Planning Commission Members
District 1: Rosa Sansbury
District 2: Tamecca Neely
District 3: Charles Deese, Chair
District 4: James Barnett, Vice-Chair
District 5: Matthew Jones
District 6: Sheila Hinson
District 7: Ben Levine

County Attorney
John K. DuBose III

Clerk to Planning Commission

Development Services Director
Rox Burhans

March 16, 2021 | **6:00 PM** | **101 North Main Street Lancaster, SC 29720**

LANCASTER COUNTY PLANNING COMMISSION
County Council Chambers, County Administration Building, 101 North Main Street, Lancaster, SC 29720

AGENDA

1. **Call to Order Regular Meeting and Roll Call Vote**

2. **Approval of the Agenda**

3. **Citizen's Comments**

   [While in-person Citizens Comments are not currently suspended, due to public health and safety considerations and the need for continued social distancing, the County is strongly encouraging citizen input and comments be submitted in writing prior to the meeting. Comments may be submitted via mail to ATTN: Sherrie Simpson, Post Office Box 1809, Lancaster, SC, 29721, by email to Sherrie Simpson at ssimpson@lancastersc.net or by online submission by selecting the "Citizens Comments" quick link located on the County website homepage at https://www.mylancastersc.org/ Comments must be no longer than approximately 3 minutes when read aloud. Comments received will be acknowledged during the Citizens Comments portion of the meeting. Comments will need to be received prior to 4:00 p.m. on the day of the meeting. Please use the same link above in order to submit input/comments for Public Hearings.]

4. **Approve Minutes**

   a. February 4, 2021 Workshop Minutes

   b. February 16, 2021 Regular Meeting

5. **Public Items**

   a. CP-2020-3057 Landsdown Corporation

   b. RZ-2020-2887 Primo Holdings, LLC

   c. UDO-TA-2020-2957 - Outdoor Shooting Ranges/Turkey Shoots

   Amend Unified Development Ordinance Section 2.5.3, Use Table; Section 5.5.12, Shooting Range, Outdoor; Section 5.12.3, Temporary Uses Limited To Specific Districts; and Section 5.12.4, Temporary Uses With Specific Requirements, to modify those zoning districts in which an outdoor shooting range is a permissible use and to modify those regulations concerning how an outdoor shooting range may be permitted, as well as providing for turkey shoots as a temporary use in certain zoning districts and the standards by which turkey shoots may be approved.

d. SD-2020-2137: Bridlewood

Application by Craft Holdings LLC for a major preliminary plat consisting of 181 single-family detached lots on approximately 77.99 acres. The property to be developed is located on the east side of Catawba Ridge Blvd. and is identified as TM # 0106-00-003.02. The property is zoned PDD.

e. RZ-2021-0114 Matthew & Heather Ellis

Request to rezone TM # 0054-00-029.04 from Rural Business (RUB) to Rural Residential (RR) to District.

f. RZ-2021-0261 Matthew & Heather Ellis

Request to rezone TM # 0054-00-029.05 from Rural Residential (RR) to Rural Business (RUB) District.

g. RZ-2021-0289 Michael & Ashley Green

Request to amend TM # 0080-00-041.01 from Low Density Residential (LDR) to Rural Neighborhood (RN) District.

h. UDO-TA-2021-0383 - INS District

Lancaster County proposes to amend Chapter 2 of the Unified Development Ordinance (UDO) to decrease the minimum lot size and development area for the Institutional (INS) District.

i. Capital Improvement Plan (CIP)

Proposed FY2021-31 Lancaster County Capital Improvement Plan. (CIP). CIP is prepared in association with consideration of an Impact Fee program.

6. <u>**New Business**</u>

a. Overview of next month's Agenda

b. Other

7. <u>**Adjourn**</u>

The Planning Commission makes a recommendation to County Council on these items. Recommendations made at this meeting are tentatively scheduled for consideration by County Council in the following month. County Council agendas are posted online at https://lancastersc.novusagenda.com/agendapublic/meetingsresponsive.aspx

*****The Planning Commission makes the final decision on these items.***

Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting. Lancaster County Planning Commission agendas are posted at the Lancaster

County Administration Building and are available on the Website: **www.mylancastersc.org**

Meetings are live streamed and can be found by using the following link:
https://www.youtube.com/channel/UCgSlMrcYjcYcu1m-e6TV54w

Agenda Item Summary

Ordinance # / Resolution #: February 4, 2021 Workshop Minutes
Contact Person / Sponsor: Staff
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
Minutes to be distributed prior to March 16, 2021 meeting.

Points to Consider:

Recommendation:

Agenda Item Summary

Ordinance # / Resolution #: February 16, 2021 Regular Meeting
Contact Person / Sponsor: Staff
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
Minutes to be distributed prior to March 16, 2021 meeting.

Points to Consider:

Recommendation:

Agenda Item Summary

Ordinance # / Resolution #: CP-2020-3057 Landsdown Corporation
Contact Person / Sponsor: Katie See/Senior Planner
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
The Applicant has requested that this item be tabled until the April 20, 2021 Planning Commission agenda.

The staff report and exhibits for this item were submitted with the February 16th packet. It will be provided again for the April 20th packet.

Points to Consider:

Recommendation:

Agenda Item Summary

Ordinance # / Resolution #: RZ-2020-2887 Primo Holdings, LLC
Contact Person / Sponsor: Katie See/Senior Planner
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
The Applicant has requested that this item be tabled until the April 20, 2021 Planning Commission agenda.

The staff report and exhibits for this item were submitted with the February 16th packet. It will be provided again for the April 20th packet.

Points to Consider:

Recommendation:

Agenda Item Summary

Ordinance # / Resolution #: UDO-TA-2020-2957 - Outdoor Shooting Ranges/Turkey Shoots
Contact Person / Sponsor: Robert Tefft, Senior Planner
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
See Staff Report

Points to Consider:
See Staff Report

Recommendation:
See Staff Report

ATTACHMENTS:

Description	Upload Date	Type
Staff Report	3/9/2021	Planning Staff Report
Ex 1: Text Amendment	3/11/2021	Exhibit
Ex 2: Repealed UDO Section 4.2.6	2/10/2021	Exhibit

PROPOSAL: Amend Unified Development Ordinance Section 2.5.3, Use Table; Section 5.5.12, Shooting Range, Outdoor; Section 5.12.3, Temporary Uses Limited To Specific Districts; and Section 5.12.4, Temporary Uses With Specific Requirements, to modify those zoning districts in which an outdoor shooting range is a permissible use and to modify those regulations concerning how an outdoor shooting range may be permitted, as well as providing for turkey shoots as a temporary use in certain zoning districts and the standards by which turkey shoots may be approved.

APPLICABLE CHAPTER(S): Chapters 2 and 5

APPLICANT: Lancaster County

BACKGROUND

The proposed text amendment was originally heard at the Planning Commission's meeting of February 16, 2021. At that meeting, the Planning Commission voted to table the amendment until their meeting of March 16, 2021, so as to give the public an opportunity to give input on the proposed amendment.

While staff has not received any subsequent input from the public, based upon the discussions held at the prior Planning Commission meeting and further consideration, that portion of the proposed text amendment addressing turkey shoots has been modified and simplified from the original proposal and it is this new version which is discussed in this staff report.

PROJECT SUMMARY & PROPOSAL:

Lancaster County is proposing to amend Chapters 2 and 5 of the Unified Development Ordinance (UDO) modifying the zoning districts in which the Outdoor Shooting Range use may be allowable, as well as modifying the specific use regulations by which the use may be allowed. Additionally, the proposal would amend the allowable temporary uses to include turkey shoots and provide for specific requirements whereby the temporary use would be allowable.

OUTLINE OF TEXT AMENDMENT:

The proposed text amendment concerns modifying the zoning districts applicable to the Outdoor Shooting Range use, as well as the specific use regulations for Outdoor Shooting Ranges. The proposed text amendment also expands upon the list of allowable temporary uses to include Turkey Shoots and provides specific requirements for Turkey Shoots.

The following sections of the UDO are proposed to be amended:

Section 2.5.3, Use Table: Amend to allow Shooting Range, Outdoor as a permissible use in the Rural Residential (RR), Rural Neighborhood (RN) and Open Space Preservation (OSP) Districts, subject to approval of a special exception permit, and to remove the use from the Light Industrial (LI) and Heavy Industrial (HI) Districts.

Section 5.5.12, Shooting Range, Outdoor: Amend to revise the various standards for the use, including: expanding upon how the use may be approved in certain zoning districts; replacing the existing buffering and separation requirements with an enhanced setback requirement; and providing greater clarity to the other various provisions.

Section 5.12.3, Temporary Uses Limited to Specific Districts: Amend to allow Turkey Shoots as an allowable temporary use all zoning districts other than the PDD unless specifically allowed for as part of the PDD Ordinance or associated Development Agreement. There would be no maximum duration for each turkey shoot temporary use.

Section 5.12.4, Temporary Uses with Specific Requirements: Amend to state that turkey shoots shall be subject to compliance with S.C. Code Section 16-23-440, as amended, regarding discharging firearms. No further requirement or regulation is proposed.

Based on staff's findings, we offer the modifications attached to the Draft Ordinance for the Commission's consideration. For ease of reference, new text is referenced in red/underlined font and deletions are referenced in ~~strikethrough~~ font. The proposed language is found in Attachment 1.

OUTSIDE AGENCIES:

Lancaster County Sheriff's Office:
A copy of the original draft of the text amendment considered at the Planning Commission meeting of February 16, 2021, was provided to the Lancaster County Sheriff's Office for their review and comment prior to that meeting. Lancaster County Sheriff Barry Faile spoke at the meeting and provided comments on the proposed text amendment.

