



COUNTY COUNCIL OF BEAUFORT COUNTY
 ADMINISTRATION BUILDING
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THOMAS J. KEAVENY, II
 COUNTY ATTORNEY

ASHLEY M. BENNETT
 CLERK TO COUNCIL

AGENDA
NATURAL RESOURCES COMMITTEE

Tuesday, January 17, 2017
 2:00 p.m.

Executive Conference Room, Administration Building
 Beaufort County Government Robert Smalls Complex
 100 Ribaut Road, Beaufort

Committee Members:

Brian Flewelling, Chairman
 Roberts "Tabor" Vaux, Vice Chairman
 Rick Caporale
 Gerald Dawson
 Steve Fobes
 York Glover
 Alice Howard

Staff Support:

Anthony Criscitiello, Planning Director
 Gary James, Assessor
 Eric Larson, Division Director
 Environmental Engineering
 Dan Morgan, Division Director
 Mapping & Applications

1. CALL TO ORDER – 2:00 P.M.
2. PRESENTATION / LOWCOUNTRY AFFORDABLE HOUSING COALITION ([backup](#))
3. ANNUAL REPORT / BEAUFORT SOIL & WATER CONSERVATION DISTRICT ([backup](#))
4. APPOINTMENT OF A DEVELOPMENT AGREEMENT SUBCOMMITTEE BY CHAIRMAN BRIAN FLEWELLING / HILTON HEAD NATIONAL REZONING AMENDMENT
5. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
 - A. Design Review Board
 - B. Historic Preservation Review Board
 - C. Planning Commission
 - D. Rural and Critical Lands Preservation Board
 - E. Southern Beaufort County Corridor Beautification Board
 - F. Stormwater Management Utility Board
 - G. Zoning Board of Appeals
6. ADJOURNMENT



LOWCOUNTRY AFFORDABLE HOUSING COALITION

Beaufort County Council
Natural Resources Committee Meeting
January 17, 2017

The Lowcountry Affordable Housing Coalition (LAHC) consists of governmental, non-profit, and private organizations striving to make housing more affordable within the Lowcountry, with a primary focus on assisting residents of Beaufort County. The LAHC focuses on education and advocacy. It serves as a forum for bringing member organizations together to share ideas, coordinate projects, and foster interagency cooperation. This coalition is affiliated with the Beaufort County Human Services Alliance and is a *Together for Beaufort County* coalition.

The mission of the LAHC is to provide every Lowcountry resident the opportunity to live in an affordable, safe, sustainable, and sanitary home.

We appreciate being invited to the Beaufort County Council Natural Resources Committee to provide input on the draft revision of *Chapter 8: Affordable Housing*, of the *Beaufort County Comprehensive Plan*.

LAHC has 4 recommendations that we will bring to the discussion on January 17, 2017. Background and rationale will be part of the presentation/discussion.

1. *Recommendation 8-4*, pages 8-25 – 26 & Resolution passed 9/26/16: Move forward with posting the **Request for Proposals: 2017 Beaufort County Housing Needs Assessment** and fund the new Housing Needs Assessment when a firm is selected.
2. Deleted *Recommendation 8-9*, page 8-28 & Resolution passed 9/26/16: Hire a Housing Coordinator to begin work on July 1, 2018. This does not need to be in the Comprehensive Plan, but does need to be acted on in the FY18 budget planning process, per the Resolution.
3. *Recommendation 8.5*, page 8-26: Establish additional incentives. For any property that will be built upon or renovated, and then sold, rented, or occupied to/by people at 80% or below the AMI (Area Median Income), development fees (permits, plans review, board hearings, etc.) will be discounted by 50%.
4. Reinstate *Recommendation 8.8: Inclusionary Zoning*, page 8-28 with modifications. To avoid having to create a development agreement, set a standard percentage of units that must meet the affordable housing requirements (Suggestion: 10% - 15% of the total units for every residential development). Council to set the percentage as the standard for all developments. Developers may “buy out” of the requirement by paying a fee to the Housing Trust Fund. Again, a standard formula is recommended that the “buy out” amount would be pre-established by Council. (Suggestion: between 1.5 and 2.5 times the cost of each affordable unit, if the developer decided to pay the fee in lieu of building affordable housing as part of the development).

