



RURAL AND CRITICAL LAND PRESERVATION BOARD

Thursday, December 12, 2013

3:00 pm

Beaufort Jasper Water and Sewer Authority (BJWSA)

Office Conference Room

6 Snake Road, Okatie, SC 29909

Phone: (843) 255-2140

Members:

Bob Bender, District 4
Selena Brown, District 10
York L. Glover, District 3
James Livingston, District 7
Ed Pappas, District 5 (Chair)
Jacob W. Preston, District 9
Stephen G. Riley, District 8
Norma G. Stewart, District 6
Denise Sullivan, District 2
Vacant, District 1
Vacant, District 11

Staff:

Anthony Criscitiello, Planning Director
Amanda Flake, Natural Resource Planner

1. CALL TO ORDER AND WELCOME

2. REVIEW OF AGENDA

3. REVIEW OF MINUTES FROM NOVEMBER 14, 2013, MEETING ([backup](#))

4. GENERAL DISCUSSION

- A. Financial Update – Alan Eisenman, Beaufort County Finance Department
- B. Passive Park Development – Ed Pappas, RCLPB Chairman and Patty Kennedy, Beaufort County Open Land Trust
- C. 2014 Greenprint Update – Patty Kennedy, Beaufort County Open Land Trust

5. OTHER BUSINESS

- A. Next Meeting: January 9, 2014, at 3:00 P.M. at Beaufort Jasper Water and Sewer Authority (BJWSA), Office Conference Room, 6 Snake Road, Okatie, SC 29909

6. ADJOURNMENT

Note: If you have any questions, please contact the County Planning Office at (843) 255-2140

BEAUFORT COUNTY RURAL AND CRITICAL LAND PRESERVATION BOARD

The Beaufort County Rural and Critical Land Preservation Board (hereafter known as the Board) was held on November 14, 2013, at the Beaufort Jasper Water and Sewer Authority Conference Room at 3:00 p.m.

MEMBERS PRESENT:

Mr. Ed Pappas (Chairman)
Mr. Bob Bender
Mr. York Glover
Mr. Jim Livingston
Ms. Denise Sullivan
Ms. Norma Stewart

MEMBERS ABSENT:

Ms. Selena Brown (Vice-Chairman)
Mr. Jacob Preston
Mr. Steve Riley

STAFF PRESENT:

Mr. Tony Criscitiello, Planning Director
Ms. Amanda Flake, Natural Resources Planner
Ms. Patty Kennedy, Beaufort County Open Land Trust

GUESTS PRESENT:

Mr. Brian Flewelling, County Council Chairman
Mr. Steve Fobes, County Councilman
Mr. Josh Gruber, Beaufort County Attorney
Ms. Allison Coppage, Beaufort County Assistant Attorney
Mr. Scott Marshall, Beaufort County PALS Director

CALL TO ORDER

Chairman Ed Pappas called the meeting to order at 3:03 p.m.

REVIEW OF AGENDA

Chairman Pappas asked if there were any changes to the Agenda and there were none.

REVIEW OF MINUTES

Chairman Pappas asked if there were any changes to the Minutes from the October 10, 2013 Board meeting. Hearing none, Mr. Glover made a motion and Mr. Bender seconded the motion to accept the Minutes from the October 10, 2013 Board meeting. **The motion was carried unanimously to accept the minutes from the October 10, 2013, Board meeting** (FOR: Bender, Glover, Livingston, Pappas, Sullivan, Stewart).

GENERAL DISCUSSION

Chairman Ed Pappas made an announcement that Ms. Janice Johnson resigned from the Board. Everyone thanked her for her service on the Board and wished her luck in her future endeavors.

Chairman Pappas chartered a subcommittee to look at the issue of infrastructure development on fee simple properties purchased through the Rural and Critical Land Preservation Program. At this time there is no uniform process of requests for usage of the property. The concern for the Board members is that the 2011 bond referendum required five million dollars to be used for infrastructure development. Therefore the Board has a fiduciary responsibility to uphold this language. The subcommittee consisted of Chairman Pappas, Norma Stewart, Patty Kennedy, and Amanda Flake. The task was to identify an organization to process usage requests and fulfill these tasks. The subcommittee met with Scott Marshall, Beaufort County PALS Director and Tom O'Rourke, Executive Director of Charleston County Parks Commission (please refer to the attached report prepared by Chairman Pappas for specifics on these meetings and organization options). After much deliberation the Board decided to study the material provided by the subcommittee and have another discussion during the next meeting.

Ms. Patty Kennedy stated the Greenprint is moving forward. The first project area was Daufuskie Island and now she is starting to work with groups on St. Helena Island. More information on the Greenprint project areas will be provided at the next meeting.

EXECUTIVE SESSION

Chairman Pappas entertained a motion by Mr. Glover, seconded by Ms. Sullivan, to adjourn the Open Session at 4:19 p.m. and convened Executive Session for the purpose of discussing matters associated with property acquisitions. **The motion was carried unanimously to enter into Executive Session** (FOR: Bender, Glover, Livingston, Pappas, Sullivan, Stewart).

Chairman Pappas adjourned Executive Session and convened Open Session at 5:12 p.m.

ADJOURNMENT

With no further business, Chairman Pappas entertained a motion at 5:13 p.m. from Ms. Stewart, seconded by Ms. Sullivan, to adjourn the meeting. **The motion was approved unanimously** (FOR: Bender, Glover, Livingston, Pappas, Sullivan, Stewart).

