preliminary plat submittal.

Public transportation infrastructure requirements

- a. Street improvements shall be designed per SCDOT, City of York and pertinent traffic study standards and specifications including street, sidewalk, crosswalk, signage, speed-limiting devices, etc.
- b. The minimum number of street entrances to the subdivision shall be based on requirements specified in the zoning ordinance as well as Fire Department requirements.
- c. All streets shall be publicly dedicated for maintenance and acceptance by the City of York, subject to the City's warranty and acceptance policies.
- d. At the final plat stage, the method(s) must be identified for ensuring that all required public infrastructure improvements are installed, maintained and properly warrantied.
- e. As deemed necessary by the City, dedicated street, utility, and other rights-of-way for stub streets and utility lines shall be provided to adjacent property lines.
- f. Dead-end streets shall not exceed more than 150 feet (nearest road intersection to end of pavement) without an approved temporary turnaround unless otherwise approved by the City of York and such streets shall be designed per standard City of York requirements.
- g. A 26-ft paved street width with 2-ft valley curb shall be provided for dead-end streets (cul-de-sacs or stub streets) exceeding 500-ft in length. The dead-end street shall be measured from the intersection of nearest street to the center of the cul-de-sac or end of paved stub street. Street stubs must provide emergency vehicle turnaround (if no cul-de-sac is proposed).
- h. If buildings exceed 30 feet in height, streets shall be increased to 26 feet clear width (excluding curbing) per international fire code requirements.
- i. The proposed subdivision name and street names must be approved by the York County Emergency Preparedness 911 at the preliminary plat stage. The applicant will provide written verification of York County approval with the preliminary plat submittal.

Vested rights:

- Vested rights to the project shall expire if any of the following occurs:
 - If a preliminary plat is not approved within 2 years of special exception approval, or
 - If the time period between preliminary and final plat approvals exceed 2 years, or
 - If any portion of the approved conceptual site plan is not given final plat approval within 5 years of special exception approval.

R9- Single-Family Attached Residential Zoning District

Purpose

The purpose of this district is to encourage the creation of single-family attached residential subdivisions that provide diversity of price point, housing density, architecture, site layout, amenities, etc. This designation is principally applied to undeveloped areas where design flexibility will not adversely affect existing residential subdivisions. The City's Comprehensive Plan describes areas best suited for this zoning designation.

The following uses are allowed by special exception:

- Public or private school
- Church

The following uses are conditionally allowed subject to requirements specified for this district:

- Attached single-family residential units on individual lots
- Home occupations allowed by the Zoning Ordinance

In addition to all standard pertinent requirements of the City of York Zoning and Subdivision Ordinances (Appendices A & B of the York City Code), the following requirements shall be met for all proposed residential subdivisions:

Density:

- The maximum housing density shall be 6 units per gross acre.

Lot specifications and dimensional requirements:

- The minimum setbacks shall be as follows (from the street right-of-way or property line):
 - 20 feet on front
 - 8 feet on sides (12 feet where adjacent to a street)
 - 18 feet on rear
- The minimum lot width at the setback line shall be 20 ft.
- The minimum lot size shall be 1,800 sq. ft.
- A maximum of 25% of the overall number of lots may be of the back-to-back variety.

Phasing:

- The phasing of the project shall be shown on the proposed conceptual site plan, and once approved by the City, carried unchanged through the preliminary and final plat submittals.

Architectural:

Facade design:

- Exterior building materials may include glass, cementitious siding, brick or brick veneer, stone or stone veneer, stucco, wood or a combination thereof. A minimum of 40% of the exterior front façade shall be covered with either brick or stone. Vinyl shall be only be used for windows, doors, and trim.
- At least 15% of the residential units shall have a minimum of 80% of the exterior front façade covered with either brick or stone and at least one unit per building shall meet this requirement.
- No same two models of home shall be located directly adjacent to each other or located directly across the street from each other.
- A variety of color patterns shall be provided such that no two homes directly adjacent to each other are of the same color.
- The minimum roof pitch for the primary roof sections shall be 6/12 and porch, dormer and accessory shed roofs shall have a minimum roof pitch of 4/12.
- Where the side of a residence will be visible due to facing a road (as with a corner lot), common space, a neighborhood amenity area, or another reason, the side façade must include at least two windows of standard egress size (e.g., 48 inches by 20 inches) with trim that is at least 3.5 inches, and one of the following: 1. Wrap-around porch or side porch that is at least 48 square feet on the side façade; and/or 2. Substantial façade line changes, such as varying number of stories, dormers, architectural additions, bay windows, roof styles and chimneys.
- The maximum building height shall be 35 feet.

Heated area:

- The minimum heated square footage for each home shall be no less than 1,200 sq. Ft.

Design flexibility:

- A minimum of 5% of the total number of lots (up to a maximum of 20 lots) shall be provided that meet the following specifications:
 - Minimum heated square footage of 1,000 sq.ft.
 - Exterior building materials may include glass, cementitious siding, brick or brick veneer, stone or stone veneer, stucco, wood or a combination thereof. A minimum of 20% of the exterior front façade shall be covered with either brick or stone. Vinyl shall be only be used for windows, doors and trim.

Front porches:

- At least 50% of the dwellings must include a front porch with a minimum depth of six feet and a minimum width of eight feet. The conceptual, preliminary and final plat submittals shall include designations for each lot with such front porches.

Garages:

- Front-facing garage doors shall be provided with windows, carriage style hardware or separated into 1-bay garage doors (not a single 2-car garage door).
- At least 25 % of the overall number of lots in the project shall be identified as lots for rear-loaded garages (and labeled as such on the conceptual, preliminary and final submittals).

Parking:

- Off-street parking shall be designed per standard City of York requirements.

Community mailboxes:

- Community mailboxes shall be installed per USPS requirements. For each USPS-required community mailbox location, at least four (4) off-street parking spaces shall be provided as well as landscaping, lighting and buffering (type B buffer between the mailboxes, parking, etc. and adjacent houses). Community mailboxes should be installed in or near central amenity areas that have available parking but are appropriately separated from active pedestrian/playground areas.

Open space/tree preservation and protection:

- At least 35% of the overall project gross area shall be maintained as open space.
- At least one continuous open space area (centrally located as much as possible) shall be provided that has an area totaling at least 20% of the overall project gross area. Such open space area shall have a minimum width of 100 feet. At least 50% of the total number of housing units shall share a property line with or be directly across the street from said open space area.
- In the designated open space areas, at least 35% of the existing tree canopy shall be retained and properly protected during development of the project. To ensure maintenance of tree canopy on the property interior, at least 50% of the trees effected by the noted existing tree canopy maintenance requirement shall be located at least 200 feet from the exterior property lines of the project.

Amenities:

- a. Amenities shall meet the façade design requirements specified above.
- b. For the first 50 lots and for each subsequent additional 50 lots (or fraction thereof), a subdivision shall be provided with at least two of the following amenities (seating areas can be counted only twice in the required amenity count):

For the first 50 residential units:

- Playground with a minimum area of 2500 sq. ft. or gazebo or other covered shelter (minimum 1,000 sq. ft.) and picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality; plus
- One of the options listed below

For the next 50 residential units (or fraction thereof):

- Playground with a minimum area of 2500 sq. ft. or gazebo or other covered shelter (minimum 1,000 sq. ft.) or picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality; plus
- One of the options listed below

For the next 50 residential units (or fraction thereof):

- Playground with a minimum area of 2500 sq. ft. or gazebo or other covered shelter (minimum 1,000 sq. ft.) or picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality.