Beaufort Soil & Water Conservation District 2016 Annual Report

Serving Beaufort County for over 70 years

Mission

“To help people conserve, maintain and improve our natural resources and environment by promoting wise land use practices,

environmental education,

and technical assistance”



Board of Commissioners:

Alan A. Ulmer, Jr., Chair
 Claude McLeod, Vice Chair
 Denise Parsick, Sec/Treasurer
 Luke Inabinett, Member
 Don Sanders, Member
 Art Holland, Associate
 Carol Murphy, Associate

District Staff Members:

Shelby Berry, District Manager
 Pam Floyd, Education Coordinator
 Debby Way, Education Specialist
 Phyllis Atkins, Community
 Health, Safety, & Trails



Left, Commissioner McLeod, Marc Cribb, SCDNR, Commissioners Ulmer & Inabinett. L to R.

Marc Cribb, SCDNR Program Manager for the Conservation Districts poses with commissioners after administering the Oath Of Office.



Commissioners Ulmer, Parsick, McLeod, & Sanders, L to R.

District board meetings are held on the 2nd Thursday of each month. Please call & confirm time and location. The public is welcome.

Beaufort Soil & Water Conservation District PO Box 70 or 817 Paris Avenue
 Port Royal, SC 29935 Tel: 843-522-8100 Fax: 843-522-0585

Email: bswcd@islc.net or shelby.berry@sc.nacdnet.net www.beaufortconservationdistrict.org



Natural Resources Conservation Service

On the Ground Conservation Practices in Beaufort County

NRCS and Beaufort Conservation District provided technical support to agricultural landowners in Beaufort County, benefitting 719 acres for \$311,067. Beaufort County has 13 active contracts worth \$445,160. Best Management Practices (BMP's) help keep our water clean and make our land more sustainable by

- Reducing sedimentation into nearby waters
- Offering protection for threatened and endangered species
- Fighting invasive species
- Keeping livestock out of area waters

The following BMP's were installed voluntarily by landowners with financial assistance from the Beaufort Conservation District and NRCS.

PRESCRIBED BURNING



FIRELINE



CONSERVATION COVER



TREE SITE PREP



USDA-NRCS provided technical assistance to landowners for

- improved soil health
- livestock forage needs
- irrigation water management
- pollinator habitat
- forestry practices.
- manure management at Okatie Park.

(This technical assistance is for Beaufort County's Okatie 319 Grant Project.)



Diane Leone, District Conservationist



USDA-NRCS Field Office—Serving Beaufort & Jasper Counties
 7554 W. Main Street, Room 128 & PO Box 190, Ridgeland, SC 29936
 843-726-8148 Fax 843-726-5763 Diane Leone, District Conservationist

SC DNR & other State Partnerships

The Conservation Partnership includes:

USDA-NRCS, Natural Resources Conservation Service:

Diane Leone, District Conservationist

SC Dep. of Natural Resources, Land Conservation Division:

Marc Cribb, Program Director for Conservation Districts

Professional Memberships:

SCACD—SC Association of Conservation Districts

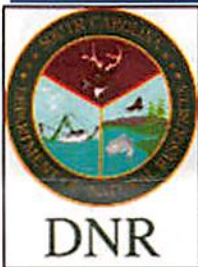
NACD— National Association of Conservation Districts

SCCDEA—SC Conservation District Employees Association

The SCACD selected Denise Parsick as Commissioner of the Year. Ms. Parsick was chosen from over 200 commissioner from the 46 South Carolina counties for her outstanding participation and action with conservation efforts in Beaufort County and the state. At right, Denise Parsick with SC Senator Bill Bradley at the annual SCACD Legislative reception & dinner in Columbia, February 2016.



