

DRAFT SCOPE OF WORK
DAUFUSKIE ISLAND PLAN UPDATE

Introduction

A local comprehensive plan, or master plan, provides the 20-year plan identifying the community's vision, goals, objectives and strategies. Local planning is a critical component of meeting the community's needs and is also important in meeting regional and statewide goals and objectives. A local comprehensive plan and its implementation provides the stability needed for businesses, property owners and all members of the community. The importance of planning is recognized at the state level and specific requirements for plans and the planning process have been codified in legislation.

State Planning Requirements

The State of South Carolina passed the Local Government Comprehensive Planning Enabling Act in 1994 which sets forth the framework and requirements for local governments to develop their Comprehensive Plans. The planning process defined in the legislation requires, at a minimum, three major components:

- Inventory of existing conditions
- Statement of needs and goals
- Implementation strategies and timeframes

In addition, the legislation outlines nine elements that should be addressed within the comprehensive plan. Additional elements that the community feels should be addressed may also be included. These nine identified elements include:

- Population
- Economic development
- Natural resources
- Cultural resources
- Community facilities
- Housing
- Land use
- Transportation
- Priority investments

Because of changing conditions, a periodic review and update of comprehensive plans should be undertaken. The legislation requires a re-evaluation of the plan elements at least every five years; however the full plan does not need to be reviewed at the same time and the re-evaluation and be reviewed and updated in stages or by neighborhood or district. A full updated of the plan should be undertaken every ten years.

Daufuskie Island Plan

The development of the existing Daufuskie Island Plan and Code began as a citizen-driven process in 2005 focused on Beaufort County's Community Preservation initiative. The planning effort encompassed numerous committee and community meetings and a charrette in 2007. The planning

process culminated in the completion of the Plan and Code in 2009. In light of the changing economic and development conditions, the Daufuskie Island Council is undertaking a plan review and update.

This plan update will be completed within the framework of the state planning requirements and in full coordination with Beaufort County. With this approach, the updated Daufuskie Island Plan will be better aligned with the Beaufort County planning efforts and provide a springboard for implementation of the recommendations and strategies.

Task 1. Community Engagement

Community engagement and involvement is the most critical element in a successful planning process and the development of an accepted plan. The engagement process and environment must be informative, educational, and inclusive and provide significant opportunities for citizen contribution, feedback and input.

The engagement and involvement process will be transparent and open, with clearly identified opportunities for input from all citizens. A focused effort will be made to involve all elements of the Island population, particularly native islanders. While it will be almost impossible to gain unanimity of thought on the future of the island, we will seek to obtain informed consensus and an understanding of the process where recommendations are developed in an open and thoughtful manner.

The Daufuskie Island Council has established a subcommittee focused on the plan update. This subcommittee will serve as the Project Advisory Committee (PAC) and provide input and guidance throughout the process. These PAC meetings will be open to all who wish to participate and will occur, at a minimum, on a monthly basis. This meeting schedule will allow for meaningful information to be presented for input and feedback, however, should the project needs require, additional meetings may occur.

In addition to the PAC meetings, there will be a minimum of four (4) community workshops. The first workshop will be a kick-off meeting to introduce the plan update, the process and introduce the project team. The second workshop will focus on the review/refinement and identification of goals and the identification of needs and issues. The third workshop will present the results of the data collection and analysis and draft recommendations to address the identified needs and take advantage of the identified opportunities. The final meeting will present the final draft of the plan that incorporates the feedback and input from the other meetings.

A member of the study team will also be available to present information and updates at the regularly scheduled Daufuskie Island Council meetings. These updates will also provide the opportunity for additional feedback for council members and others who may be unable to attend the workshops or PAC meetings to stay abreast of the planning process and progress.

Meeting schedules, work products and progress reports will also be available for posting on-line on the Council's website. Other on-line tools, such as NextDoor, will also be utilized for communicating plan information, meeting dates and times, and offer additional opportunities for feedback and input.

Task 1: Activities and Deliverables

- Monthly Project Advisory Committee meetings
- Four (4) Community Workshops

- On-line dissemination of work products, meeting materials, schedules and opportunities for input

Task 2. Intergovernmental Coordination

Coordination with planning partners is also a critical element in the successful completion of a plan update. As an unincorporated part of Beaufort County, this coordination with the County and its planning staff becomes even more important. With a finalized scope of work and before the kick off meeting, members of the study team will coordinate with the county planning department to inform them of the plan update and the ongoing coordination efforts throughout the process. In addition, members of the study team will be available to provide updates to the Beaufort County Council if desired by the planning staff.