Or

- Swimming pool and cabana sized to comply with NRPA standards (shall be provided for a project with at least 150 residential units) or clubhouse, plus
- One of the options listed below

For each additional 50 residential units (or fraction thereof), 2 of the options listed below shall be implemented:

Options:

- Seating area (at least 3 benches with pergola)
 - Community garden (minimum 5,000 sq. ft.)
 - Fenced dog park with a minimum area of 5,000 sq. ft.
 - Public or private golf course
 - Canoe and kayak launch, or boat ramp
 - Resident clubhouse
 - Paved recreational area (minimum 2500 sq. ft.)
 - Playground with a minimum area of 2500 sq. ft.
 - Gazebo or other covered shelter (minimum 1,000 sq. ft.) or picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit.
 - Swimming pool and cabana sized to comply with NRPA standards (shall be provided for a project with at least 150 residential units) or clubhouse.
- c. Improved amenity areas shall be specified on the conceptual, preliminary and final submittals and then installed or approved surety provided prior to final plat approval.
- d. All amenities must be:
- Constructed prior to approval/recordation of phase 1 or the amenities must be bonded at 150% of the estimated construction value (as provided by SC-licensed professional engineer), and
 - Built prior to approval/recordation of phase 2.
- e. Identification signage shall be provided at trail entrances, open space access points, etc. and be installed prior to final plat approval. Location and depictions of the signage shall be shown on the conceptual, preliminary and final submittals.
- f. Provide minimum 5-ft wide paved (asphalt) trails and/or natural surface trails to interconnect amenities and open space areas. For each unit in the project, a minimum 3 linear feet of trails shall be provided in the open space areas.
- g. The amenities, open space buffer, stormwater controls, etc. will be maintained by the conditions, covenants, and restrictions (CCRs) established by the developer and assumed by the homeowners association (HOA).
- h. At the final plat stage, the method(s) must be identified for ensuring that all required improvements are installed and maintained. Deed restrictions, etc. must be submitted for City review at the final plat stage (and ultimately recorded).

Streetscape:

- The streetscaping of interior streets and exterior streets along the property frontage shall be per standard City of York requirements and the following:
 - Street trees (use Gateway Corridor standards as template for tree species for exterior streets)
 - Street lighting (use Gateway Corridor standards as template for exterior streets)
 - Sidewalk on each side of each new street

Landscape/ Buffer/ Signage:

- a. A type B bufferyard shall be provided where residential lots are located back-to-back, back directly adjacent to another lot or are directly adjacent to overflow parking lot, stormwater pond, lift station, amenity area, community mailbox center, subdivision signage, trail, etc. Trees shall be planted along the shared property lines or in the common space area, if applicable.
- b. A type B bufferyard shall be provided along perimeter property lines and along adjacent streets, highways, etc. where an existing equivalent buffer does not exist.
- c. A minimum 50 feet wide undisturbed area shall be provided along perimeter property lines and along adjacent streets, highways, etc.
- d. Stormwater retention/detention areas and lift stations shall be located a minimum of 50 feet from the property line of a lot for an individual residential unit.
- e. A minimum 30-foot buffer setback is required for any proposed lots adjacent to bodies of water. All bodies of water shall be protected. A double row of silt fence shall be required when disturbance is proposed within 50 feet of water bodies.
- f. Any proposed subdivision signage, fencing, home occupation or accessory structure shall be in accordance with standard City of York requirements.
- g. Subdivision-identification signage easement(s) must be noted on the conceptual site plan as well as preliminary and final plat submittals.
- h. A freestanding subdivision identification sign may be installed at each subdivision entrance subject to the following conditions:
 - The sign structure height shall not exceed 8 feet.
 - The sign area shall not exceed 35 square feet.
 - The sign structure shall be constructed of brick, natural stone or stucco. Aluminum is only allowed for the placard for the subdivision name.
 - The sign structure shall contain a minimum of two different approved building materials from the following list: brick, natural stone or stucco.
 - Internal illumination is prohibited but the sign may be spot lit from the ground.

- The minimum setback shall be 20 feet from any street right away or property line and shall meet standard line-of-sight requirements.
 - Landscaping that complies with City standards shall be installed around the sign.
 - If located in the Local Historic District, the sign must be reviewed for approval by the Board of Architectural Review.
 - If located in the Gateway Corridor Overlay District, City staff may approve the sign design per the above-referenced requirements.
- i. Subdivision entrances must be provided with landscaping that complies with Type B buffer requirements (not the general Type B buffer requirements from the zoning ordinance) as prescribed by the Gateway Corridor Overlay District standards.
 - j. Subdivision-identification signage shall be provided with decorative landscaping/spot lighting around the signage and a type B buffer between the signage and adjacent houses.
 - k. Subdivision entrances must be provided with landscaping, etc. features that comply with standard landscaping requirements.
 - l. If deemed appropriate by the City, a dedicated easement for potential City of York welcome signage shall be provided. The City will be responsible for the actual design and build of the welcome signage.
 - m. If applicable, provide complete engineered design for any proposed retaining walls (including guardrails/fencing that meets the building code requirements, trees/landscaping, structural details, drainage, etc.). The design must include a minimum 42-inch tall black vinyl coated chain-link fence (decorative black aluminum fence is acceptable) and decorative trees along the top edge of the wall. Retaining wall designs to be provided as part of preliminary plat.

Fire, Utility, and Public Works Department requirements:

- The applicant shall verify with the Utilities Department that the project can be served by the City utilities system.
- The proposed public water and sanitary sewer systems shall be sized according to City requirements and the design drawings shall be submitted with the construction drawings/preliminary plat/final submittals.
- The proposed water system shall connect to any existing nearby portion of the public water system per City requirements.
- All requirements of the City of York Fire, Utility and Public Works Departments shall be met at the preliminary and final plat stages.
- Design and construction of the proposed stormwater system shall be in accordance with City of York/SCDHEC standards and specifications including fencing, landscaping, maintenance, etc. A minimum 42" tall black aluminum fence or black-vinyl-coated chain link fencing shall be provided around all stormwater retention/detention facilities. The SCDHEC stormwater permit shall be submitted with the construction drawings/ preliminary plat submittal.

Public transportation infrastructure requirements:

- Street improvements shall be designed per SCDOT, City of York and pertinent traffic study standards and specifications including street, sidewalk, crosswalk, signage, speed-limiting devices, etc.
- The minimum number of street entrances to the subdivision shall be based on requirements specified in the zoning ordinance as well as Fire Department requirements.
- All streets shall be publicly dedicated for maintenance and acceptance by the City of York, subject to the City's warranty and acceptance policies.
- At the final plat stage, the method(s) must be identified for ensuring that all required public infrastructure improvements are installed, maintained and properly warranted.
- As deemed necessary by the City, dedicated street, utility, and other rights-of-way for stub streets and utility lines shall be provided to adjacent property lines.
- Dead-end streets shall not exceed more than 150 feet (nearest road intersection to end of pavement) without an approved temporary turnaround unless otherwise approved by the City of York and such streets shall be designed per standard City of York requirements.
- A 26-ft paved street width with 2-ft valley curb shall be provided for dead-end streets (cul-de-sacs or stub streets) exceeding 500-ft in length. The dead-end street shall be measured from the intersection of nearest street to the center of the cul-de-sac or end of paved stub street. Street stubs must provide emergency vehicle turnaround (if no cul-de-sac is proposed).
- If buildings exceed 30 feet in height, streets shall be increased to 26 feet clear width (excluding curbing) per international fire code requirements.
- The proposed subdivision name and street names must be approved by the York County Emergency Preparedness 911 at the preliminary plat stage. The applicant will provide written verification of York County approval with the preliminary plat submittal.