Denise Parsick, Commissioner of the Year



SC Department of Natural Resources

Beaufort SWCD continues its strong partnership with the SC Department of Natural Resources to stay connected with the state wide activities & education events, SWCD laws & procedures, and staff training. DNR publications, fishing and hunting information and handouts are available at our office. <http://www.dnr.sc.gov/>

SCDNR ACE Basin National Estuarine Research Reserve (NERR) continues to provide support to Beaufort County. The ACE Basin NERR scientists and staff provide education reach and volunteer opportunities to area students and adults. Along with the SC Sea Grant Consortium and Neighbors for Clean Water they were instrumental in helping us put on a much needed pond conference for Beaufort County professionals and pond managers. <http://www.dnr.sc.gov/marine/NERR/>



Besides providing much assistance with the pond conference, **SC Sea Grant Consortium** provides local support and participation at local festivals, the Water Quality Coalition, and education programs. At left, Stormwater Pond Conference at USC-B lecture hall.



<http://www.scseagrant.org/>



Under the **USDA-NRCS Regional Conservation Partnership Program (RCPP)**, **NRCS** funded a proposal submitted by the US Endowment for Forestry and Communities to place easements on approximately 22,000 acres of working long leaf pine habitat in 7 states. The project includes protecting 1,000 acres of working forests, long leaf pine and associated habitat in Beaufort County for \$1,500,000. The focus is to secure private working forests to benefit long leaf pine, and protect threatened and endangered species. The US Endowment for Forestry and Communities collaborated with the Beaufort County Open Land Trust and many other partners on this proposal.

Conservation, Stormwater, & Education Outreach

MS4 Stormwater Permit: Beaufort SWCD again helped Beaufort County and our four municipalities provide Stormwater Education and Public Participation to meet regulations for the Municipal Separate Storm Sewer System (MS4) permits being issued throughout our area. The education group called "Neighbors for Clean Water" (NCW) provided information to citizens about what they could do to help with best management practices and encouraged volunteers to help with community projects. You can learn more about improving the quality of our surrounding waters by visiting <http://www.neighborsforcleanwater.org>. Starting July 2016, Clemson Extension's Carolina Clear, which has established a great stormwater program throughout South Carolina, is the lead educator for Beaufort County Stormwater. Beaufort Conservation District will continue their mission by providing water quality education outreach and programs throughout the county.

Education: This past year Beaufort SWCD presented 251 classroom & festival outreach programs reaching over 6500 students and adults.



Looking at pond scum at Eco Camp.



Campers learn that water doesn't always move in a circle.



Lowcountry RC & D Grants: This past year Beaufort SWCD received a RC& D Youth grant to purchase binoculars for students and print more copies of our *Cypress Wetlands Activity Book* for elementary to middle school students. Binoculars can be used in many settings and we don't have to ask students to borrow from their parents. See Eco campers above on a hike to the Cypress Wetlands.



Lowcountry Institute brought snakes and other critters to Eco Camp.

Beaufort SWCD presented their 27th Eco Camp with a focus on water quality and how we all can help clean up our waterways.

Storm Drain Marking Project: Beaufort SWCD worked with volunteers on marking storm drains. This community participation and awareness program helps by marking storm drains to make sure people understand that they flow directly to our waters, sounds, and oceans and to NEVER put anything in a storm drain. Here are the Port Royal Village People who marked storm drains in Port Royal.



Debby Way teaches Bluffton Volunteers how to apply storm drain markers.



Water Quality & Conservation Partnerships

Together for Beaufort Water Quality Coalition: As a member of the Beaufort County Human Services Alliance, Beaufort SWCD supports *Together for Beaufort* by leading the T4B Water Quality Coalition. Beaufort SWCD continues to strengthen this coalition that consists of agencies and organizations involved in promoting, educating, & enforcing clean water in Beaufort County. The members are connected by an active list serve and meet quarterly to discuss issues and projects throughout the county. If you work in the water quality field in Beaufort County and wish to get involved with our group, please contact us.