As part of Beaufort County, Daufuskie Island is also served by the Lowcountry Council of Governments, Palmetto Breeze, and is a vital element in state's inventory of natural and cultural resources. In addition, Daufuskie Island is a part of the Gullah Geechee Cultural Heritage Corridor.

Representatives from each of these local, regional and state agencies and organizations will be incorporated into a stakeholder list for participation in the process. Additional representatives may be identified in conjunction with the Daufuskie Island Council and the Beaufort County Planning Department. These stakeholders will be notified of the PAC meetings and community workshops; recognizing the sometimes difficult logistics of attending meetings, these stakeholders will be integrated into the process by forwarding project materials and information and meeting agendas and minutes.

Task 2: Activities and Deliverables

- Coordination with Beaufort County Planning staff
- Development of a stakeholder list
- Notifications and dissemination of pertinent project information and materials to the identified stakeholders

Task 3. Existing Plan Review

A number of plans relating to Daufuskie Island have been previously developed. The current Daufuskie Island Plan and Code will be reviewed and will form the foundation for the plan update. Other plans will form the framework for the plan update; these plans include the Beaufort County Comprehensive Plan and the Southern Beaufort County Plan. In addition, plans developed by the South Carolina Parks, Recreation and Tourism and Clemson University will also be reviewed. Through the coordination effort, other pertinent plans will be identified and reviewed. Each of the plan reviews will result in a summary of the plan elements and recommendations, which will provide input into the plan update.

Task 3: Activities and Deliverables

- Compilation, review and summary of existing plans, including but not limited to:
 - Daufuskie Island Plan and Code
 - Beaufort County Comprehensive Plan
 - Southern Beaufort County Plan
 - South Carolina Parks, Recreation and Tourism Plan
 - Clemson University Plan

- Coordination to identify other plans for review

Task 4. Island Vision and Goals

The development of the community vision is a critical component in charting the course for the future of the community. The vision for Daufuskie Island will be reviewed from the previous plan and with input from the PAC and members of the community, the vision statement for the Island will be crafted. This vision statement will form the overarching framework for the update of the plan. An example of a vision statement is taken from the recently updated Tybee Island Plan; this example is provided for clarity and understanding of a plan vision statement.

“As concerned citizens of The City of Tybee Island, we will be conscientious stewards of our unique historic and cultural heritage, environmental resources, and diverse economic community. We will also ensure that our growth does not exceed the Island's carrying capacity.

We will foster a vibrant, year-round economy and support our business community in its goal to provide quality services and facilities for both residents and visitors. We will provide increased recreational and educational opportunities for all age groups to promote Tybee Island as a family-friendly, four-season vacation destination, while enhancing the distinctive atmosphere of our Island life”.

With the development of the Community Vision, the next step in the process is the identification of the goals for the community. These will be developed through the review of the goals in the existing plan and refined/modified through the community participation process, including feedback from the PAC and community workshop. These goals will ensure the community achieves their vision.

Examples of goals from Tybee Island’s recent plan update that are focused on community preservation are shown below; these are provided solely as an example of plan goals and are not necessarily applicable to this plan update.

COMMUNITY PRESERVATION

- *Maintain and preserve our traditional community character and sense of place*
 - *Maintain, preserve and enhance our historic and cultural resources*
 - *Maintain, preserve and enhance our community open spaces, such as parks, greenbelts, and wildlife corridors*
 - *Develop coastal hazard preparedness, or crisis management responses for hurricane preparedness and recovery from a financial, physical, and safety perspective*
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Task 4: Activities and Deliverables

- Development of Vision Statement and Goals

Task 5. Existing and Future Conditions

The next step in the process is to gain a full understanding of the existing conditions on the Island which will form the basis for the assessment and evaluation. The data collection effort and existing/future conditions development will utilize GIS as much as possible. An inventory of the conditions will be conducted, focusing on the nine identified elements, including the following:

Population / Demographics

Data collection will include the current population estimates, historic trends and projections. Household characteristics will be identified, as well as income characteristics and demographic information, such as age, sex, and race. The US Census and Beaufort County will be used as the main source for this data.