Vested rights:

Vested rights to the project shall expire if any of the following occurs:

- If a preliminary plat is not approved within 2 years of special exception approval, or
- If the time period between preliminary and final plat approvals exceed 2 years, or
- If any portion of the approved conceptual site plan is not given final plat approval within 5 years of special exception approval.

R10- Multi-family Residential Zoning District

Purpose:

- The purpose of this district is to encourage the creation of multi-family residential projects that provide diversity of price point, housing density, architecture, site layout, amenities, etc. This designation is principally applied to undeveloped areas where design flexibility will not adversely affect existing residential subdivisions. The City's Comprehensive Plan describes areas best suited for this zoning designation.

The following uses are allowed by special exception:

- Public or private school
- Church
- Multifamily residential projects- defined as a building on one property having more than one dwelling unit, designed for residential occupancy. Multifamily residential includes apartments, condominiums and duplexes.

The BZA with recommendation from the PC shall determine the following while reviewing the special exception application and conceptual site plan for the project:

- a. Housing density
- b. Lot specifications and dimensional requirements including setbacks, etc.
- c. The proposed phasing of the project (shown on the proposed conceptual site plan and carried unchanged through the final submittals).
- d. Each apartment building façade shall be designed to eliminate a monotonous appearance. Each façade shall provide a variety of architectural detail and color. If the proposed project is located in the Gateway Corridor Overlay District, the applicant must apply for certificate of appropriateness approval regarding the exterior building and property design from the Board of Architectural Review.
- e. The maximum building height.
- f. Enclosed storage areas for each unit.
- g. Laundry facilities shall be provided in each unit.
- h. At least 10% of the residential units shall be designated as affordable housing units. Affordable housing shall be defined per State law requirements
- i. Appropriate amenities shall be provided. The provided amenities shall be a combination of the following or other types allowed by the BZA:
 - Seating area (at least 3 benches with pergola)
 - Community garden (minimum 5,000 sq. ft.)
 - Fenced dog park with a minimum area of 5,000 sq. ft.
 - Public or private golf course
 - Canoe and kayak launch, or boat ramp
 - Resident clubhouse
 - Paved recreational area (minimum 2500 sq. ft.)

- Playground with a minimum area of 2500 sq. ft. A fence shall be installed around the perimeter of tot lots. The fence shall be black vinyl coated chain-link or decorative black aluminum. The playground surface shall be durable, light-colored and rubberized or equivalent quality.
- Gazebo or other covered shelter (minimum 1,000 sq. ft.) or picnic area with a minimum size of 2500 ft.² per area that includes at least two picnic tables and at least one barbecue grill or pit.
- Swimming pool and cabana sized to comply with NRPA standards (shall be provided for a project with at least 150 residential units) or clubhouse.

If the BZA approves the above-referenced factors for a project, City staff shall be responsible for verifying that the following issues are addressed in the conceptual site plan:

- a. All standard pertinent requirements of the City of York Zoning and Subdivision Ordinances (Appendices A & B of the York City Code).
- b. Off-street parking shall be designed per standard City of York requirements.
- c. The minimum roof pitch for the primary roof sections shall be 6/12 and porch, dormer and accessory shed roofs shall have a minimum roof pitch of 4/12.
- d. Exterior building materials should include glass, cementitious siding, brick or brick veneer, stone or stone veneer, stucco, wood or a combination thereof. A minimum of 40% of the exterior front façade shall be covered with either brick or stone. Vinyl shall be only be used for windows, doors and trim.
- e. Community mailboxes shall be installed per USPS requirements. For each USPS-required community mailbox location, at least four (4) off-street parking spaces shall be provided as well as landscaping, lighting and buffering (type B buffer between the mailboxes, parking, etc. and adjacent residential uses). Community mailboxes should be installed in or near central amenity areas that have available parking but are appropriately separated from active pedestrian/playground areas.
- f. Mechanical, garbage/recycling, etc. areas shall be screened using materials that match exterior materials required above.
- g. Open space/tree preservation and protection including:
 - At least 35% of the overall project gross area shall be maintained as open space.
 - At least one continuous open space area (centrally located as much as possible) shall be provided that has an area totaling at least 20% of the overall project gross area. Such open space area shall have a minimum width of 100 feet.

- In the designated open space areas, at least 35% of the existing tree canopy shall be retained and properly protected during development of the project. To ensure maintenance of tree canopy on the property interior, at least 50% of the trees effected by the noted existing tree canopy maintenance requirement shall be located at least 200 feet from the exterior property lines of the project.
- h. All required improvements, amenity areas, etc. shall be specified on the conceptual and final submittals and then installed/constructed prior to certificates of occupancy being issued for the project.
 - i. Identification signage shall be provided at trail entrances, open space access points, etc. and be installed prior to final plat approval. Location and depictions of the signage shall be shown on the conceptual and final submittals.
 - j. Provide minimum 5-ft wide paved (asphalt) trails and/or natural surface trails to interconnect amenities and open space areas. For each lot in the project, a minimum 2 linear feet of trails shall be provided in the open space areas.
 - k. The amenities, open space buffer, stormwater controls, etc. will be maintained by the conditions, covenants, and restrictions (CCRs) established by the developer and assumed by the property owner.
 - l. The streetscaping of exterior streets along the property frontage shall be per standard City of York requirements and the following:
 - Street trees (use Gateway Corridor standards as template for tree species)
 - Street lighting (use Gateway Corridor standards as template)
 - Sidewalk on along the entire frontage of each existing street
 - m. Landscape/ Buffer/ Signage per the following:
 - A type B bufferyard shall be provided where residential units are located back-to-back, directly adjacent to overflow parking lot, stormwater pond, lift station, amenity area, community mailbox center, subdivision signage, trail, etc.
 - A type B bufferyard shall be provided along perimeter property lines and along adjacent streets, highways, etc. where an existing equivalent buffer does not exist.
 - A minimum 50 feet wide undisturbed area shall be provided along perimeter property lines and along adjacent streets, highways, etc.
 - Stormwater retention/detention areas and lift stations shall be located a minimum of 50 feet from the property line of a lot for an individual residential unit.
 - A minimum 30-foot buffer setback is required for any proposed lots adjacent to bodies of water. All bodies of water shall be protected. A double row of silt fence shall be required when disturbance is proposed within 50 feet of water bodies.
 - Any proposed project signage, fencing, home occupation or accessory structure shall be in accordance with standard City of York requirements.

- Subdivision-identification signage easement(s) must be noted on the conceptual site plan as well as final submittals.
- n. A freestanding subdivision identification sign shall be installed at each subdivision entrance subject to the following conditions:
- The sign structure height shall not exceed 8 feet.
 - The sign area shall not exceed 35 square feet.
 - The sign structure shall be constructed of brick, natural stone or stucco. Aluminum is only allowed for the placard for the subdivision name.
 - The sign structure shall contain a minimum of two different approved building materials from the following list: brick, natural stone or stucco.
 - Internal illumination is prohibited but the sign shall be spot lit from the ground.
 - The minimum setback shall be 20 feet from any street right away or property line and shall meet standard line-of-sight requirements.
 - Landscaping that complies with City standards shall be installed around the sign.
 - If located in the Local Historic District, the sign must be reviewed for approval by the Board of Architectural Review.
 - If located in the Gateway Corridor Overlay District, City staff may approve the sign design per the above-referenced requirements.
- o. Project-identification signage easement(s) must be noted on the conceptual site plan as well as final submittals.
- p. Project-identification signage shall be provided with decorative landscaping/spot lighting around the signage and a type B buffer between the signage and adjacent housing units.
- q. Project entrances must be provided with landscaping, etc. features that comply with standard landscaping requirements.
- r. If deemed appropriate by the City, a dedicated easement for potential City of York welcome signage shall be provided. The City will be responsible for the actual design and build of the welcome signage.
- s. If applicable, provide complete engineered design for any proposed retaining walls (including guardrails/fencing that meets the building code requirements, trees/landscaping, structural details, drainage, etc.). the design must include a minimum 42-inch tall black vinyl coated chain-link fence (decorative black aluminum fence is acceptable) and decorative trees along the top edge of the wall. retaining wall designs to be provided as part of preliminary plat.
- t. Fire, Utility and Public Works department requirements per the following:
- The applicant shall verify with the Utilities Department that the project can be served by the City utilities system.