Green Step Schools:

Whale Branch Elementary School and River Ridge Academy are active Green Step Schools in Beaufort County. The program encourages students to participate in environmental science activities, to learn about conservation practices, as well as promoting team building and qualifying their school for project grants from the state. We provide mentoring for schools and are amazed at what these Green Step Teams have accomplished. This past year Whale Branch Elementary School was recognized by the NEED, National Education Energy Development, as the State of South Carolina Youth Energy Award for their recycling program. A student was chosen to go to Washington, DC this summer to receive the award for his school.

Whale Branch Elementary



Recycles!



Team	Last Week's Weight	Total
Yellow	226 lbs	2,787 lbs
Red	154 lbs	2,783 lbs
Blue	209 lbs	2,731 lbs

The **H.E. McCracken Memorial Scholarship** was established in honor of the late Emmitt McCracken in 1984 to benefit Clemson University students from Beaufort enrolled in Agriculture, Natural Resources or Biology studies.

Mail donations to:
Clemson University Foundation
P.O. Box 1889
Clemson, SC 29633
Include Reference # 539,
McCracken Scholarship Fund



Pam Floyd presenting the Enviroscope.



Friends of Hunting Island Volunteers participating in Beach Sweep.

Our Conservation Partnership Services are Available to All Citizens of Beaufort County

- Technical Support** to land owners, producers and government entities on BMPs through USDA-NRCS.
- Educational Support and outreach programs** to teachers, students, scouts, churches, camps & civic groups.
- Coordinate partnerships** with other agencies on variety of projects, programs, and festival outreach events.
- Technical support** for creation of trails, greenways, blueways, and outdoor learning centers.
- Library** of historic aerial photography from 1955, soil surveys, topography, and other conservation maps.

SPECIAL THANKS TO THE FOLLOWING PARTNERS WHO PROVIDE IN-KIND SERVICES, MATERIALS & OTHER TYPES OF SUPPORT:

- | | | |
|---|-------------------------|-----------------------------|
| ACE Basin NERR | SC Sea Grant Consortium | Beaufort Co. Farm Bureau |
| Beaufort County Schools | Ms. Lorraine Robertson | Women's Committee |
| Port Royal Elementary School | Lowcountry Institute | Port Royal Sound Foundation |
| Town of Port Royal | Beaufort Kayak Tours | Lowcountry RC & D |
| Beaufort County Clemson Extension | Ms. Marilyn Shup | Unitarian Universal |
| Beaufort Jasper Water & Sewer Authority | GySgt Jack Linki | Fellowship of Beaufort |
| Beaufort County Farm Bureau Women's Committee | Dr. Al Segar | BJWSA |
| Beaufort County Planning & Natural Resources | Dr. Tom Ogle | SC Green Step Program |
| Beaufort County Solid Waste & Recycling | KBCB | Neighbors for Clean Water |

Beaufort SWCD Affiliate Member Application

Supporting — \$35.00 Sustaining—\$50.00 Patron —\$100.00 Associate—\$100 +

Circle Level of support Total Enclosed: \$ _____

Please make checks Payable to: "Beaufort Conservation District"

Mail to: PO Box 70 Port Royal, SC 29935

Call : 843-522-8100 Fax 843-522-0585 or Email: bswcd@islc.net or shelby.berry@sc.nacdnet.net
www.beaufortconservationdistrict.org

Name & or Company _____

Address _____

Phone _____ Email _____

Thank you for your support!

Please be a Conservation Affiliate Today & Help Educate Beaufort County about Conservation.
Donations go directly to local Environmental Science education programs for our area Students!

Affiliate Members

Beaufort County School District

Ulmer Brothers, Inc.

Mrs. Marilyn Shup

WH McLeod & Sons, Inc.