Natural Resources

Daufuskie Island is one of the coastal barrier islands along the southeastern Atlantic coast and has a wealth of unique and important environmental and natural resources. These data will be collected using on-line data sources from South Carolina Department of Natural Resources and Department of Health and Environmental Control, and Beaufort County.

Cultural Resources

Daufuskie Island is included on the national and state historic register. The historic and cultural resources data are available from the South Carolina Department of Archives and History – State Historic Preservation Office (SHPO). These data will be collected from the SHPO source, as well as from Beaufort County. In addition, the Gullah-Geechee Special Resources Study will also be used to identify specific resources.

Community Facilities

Community facilities, including water, sewer, wastewater, solid waste, emergency services, education, and community cultural/social resources will be identified. State agencies and Beaufort County will be utilized as sources for the data collection effort.

Housing

The existing housing stock will be reviewed and updated, including locations, type, age and condition. This information will be gathered from Beaufort County and from the US Census Bureau.

Land Use

Existing and future land use will be documented with information from Beaufort County.

Transportation

The transportation system will be identified, including type of facility, and other information that may be available from Beaufort County. This effort will include both land and water facilities.

Data from the existing sources identified above will be collected and utilized to build the baseline of existing conditions. Should any data inconsistencies among sources or other questions arise, the data item will be field verified.

The goal of this inventory is to establish a complete picture of the existing conditions on the Island. This baseline or existing conditions will include the land use patterns and any future development already approved, the availability, operations and condition of the existing transportation infrastructure, and any existing utility rights of way. Geographic Information Systems (GIS) will be used in the assessment and reporting of collected data. Illustrative and thematic maps will be presented for review any recommended adjustments will be made based on comments.

Once the existing conditions or baseline has been established, then any current needs and deficiencies can be identified. The analysis will identify any existing deficiencies and will also identify any potential deficiencies based on existing development patterns and committed development. The existing conditions will provide a basis for developing a future conditions scenario and the resulting identification of future deficiencies and problem areas.

In conjunction with the existing and future conditions, a build-out land use scenario will be developed. The community facility needs for the future will be identified in coordination with this future land use/build-out scenario. Once the build-out scenario has been developed, the community facilities will be analyzed to determine the infrastructure needed to adequately meet the future or build-out demand. The needs and opportunities for the Island will be identified through

Task 5: Activities and Deliverables

- Data Collection
- Development of existing conditions
- Development of future conditions
- Build-out scenario and community facility impacts
- GIS mapping

Task 6. Identification of Character Areas

Although Daufuskie Island is relatively small geographically, there are areas of the Island with vastly different characteristics and regulatory structures in place. In order to effectively address these differences, character areas within the Island will be identified and mapped using GIS. Within each of these character areas, goals specific to each character area will be developed within the framework of the overall vision. Based on the existing and future conditions analysis, needs and opportunities specific to each character area will also be developed, along with developmental strategies designed to meet the identified goals. These identified developmental strategies will feed into the development of the recommendations.

Task 6: Activities and Deliverables

- Identification of character areas
- Identification of character area specific needs and opportunities and developmental strategies
- GIS mapping of character areas

Task 7. Recommendations

Based on the results of the analysis and input from the engagement process, draft recommendations will be developed both for the Island as a whole, as well as for the specific character areas. This dual

approach provides the opportunity to develop higher level recommendations for the Island and then more detailed “drill-down” recommendations for each of the character areas.

These draft recommendations will be presented for comment as described in the engagement task. Comments will be gathered and the recommendations refined and finalized.

Task 7: Activities and Deliverables

- Identification Island recommendations
 - Draft
 - Final
- Identification of specific character area recommendations
 - Draft
 - Final

Task 8. Implementation and Priority Investments

The culmination of the planning process is the development of the implementation plan. The recommendations developed through the process provides the road map for the future and can only be attained through a realistic action or implementation plan.

Each project or policy recommendation will be accompanied by a timeframe for implementation, which will be short term (1-5 years), mid-term (5-10 years), or long term (10-20 years). The short term efforts correlate to the required priority investment element found in the state planning requirements.