Existing Outdoor Ranges in Lancaster County:
Staff has attempted to identify and contact existing outdoor shooting ranges within Lancaster County in order to provide them with a copy of the proposed text amendment and obtain comments regarding said text amendment, if any. Staff has not received any comment to date.

FINDINGS AND CONCLUSIONS:

The proposed text amendment has been found to be consistent with the applicable provisions of the Comprehensive Plan as required by UDO Section 9.2.15.B.3, as well as with the applicable provisions of SC Code Title VI. The proposed text amendment will provide for an improved and more appropriate assortment of zoning districts for the Outdoor Shooting Range use, as well as for specific regulations that are clearer and more appropriate for the use. The amendment will also reintroduce Turkey Shoots as an allowable temporary use (it was previously allowed in the UDO prior to 2016).

STAFF RECOMMENDATION:

Staff recommends approval of the proposed text amendment.

ATTACHMENTS:

1. Application
2. Proposed Text Amendment
3. Repealed UDO Section 4.2.6

STAFF CONTACT:

Robert G. Tefft, Senior Planner
rtefft@lancastersc.net

Section 2.5.3 Use Table (For detailed Use Definitions see Chapter 10.)

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D. COMMERCIAL/ENTERTAINMENT	AR	RR	RN	RUB	MH	LDR	MDR	PB	NB	GB	RB	INS	OSP	LI	HI	M	UR	HDR	RMX	MX	IMX	REF
Alcoholic Beverage Sales Store	-	-	-	P	-	-	-	-	-	P	P	-	-	-	-	-	-	-	-	P	-	
Amusements, Indoor	-	-	-	P	-	-	-	-	-	P	P	-	-	P	-	-	-	-	-	P	P	
Amusements, Outdoor	-	-	-	PR	-	-	-	-	-	-	CU	-	-	CU	-	-	-	-	-	-	-	5.5.1
Bar/Tavern/Brew Pub	-	-	-	CU	-	-	-	-	-	CU	PR	-	-	-	-	-	-	-	-	PR	-	5.5.2
Billiard/Pool Hall	-	-	-	CU	-	-	-	-	-	-	P	-	-	-	-	-	-	-	-	-	-	
Brewery	-	-	-	P	-	-	-	-	-	P	P	-	-	-	-	-	-	-	-	-	P	
Distillery	-	-	-	-	-	-	-	-	-	-	P	-	-	P	-	-	-	-	-	-	-	
Food Truck	-	-	-	-	-	-	-	-	-	PR	PR	PR	-	PR	PR	-	-	-	-	PR	PR	5.5.3
General Commercial	-	-	-	PR	-	-	-	-	PR-	PR	PR	-	-	-	-	-	-	-	-	PR	PR	5.5.4
Night Club	-	-	-	-	-	-	-	-	-	-	PR	-	-	-	-	-	-	-	-	-	-	
Outside Sales	-	-	-	PR	-	-	-	-	PR	PR	PR	PR	-	-	-	-	-	-	-	PR	PR	5.5.5
Outside Sales, Sidewalk Sales	-	-	-	PR	-	-	-	-	PR	PR	PR	PR	-	-	-	-	-	-	-	PR	PR	5.5.6
Pawnshops	-	-	-	PR	-	-	-	-	-	PR	PR	-	-	-	-	-	-	-	-	-	-	5.5.7
Racetrack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	CU	-	-	-	-	-	-	5.5.8
Restaurant	-	-	-	PR	-	-	-	-	CU	PR	PR	PR	-	-	-	-	-	-	-	PR	PR	5.5.9
Riding Stables	P	P	P	P	-	-	-	-	-	-	-	-	P	-	-	-	-	-	-	-	-	
Sexually Oriented Business/Adult Entertainment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SE	-	-	-	-	-	-	5.5.10
Shooting Range, Indoor	-	-	-	PR	-	-	-	-	-	PR	PR	-	-	PR	PR	-	-	-	-	-	-	5.5.11
Shooting Range, Outdoor	SE	SE	SE	-	-	-	-	-	-	-	-	-	SE	~~SE~~	~~SE~~	-	-	-	-	-	-	5.5.12
Theater, Indoor Movie or Live Performance	-	-	-	-	-	-	-	-	-	P	P	P	-	-	-	-	-	-	-	P	P	
Theater, Outdoor (Amphitheater)	PR	-	-	PR	-	-	-	-	-	-	PR	PR	PR	-	-	-	-	-	-	PR	PR	5.5.13

****

5.5.12 SHOOTING RANGE, OUTDOOR [AR, RR, RN, OSP ~~LI, HI~~]

A. **Applicability:** This use ~~includes~~ may include the shooting of firearms, bows, and crossbows at, or in conjunction with, both for-profit and non-profit facilities. It does not include incidental target practice by individuals on private property.

1. In the AR and OSR Districts, the shooting of any firearms, bows and crossbows is allowable as a principal use pursuant to a Special Exception permit.

2. In the RR District, the shooting of only shotguns, bows and crossbows is allowable as a principal use pursuant to a Special Exception permit.

3. In the RN District, the shooting of only shotguns, bows and crossbows is allowable as an accessory use to an Event Venue/Banquet Hall use.

~~**B.** **Buffering**: A minimum 60-foot buffer, undisturbed except for fence installation and vegetative planting, must be provided around the entire perimeter of the subject property and be delineated on the site plan.~~

~~**C.** **Separation Requirement**: Outdoor shooting ranges shall be located no closer than 2,640 feet (or ½ mile) to all Residential uses, all Civic uses, and all Educational/Institutional uses per the Use Table in Section 2.5.3. measured from the security fence described below to the property line(s) of the aforementioned uses. In addition, the range, itself, may not cross or penetrate any public utility easement.~~

B. **Enhanced Setback Requirement**: The functional area of outdoor shooting ranges shall be located no closer than as described below as measured to the property lines of the subject property. In addition, the outdoor shooting range, itself, may not cross or penetrate any public utility easement.

1. **Firearms**: 2,640 feet (½ mile).

2. **Bows and Crossbows**: 900 feet.

3. **Exceptions**: The above enhanced setback requirements may be reduced by the Board of Zoning Appeals as part of the review of the Special Exception Permit when the Board finds that the applicant has met or exceeded any of the following criteria:

   a. The outdoor shooting range has been designed by, or in consultation with an individual whom has completed the National Rifle Association (NRA) Range Development and Operations Course;

   b. The applicant can provided indisputable evidence that the site geography or topography is such that the full enhanced setback is unnecessary;

   c. The incorporation of improved design features over and above what is established in paragraph F, below, or the implementation of other substantial measures that would mitigate the reduced setback.

~~D~~C. **Noise Mitigation**: ~~The facility shall be designed such that sound~~ Sound generated at the ~~facility~~ outdoor shooting range shall not exceed the following levels (in decibels) measured at ~~any off-site~~ the property line of the subject property relative to the adjacent use:

Use	Decibel Level
~~Residential Use~~	~~55 db~~
~~Industrial Use~~	~~75 db~~
~~Commercial Use~~	~~65 db~~
~~Public Use~~	~~65 db~~
~~Public Right-of-Way~~	~~65 db~~
~~Institutional Use~~	~~55 db~~
Agriculture, Automotive, Industry/Wholesale/Storage and Infrastructure uses	75 db
Civic and Educational/Institutional uses	55 db

Commercial and Office/Service uses	65 db
Lodging and Residential uses	55 db

~~E~~D. **Shot Containment**: ~~The range~~ All outdoor shooting ranges shall be designed to contain the bullets, shot, arrows, or other projectiles on the range facility in a manner consistent with the applicable standards set forth in the most recent edition of *The Range Source Book* as published by the National Rifle Association (NRA).

~~F. **Hours of Operation**: The Board of Zoning Appeals may regulate these as necessary as a condition of the Special Exception.~~

E. Hours of Operation: All outdoor shooting ranges may be open between the hours of sunrise and sunset.

~~G~~F. **Design**: ~~The design of the facility shall be guided by the design standards recommended by the National Rifle Association (NRA) for the appropriate caliber firearm(s) or weapon(s) being used on the site as described in "The NRA Range Source Book," published by the NRA, insofar as they do not conflict with any of the specific requirements contained in this section. Detailed plans for site layout, backstops, and baffles (when used for noise mitigation) shall be submitted with the application.~~

~~1. A site plan sealed by a South Carolina registered engineer must be submitted attesting that the proposed shooting range plan complies with all applicable safety and design standards for outdoor firing range provisions and live fire shoot houses set out in Section 4, Outdoor Range Design; Section 6, Live Fire Shoot House; and Attachments 1-2 through 120, of the Range Design Criteria (June 2012) as published by the U.S. Department of Energy's Office of Health, Safety, and Security for the type of shooting range proposed; except that Section 4.b(10), the words "or administrative" in the first sentence of Section 4.c(7), the second sentence of Section 4.c(7), and Section 6.a(1) do not apply to outdoor shooting ranges under this ordinance.~~

1. The design of an outdoor shooting range shall be consistent with the applicable provisions of the most recent edition of the *Range Design Criteria* document published by the U.S. Department of Energy Office of Health, Safety and Security.

2. The design of an outdoor shooting range shall be consistent with the design standards set forth in the most recent edition of *The Range Source Book* published by the NRA, insofar as they do not conflict with any of the specific requirements contained in this section, or conflict with those provisions set forth in the most recent edition of the *Range Design Criteria* document published by the U.S. Department of Energy Office of Health, Safety and Security.