Dr. & Mrs. Tom Ogle

Mr. & Mrs. William Murphy

Ms. Denise Parsick

Lowcountry RC & D

Mr. & Mrs. Russell Berry

Unitarian Universal Fellowship of Beaufort

American Association of University Women

Beaufort County Farm Bureau Women's Committee

Come see us! Office Hours: 8:00 am to Noon or call for an afternoon appointment.

Conservation Partnership — working for you!!! Please Join Today!

Mr. Gary Kubie
Beaufort County Administrator
PO Drawer 1228
Beaufort, SC 29901-1228

Beaufort Soil & Water
Conservation District
817 Paris Avenue, PO Box 70
Port Royal, SC 29935



ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: Natural Resources Conservation Service November / December 2016
Date Submitted: January 17, 2017
Submitted By: Deborah Johnson
Venue: Natural Resources Committee

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Submitted By: Deborah Johnson
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Natural Resources Conservation Service



NRCS Nov/Dec 2016 Report

EQIP (Environmental Quality Incentive Practices)

Received eight 2017 EQIP applications. Planned practices for forestry and cropland management.

Access road	2 Seasonal High Tunnels	Tree Planting
Prescribed Burning	Pollinator Habitat	2 Rice Trunks
Micro Irrigation	Tallow Control	Pipeline

CONSERVATION PRACTICES APPLIED/INSTALLED

Mechanical site prep on 148 acres (clearing, grinding stumps, etc.)

Chemical site prep on 12 acres (approved pesticide treatments for invasive species)

Rice Trunk Installation

Total Cost Share Paid to Landowners: \$51, 286

Planned practices for the fall are behind schedule due to the hurricane clean up and unsuitable weather.

Seasonal High Tunnel Workshop; Allendale SWCD has a grant with NRCS to do a workshop on how to install a SHT. They reached out to Beaufort & Jasper SWCDs to coordinate and participate. NRCS has done several workshops on SHT and installed several for free or a reduced cost on St. Helena Island.

ALE/FRPP (AGRICULTURE LAND EASEMENT/ FARM & RANCH LANDS PROTECTION PROGRAM)

Lisa Lord with BCOLT and Diane completed annual monitoring of the FRPP easements. No violations were found. NRCS received an application for an easement on 105 acres of cropland on St. Helena Island and the application will be considered for FY17 funding.

HURRICANE MATTHEW – EWP (Emergency Watershed Program)

Diane and Stephen Henry, NRCS Assistant State Engineer met with Eric Larson to discuss debris removal from ditches in Beaufort Co NRCS pays 75% and the sponsor (town, county) pays 25% either in cash or in-kind. There are approximately 349 downed trees and other debris that needs to be removed from 194,936 feet of ditches. Diane and Jonathan Todd, NRCS Engineer met with Chad Stanley, Stormwater Superintendent last Monday to determine eligibility of the sites. NRCS needs to complete a cultural resource survey for each site. **Stephen has requested \$2 million from national headquarters for cleanup.**

Town of Hilton Head EWP – There are 48 sites eligible for EWP financial assistance. Cultural Resource surveys are completed. The EWP Agreement between NRCS and the Town of HHI is being drafted so that work can begin the week of January 23. **SC-NRCS has obligated \$440,000 and \$1,224,390 has been requested from NHQ (NRCS National Headquarters).**

Topic: RFP - 2017 Beaufort County Housing Needs Assessment
Date Submitted: January 17, 2017
Submitted By: Deborah Johnson
Venue: Natural Resources Committee

Topic: RFP - 2017 Beaufort County Housing Needs Assessment
Date Submitted: January 17, 2017
Submitted By: Deborah Johnson
Venue: Natural Resources Committee

COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2350 FAX: (843) 255-9437

**REQUEST FOR PROPOSALS
2017 BEAUFORT COUNTY HOUSING NEEDS ASSESSMENT**

PROPOSAL NOTICE NO. #####

CLOSING DATE AND TIME: _____, 3:00 pm
PROPOSAL TITLE: Beaufort County Housing Needs Assessment

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be submitted to the Purchasing Office no later than the date and time as listed above, at which time respondents to this request will be recorded in the presence of one or more witnesses. Proposals received by the Purchasing Office after the time specified will be returned to the offeror unopened. Due to the possibility of negotiation with all offerors, the identity of any offeror or the contents of any proposal shall not be public information until after the contract award is made; therefore, the public is not invited to the proposal closing.