Along with the implementation schedule, the action plan will also include planning level cost estimates for implementation, the responsible party, and potential funding sources. Grant funding opportunities will be researched and identified as possible funding solutions. The action plan will also be developed in close coordination with Beaufort County staff.

Task 8: Activities and Deliverables

- Development of implementation/action plan and priority investments
 - Schedule, planning level cost estimates, responsible party, and potential funding sources
- Grant opportunities for funding
- Coordination with Beaufort County staff

Task 9. Final Documentation

A draft of the final document will be compiled and include documentation of all data, analyses, results, and community engagement. This draft document will be available for review and comment and will then be finalized after comments are addressed. The final document will be presented to the Daufuskie Island Council for approval and formal submittal to Beaufort County. The draft and final documents will be submitted electronically and in a format suitable for posting on-line; no hard copies will be submitted.

Task 9: Activities and Deliverables

- Development of plan document
 - Draft and Final

Study Team Staff

- Beverly Davis, AICP
- Rachel Hatcher, AICP, LEED AP
- Steve Cote, PE, AICP
- Sonny Timmerman, PE, AICP

Resumes for each member of the study team are included beginning on the following page.

Beaufort County

The effort will not require any staff time from Beaufort County other than through coordination activities and review, if desired by County staff.

Cost Estimate

The fee for a comprehensive plan update is typically \$60,000 to \$150,000, dependent upon the size of the community; for larger areas the fee can be even higher.

However, the study team has agreed to volunteer status and will donate their time for this update.

Schedule

The schedule for this effort would typically be approximately 9-12 months. However, because of the volunteer status of the study team, it is anticipated the schedule will be extended and could take 12-15 months for completion.



**BEVERLY DAVIS,
AICP**

Savannah Office Leader/Mid-Atlantic Planning Leader

Beverly, who serves as the RS&H Mid-Atlantic Planning Leader and Savannah Office Leader, has more than 30 years of diverse transportation planning experience. She is highly experienced in all facets of planning, including regional and MPO studies, corridor studies, transit studies, areawide/subarea studies, multimodal planning, and freight and intermodal planning. Beverly has served as project manager on numerous on-call planning projects for local, regional and state clients and is extremely familiar with the full range of plan development. In addition, she has led complex planning projects on every level, including neighborhood, community, regional and statewide studies. She has worked on the development of regional and local comprehensive plans, areawide and subarea studies, comprehensive transportation plans, and master plans. She also has extensive public engagement and facilitation experience and consensus building on highly complicated projects. Relevant project experience includes:

- Coastal Comprehensive Plan, Six Coastal Counties - GA
- No Da/AC&W Rail Relocation Neighborhood Study, Charlotte, NC
- Riceboro Master Plan, Riceboro, GA
- Tybee Island Comprehensive Plan, Tybee Island, GA
- St Simons Island Land Use and Development Assessment, Glynn County, GA
- St. Marys Master Plan, St. Marys, GA
- Liberty Consolidated Comprehensive Plan, Liberty County, GA
- Gateway Sector Master Plan, Midway, GA
- Downtown Monticello Master Plan, Monticello, FL

Professional Credentials

EDUCATION

Master of City Planning,
Georgia Institute of
Technology

BA, English, University of
Georgia

**REGISTRATIONS,
CERTIFICATIONS AND
MEMBERSHIPS**

Member, American
Institute of Certified
Planners
Member, American
Planning Association

EXPERIENCE

Years Experience: 30



RACHEL HATCHER,
AICP, LEED AP, ASLA



Senior Planner

Rachel is an experienced planner with a strong background in transportation and transit planning, policies, procedures, and state and federal requirements. She previously served as the planning director for a consolidated planning agency that included nine local governments. As planning director, she was responsible for all MPO activities and also served as the Project Manager for the implementation and operations of the Liberty Transit system. She continues to provide on-call support to the client for both the MPO and transit efforts. Rachel possesses a strong knowledge of all policies, procedures and governing bylaws that build the planning framework for local government. She is able to develop multimodal solutions that are integrated into the overall context of the community. Rachel also has a commitment to comprehensive, meaningful and inclusive public involvement and engagement.