- The proposed public water and sanitary sewer systems shall be sized according to City requirements and the design drawings shall be submitted with the construction drawings/final submittals.
 - The proposed water system shall connect to any existing nearby portion of the public water system per City requirements.
 - All requirements of the City of York Fire, Utility and Public Works Departments shall be met at the conceptual and final submittal stages.
 - Design and construction of the proposed stormwater system shall be in accordance with City of York/SCDHEC standards and specifications including fencing, landscaping, maintenance, etc. A minimum 42" tall black aluminum fence or black-vinyl-coated chain link fencing shall be provided around all stormwater detention facilities. The SCDHEC stormwater permit shall be submitted with the construction drawings/ preliminary plat submittal.
- u. Public transportation infrastructure requirements per the following:
- Street improvements shall be designed per SCDOT, City of York and pertinent traffic study standards and specifications including street, sidewalk, crosswalk, signage, etc.
 - At the final plat stage, the method(s) must be identified for ensuring that all required public infrastructure improvements are installed, maintained and properly warrantied.
 - As deemed necessary by the City, dedicated street, utility, and other rights-of-way for stub streets and utility lines shall be provided to adjacent property lines.
 - The proposed project name must be approved by the York County Emergency Preparedness 911 at the preliminary plat stage. The applicant will provide written verification of York County approval with the preliminary plat submittal.
- v. Vested rights shall be per standard City requirements.

R11- Mixed Residential Zoning District

Purpose:

- The purpose of this district is to encourage the creation of residential projects that provide diversity of housing types, price point, housing density, architecture, site layout, amenities, etc. This designation is principally applied to undeveloped areas where design flexibility will not adversely affect existing residential subdivisions. The City's Comprehensive Plan describes areas best suited for this zoning designation.

The following uses are allowed by special exception:

- Public or private school
- Church
-

The following uses are allowed subject to requirements specified for the R8, R9, R10 and R11 zoning districts:

- Single-family detached residential
- Single-family attached residential
- Multi-family residential projects
- Home occupation and accessory uses allowed by the Zoning Ordinance

R5- Residential Zoning District (remove existing R5 district requirements and replace with the following:

Purpose:

The purpose of this district is to permit a variety of residential and related uses and variable densities in certain areas of the city deemed suited to and with market potential for such uses. This designation is applied principally to undeveloped areas where unit and density flexibility will not adversely affect existing residential subdivisions and where the housing market can be sufficiently broad and flexible to meet the various demands for housing.

Design/usage requirements:

- The R5 zoning designation shall not be used in future rezoning applications.
- Projects in a R5 zoning district that were previously approved and have active vested rights shall be governed by the previously-approved project design and specifications.

Uses allowed by special exception:

Vacant property with a R5 zoning designation shall be developed in accordance with special exception requirements. The applicant shall choose R8, R9, R10 or R11 zoning district requirements to design the conceptual site plan for the special exception application.

Application review:

The Planning Commission shall review and make a recommendation to the Board of Zoning Appeals regarding each such special exception application. In making a recommendation and decision on each such application, the Planning Commission and Board of Zoning Appeals shall consider residential requirements listed above and special exception requirements as well as any other material deemed pertinent by the City.

PUD- Planned Unit Development District (remove existing PUD district requirements and replace with the following:

Purpose:

The purpose of the PUD district is to encourage flexibility in the development of land in order to promote its most appropriate use; to improve the design, character and quality of new development; to facilitate the provision of streets and utilities; and to preserve the natural and scenic features of open areas.

District requirements:

In order to qualify as a PUD district, a project must meet the following minimum requirements:

1. The conceptual site plan for the project shall provide significant commercial and residential components.
2. The commercial component shall not be designed as a standalone commercial area and shall be integrally designed to mesh with the residential areas.
3. The residential section of the project shall be designed per one of the following zoning district requirements: R8, R9, R10 or R11.
4. The land-use map in the City's Comprehensive Plan specifies where PUD districts would be best located along with the most appropriate associated residential zoning requirements.
5. The site must contain not less than five acres and must adjoin or have direct access to at least one major street.
6. The site shall be in single ownership, or if in joint ownership, the application for amendment to the zoning ordinance shall be filed jointly by all of the owners.
7. A conceptual site plan shall be submitted with the request for change and shall contain the following information:
 - a. The proposed title of the project and the name of the engineer, architect or designer as well as the project applicant.
 - b. The north point, an appropriate scale and date.
 - c. Existing zoning and zoning district boundaries and proposed changes in zoning, if any.
 - d. The boundaries of the property involved, the general location of all existing easements, property lines, existing streets, buildings, sidewalk and other existing physical features on or adjoining the project
 - e. The applicant shall verify availability/adequateness of City utilities/ fire protection, etc. at the site.

- f. The general locations and construction dimensions of proposed streets, alleys, driveways, curb cuts, entrances and exits, parking and loading areas (including numbers of parking spaces).
- g. The general location of proposed lots, setback lines, easements, and a generalized land use plan.
- h. The location of all proposed main and accessory buildings and dimensions of structures drawn to scale.
- i. General information regarding all fences, walls, screens, buffers, plantings and landscaping.
- j. Overall site design shall be harmonious in terms of landscaping, enclosure of principal and accessory uses, sizes of structures, street patterns and use relationships. Variety in building types, heights, façades, setbacks, and size of open spaces shall be encouraged.
- k. General location, character, size, height, and orientation of proposed freestanding signs.
- l. A location map showing the position of the proposed development in the city.
- m. A tabulation of total number of acres in the project to be devoted to streets and other public and/or private reservations.
- n. Reference to the creation of:
 - Proposed standards for the development of the project, including restrictions on the use of property, open space, yard requirements and restrictive covenants, if any.
 - A statement defining the manner in which the city is to be assured that all improvements and protective devices, such as screens and buffers are to be installed and maintained.
- o. The Planning Commission may establish additional requirements for site plan approval and, in special cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project.

Permitted uses:

Any use proposed by the developer and considered by the Planning Commission as being compatible to other nearby uses within and beyond the district may be permitted in such district, upon approval by the Planning Commission and York City Council. A listing of permitted uses within a particular PUD district shall be adopted as part of the regulations applying to that district. After approval by the commission and council, the list or portion thereof shall be adopted as part of the regulations applying to that particular PUD district. Thereafter, the uses permitted in the district shall be restricted to those listed, approved, and adopted.

Administrative procedures:

In accordance with the adopted Planning Commission meeting and application deadline schedule, the applicant or owner shall submit to the Planning and Development Department a completed rezoning application and application fee, conceptual site plan, annexation petition, if applicable, and all required supporting information. The Planning and Development Department and other agencies, as appropriate, shall review the proposal for compliance with the comprehensive land use plan and the regulations herein, the objectives of the district, and the suitability of the site for the proposed project.

Following such study, the applicant shall be notified of any issues that need to be addressed. At the conclusion of the review, the Planning and Development Department shall provide a report of findings to the Planning Commission regarding the project.