The proposals must be signed by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposals. Proposals must be submitted in a sealed envelope/container showing the above proposal number, closing date, and title.

This solicitation does not commit Beaufort County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this proposal, if it is in the best interests of the County to do so.

BEAUFORT COUNTY

"Original Signed"

David L. Thomas, CPPO Purchasing Director
(843) 255-2350

PART I: GENERAL INFORMATION

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
2. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
4. One (1) clearly identified original and five (5) copies of the proposal are required.
5. Proposals will be received by the Beaufort County Purchasing Department until 3:00 p.m. on the closing date shown.

Proposals are to be mailed to:

Beaufort County Purchasing Department P. O. Drawer 1228 Beaufort, SC 29901-1228

Hand deliver and/or Express mail to:

Beaufort County Purchasing Department 106 Industrial Village Road, Building #2 Beaufort, SC 29906-4291

The submitting offeror is required to have printed on the envelope or wrapping containing his proposal the RFP number, closing date, and title.

Offerors who desire to receive a copy of the Statement of Award must include a self-addressed stamped envelope.

6. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

7. Questions

Fax or e-mail (e-mail questions are preferred) any questions you have, at least ten (10) calendar days prior to proposal closing date to:

_____, Beaufort County Purchasing Department, (843) 255-9437. Confirm receipt of fax by calling _____ E-Mail: _____

Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have received the original Request for Proposal.

PART II: PROJECT SPECIFICATIONS

1.0 BACKGROUND

Beaufort County Council adopted a resolution on September 26, 2016 to develop an affordable housing plan with a focus on availability, stability, and security of housing options for Beaufort County residents.

Beaufort County is one of the fastest growing areas on the east coast. The last formal housing analysis—focused specifically on workforce housing—was undertaken in 2004 when the estimated population was 134,232 in 51,561 households (not including 6,350 military households). Between then and 2016, the population has grown by 45,357 (34%) to an estimated 179,589 people in 65,975 households. This growth has not been evenly distributed across the county, with certain geographic areas and jurisdictional growth trends far exceeding others. Additionally, community characteristics related to infrastructure, transportation, land, labor force and geography pose factors in how and where housing is developed and how and where gaps are occurring.

Housing, particularly affordable housing for the workforce and for special needs populations, is a challenge in the municipalities and the unincorporated areas that comprise Beaufort County. In order to address this challenge, a full analysis of the existing housing inventory, demographics, types of housing, and geographic breakdowns within the county is essential to advancing affordable housing goals and developing strategies to effectively meet community needs.

2.0 PURPOSE

The purpose of the *2017 Beaufort County Housing Needs Assessment* is to develop an analysis of the housing situation in Beaufort County by geographic areas/jurisdictions, housing types, and affordability; and to make recommendations for types/numbers of housing units needed to fill gaps and meet future projected needs. The housing assessment should quantify housing needs, using data to also identify the number of households living in overcrowded housing or suffering undue cost burdens, where possible. While the focus is on affordable housing, the assessment should put this in context of the overall housing stock in Beaufort County.

The *Housing Needs Assessment* should form a foundation for understanding housing needs and provide recommendations for addressing these needs by type, cost, identified special populations and number of units. Additionally, the *Assessment* should offer strategies to help accomplish the recommendations.