~~2. The detailed site plan must show the boundary of the subject property in its entirety and depict all discernible, existing uses and structures within 300 feet of the subject property's boundary.~~

~~3. Surface danger zones must be located entirely on the subject property and must be designed to contain all projectiles and debris caused by the type of ammunition, targets, and activities to be used or to occur on the property. The layout of the proposed range with the accompanying safety fans must be delineated on the required site plan. All firing stations must be set back at least 180 feet from all boundaries of the subject property.~~

~~H~~G. **Security**: The ~~facility~~ outdoor shooting range shall be enclosed with ~~a minimum 6-foot high security fence with locking gates~~ fencing. A sign, at least 2 square feet in size but not greater than 6 square feet, warning that ~~a firing~~ an outdoor shooting range is inside the fence shall be posted every 50 feet along the fence. These signs shall not count against any sign allotment as provided in Chapter 7.

H. Specific Submittal Requirements:

1. A site plan, sealed by a South Carolina registered engineer, attesting that the proposed outdoor shooting range plan complies with all applicable safety and design standards as set forth in Section 4, Outdoor Range Design; Section 6, Live Fire Shoot House; and Attachments 1-2 through 120, of the *Range Design Criteria* published by the U.S. Department of Energy Office of Health, Safety, and Security, with the following exceptions that shall not apply to outdoor shooting ranges:

a. Section 4.b(10);

b. The words "or administrative" in the first sentence of Section 4.c(7);

c. The second sentence of Section 4.c(7); and

d. Section 6.a(1).

2. Detailed plans for site layout, backstops, and baffles (when used for noise mitigation) shall be submitted as part of the application.

I. **Expiration**: If there has been no shooting activity at an outdoor shooting range for a period of two years, then the resumption of shooting shall be considered the establishment of a new outdoor shooting range for purposes of this section, and require the approval of a new special exception.

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5.12.3 TEMPORARY USES LIMITED TO SPECIFIC DISTRICTS

Use	Maximum Duration for Each Use or Event (per site)	Permitted Districts
Annual fairs, festivals, carnivals, or similar types of events	14 days – no renewal within 1 year	NB, GB, RB, INS, and MX
Special recreational or entertainment events	1 day – no renewal within 1 month	NB, GB, RB, INS, and MX
Outdoor bazaars and tent sales	3 days – no renewal within 6 months	NB, GB, RB, INS, and MX
Temporary food vendors on private property	90 days – no renewal within 1 month	NB, GB, RB, INS, and MX
Special sales or seasonal flea	5 days – no renewal within 6 months	NB, GB, RB, INS, and MX
Weekend flea markets**	Fridays, Saturdays, and Sundays only – annual renewal required	RB and LI only
Turkey shoots	N/A	All Districts other than PDD unless specifically allowed for as part of the PDD Ordinance or associated Development Agreement

* *When conducted exclusively as part of the permanent business or industrial use on the same lot, a Temporary Use Permit is not required. See additional standards in Section 5.12.4.C.*

** *See additional standards in Section 5.12.4.C.*

5.12.4 TEMPORARY USES WITH SPECIFIC REQUIREMENTS

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G. **Turkey Shoots:** Shall be subject to compliance with S.C. Code Section 16-23-440, as amended, regarding discharging firearms.

3. The site shall have direct access to either a collector or arterial street.

Section 4.2.6 Pistol, Rifle, Skeet Range or Turkey Shoot (Commercial or Fund Raiser).

All such uses shall meet the following requirements:

1. No such use shall be located within one (1) mile from any residential use, church, school or day care facility.

2. The use shall be oriented away from inhabited areas.

3. The site upon which the use is proposed shall be suitable in size and topography to insure the safety of area residents.

4. The range shall have a natural earth embankment a minimum of 10 feet in height placed behind all targets within the shooting range.

5. The hours of operation shall be as follows:

   Monday through Saturday: 9:00 a.m. until sunset.

   Sunday 1:30 p.m. until 6:00 p.m. or as stated on a request for a special event as outlined below.

   Up to two times per calendar year, such businesses may be permitted to operate prior to 1:30 p.m. on Sundays for special events (i.e. state tournament). If such a business wants to hold a special event which would require the business to open before 1:30 p.m. on Sundays, the owner shall submit a written request to the Planning Director. This request shall include the name of the business, the business address, name of owner, what would be opening and closing time, and the date of the event. Additionally, the owner shall submit a list of all adjacent property owners so each can be sent a notice of which Sunday the business will open during hours other than between 1:30 p.m. and 6:00 p.m. Accompanying this list shall be an addressed, stamped envelope for each person on the list of adjacent property owners. Such businesses shall only be permitted to hold two special events per calendar year which require them to operate prior to 1:30 p.m. on Sunday.

   The hours of operation listed in this subsection are the maximum hours such an operation shall be allowed to operate. During the special exception process, if the Board of Zoning Appeals determines the surrounding conditions warrant more restrictive hours of operation, the Board shall have the right to set such hours of operation. (Ord. # 323, 2/1/99)

6. Turkey shoots which are operated as a fund raiser for non-profit organizations shall be allowed two (2), thirty (30) day permits per calendar year.

Section 4.2.7 Sanitary Landfills.

Due to consideration for the public health and safety and potential pollution to the environment resulting from sanitary landfills, any such use shall meet the following requirements:

1. A letter of need shall be obtained from County Council prior to any other review of the proposal taking place. If the letter of need is not obtained the operation shall not be permitted.

2. A letter of consistency with the County's Solid Waste Management Plan shall be obtained from the County Council prior to any other review of the proposal taking place. If the letter of consistency is not obtained the operation shall not be permitted. As part of the process to obtain a letter of consistency the county shall:

Agenda Item Summary

Ordinance # / Resolution #: SD-2020-2137
Contact Person / Sponsor: Ashley Davis
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
Application by Craft Holdings LLC for a major preliminary plat consisting of 181 single-family detached lots on approximately 77.99 acres. The property to be developed is located on the east side of Catawba Ridge Blvd. and is identified as TM # 0106-00-003.02. The property is zoned PDD.

Points to Consider:
Compliance Summary
Master Plan: The only variation in this area from the Edgewater Master Plan is the addition of a second means of ingress/egress as required by the 1998 UDO.

Ordinance #356: The lot sizes, setbacks, and overall design are consistent with the regulations laid out in Ordinance #356 which guides development in the Edgewater PDD.

1998 UDO: With the information we have at this time this plan is consistent with requirements in the 1998 UDO. Staff has requested a road detail to confirm it is consistent with the standards required.

Extension of Catawba Ridge Blvd: As noted in the latest Master Plan amendment Craft Homes shall submit complete civil construction plans for the extension of the existing Catawba Ridge Boulevard to Lancaster County and other applicable agencies. The plans shall be submitted prior to issuance of the Bridlewood West Civil Construction Plan approval by Lancaster County unless an alternative timeline is mutually agreed to in writing by Lancaster County and Craft Homes. The road extension, as generally represented in the master plan exhibit, shall extend from the current terminus of Catawba Ridge Boulevard to the Craft Homes Phase 2 boundary/Duke Power ROW.

Recommendation:
Staff recommends **conditional approval** of this Major Preliminary Subdivision Plat request subject to the following condition: Address outstanding TRC/Evolve comments

ATTACHMENTS:

Description	Upload Date	Type
Planning Staff Report	3/9/2021	Planning Staff Report
Exhibit 1: Application	3/3/2021	Exhibit
Exhibit 2:Location Map	3/3/2021	Exhibit
Exhibit 3: Preliminary Plat	3/3/2021	Exhibit
Exhibit 4: Master Plan	3/3/2021	Exhibit
Exhibit 5: TRC Comments	3/9/2021	Exhibit
Public Hearing Notice	3/9/2021	Public Hearing Notices

PROPOSAL: Major Subdivision Preliminary Plat for 181 Single-family homes on 77.99 acres. This project is part of the Edgewater PDD.

PROPERTY LOCATION: Located on the east side of Catawba Ridge Boulevard. (TM# 0106-00-003.02)

CURRENT ZONING DISTRICT: PDD 2, Edgewater Development

APPLICANT: Craft Holdings, True Homes

COUNTY COUNCIL DISTRICT: District 4, Larry Honeycutt

OVERVIEW & BACKGROUND:

Site Information & Existing Condition
This property is currently vacant.

Summary of Surrounding Zoning and Uses

Surrounding Property	Jurisdiction	Zoning District	Use
North	Lancaster County	PDD-2	Vacant (Shown as Commercial/ Retail/ Office on Master Plan)
South	Lancaster County	PDD-2	Vacant (Shown as Medium Density on Master Plan)
East	Lancaster County	AR and RN	Farming
West	Lancaster County	PDD-2	Single Family Residential (The Cottages and Lakeview)

Zoning
The Edgewater PDD-2 governs the development of approximately 6,000 acres identified in Ordinance #356. Craft Holdings recently amended the master plan for the roughly 2,000 acres controlled by Craft Holdings (See attachment 4). The updated master plan designates this area (Bridlewood) as medium density residential.

PHOTOS OF PROJECT AREA:

Looking directly at subject property

Looking across Catawba Ridge Boulevard at the intersection with Edgewater

Looking south along Catawba Ridge Blvd.

Looking north along Catawba Ridge Blvd.

DEVELOPMENT SUMMARY:

Development Summary	
Site Acreage	77.99
Proposed Lots	181
Project Overview	Bridlewood West is a segment of the larger Edgewater PDD. This area was not included in the original improvement bonds for the Edgewater development.
Open Space	Approximately 22.69 acres will be preserved as open space.
Streets	Will be privately maintained.