Actions by the Planning Commission and Council shall be as provided for amendments generally. Council may grant the application, may include specific modifications of the proposal or other applicable regulations or may deny the application.

If the application is approved, the development shall be required to be in accord with the approved PUD, meeting the requirements of these and other regulations, as supplemented or modified by Council in the particular case as part of the amendment action and shall conform to any time or priority limitations established by Council on beginning and completion of the development as a whole or in specified stages.

In taking action to amend the zoning map to establish an approved PUD, Council shall pass upon the adequacy of the application, in form and substance relative to any agreements, contracts, deed restrictions, sureties, or other instruments involved; and before development may proceed, such instruments shall be approved by appropriate officers and agencies.

Once a PUD district is established on the official zoning map, no building permit shall be issued therein unless the Planning and Development Department has approved plans and reports for the development as a whole or stages or portions thereof deemed satisfactory in relation to the total development. The form and content of such plans and reports shall be as prescribed in zoning, subdivision regulations, or other regulations involved generally, and in rules of other affected agencies.

Upon approval, building permits shall be issued in the same manner as for building permits generally, provided that any requirements concerning the order and location in which building permits are to be issued in the particular PUD district shall be observed. Except as provided below, all plans and reports approved shall be binding on the applicants and any successors in title so long as the PUD zoning is applicable and vested rights are maintained.

Minor changes in approved final plans and reports may be approved by the Planning and Development Department only upon findings identical to those required for original approval. Major changes shall be approved subject to further amendatory action only.

Section XI. - Schedule of Dimensional Requirements

Add the following to the Table: For R5, R8, R9, R10, R11 and PUD districts, reference the specific district requirements for relevant standards. Remove conflicting requirements from Table.

Section XX. - Amendments (changes in bold):

Authority. This ordinance, including the official zoning map of the City of York, may be amended from time to time by the York City Council as herein specified, but no amendment shall become effective unless it shall have been proposed by or shall first have been submitted to the Planning Commission for review and recommendation. The Planning Commission **shall have its initial regular meeting and up to 2 more consecutive regular meetings to finalize a recommendation** and submit its report to the City Council. If the Planning Commission does not submit its report within the prescribed time, City Council may proceed to act on the application without awaiting the recommendations of the Planning Commission.

Requirement for change. Whenever the public necessity, convenience, general welfare or good zoning practice justifies such action, and after the required review and report by the Planning Commission, the City Council may undertake the necessary steps to amend this ordinance.

Procedure for amendments. Requests to amend this ordinance shall be processed in accordance with the following requirements:

Initiation of amendments. A proposed amendment to this ordinance may be initiated by the Planning Commission or by application filed with the **Planning and Development Department secretary of the planning commission**, by the owner or owners of the property proposed to be changed; provided that action shall not be initiated for a zoning amendment affecting the same parcel or parcels of property, or any part thereof, by a property owner or owners more

than once every 12 months. ***The 12-month period shall commence on the date when City Council takes final action on an application.***

Application forms; fees. Application forms for amendment requests shall be obtained from the ***Planning and Development Department***. Completed forms together with ***a legal plat of the property(s) and application fees required to cover administrative costs***, plus any additional information the applicant feels to be pertinent, shall be filed with the ***Planning and Development Department secretary of the planning commission. The Planning and Development Department building official*** shall issue a receipt. Such fees are intended to offset the costs of advertising and administrative expenses. Any communication purporting to be an application for an amendment shall be regarded as mere notice to seek relief until it is made in the form required.

Applications for amendments shall be submitted in proper form ***in accordance with the approved Planning Commission application/deadline calendar at least two weeks prior to a planning commission meeting in order to be heard at that meeting. Applications shall be accompanied by a fee of \$50.00.***

Action by Planning Commission. All papers and other data submitted by the applicant on behalf of the amend request shall be transmitted to the Planning Commission. The Planning Commission, at regular meeting, shall review and prepare a report, including its recommendation, for transmittal to the City Council. All meetings of the Planning Commission shall be open to the public. At a meeting, any party may appear in person, or be represented by an agent or by attorney. No member of the Planning Commission shall participate in a matter in which he has any pecuniary or special interest. Following action by the Planning Commission, the *recommendation and* all papers and data pertinent to the application shall be transmitted to the City Council for final action.

The Planning Commission shall render a recommendation regarding a rezoning application or a zoning amendment application within 75 calendar days of the initial public meeting regarding the particular application.

If action is not taken by the Planning Commission within the prescribed time period, the application shall be forwarded to City Council for action. Annexation requests for residential projects shall be accepted only twice a year at designated time periods (application deadlines of February 1st and August 1st). Annexation applications that include a residential component shall only be allowed in accordance with the R8, R9, R10,

R11 or PUD zoning districts. Such annexation requests must include a completed rezoning application and annexation petition, detailed legal boundary description of the property(s), a basic description of the proposed project for the site and required application fees. The submittal should be reviewed in accordance with specific criteria including compliance with the Comprehensive Plan and the Land Use Map, residential mixture ratios, maximum number of allowed residential units per year, type of zoning district requested and compliance with requirements of the district as well as other factors deemed appropriate by the Planning Commission and City Council.

4.

Public hearing. Before enacting or amending this [zoning] ordinance, City Council ~~or the planning commission, if authorized by the city council,~~ shall hold a public hearing thereon, at which parties in interest and citizens shall have an opportunity to be heard. Two notices of such hearing shall be published in a newspaper of general circulation in the City of York. One notice shall be published at least 30 days prior to the hearing, and the second notice at least 15 days prior thereto.

When a proposed amendment affects the district classification of property, notice of such amendment shall be conspicuously posted on or adjacent to property affected, with at least one such notice being visible from each public thoroughfare that abuts the property. Such signs shall be posted at least 15 days prior to the hearing and shall indicate the nature of the change proposed, identification of the property affected, and the time, date and place of the hearing.

Changes in zoning map. Following final action by the City Council, any necessary changes shall be made in the official zoning map by the city clerk. A written record of the type and date of such change shall be maintained by the city clerk. Until such change is made, no action by the City Council on amendments to this ordinance shall be considered official.

Revisions to Appendix B- Subdivision Ordinance (**changes in bold**):

Article II-9. – Subdivision:

The division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale or building development; including all division of land involving a new street or a

change or a change in existing streets; including resubdivision; and, where appropriate to the context, relating to the process of subdividing or to the land or area subdivided.

Except for the following scenarios, each application for subdivision of property shall be reviewed by the planning commission:

1. The combination or recombination of portions of previously platted lots where the total number of lots have not increased and the resultant lots are equal to the standards of the governing authority;(1)

2. The division of land into parcels of five acres or less where a new street or street extension is not involved;

3. Conceptual site plans as well as preliminary/final plat submittals involving R8 and R9 zoning classifications as well as R10 or R11 zoning classifications in conjunction with the Board of Zoning Appeals.

The division of land into four or fewer lots that does not include the creation or extension of a street and where the resultant lots are equal to the standards of the governing authority. The planning commission shall review the acceptability of proposed curb cuts/driveways in accordance with section V.1.11.

Plats that meet the above referenced exceptions shall be reviewed for compliance with the subdivision regulations by city staff.

Article IV. - Subdivision plat requirements and review procedures:

The procedure for review and approval of subdivision plats shall consist of three separate steps. These include:

Review of sketch plan (1);

Review and approval of preliminary plat (2); and

Review and approval of final plat (3).

Step 2 shall be completed prior to making any street improvements or installing any utilities. Steps 2 and 3 shall be completed prior to the sale of any lots within the proposed subdivision.