The *Housing Needs Assessment* should capture current data and pose recommendations based on segregated data sets along jurisdictional, population groupings, and natural boundaries, as well as cumulative countywide data. These datasets are to include: City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, Unincorporated Northern Beaufort County including the Town of Yemassee, Section A (north of the City of Beaufort), Unincorporated Northern Beaufort County, Section B (Lady's Island and the Sea Islands), and Unincorporated Southern Beaufort County (south of the Broad River). The purpose of this breakdown is to recognize the unique geographic variations within the county, understand the growth areas/boundaries, and create approaches for collaboration that acknowledge jurisdictional governing differences, zoning, development standards, needs, planning processes and operational styles.

The *Housing Needs Assessment* should use definitions and language consistent with that established by the *Lowcountry Affordable Housing Coalition* and recognized national affordable housing organizations to facilitate clear, consistent messaging and use of the findings.

3.0 OBJECTIVES OF THE ASSESSMENT

- 3.1 To identify and define the gap between current housing options and the number and type of housing units needed by households in the overall county, with segregated datasets as defined by geographic jurisdictions and natural boundaries within the county.
- 3.2 To stratify subsets of data/needs by Average Median Income (AMI) categories for Extremely Low-Income: $\leq 30\%$; Very Low-Income: 31% -50%; Low-Income: 51% - 80%; "Workforce" <or> Low to Moderate Income: 80% - 120% households in context of affordable housing. Moderate to High-Income data should be included for a comprehensive look at the county's housing stock and market rate housing profile, but may use broader subsets/stratifications.
- 3.3 To provide analysis and recommendations to stem an ever-widening gap between the necessary number of housing units to provide local workforce and households below an income level able to compete in the open real estate market for housing.

4.0 SCOPE OF SERVICES AND REQUIREMENTS

Scope of work to include but not limited to:

- 4.1 Housing Inventory: Identify and describe the existing housing stock in Beaufort County, including types of housing, housing costs (rental and home ownership), and condition to the extent possible. Segregated data sets should include: City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, Town of Yemassee, Unincorporated Northern Beaufort County-Section A (north of the City of Beaufort), Unincorporated Northern Beaufort County-Section B (Lady's Island and the Sea Islands), Unincorporated Southern Beaufort County (south of the Broad River). A cumulative dataset should also reflect the county-wide situation.
Basic requirements:
 - Types of Housing Units: Include current (and historical where available) number of single-family and multi-family dwellings & units, and identify anticipated trends for the future. Estimate the mix of existing composition of housing types, including traditional stick-build units and manufactured housing.
 - Age and Condition of Housing: Include current (and historical where available) age and condition of the housing stock.
 - Owner Units and Rental Units: Include current (and historical where available) number of owner and rental units, vacancy rates of each type of units, comparing vacancy rates and owner to renter ratios with regional and state percentages. Also, include seasonal units that are not occupied continuously throughout the year.
 - Cost of Housing: Include current (and historical where available) residential property values and monthly rent of rental units, and compare with regional and state figures.
- 4.2 County Demographics and Economy: Describe and document the geographic, demographic and economic characteristics affecting housing needs including local industry, transportation, population and projected growth. Segregated data set should include: City of Beaufort, Town of Bluffton, Town of Hilton Head, Town of Port Royal, Town of Yemassee, Unincorporated Northern Beaufort County-Section A (north of the City of Beaufort), Unincorporated Northern Beaufort County-Section B (Lady's Island and the Sea Islands), Unincorporated Southern Beaufort County (south of the Broad River). A cumulative dataset should also reflect the county-wide situation.
- 4.3 Special Needs Data: Inventory & gather housing and demographic data on special needs populations including:
 - Persons with physical & mental disabilities
 - Persons with mental health disabilities
 - Persons categorized as homeless
 - Elderly
 - Other community characteristics/needs identified in the data gathering component.
- 4.4 Analysis: Utilizing the housing inventory and county characteristic data, create a profile for each

data set category showing relational analysis and identifying housing needs for the present and projected future 10 years, reported incrementally in relation to the Area Median Income (AMI) categories in annual or three or five-year growth projections.