Traffic Impact Analysis (TIA)

A TIA will be included in the future submission of Bridlewood East.

Proposed Stub Connections
The proposed stub connections on Antela Lane and Monterrico Way will provide the future connections to Bridlewood East as shown on the overall Craft Holdings Master Plan.

Compliance Summary
Master Plan: The only variation in this area from the Edgewater Master Plan is the addition of a second means of ingress/egress as required by the 1998 UDO.

Ordinance #356: The lot sizes, setbacks, and overall design are consistent with the regulations laid out in Ordinance #356 which guides development in the Edgewater PDD.

1998 UDO: With the information we have at this time this plan is consistent with requirements in the 1998 UDO. Staff has requested a road detail to confirm it is consistent with the standards required.

Extension of Catawba Ridge Blvd: As noted in the latest Master Plan amendment Craft Homes shall submit complete civil construction plans for the extension of the existing Catawba Ridge Boulevard to Lancaster County and other applicable agencies. The plans shall be submitted prior to issuance of the Bridlewood West Civil Construction Plan approval by Lancaster County unless an alternative timeline is mutually agreed to in writing by Lancaster County and Craft Homes. The road extension, as generally represented in the master plan exhibit, shall extend from the current terminus of Catawba Ridge Boulevard to the Craft Homes Phase 2 boundary/Duke Power ROW.

STAFF RECOMMENDATION:

Staff recommends **conditional approval** of this Major Preliminary Subdivision Plat request subject to the following condition:

- Address outstanding TRC/Evolve comments

ATTACHMENTS:

1. Preliminary Plat Application
2. Location Map/ Zoning Map
3. Preliminary Plat
4. Master Plan, 2021 Amendment
5. TRC/Evolve Comments

STAFF CONTACT:

Ashley Davis
Planner
adavis@lancastersc.net
803-416-9433

Lancaster County
South Carolina

Planning Department
P.O. Box 1809, 101 N. Main Street, Lancaster, SC 29721
Phone: 803.285.6005, planning@lancastercountysc.net
www.mylancastersc.org

MAJOR SUBDIVISION PRELIMINARY PLAT

WHEN TO USE THIS PROCESS, AND WHEN TO USE A DIFFERENT ONE

When to use this checklist:

If either or both of the following circumstances exist, use this checklist or subdivision that front existing streets that include 11 or more acres.

- Creating 5 or more lots for any type of development; or
- Creating new streets or alleys.

APPLICATION AND APPROVAL PROCESS

- **Required Pre-Application Conference**: Please call to schedule a Pre–Application Conference and Sketch Plan review prior to submitting a Preliminary Plat application. Sketch Plans are usually a one–sheet conceptual drawing. Refer to the **Sketch Plan Checklist** for additional information. Pre–Application Conferences will be used to provide an overview of applicable standards and the approval process, as well as feedback on your sketch, if submitted in advance.

Prepare the Preliminary Plat using this checklist and the UDO which is available on our website.

- Submit the following items for plan review.

  ☐Six (6) paper copies of Preliminary Plat and Supporting Data.

  ☐One (1) PDF copy of Preliminary Plat and Supporting Data.

- Plans will be reviewed by County staff and a notice of revision, if required, will be sent to the designated contact person. After, TRC approves the plat, submit the following items:

  ☐Ten (10) paper copies of Preliminary Plat and Supporting Data.

  ☐One (1) PDF copy of Preliminary Plat and Supporting Data.

- Most Preliminary Plats require Planning Commission approval, which meets on the 3rd Tuesday of each month. Subsequent to preliminary plat approval, please submit eight (8) plan-sets to the Lancaster County Planning Department to be stamped approved. You may submit additional plan-sets to be stamped approved for your use. Additionally we request that you provide the Planning Department a PDF file of the stamped, approved preliminary plan-set as soon as possible, upon receiving your hard copy set from Lancaster County.

- Plans and review fee must be submitted by 5pm of the first business day of the month. Prior to the Planning Commission meeting, staff will review the plan with the Technical Review Committee.

Upon the approval of a Preliminary Plat, detailed plans for street construction, utility line installations, and similar approvals shall be included in detailed **Civil Construction Plans**. The following will summarize the Preliminary Plat submittal and approval processes.

PROJECT INFORMATION

Project Address/Location: CATAWBA RIDGE BLVD. NEAR INTERSECTION WITH EDGEWATER PARKWAY

Tax Map ID/Parcel No. 0106-00-003.02

Project Description: 181 LOT SINGLE-FAMILY SUBDIVISION IN EDGEWATER COMMUNITY

Applicant Name: FRANCES YARBROUGH

Address: 1111 METROPOLITAN AVENUE, SUITE 1050, CHARLOTTE, NC 28204

Phone: 980-312-5450 Fax: Email: FYARBROUGH@SEAMONWHITESIDE.COM

Property Owner Name: DEPENDABLE DEVELOPMENT (JOHNATHAN MCCALL)

Address: 2627 BREKONRIDGE CENTRE DRIVE, MONROE, NC 28110

Phone: 704-774-1964 Fax: Email: JMCCALL@CAROLINA-DEVELOPMENT.COM

Other Project Contacts

Name: TRUE HOMES (KEITH FENN)

Address: 2649 BREKONRIDGE CENTRE DRIVE, MONROE, NC 28110

Phone: 980-269-6609 Fax: Email: KFENN@TRUEHOMESUSA.COM

Name:

Address:

Phone: Fax: Email:

Frances T. Yarbrough

Applicant Signature

Property Owner Signature

2/1/21

Date

2/1/21

Date

PRELIMINARY PLAT CHECKLIST

The following identifies required information to be placed on Preliminary Plat drawings. A list of key requirements has also been provided, however, this checklist should not be used as a substitute to reviewing the UDO.

GENERAL PROJECT INFORMATION:

Please identify the following general information on the site plan drawing either within a notes section or on the plat drawing itself, as appropriate.

✓ **1.** Proposed name of project.

✓ **2.** Name, mailing address, email address, and phone number of the owner and/or developer and designer of the site plan.

✓ **3.** Map scale using appropriate engineer's scale, north arrow, and date.

✓ **4.** Vicinity map (1" = 1 mile min. scale).

✓ **5.** Total acreage to be developed.

✓ **6.** Boundaries of the tract to be developed with all bearings and distances. At least two points of the survey must be tied to SC geodetic control points [See State Plane Coordinate Checklist]

✓ **7.** Proposed use of all lots to be used. See "zoning considerations" section above. Be sure to designate any lots proposed to be used for uses other than single–family residential.

✓ **8.** Tax map number.

✓ **9.** Zoning district classification and, if applicable, overlay zone(s).

✓ **10.** Land use, zoning district classification, and tax map number of adjacent properties, names of adjacent developments, and owners of adjoining parcels.

✓ **11.** Total number of lots and layout of all lots, including building setback lines, scaled dimensions, area in square feet, lot numbers (if multiple lots), and utility easements with width and use.

✓ **12.** Location and dimensions of all proposed buildings including number of stories and total square footage by use.

✓ **13.** Building setbacks and proposed impervious surface calculation.

N/A **14.** In case of re–subdivision, submit a copy of existing plat.

EXISTING CONDITIONS:

Please identify the following existing conditions on the plan drawing that may be located on the subject property or adjacent areas.

✓ **1.** Topography by contours at vertical intervals of not more than five feet. All elevations shall refer to Mean Sea Level Datum (if available).

✓ **2.** Show location and right–of–way of existing streets, curb cuts, and driveways within 300 feet of the site.

✓ **3.** Show location and footprint of existing buildings on adjacent parcels.

✓ **4.** Show location of railroads and utility lines either on or adjacent to the property to be developed. Specify whether utility lines are in easements or rights–of–way and show location of poles/towers.

✓ **5.** Size and location of existing sewers, water mains, storm drains, culverts or other underground facilities within the street or within the right–of–way of streets or roads adjoining the tract. Show ditches, swales, and drainage easements adjacent to the proposed project.

N/A 6. Location, size, and use of any existing structures on the subject property that will remain on the site

N/A 7. Location of city limit lines, if adjacent to subject property.

✓ 8. Show location of nearest hydrant. Spacing should be 500 feet single–family residential (this distance is measured in the direction of fire truck travel).

✓ 9. The Fire Department will need access to within 150 feet of all points of the building.

✓ 10. Location of land subject to flooding and nearest 100–year flood zone and elevation.

N/A 11. Location of existing or planned public parks, schools, greenways, trails, or other major public amenity located within ½ mile of the development site.

ENVIRONMENTAL CONSIDERATIONS:

ENVIRONMENTALLY SENSITIVE LANDS

✓ 1. Depict any water resources subject to the UDO Chapter 8, Natural Resources Protection, and comply with all requirements laid out in the aforementioned section.

✓ 2. Depict any prohibitive/severe steep slope areas (greater than or equal to 3H:1V) and take into account the limitations on disturbance when designing the project.

✓ 3. Depict stormwater management areas.

TREE RETENTION

N/A 1. Identify tree canopy retention areas.

N/A 2. Show trees that require protection.

LANDSCAPING

✓ • Show landscaping for required site landscaping areas.

OPEN SPACE

✓ 1. Indicate if all or a portion of the site has been designated as an Open Space.

✓ 2. Calculate required common open space acreage.

N/A 3. Show any trails and greenways on the Lancaster County Carolina Thread Trail Master Plan that developer is required to construct.