As an exception from Planning Commission review, City staff shall review for approval all conceptual site plans as well as preliminary/final plat submittals involving R8 and R9 zoning classifications as well as R10 or R11 zoning classifications in conjunction with the Board of Zoning Appeals.

MICHAEL D. FUESSER, MAYOR

ATTEST:

Municipal Clerk

First Reading:

Public Hearing:

Second Reading:

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: July 11th, 2023

SUBJECT: City of York FY23-24 Budget Workshop #2



GENERAL INFORMATION

It is my pleasure to respectfully present to you the revised draft budget for the FY23-24 Budget Workshop #2 for the City of York. This preliminary draft state of the budget represents many hours of hard work by the City's Administration, Department Heads, Finance staff, and others. Our goal is to maintain the City's quality and level of service, provide amenities and opportunities for citizens of all ages and preserve our strong financial position while minimizing the increased financial burden on our citizens. The summary provided for FY23-24 Budget Workshop #2 proposes a budget for FY23-24 that supports the Council's strategic goals of investing in initiatives to support employees, resilient infrastructure, economic development, efficient and effective government, dynamic community, and enhance facilities while maintaining an affordable and charming City.

Economic changes due to the pandemic continue to affect our community and organization. Supply chain issues persist across all public services provided by the City, and inflation has led to a constant rise in the cost of goods and services. Like many other cities nationwide, York continues to face a competitive labor market. The recommendations included in Workshop Budget #2 are based on available resources, Council priorities, ongoing capital improvement projects, and internal work completed by staff since the start of the budget season.

The Workshop Budget #2 preliminary proposal is based on available resources (i.e., FY23 Expenditures & Revenues, FY22 Audit Findings, and other data sources), Council priorities, and internal work completed by staff throughout the budget season thus far. The Fiscal Year 2023-24 (FY2024) Proposed Budget for Workshop #2 totals \$43,972,090, which is approximately an 80% increase compared to the FY 2022-2023 Budget of \$23,718,531 and includes:

- No recommended change to the current property tax rate of \$0.1152 cents per \$1,000 of taxable property based on current and past data available. (*Next Reassessment 2025*)
- 4% percent cost of living increase for all city employees.
- Continued funding for community services in a time of rising costs, which includes a 10% rate increase for utilities "per thousand" rate and 8% for all applicable solid waste service fees.
- Tactical utilization of special revenue sources (i.e., Impact Fees, Capacity Fees, Hospitality Tax) to advance the Council's priorities through the 2021 Strategic Plan and Capital Improvement Plan for Impact Fees
- Increased capital projects and enterprise capital projects largely due to the City receiving \$10M in SCIIP funds for the WWTP Upgrades and Improvements and the Liberty Street Water Line. Also, the \$4.774M appropriations from the State of SC FY23-24 Budget for AMI Water Meter System Upgrade, N. Congress St. Waterline Upgrade/Improvement, York Public Safety Upgrades/Improvements, and S. Congress St. Hotel Project, to name a few.

We look forward to the opportunity to discuss this draft further with the City Council, paired with a PowerPoint Presentation with additional information. An email was sent on June 29th to request feedback and questions about what the City Council would like to see as a part of the budget, make adjustments and refinements where directed, and continue to serve the people of York as we step forward into the future.

ATTACHMENT(S):

1. FY23-24 Budget Workshop #1 Presentation

REQUESTED ACTION

General Information No Action Requested



FY23-24 Budget Workshop #2

Presentation Overview

FY23-24 Budget Schedule

Strategic Plan

**General Fund Projected Revenues &
Expense**

**Enterprise Fund Projected Revenues
& Expenses**

**Special/Restricted Revenue
Expenses & Expenditures**

Ongoing and New Capital Projects

**FY23-24 Budget Workshop #2
Overview**

Q & A

Budget Schedule FY2023-2024

Dates & Phases

March 22, 2023

April 1- 30, 2023

May 1, 2023

Phase 1: Budget Planning

May 2 - 14, 2023

May 15 - 28, 2023

May 29 - June 18, 2023

Phase 2: Budget Prioritization

June 19, 2023

June 13 - 18, 2023

June 19, 2023

June 20 - 30, 2023

Phase 3: Budget Formulation & Adoption Process

July 5 - 12, 2023

July 12 - 14, 2023

July 17, 2023

July 18 - 28, 2023

July 29 - August 12, 2023

August 14 - 18, 2023

August 15, 2023

August 21, 2023

August 22 - September 2, 2023

September 5, 2023

September 18, 2023

September 19, 2023

Phase 4: Budget Execution

October 1, 2023 - September 30, 2024

Task

Department Head's notified by City Manager of the start of FY 2024 Budget Preparation and Budget Requests due 5/1/2023

City Administration Preliminary Budget Discussions and Preparation

Department Head Budget Requests due to City Manager & Finance Director

City Administration Review Department Head Budget Requests

1st Individual Department Budget Meetings: Administration, Police, Fire, Planning & Zoning, Parks & Rec., Public Works, & Public Utilities

Budget Expense Review, Preliminary Revenue Projection Analysis, Rate & Fee Schedule Review

2nd Individual Department Budget Meetings: Administration, Police, Fire, Planning & Zoning, Parks & Rec., Public Works, & Public Utilities

Budget Expense Draft Final & Revenue Projection Analysis

Presentation of the Overview for the Proposed Budget for FY2023 - 2024 at Work Shop #1 *(At a City Council Workshop)*

Review feedback from City Council from the proposed Budget for FY2023 - 2024 Workshop #1

Final Individual Department Budget Meetings: Administration, Police, Fire, Planning & Zoning, Parks & Rec., Public Works, & Public Utilities

City Administration Preliminary Final Review Budget Expense & Revenue Projection

Presentation of the Overview for the Proposed Budget for FY2023 - 2024 at Work Shop #2 *(At a City Council Workshop)*

Review feedback from City Council from the proposed Budget for FY2023 - 2024 Workshop #2

City Administration Budget Expense & Revenue Projection Final Recommendation

Final FY2023 - 2024 Budget prepared and sent to City Council & Department Heads for Final Review

Publication date of Public Notice of Public Hearing for FY2023 - 2024 Budget *(Requires 15 Day Notice; Publish in Herald)*

Publication date of Public Notice of Public Hearing for FY2023 - 2024 Rate & Fee Schedule *(Requires 15 Day Notice; Publish in Herald)*

Presentation of the Final Proposed Budget for FY2023 - 2024 at Work Shop #3 *(At a City Council Workshop)*

City Administration Final Review Department Head Budget Requests & Budget Expense Draft Final & Revenue Projection Analysis

First Reading of FY2023 - 2024 Budget Ordinance *(At a Regular Scheduled City Council Meeting)*

Public Hearing for FY2023 - 2024 Budget Ordinance *(At a Regular Scheduled City Council Meeting)*

Public Hearing for FY2023 - 2024 Rate & Fee Schedule *(At a Regular Scheduled City Council Meeting)*

Second Reading and Adoption of FY2023 - 2024 Budget Ordinance *(At a Special Town Council Meeting)*

Second Reading and Adoption of FY2023 - 2024 Rate & Fee Schedule *(At a Special Town Council Meeting)*

Budget Sent to Printer & Uploaded into the Accounting System



2021 Strategic Plan Update

FOCUS AREAS	GOALS
Resilient Infrastructure	Enhance Trust and Reliability Maintain & Repair Aging Infrastructure Build & Save for the Future
Economic Development	Revitalize Historic Downtown Boost Commercial & Industrial Growth Promote Local & Regional Tourism
Dynamic Community	Cultivate Community Development & Engagement Enhance Transportation Expand Recreation and Health Opportunities
Efficient and Effective Government	Enhance Service Delivery Ensure Fiscally Responsible and Sustainable City Finances Enhance Staffing Recruitment & Retention Encourage Training & Professional Development