- Analysis of the cost of housing compared to wages and household incomes of local residential and non-residential workforce.
- Analysis of the relationship of housing costs to the prevalence of cost burdened and overcrowded households.
- Description to the extent to which the cost of housing is impacted by special circumstances (resort, second home, student housing, retirement communities, scarcity of land, rapidly expanding development)
- Analysis of the extent that the current housing stock meets community needs based on relevant factors such as age, number in household, income, persons with special needs.
- Analysis of the quantity, quality and types of housing units needed to meet the community's future housing needs based on projected future growth and/or changes in the population, demographic mix, income, household size and employment base.
- Identification of barriers to building affordable housing and problems with the existing local housing market that could be addressed by local government.

4.5 Recommendations: Provide a set of quantifiable recommendations to bridge identified gaps. For example: "The Town of Bluffton lacks 400 units of affordable rental housing serving the local workforce making less than 50% of the County AMI. To address this gap," <OR> "Unincorporated northern Beaufort County lacks 200 units of market rate housing serving the local workforce making between 80% - 120% of the AMI. To address this gap,....."

- Identify the need for all housing types: Single-family, manufactured housing, townhouses, condominiums, apartments. Identify the need for affordable rental housing, first-time homebuyer assistance, homeowner or rental rehabilitation, senior, homeless, domestic violence, mental illness disability, etc.
- Suggest short and long-term strategies, identifying resources to implement these strategies, and identifying local agencies with the capacity to carry out housing program recommendations. Recommendations should be made as to how to prioritize action steps.

4.6 Updates: Establish procedures and propose a means for reviewing data on an on-going basis and updating the initial *2017 Beaufort County Housing Needs Assessment*.

5.0 QUALIFICATIONS

5.1 Prior Experience: Demonstrated prior, and recent, experience in conducting similar housing assessments. Staff with credentials relevant to the project. References and/or examples of similar work completed is required. Experience with comparable jurisdictions with similar issues is desired.

5.2 Capacity: Demonstrated capability to perform the potential volume and type of services described in *Section 4: Scope of Services and Requirements*.

6.0 PROPOSAL REQUIREMENTS

Proposals shall include a concise statement of the consultant's approach to the project and a summary of the consultant's ability to provide the required services.

Proposals should, at a minimum, include:

- A. Cover Letter or Introduction with the following information:
 1. Name and address of the firm(s) and identification of the team leader or firm principal and/or partners.
 2. Identification of the project manager and all other team members, including any proposed subcontractors.
 3. Statement of qualifications including a resume, description of previous similar work, and a list of relevant projects completed within the last three years.

4. A clear description of how the firm will complete the project including scope and methodology.
 5. A detailed work plan schedule, including estimated completion times for each step and an overall timeframe for completion of the project.
 6. Names, email addresses and telephone numbers of at least three client references to whom the consultant has provided services similar to the project described in the RFP.
- B. Proposed Scope of Work and Itemized Budget. At a minimum, the scope of work shall provide itemization of all costs and services and a billing schedule for each phase of the project.
- C. A statement identifying any actual or potential conflicts of interest of any consultant, team member or subcontractor.

PART III: EVALUATION

The factors to be used in evaluating the responses will include, but are not limited to, the following:

- | | | |
|---|------|--------|
| 1. Demonstrated understanding of the scope of the project & services requested. | 0-25 | Points |
| 2. Approach and technical content of the proposal related to the scope of work. | 0-10 | Points |
| 3. Recent and related experience with similar projects. | 0-20 | Points |
| 4. Qualifications of project personnel and consultant’s ability to commit capable staff and support for a project of this size. | 0-20 | Points |
| 5. Experience of the consultant in working with comparable jurisdictions with similar issues. | 0-10 | Points |
| 4. Cost and schedule. | 0-15 | Points |

TOTAL POINTS: 100 Points

PART IV: CONTRACTUAL REQUIREMENTS

To be added by county...