✓ 4. Show all existing or planned public parks, schools, greenways, existing trails, or other major public amenities within ½ mile of the site, and pedestrian connections provided by the developer to those areas.

INFRASTRUCTURE CONSIDERATIONS:

GRADING, STORMWATER, AND UTILITY SYSTEM

Please identify the following proposed grading, stormwater, and utility system improvements.

✓ 1. Preliminary plan for sanitary sewers showing the location of manholes and points of discharge. Indicate direction of flow.

✓ 2. Preliminary plan for storm sewer system showing the location of outlets and direction of flow.

✓ 3. Preliminary plan of water supply system

✓ 4. All proposed easements.

✓ 5. Submit written verification to serve from all non-county utility service providers (gas, telephone, cable, and water and sewer district).

✓ 6. Proposed major contour changes in areas where substantial cut and/or fill is to be done.

Roads, Bridges, and Public Ways (UDO 6.13, pg. 21)

General design criteria are explained in two primary places in the UDO—Chapter 6 and Appendix C. Please refer to both when designing the community. The below is a brief summary of some of the "big picture" points, but those two sections in the Zoning Ordinance have many other requirements to which you will need to refer.

✓ 1. Connectivity is required within the neighborhood, and between the neighborhood and adjacent neighborhoods or other lands. Additionally, a second entrance is required for more than 100 units.

✓ 2. Traffic calming measures such as minimum street widths, short block lengths, on-street parking, controlled intersections, and roundabouts should be used per the UDO.

✓ 3. Sidewalks are required both internally, and in some cases, externally to the development and must be at least five feet wide.

To be provided w/ construction drawings per County staff → 4. Street trees are required to be planted in accordance with the UDO.

5. See Chapter 6: Subdivision and Infrastructure Standards and Appendix C – Manual of Specifications and Standard Details (MSSD), generally for road specifications, cross sections, and other important information. For example:

   ✓ a. Cul-de-sacs should be avoided except as described in the UDO.

   N/A b. Gated communities have additional requirements as laid out in the UDO.

   ✓ c. Curb and gutter requirements are applicable in some districts as designated in the UDO.

N/A 6. Traffic Impact Analysis, refer to Chapter 6, Subdivision and Infrastructure Standards.

LOT DESIGN

Identify a lot configuration that complies with the following standards.

1. Lot designed to comply with the UDO design requirements

   N/A a. Lots cannot be divided by City limit lines or zoning districts.

   ✓ b. **Through lots are prohibited.**

c. Flag lots are prohibited except where they are necessary to eliminate access onto arterial or collector roadways.

d. Side lot lines must be at right angles to straight street lines and radial to curved sidewalk and street lines.

USE-SPECIFIC STANDARDS

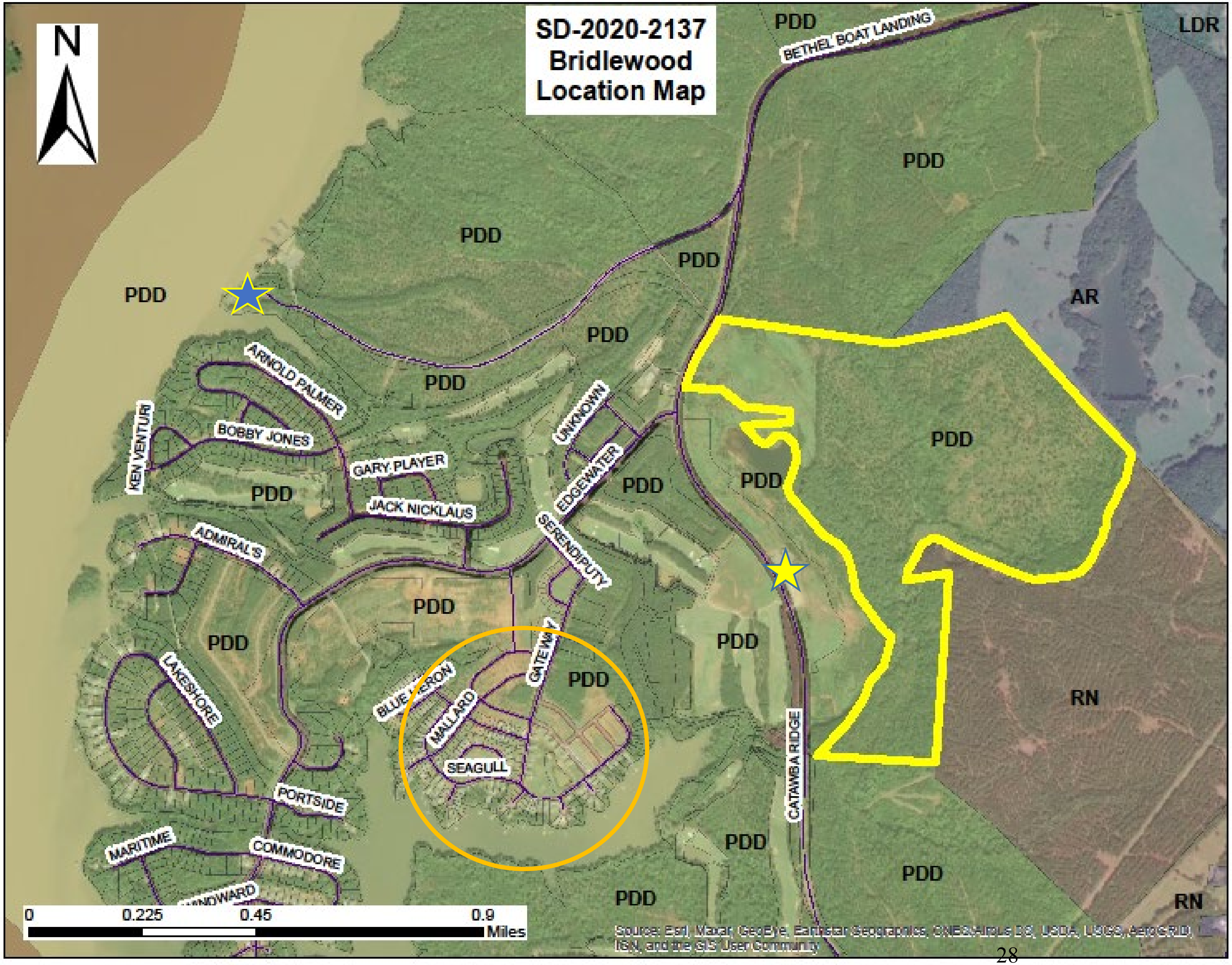
The UDO has standards associated with specific uses in order to minimize negative impacts and/or to help shape the design of a specific use. Design the proposed site plan in compliance with any applicable use–specific standards.

OVERLAY DISTRICTS

If an overlay district exists, be sure to address the applicable standards for it in the site design.

N/A

- ☐ **McWhirter Field Aviation Overlay** Please refer to the UDO for allowed uses and associated development criteria.
- ☐ **Carolina Heelsplitter Overlay**
- ☐ **Carolina Thread Trail Overlay**
- ☐ **Highway Corridor Overlay**
- ☐ **Cluster Subdivision Overlay**
- ☐ **Equestrian Oriented Subdivision Overlay**



Lancaster County
South Carolina

Proposal:
181 Single Family Homes

Legend:

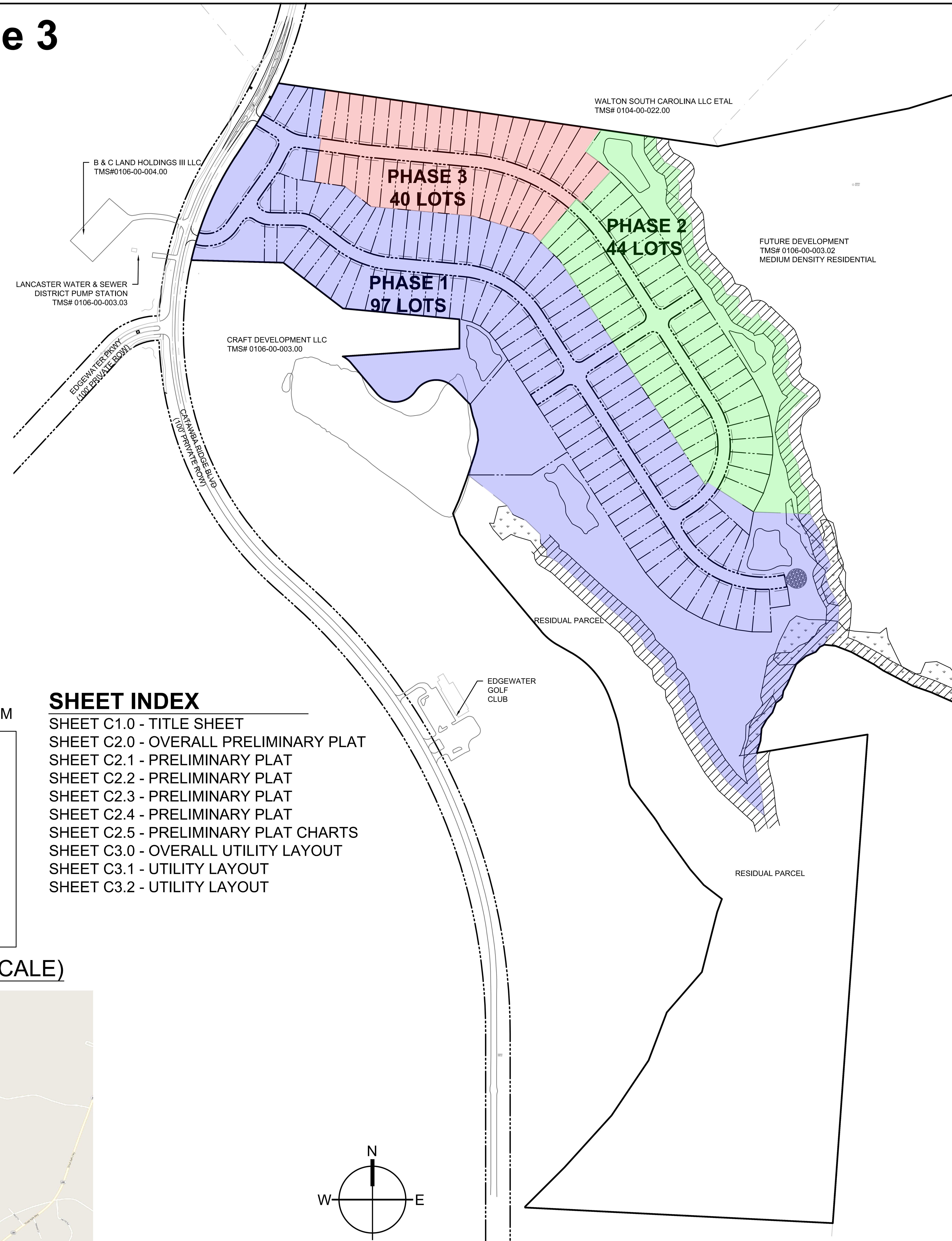
Subject Property

The Cottages

Bethel Boat Landing

Edgewater Golf Club

Preliminary Plat of Phase 1 - Phase 3
BRIDLEWOOD AT EDGEWATER
WEST PARCEL
TMS# 0106-00-003.02
Lancaster County, SC



PROJECT CONTACTS

WATER AND SEWER
LANCASTER COUNTY WATER & SEWER DISTRICT
PHONE: (803) 285-6919
CONTACT: JAMES HAWTHORNE, PE

LANCASTER COUNTY
PLANNING DEPARTMENT
PHONE: (803) 285-6005
CONTACT: ROX BURHANS

ZONING DEPARTMENT
PHONE: (803) 416-9777
CONTACT: SHANNON CATOE

PUBLIC WORKS DEPARTMENT
PHONE: (803) 283-2101
CONTACT: JEFF CATOE

STORMWATER DEPARTMENT
PHONE: (803) 286-3607
CONTACT: SCOTT EDGAR

FIRE DEPARTMENT
PHONE: (803) 313-8056
CONTACT: MIKE MAGETTE

SCDHEC - BUREAU OF WATER, CONSTRUCTION PERMITTING
SOUTH CAROLINA DEPARTMENT OF HEALTH and ENVIRONMENTAL CONTROL
PHONE: (803) 898-4239
CONTACT: BRIDGET CLARKE

SCDHEC - BUREAU OF WATER, STORMWATER PERMITTING
SOUTH CAROLINA DEPARTMENT OF HEALTH and ENVIRONMENTAL CONTROL
PHONE: (803) 898-3678
CONTACT: PAUL QUATTLEBAUM

ELECTRIC
DUKE ENERGY
PHONE: (704) 604-8995
CONTACT: TIM BAKER

GAS
LANCASTER COUNTY NATURAL GAS AUTHORITY
PHONE: (803) 548-4777
CONTACT: LISA BONKOWSKI

TELEPHONE/CABLE
COMPORIUM
PHONE: (888) 403-2667

OWNER
CRAFT HOLDINGS, LLC
2627 BREKONRIDGE CENTRE DR #103
MONROE, NC 28110
PHONE: (980)-269-6609
CONTACT: KEITH FENN, PE
EMAIL: KFENN@TRUEHOMESUSA.COM

DEVELOPER
TRUE HOMES, LLC
2649 BREKONRIDGE CENTRE DRIVE, SUITE 104
MONROE, NORTH CAROLINA 28110
PHONE: (980)-269-6609
CONTACT: KEITH FENN, PE
EMAIL: KFENN@TRUEHOMESUSA.COM

CIVIL ENGINEER
SEAMON, WHITESIDE AND ASSOCIATES, INC.
1111 METROPOLITAN AVE., SUITE 1050
CHARLOTTE, NC 28204
PHONE: (980) 312-5450
CONTACT: FRANCES YARBROUGH, PE
EMAIL: FYARBROUGH@SEAMONWHITESIDE.COM

BRIDLEWOOD WEST PARCEL NOTES

TMS# 0106-00-003.02

WEST PARCEL PROJECT ACREAGE
77.99 ACRES

ZONING
Medium Density Residential per Planned Development District #356

FLOOD ZONES
Zone X
Zone A (No Base Flood Elevations determined)
FIRM Community panel
45057C0240D
Dated June 16, 2011

EXISTING LAND USE
Undeveloped
Wooded

ADJACENT LAND USES
Single Family Residential
Woods
Wetlands

PROPOSED LAND USE
Single Family Residential
181 LOTS

WATER & SEWER
Sanitary sewer and water operation shall be provided by Lancaster County Water and Sewer District upon completion/acceptance of utility installation.

PEDESTRIAN ACCESS
Sidewalks will be provided throughout the development on one side of each roadway.

SHEET INDEX

SITE LOCATION MAP (NOT TO SCALE)

SEAMONWHITESIDE
MOUNT PLEASANT, SC
843.884.1667
GREENVILLE, SC
864.298.0534
SUMMERVILLE, SC
843.972.0710
SPARTANBURG, SC
864.272.1272
CHARLOTTE, NC
980.312.5450
WWW.SEAMONWHITESIDE.COM

SOUTH CAROLINA SEAMON, WHITESIDE & ASSOCIATES, INC. No. C00472 CERTIFICATE OF AUTHORIZATION

SOUTH CAROLINA ... FRANCES ... SIMMONS YARBROUGH No. 34708 2/1/21

PRELIMINARY PLAT OF PHASE 1 - PHASE 3
BRIDLEWOOD AT EDGEWATER
WEST PARCEL
TRUE HOMES, LLC
LANCASTER COUNTY, SC
TMS# 0106-00-003.02

SW+ PROJECT:	CL1116
DATE:	02/01/21
DRAWN BY:	COF/TAP
CHECKED BY:	FTY

REVISION HISTORY

TITLE SHEET

C1.0

501 WANDO PARK BOULEVARD, SUITE 200 | MOUNT PLEASANT, SC 29464 | 508 RHETT STREET, SUITE 101 | GREENVILLE, SC 29601

SEAMONWHITESIDE

MOUNT PLEASANT, SC
843.884.1667
GREENVILLE, SC
864.298.0534
SUMMERVILLE, SC
843.972.0710
SPARTANBURG, SC
864.272.1272
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PRELIMINARY PLAT OF PHASE 1 - PHASE 3 BRIDLEWOOD AT EDGEWATER

WEST PARCEL
TRUE HOMES, LLC
LANCASTER COUNTY, SC
TMS# 0106-00-003.02

SW+ PROJECT:	CL1116
DATE:	02/01/21
DRAWN BY:	COF/TAP
CHECKED BY:	FTY

REVISION HISTORY

OVERALL PRELIMINARY PLAT

C2.0

PLOTTED 2/1/2021 4:49 PM, BY Claire Folk V:\CL1116\CDWG\C2s\CL1116-PRELIMINARY PLAT.dwg

2021004341
DEED NO CHARGE
RECORDING FEES $0.00
PRESENTED & RECORDED:
03-02-2021 12:55:06 PM
BRITTANY GRANT
REGISTER OF DEEDS
LANCASTER COUNTY, SC
BY: CANDICE PHILLIPS
BK: DEED 1413
PG: 148 - 158

February 18, 2021

Johnathan McCall
Craft Holdings, LLC
CF Master Limited Partnership G. David Cuthbertson Revocable Trust
2649 Brekonridge Centre Drive
Monroe, North Carolina 28110

RE: PDD-2 EDGEWATER AMENDMENT REQUEST; APPROVAL

Dear Mr. McCall,

This is in response to your January 22, 2021 request to amend Planned Development District-2 (PDD-2) Edgewater (Ordinance #356 Recorded November 5, 1999 in the Register of Deeds Office). This proposed amendment reflects a comprehensive re-planning of the remaining undeveloped acreage under your control (approx. 1,000 acres of undeveloped, non-bond areas). The total intensity of the development would continue to be subject to the permitted uses and development intensities set forth in PDD-2.

Pursuant to Sections 7.2 and 7.3 of the approved PDD-2 Ordinance (Ordinance No. 356), please consider this letter to be an Administrative Approval of the aforementioned Amendment to the Edgewater Master Plan (attached) subject to the conditions of approval noted below. This amendment shall supersede the previously approved July 12, 2006 Administrative Approval to PDD-2. Please be aware all other terms and conditions associated with PDD-2 and other applicable ordinances, assumptions, and agreements shall remain in effect.

ADMINISTRATIVE AMENDMENT CONDITIONS OF APPROVAL

1. Catawba Ridge Boulevard**:**

Craft Holdings shall submit complete civil construction plans for the extension of the existing Catawba Ridge Boulevard to Lancaster County and other applicable agencies. The plans shall be submitted prior to issuance of the Bridlewood West Civil Construction Plan approval by Lancaster County unless an alternative timeline is mutually agreed to in writing by Lancaster County and Craft Holdings. The road extension, as generally represented in the master plan exhibit, shall extend from the current terminus of Catawba Ridge Boulevard to the Craft Holdings Phase 2 boundary/Duke Power ROW.