Submitted by: Amanda Flake, Natural Resources Planner

Approved:

Ed Pappas, Chairman,
Beaufort County Rural and Critical Land Preservation Board

Date: _____

R&CLPB Sub Committee Charter

Issue Statement: The R&CLPB was authorized in the 2012 Beaufort County Bond Referendum to allocate up to \$5million for infrastructure development for properties purchased by the County under the R&CLPB program. Requests from a variety of County stakeholders for property usage have been submitted to the County through a variety of officials and operating departments. A singular process has not been established by the County for vetting property usage requests and to thereby establish accountability and responsibility for infrastructure development, implementation and maintenance.

Two tasks are required to assign accountability and responsibility for infrastructure development, implementation and maintenance of County owned properties purchased through the R&CLPB program.

1. First- Identify a County authorized organization that will be responsible and accountable for all property usage requests.
2. Second- Develop, implement and maintain a County authorized process to vet applicant requests and qualifications, authorize and oversee infrastructure development, monitor maintenance requirements and, as appropriate, authorize funding support.

The R&CLPB assigned a sub-committee at the October 2013 monthly meeting to address the first task and, upon approval by the R&CLPB, to submit a recommendation to the County's Natural Resources Committee. A target date for submitting a request to the County's Natural Resources Committee is December 2013.

Task Elements:

1. Identify desired criteria to establish appropriate levels of responsibility and accountability
2. Identify the options for organization responsibility and accountability for all property usage requests.
3. Identify the pro and con issues for each option in consideration of the desired criteria

Task Element #1: Organization Criteria

1. Organization must have the personnel resources and skills required for vetting applicants, overseeing infrastructure development, monitoring property maintenance and establishing funding support.
2. Organization must have timely authorization and access to all County departments who may be required to review and approve any aspect of the applicant request.
3. Organization must have access to annual funding for personnel, operations and capital requirements.
4. Organization must have authority to assign funding support to applicants for infrastructure development.

Task Element #2: Organization Options

1. Option #1: Currently, primary responsibility and accountability for vetting and oversight of applicant requests for infrastructure development on an R&CLPB property resides with the County Planning Department. This option is to maintain primary responsibility and accountability with the County Planning Department.

2. Option #2: Assign responsibility and accountability to the County Parks and Leisure Services (PALS) organization. This option would be an extension of current PALS responsibilities.
3. Option # 3 & 3A: Develop, implement and maintain a County Parks Commission as a Department of County administration assigned responsibility for vetting and oversight of applicant requests for infrastructure development on R&CLPB properties. Alternatively, a Parks Commission independent of County administration could be created through a County ordinance outlining responsibility/accountability requirements (Spartanburg Model)
4. Option #4 Appoint an Independent Contractor given responsibility and accountability for vetting and oversight of applicant requests for infrastructure development of R&CLPB properties.
5. Option #5: Design a hybrid of two or more of the above options working in concert to vet applicant requests and qualifications, authorize and oversee infrastructure development, monitor maintenance requirements and, as appropriate, authorize funding support. Responsibility and accountability would supplement rather than overlap the two or more organizations involved.

Task Element #3: Organization Options – Strengths, Weaknesses, Opportunities and Threats (S.W.O.T.)

1. County Planning Department
2. County Parks and Leisure Services
3. County Parks Commission (Spartanburg) or Independent Parks Commission (Charleston County)
4. Independent Contractor
5. Hybrid of two or more of the above

Scheduled Meetings:

Two meetings held during October-November 2013: (1) Scott Marshall, Director of Beaufort County P.A.L.S. and (2) Tom O'Rourke Director of Charleston Parks Commission. R&CLPB participants included Ed Pappas, Patty Kennedy, Norma Stewart, Amanda Flake and Tony Criscitiello

Sub Committee Key Discussion Points/ Issues:

1. Why Now? Has the County reached a point where it is necessary to assign accountability and responsibility for infrastructure development funds, property usage and maintenance?
2. A definitive statement of strategy, structure and process is required to assign and to ensure appropriate accountability and responsibility for funding, property usage and maintenance of R&CL properties designated for infrastructure development.
 - A. What is the near term mission and long term vision for usage of R&CL properties?
 - B. What are the criterion and priorities for funding infrastructure development of R&CL properties?
 - C. Beyond Referendum funds, what additional funding options should be resourced to support infrastructure development?
3. Organization Structure Options: Internal vs. External to County Administration.

- A. The County remains accountable and responsible for infrastructure development and funding support regardless of whether the organization(s) responsible for the process are internal or external to County administration.
 - B. Internal organizations may require additional support personnel and funding to properly administer infrastructure development. Such considerations would be addressed during the annual budget determination.
 - C. An external organization could be created through enactment of a County ordinance.
 - D. External organizations may or may not require “seed money” at start up but would be tasked to independently raise funding for infrastructure development and maintenance proposals.
4. Short Term vs. Long Term Issues:
- A. Short term: Currently there are four properties (Fort Fremont, Widgeon Point, Crystal Lake and Okatie Preserve) in various stages of infrastructure development and funding that reside with the County Planning Department. In the short term, might one or more of these properties serve as a “model” for infrastructure development, operations and maintenance?
 - B. “Lessons learned” from the “model” might serve to guide the County for a long term strategy, organization, process and funding structure e.g. Might properties in the current “pipeline” serve to guide a future direction for the County?
5. Green Print and Referendum Issues:
- A. Analysis is in progress to identify potential properties for acquisition through the R&CLPB process. This may or may not impact current funding identified for infrastructure development. A revised Green Print is targeted to be ready during 2Q 2014.
 - B. Timing, strategy and funding level for a County referendum that seeks funding for both property acquisitions and infrastructure development must be evaluated.