General Fund Revenue

General Fund	Revenues	2022-2023	2022-2023	2023-2024
		Adopted Revenues	Actual as of 07/01/2023	Projected Revenues as of Workshop #2
100-1000-7110	Property Tax	\$ 3,500,000	\$ 3,464,143	\$ 3,750,000
100-1000-7120	Vehicle Tax	\$ 325,000	\$ 231,687	\$ 335,000
100-1000-7130	Franchise Fees	\$ 630,000	\$ 319,909	\$ 650,000
100-1000-7140	Delinquent Tax	\$ 185,000	\$ 61,709	\$ 100,000
100-1000-7180	Fees in Lieu of Taxes	\$ 120,000	\$ 131,811	\$ 120,000
100-1000-7210	State Shared Revenue	\$ 375,000	\$ 513,705	\$ 400,000
100-1000-7310	Business License	\$ 685,000	\$ 838,421	\$ 840,000
100-1000-7320	Business License - Insurance	\$ 1,130,000	\$ 1,178,628	\$ 1,170,000
100-1000-7330	Building Permits	\$ 225,000	\$ 417,054	\$ 425,000
100-1000-7410	Court Fees/Fees Revenue	\$ 40,000	\$ 34,407	\$ 40,000
100-1000-7510	Interest	\$ 8,000	\$ 65,554	\$ 30,000
100-1000-7520	Rent -Recreation	\$ -	\$ -	\$ -
100-1000-7525	Rent -Recreation	\$ 1,000	\$ 150	\$ 1,000
100-1000-7610	Garbage Fees	\$ 1,210,000	\$ 986,954	\$ 1,450,000
100-1000-7640	Fire Protection	\$ 109,000	\$ 82,097	\$ 109,000
100-1000-7650	Recreation Fees	\$ 60,000	\$ 42,174	\$ 60,000
100-1000-7651	Recreation Supplement	\$ 100,000	\$ 55,000	\$ 115,000
100-1000-7652	Rec Concessions	\$ 4,000	\$ 339	\$ 3,000
100-1000-7653	Rec Sponsorship	\$ -	\$ -	\$ -
100-1000-7660	Recycling Fees	\$ 62,000	\$ 48,688	\$ 65,000
100-1000-7720	Transfer from Utility Fund	\$ 230,000	\$ 153,333	\$ 245,000
100-1000-7730	Transfer from Hospitality Fund	\$ 115,000	\$ 86,250	\$ 150,000
100-1000-7740	PEBA Pension Allocation Credit	\$ 42,000	\$ 42,623	\$ 42,000
100-1000-7751	Sale of Fixed Assests	\$ 5,000	\$ 45,058	\$ 10,000
100-1000-7755	Capital Lease Proceeds	\$ -	\$ 28,059	\$ 28,000
100-1000-7760	Miscellaneous	\$ 65,000	\$ 76,236	\$ 40,000
100-1000-7762	Copies	\$ -	\$ 2	\$ -
100-1000-7765	Sale Permits	\$ -	\$ 46	\$ -
100-1000-7767	Insurance Proceeds	\$ -	\$ 61,889	\$ -
100-1000-7772	Police - Special Duty Revenue	\$ 65,000	\$ 43,500	\$ 65,000
100-1000-7780	Recreation Grant	\$ 5,000	\$ -	\$ 35,000
100-1000-7781	Fire Grants	\$ 2,000	\$ -	\$ 2,000
100-1000-7782	Police Grants	\$ 31,000	\$ 40,171	\$ 45,000
100-1000-7783	Public Works Grants	\$ 2,000	\$ 662	\$ 3,000
100-1000-7787	ARPA Transfer from Revenue	\$ -	\$ 51,586	\$ 195,000
100-1000-7910	SRO Reimbursement	\$ 185,000	\$ 187,106	\$ 190,000
100-1000-7911	State SRO Grant	\$ 195,000	\$ 398,780	\$ 400,000
100-1000-7930	Transfer from A-Tax	\$ 25,000	\$ -	\$ 25,000
100-1000-7950	Transfer from Impact Fees	\$ -	\$ 18,000	\$ -
100-1000-XXXX	Developer Fee-in-Lieu	\$ -	\$ -	\$ 50,000
100-1000-XXX	Fund Balance Appropriation	\$ -	\$ -	\$ -
Total General Fund Revenues		\$ 9,736,000	\$ 9,705,730	\$ 11,188,000



General Fund Expense

Fund Type	Department	FY22-23 Adopted Budget	FY22-23 As of 7/01/2023	FY23-24 Budget Workshop #2
General Fund	Administration	\$ 785,000	\$ 590,088	\$ 853,500
	City Council	\$ 142,000	\$ 102,752	\$ 157,500
	Municipal Court	\$ 164,500	\$ 115,364	\$ 171,000
	Police	\$ 3,769,000	\$ 3,389,839	\$ 4,164,000
	Fire	\$ 1,451,000	\$ 1,056,907	\$ 1,851,500
	Fire - County	\$ 15,500	\$ 5,530	\$ -
	Planning & Zoning	\$ 591,500	\$ 402,100	\$ 820,000
	Parks & Recreation	\$ 769,000	\$ 665,788	\$ 807,000
	Public Works	\$ 1,130,000	\$ 993,522	\$ 1,274,000
	Public Works - Com.	\$ 268,500	\$ 234,736	\$ 295,000
	Public Works - Recycle	\$ 128,500	\$ 105,398	\$ 143,000
	Non-Departmental	\$ 521,500	\$ 335,910	\$ 651,500
	Total	\$ 9,736,000	\$ 7,997,934	\$ 11,188,000



Enterprise Fund Revenue

Utility Fund	Revenues	2022-2023	2022-2023	2023-2024
		Adopted Revenues	Actual as of 07/01/2023	Projected Revenues as of Workshop #2
200-1020-7510	Interest	\$ 500	\$ 2,785	\$ 4,000
200-1020-7725	Transfer from Capacity Fee Fund	\$ 150,000	\$ 180,000	\$ -
200-1020-7753	Grant Revenue	\$ 4,000	\$ -	\$ 2,000
200-1020-7760	Miscellaneous	\$ -	\$ 2,030	\$ 4,000
200-1020-7783	Utilities Grants	\$ -	\$ 6,568	\$ -
200-1020-8120	Water/Sewer Receipts	\$ 2,730,000	\$ 2,108,572	\$ 3,300,000
200-1020-8124	Base Charge	\$ 1,475,000	\$ 1,214,988	\$ 1,750,000
200-1020-8126	DHEC Charges	\$ 75,000	\$ 61,100	\$ 85,000
200-1020-8127	Penalty	\$ 75,000	\$ 67,015	\$ 85,000
200-1020-8129	Meter Tampering Fee	\$ -	\$ 1,520	\$ -
200-1020-8130	Water/Sewer Taps	\$ 50,000	\$ 24,661	\$ 40,000
200-1020-8135	Delinquent Debt Recovery	\$ 1,000	\$ 3,496	\$ 5,000
200-1020-8140	Connection Fees	\$ 35,000	\$ 43,440	\$ 50,000
200-1020-8150	Hydrant/Sprinkler Fees	\$ 8,000	\$ 6,765	\$ 10,000
200-1020-8160	Meter Reinstallation	\$ -	\$ 596	\$ -
200-1020-8161	Meter Installation	\$ 50,000	\$ 133,969	\$ 150,000
200-1020-8170	Administration Fees	\$ 34,000	\$ 36,562	\$ 45,000
200-1020-8180	Pretreatment	\$ 20,000	\$ 20,483	\$ 25,000
200-1020-XXXX	ARPA Transfer from Revenue	\$ -	\$ -	\$ 35,000
200-1020-8190	Hydrant Repair & Maintenance	\$ 38,000	\$ 35,747	\$ 45,000
200-1020-9000	Capital Lease Proceeds	\$ -	\$ 61,602	\$ 61,000
	Total Water & Sewer Revenues	\$ 4,745,500	\$ 4,011,898	\$ 5,696,000