The proposed road improvements shall be constructed and pass all County inspections prior to the first residential Certificate of Occupancy is approved for the proposed Bridlewood West subdivision unless an alternative timeline is mutually agreed to in writing by Lancaster County and Craft Holdings. Maintenance sureties shall also be provided in accordance with the UDO in effect for PDD-2. Please be advised any proposed dedication of Catawba Ridge Boulevard to Lancaster County will require an assessment and potential repair of existing road and/or bridge improvements.

2. Water and Sewer Infrastructure Extension: Water and sewer will be extended per the terms of the Assignment and Assumption of Developer Obligations (Recorded on December 10, 2002 in Book 178, Page 259 in the Register of Deeds Office) unless a separate recordable instrument is needed. If a separate agreement is deemed necessary by the County Attorney such agreement will be in place prior to preliminary plat approval for Bridlewood.

3. Residential Entitlement**:** In light of the Craft Holdings master plan involving the property owned by Craft Holdings (approx. 1,900 acres) was developed independently from the remainder of the Edgewater PDD (total acreage of 6,261 acres), Lancaster County cannot at this time confirm Craft Holdings' entitlement in regards to maximum dwelling units.

We look forward to working with Craft Holdings to help ensure the Edgewater Community will enjoy lasting success. Please feel free to contact me at 803-416-9422 or rburhans@lancastersc.net should you have any questions regarding this amendment.

Rox Burhans

Rox Burhans, AICP,
Development Services Director

Witness — Date: 3-1-21

Donna Shelby
Witness — Date: 3-1-21

Sworn to before me this 1 day of March 2021
Notary Public for Rebecca E Monts
My Commission Expires: 6-30-2027

ACKNOWLEDGEMENT
{#30-5-30-(C)}

I, Chelsea Gardner, a Notary Public do herby certify that the within
(print Notary's name)
named Grantor(s) personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

WITNESS my hand and official seal this 2 day of March year of 21

Chelsea Gardner
Notary Public

My Commission Expires 01/13/2027

Johnathan McCall
Craft Holdings, LLC
CF Master Limited Partnership G. David Cuthbertson Revocable Trust

02/23/2021

Witness Date

2/23/2021

Witness Date

Sworn to before me this 23 day of February 2021
Notary Public for North Carolina
My Commission Expires: 3-29-2025
Gretchen Presson

GRETCHEN PRESSON
NOTARY
PUBLIC
UNION COUNTY, NC

C: Ashley Davis Planner
John Dubose, County Attorney
Steve Willis, Administrator
Walton South Carolina LLC, ETAL
Walnut Grove Ventures, LLC

Enc: Master Plan Amendment Request

....End of Amendment Approval..

ACKNOWLEDGEMENT
{#30-5-30-(C)}

I, Chelsea Gardner, a Notary Public do herby certify that the within
(print Notary's name)
named Grantor(s) personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

WITNESS my hand and official seal this 2 day of March year of 21

Chelsea Gardner
Notary Public

My Commission Expires 01/13/2027

December 15, 2020

Mr. Rox Burhans
Lancaster County Planning Director
Lancaster, SC

Re: Request for administrative approval of Master Plan Update 2020 for the Edgewater Community

Dear Mr. Burhans,

We are writing to you as the property owner of a portion of the Edgewater Community. According to Section 7.2 Amendments to the Master Plan, of Ordinance #356, the property owner has the right to change the Master Plan "in response to changes in market conditions or other circumstances."

As you know, there have been many changes in market conditions since the Ordinance #356 was submitted and approved. These changes include, but are not limited to, changes in lifestyles, housing affordability, commuting patterns, leisure preferences, building materials and technology.

We are submitting the Edgewater Master Plan Update 2020, which is a holistic plan for the Edgewater Community and represents our current vision for the overall community. This plan preserves and builds upon many elements in the previously approved Master Plan in that it provides for a mix of lot types, amenities and neighborhood services, including bike paths and a new site for a volunteer fire station.

Please refer to the attached Edgewater Master Plan Update 2020 that encompasses the Lakeview and Cottages Communities, Phase 2 Bond Areas and outlines the remaining developable areas in Areas A, B, C, D. The Plan describes in detail the number of units, proposed uses and lot types as prescribed in the Ordinance #356. We anticipate development of Area B to begin in the Winter of 2021. Areas A, C and D will be developed as market demands.

There are 1903 +/- acres attributed to our portion of the Edgewater Community. Three units per acre are allowed for a maximum 5709 Units. Under the Phase 1 and 2 Bonds, there were 1790 units allocated, leaving a net of 3919 units. The Edgewater Master Plan Update 2020 includes 3919 units in addition to those already planned under the Phase 1 and 2 Bonds. The maximum number of units has been allocated within Areas A, B, C and D. All future development will meet the setback requirements described in Ordinance #356.

Also attached to this submittal is the Edgewater Catawba Boulevard Extension Exhibit. This exhibit outlines our commitment to the extension of Catawba Boulevard, per our meeting on 12/14/20.

Sincerely,

J. Thal McCall

Johnathan McCall
Craft Holdings, LLC
CF Master Limited Partnership G David Cuthbertson Revocable Trust

Preliminary Development Summary for Edgewater Master Plan Update 2020

Overall Development Summary

Description	Acres	Proposed Units	Overall Density	Proposed Uses
Lakeview, Cottages and Bond Area's (Phase 2 Bond)	913.50	1790	2.0	Developed in Accordance with Recorded Bonds Phase 1 and 2; Medium and Low Density Single Family Residential and Two Family Residential
Area A	198.7	900	4.5	Medium Density - Bike Path Extension, Open Space, Existing Marina, Lake Club, Community Convenience Area, Commercial Retail Center, Maintenance and Dry Boat Storage, Attached and Detached Single Family Residential
Area B	247.50	840	3.4	Medium Density - Pool and Cabana Areas, Open Space, Golf Pavilion, Detached Single Family Residential, Multi-Family Residential
Area C	501.70	1803	3.6	Medium Density - Golf Course, Open Space, Bike Path Extension, Community Docks, Community Parks, Attached and Detached Single Family Residential, Multi-family Residential
Area D	47.60	376	7.9	High Density - Attached Single Family Residential and Multi-Family Residential, Commercial, Retail and Office
Totals	1903	5709	3.0	Low Density

Setbacks

All setback requirements described in Ordinance #356 will be met.

Area Details

Lakeview, Cottages and Phase 2 Bond Areas

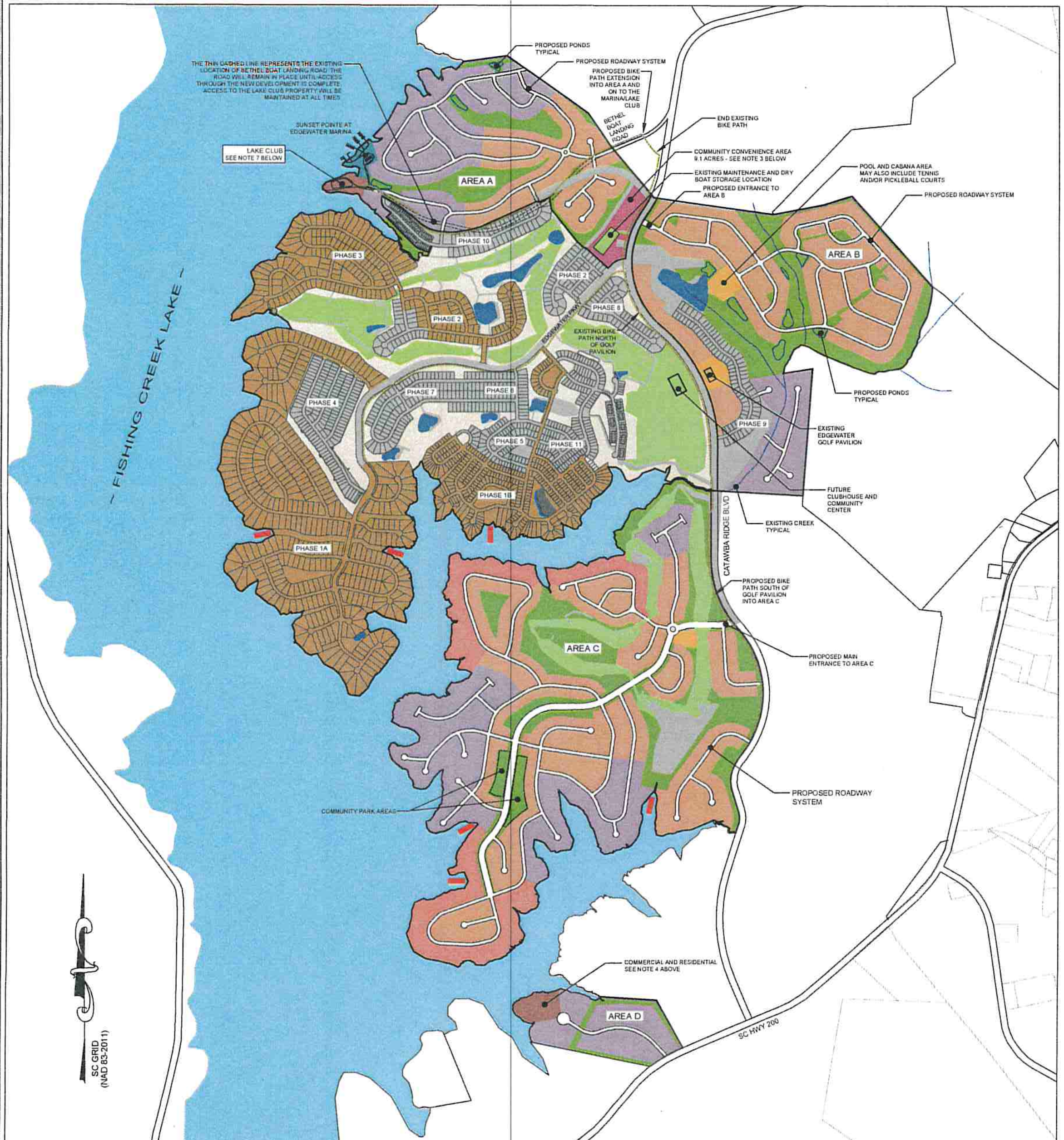
To be developed in accordance with Recorded Phase 1 and 2 Bonds.