Professional Credentials

EDUCATION

Bachelor of Landscape Architecture, University of Georgia

**REGISTRATIONS,
CERTIFICATIONS AND
MEMBERSHIPS**

LEED Accredited Professional
Member, American Institute of Certified Planners,
Member, American Planning Association
Member, Society of Landscape Architects

EXPERIENCE

Year Experience: 10

- Urban Circulator Study, Coastal Region MPO (CORE MPO)
- Forward 2040: Long Range Transportation Plan and Comprehensive Plan, Liberty Consolidated Planning Commission, Hinesville, GA
- St. Marys Master Plan, St. Marys, GA
- Liberty County Growth Partnership, Hinesville, GA
- City of Riceboro Master Plan, Riceboro, GA
- Tybee Island Comprehensive Plan, Tybee Island, GA
- St. Simons Land Use and Zoning Assessment
- Brunswick Metropolitan Transportation Plan, Glynn County, GA
- Jones Avenue Pedestrian and Traffic Study, Tybee Island, GA



STEVE COTE,
PE, AICP



Senior Planner

Steve serves as senior planner for the Atlanta office, leading the planning staff in diverse assignments for state, regional and local clients. He has over 20 years of transportation and planning experience across the southeastern United States. He is experienced with the management of regional planning studies, transit studies, corridor studies and multimodal analysis and plan development. In addition, he has extensive experience in capital project programming, project development and costing, and public and stakeholder involvement. Steve has extensive experience in leading complex projects and developing innovative solutions, along with strong facilitation and public engagement skills. Relevant project experience includes:

- No-Da/AC&W Rail Relocation Study, Charlotte, NC
- Coastal Region MPO LRTP Update, Savannah, GA
- Robins Air Force Base Alternative Access Study, Warner Robins, GA
- I-75 South Corridor Study, GDOT
- Tybee Island Pedestrian and Traffic Study
- Gateway Sector Study, Liberty County
- Liberty County Consolidated Comprehensive Plan
- Downtown Hinesville Circulation Study
- Waterfront Gateway Study, Mt. Pleasant, SC
- President Street Corridor Study, Savannah, GA
- Southwest Chatham County Sector Plan, Savannah, GA
- Henry County Comprehensive Transportation Plan, Henry County, GA

Professional Credentials

EDUCATION

MS, Civil Engineering,
Georgia Institute of
Technology

Master of City Planning,
Georgia Institute of
Technology

BS, Civil Engineering,
Georgia Institute of
Technology

**REGISTRATIONS,
CERTIFICATIONS AND
MEMBERSHIPS**

Registered Engineer
South Carolina (No.
22924)

Georgia (No. 27791)
North Carolina (No.
034633)

Member, American
Institute of Certified
Planners

Member, American
Planning Association

Member, Institute of
Transportation Engineers

EXPERIENCE

Year Experience: 22



Sonny Timmerman, PE, AICP

Sonny has extensive experience in both planning and engineering. He is both a registered professional engineer in South Carolina, and a certified planner. Sonny has led planning efforts on every level, including the development of statewide, regional, and local plans. His diverse experience also includes managing the implementation of projects, development of cost estimates for complex projects, and the identification of funding sources. In addition, he also has extensive experience in the management of public financial resources. His relevant experience includes:

- Served as Director of Planning for South Carolina Department of Transportation. Responsible for all statewide planning efforts, including the development of the statewide multimodal plan. Also responsible for the development and management of the prioritized implementation program.
- Director of Community Planning. Sonny returned to the public sector and served as the Director of Community Planning for the Department of Community Affairs in Florida. Managed all statewide planning efforts, including the areas of critical concern.
- Executive Director, Liberty Consolidated Planning Commission. Led the consolidated planning commission in Liberty County, Georgia. Responsible for the development of all planning efforts, engineering design review and inspection of all development, zoning, transportation, and management of water resources and water quality.
- Coastal Georgia Marshland and Shore Protection Committee. Appointed by the Georgia Department of Natural Resources, Sonny served eight years as on the four-person committee responsible for the review and approval of any development and permitting within the shore protection zone, as well as for docks and marinas.

Professional Credentials

EDUCATION

BS, Civil Engineering,
University of South
Carolina

REGISTRATIONS, CERTIFICATIONS AND MEMBERSHIPS

Registered Professional
Engineer
South Carolina

Member, American
Institute of Certified
Planners

Member, American
Planning Association

EXPERIENCE

Years Experience: 40