Enterprise Fund Expense

Fund Type	Department	FY22-23 Adopted Budget	FY22-23 As of 7/01/2023	FY23-24 Budget Workshop #2
Utility Fund	Utility Fund	\$ 4,359,500	\$ 3,663,986	\$ 5,256,000
	Utility Fund Non-Dept	\$ 386,000	\$ 314,167	\$ 440,000
	Total	\$ 4,745,500	\$ 3,978,153	\$ 5,696,000



Special Funds Revenue

Fund	Revenues	2022-2023	2022-2023	2023-2024
		Adopted Revenues	Actual as of 07/01/2023	Projected Revenues as of Workshop #2
250	Capacity Fee	717,000	879,693	897,250
310	Hospitality Tax	\$ 625,000	\$ 551,136	\$ 750,000
310	Accommodations Tax	\$ 100,000	\$ 71,593	\$ 140,000
320	Summerfest	\$ 102,000	\$ 53,075	\$ -
430	1% Fire Money	\$ -	\$ 30,246	\$ 30,000
451	Drug Enforcement <\$1000	\$ 13,500	\$ 3,595	\$ 10,000
452	Drug Enforcement >\$1000	\$ 2,500	\$ 5,850	\$ 5,000
700	Impact Fee	\$ 717,000	\$ 835,892	\$ 870,520
Total Special Revenues		\$ 2,277,000	\$ 2,431,079	\$ 2,702,770



Special Funds Expense

Fund	Expense	2022-2023	2022-2023	2023-2024
		Adopted Expenses	Actual as of 07/01/2023	Projected Revenues as of Workshop #2
250	Capacity Fee	717,000	480,000	897,250
310	Hospitality Tax	\$ 625,000	\$ 334,249	\$ 750,000
310	Accommodations Tax	\$ 100,000	\$ 70,000	\$ 140,000
320	Summerfest	\$ 102,000	\$ 14,741	\$ -
430	1% Fire Money	\$ -	\$ 21,400	\$ 30,000
451	Drug Enforcement <\$1000	\$ 13,500	\$ 13,028	\$ 10,000
452	Drug Enforcement >\$1000	\$ 2,500	\$ -	\$ 10,000
700	Impact Fee	\$ 717,000	\$ 27,735	\$ 870,520
Total Special Revenues		\$ 2,277,000	\$ 961,153	\$ 2,707,770



Impact Fee Expense Overview

#	Projects	Total
1	Renovation of stairs at field 5 press box (urgent/hazard)	\$ 13,000.00
2	Renovation of dugouts at field 5	\$ 12,000.00
3	Asphalt parking lot at Rec Center	\$ 25,000.00
4	Mastadon batting cage with concrete work @ Rec. Complex	\$ 96,000.00
5	Green St. Park Upgrade/Improvement	\$ 325,000.00
6	Wood Valley Park Upgrade/Improvement	\$ -
7	Land Purchase - Rec. Complex	\$ 175,000.00
8	York FD Station 2 Hunter St. (Update Conceptual/Engineering/Cost Est)	\$ 50,000.00
Total		\$ 696,000.00



ARPA Fund Summary

ARP	Revenues	2022-2023	2022-2023	2023-2024
		Projected Revenues	Actual as of 07/01/2023	Projected Revenues as of Workshop #2
600-1000-7510	Interest	\$ -	\$ 87,877	\$ 30,000
600-1000-7787	Revenue	\$ 2,093,931	\$ 3,337,869	\$ 3,425,750
	Total Impact Fee Revenues	\$ 2,093,931.00	\$ 3,425,746	\$ 3,455,750.00

#	Expense	2023-2024
		FY23-24 Budget Workshop #1
1	Door Access City Hall	\$25,000.00
2	Planning Vehicle (1)	\$40,000.00
3	Fire Vehicles (2)	\$130,000.00
4	Utilities Vehicles (1)	\$35,000.00
5	Tourism Golf Cart	\$10,000.00
6	Fishing Creek WWTP	\$2,100,000.00
7	Liberty St. Water Line	\$1,036,000.00
8	Contingency Capital Projects	\$79,750.00
Total		\$3,455,750.00



Capital Projects Overview: Ongoing & New

#	Project Name	Total Est. Project Cost	Funding Source(s)
1	Liberty Street Waterline	\$6,256,932	SCIIP Grant, FY22-23 St. Bdgt. Appro. ARPA, Capacity Fees
2	Fishing Creek WWT P Upgrade	\$10,568,800	SCIIP Grant, FY22-23 St. Bdgt. Appro. ARPA, Capacity Fees
3	U/L Water Dam Remediation	\$200,000	FY22-23 St. Bdgt. Appro.
4	Water Filtration Plant Remed.	\$750,000	FY22-23 St. Bdgt. Appro.
5	AMI Water Meter System Upgrade	\$1,855,000	FY23-24 St. Bdgt. Appro., Capacity Fees
6	N. Congress St. Water Line Upgrade	\$769,000	FY23-24 St. Bdgt. Appro., Capacity Fees
7	Lake Caldwell	\$750,000	FY22-23 St. Bdgt. Appro., EF Fund Balance
8	City Park Phase II	\$333,000	LWCF & PARD Grant, Hospitality Tax
9	Railroad Ave Sidwalk	\$503,000	CDBG Grant, GF Fund Balance
10	Lincoln Road Sidewalk	\$795,000	FY22-23 St. Bdgt. Appro., Multiple
11	Kings Mountain St. Sidwalk	\$150,000	Developer Fee-in-Lieu
12	Larson Road Industrial Park	\$868,000	YEC Grant Source, Capacity Fees
13	South Congress St. Hotel	\$2,000,000	FY23-24 St. Bdgt. Appro.
14	Gateway Signs	\$150,000	Hospitality Tax
Total		\$25,948,732	



Fund	Name	Total	Expenditure	Remaining
100	GF	\$502,751	\$0	\$502,751
200	EF	\$750,000	\$187,068	\$562,932
225	EF Capital Project Fund	\$20,349,732	\$492,384	\$19,857,348
310	Tourism	\$150,000	\$0	\$150,000
500	Capital Project Fund	\$4,045,800	\$117,663	\$3,928,137
Total		\$25,798,283	\$797,115	\$25,001,168



FY23-24 Budget Workshop #2 Summary

Fund #	Department	Revenue	Expenses
100	General Fund	\$11,188,000	\$11,188,000
200	Enterprise Fund	\$5,712,000	\$5,712,000
225	EF Capital Projects Fund	\$20,420,820	\$20,420,820
250	Capacity Fee	\$899,250	\$899,250
310	Tourism	\$907,500	\$907,500
430	1% Fire Money	\$30,000	\$30,000
451	Drug Enforcement <\$1000	\$10,000	\$10,000
452	Drug Enforcement >\$1000	\$5,000	\$5,000
500	Capital Project Fund	\$3,928,000	\$3,928,000
700	Impact Fee	\$871,520	\$871,520
Total		\$43,972,090	\$43,972,090



QUESTIONS?

ANSWERS!