Area A		
Description	Proposed Units	Lot Type & Permitted Uses
High Density	550	16' Wide Townhomes or 30' Wide Single Family Lots or Combination Thereof
Medium Density	350	50' Wide Single-Family Lots
Amenities / Open Space	Marina, Bike Path	
Community Convenience	Maintenance Facility, Grow in Garden, Volunteer Fire Station, and/Community Retail Center	
Total	**900**	**Medium Density**

Area B		
Description	Proposed Units	Lot Type & Permitted Uses
High Density	350	Multi-Family Apartments
Medium Density	490	50' Single Family Wide Lots
Amenities / Open Space	Golf Pavilion, Pool and Cabana, May also include Tennis and/or Pickleball Courts	
Total	**840**	**Medium Density**

Area C		
Description	Proposed Units	Lot Type & Permitted Uses
Low Density	250	100' Wide Single-Family Lots
Medium Density	650	50' Wide Single-Family Lots
High Density	903	16' Wide Townhomes or 30' Wide Lots or Multi-Family Apartments or Combination Thereof
Amenities / Open Space		Pool / Cabana, Golf Course, Bike Path
Total	**1803**	**Medium**

Area D		
Description	Proposed Units	Lot Type & Permitted Uses
High Density	376	16' Wide Townhomes or 30' Wide Lots or Apartments or Combination thereof
Amenities / Open Space		Commercial Marina, Including Docks, Dry Storage, Marina Shop
Commercial/ Residential		Restaurant, Stacked Boat Storage, Residential, including Townhomes or apartments
Total	**376**	**High**



LEGEND

	LOW DENSITY
	MEDIUM DENSITY
	HIGH DENSITY
	COMMERCIAL OR RESIDENTIAL SEE NOTE 4 AND 7
	COMMERCIAL / RETAIL / OFFICE AREA
	BOND AREA (PHASE 2 BOND AREA)
	EXISTING PHASES WITH RECORDED PLATS
	LAKEVIEW & THE COTTAGES OPEN SPACE AREAS
	EXISTING POND
	GOLF COURSE
	COMMON OPEN SPACE (COS)
	FISHING CREEK LAKE
	AMENITY AREA / COS
	EXISTING AND PROPOSED BIKE PATH - AS NOTED
	COMMUNITY DOCKS

OVERALL AREA SUMMARY	ACREAGE
PHASE 1A - LAKEVIEW	211.3 ACRES
PHASE 1B - THE COTTAGES	71.6 ACRES
BOND AREAS (PHASE 2 BOND) *	374.0 ACRES
GOLF COURSE (OPEN SPACE)	141.5 ACRES
LAKEVIEW & THE COTTAGES OPEN SPACE	115.1 ACRES
AREA A	196.7 ACRES
AREA B	247.5 ACRES
AREA C	501.7 ACRES
AREA D	47.6 ACRES
GRAND TOTAL	1,907.0 ACRES

* NOTE: A PORTION OF THE BOND AREA (PHASE 2 BOND), APPROXIMATELY 92 ACRES, IS PART OF THE RECORDED AREA FOR PHASE 1A, 2, AND 3.

BOND AREA (PH. 2 BOND) SUMMARY	ACREAGE
EXISTING PHASE AREA	304.3 ACRES
AREA A	6.9 ACRES
AREA B	44.7 ACRES
AREA C	18.1 ACRES
AREA D	0.0 ACRES
BOND AREA (PHASE 2 BOND) TOTAL*	374.0 ACRES

* NOTE: THE ORIGINAL BOND AREA (PHASE 2 BOND) PER THE BOND MAP RECORDED IN PLAT BOOK 2007-477 WAS 376.3 ACRES. A PORTION OF THE BOND AREA (APPROXIMATELY 2.3 ACRES) IS LOCATED OUTSIDE THE PROPERTY OWNED BY TRUE HOMES

AREA A (SANCTUARY) SUMMARY	ACREAGE
MEDIUM DENSITY	58.6 ACRES
HIGH DENSITY	83.4 ACRES
OPEN SPACE & MARINA	41.6 ACRES
COMMUNITY CONVENIENCE AREA	9.1 ACRES
LAKE CLUB AREA	4.0 ACRES
GRAND TOTAL - AREA A	196.7 ACRES

AREA B (BRIDLEWOOD) SUMMARY	ACREAGE
OPEN SPACE AREA	68.6 ACRES
MEDIUM DENSITY AREA	143.4 ACRES
HIGH DENSITY AREA	35.5 ACRES
GRAND TOTAL - AREA B	247.5 ACRES

AREA C SUMMARY	ACREAGE
LOW DENSITY	77.5 ACRES
MEDIUM DENSITY	213.5 ACRES
HIGH DENSITY	118.3 ACRES
OPEN SPACE	90.3 ACRES
AMENITY AREA	2.1 ACRES
GRAND TOTAL - AREA C	501.7 ACRES

AREA D SUMMARY	ACREAGE
OPEN SPACE	6.6 ACRES
HIGH DENSITY	34.5 ACRES
COMMERCIAL AND RESIDENTIAL	6.5 ACRES
GRAND TOTAL - AREA D	47.6 ACRES

AREA NOTES

1. TOTAL AREA SHOWN ON THE MASTERPLAN IS +/- 1903 ACRES
2. AREAS SHOWN HEREON ARE APPROXIMATE AND CALCULATED USING INFORMATION FROM PREVIOUS SURVEYS, DEEDS, AND LANCASTER COUNTY GIS. NO BOUNDARY SURVEY PERFORMED FOR THIS MAP
3. POSSIBLE USES FOR THE COMMUNITY CONVENIENCE AREA SHOWN HEREON IN AREA A ARE LIMITED TO THE FOLLOWING: MAINTENANCE FACILITY, GROW IN GARDEN, COMMUNITY CONVENIENCE, VOLUNTEER FIRE STATION AND/OR COMMERCIAL RETAIL CENTER
4. PROPOSED LAND USES IN THE COMMERCIAL AND RESIDENTIAL USE PORTION OF AREA D INCLUDE THE FOLLOWING: COMMERCIAL MARINA, RESTAURANT, STACKED BOAT STORAGE, COMMERCIAL USES, RESIDENTIAL INCLUDING TOWNHOMES OR APARTMENTS
5. NOTE THAT BOND AREAS AND GOLF COURSE AREAS ARE NOT PART OF THE TOTAL AREAS IN THE INDIVIDUAL AREA SUMMARIES.
6. OPEN SPACE AND/OR LANDSCAPE BUFFERS ALONG THE BOUNDARIES BETWEEN LOT DENSITIES OR LAND USES WILL BE REVIEWED AT THE TIME OF PRELIMINARY PLAT APPROVAL FOR EACH AREA.
7. PROPOSED LAND USES IN THE LAKE CLUB AREA INCLUDE THE FOLLOWING: COMMERCIAL MARINA, RESTAURANT, STACKED BOAT STORAGE, COMMERCIAL USES, RESIDENTIAL INCLUDING TOWNHOMES OR APARTMENTS

TOTAL OPEN SPACE INFORMATION AREAS A, B, C, AND D

AREAS	TOTAL ACREAGE	2006 REVISION OS AREA	2006 REVISION PERCENTAGE	2020 UPDATE OS AREA	2020 UPDATE PERCENTAGE	DELTA 2006 vs 2020
A	198.6	29.6	14.9%	41.6	20.9%	+40.3%
B	247.5	70.2	28.4%	68.6	27.7%	-2.3%
C	542.7	143.4	26.4%	133.4	24.6%	-7.0%
D	47.6	6.5	13.7%	6.6	13.9%	+1.5%
TOTAL	1036.4	249.7	24.1%	250.2	24.1%	+0.2%

OPEN SPACE NOTE
1. AREAS FOR THE 2006 REVISION ARE APPROXIMATE AND WERE DETERMINED BY SCALING. THIS CALCULATION WAS MADE USING THE JULY 10, 2006 MAP.
2. OPEN SPACE FROM 2006 THAT IS NOW IN PHASE 2 BOND AREA IS NOT INCLUDED IN THIS CALCULATION.
3. TOTAL ACREAGE FOR EACH AREA DOES NOT INCLUDE PHASE 2 BOND AREA
4. OPEN SPACE AREA FOR AREA A AND C INCLUDES GOLF COURSE AREA.

Surveyor

Providence

Providence Land Group, PLLC
3716 Providence Road South
Waxhaw, North Carolina 28173
704 400 0117
NC Firm #P-0910 ~ SC COA #4356

Client Name

True Homes
2649 Brekonridge Centre Drive
Suite 104
Monroe, NC 28110
704-238-1229

Scale

800' 0' 400' 800'
SCALE: 1" = 800'

Project Name

Edgewater Community
Lancaster County
South Carolina

Sheet Title

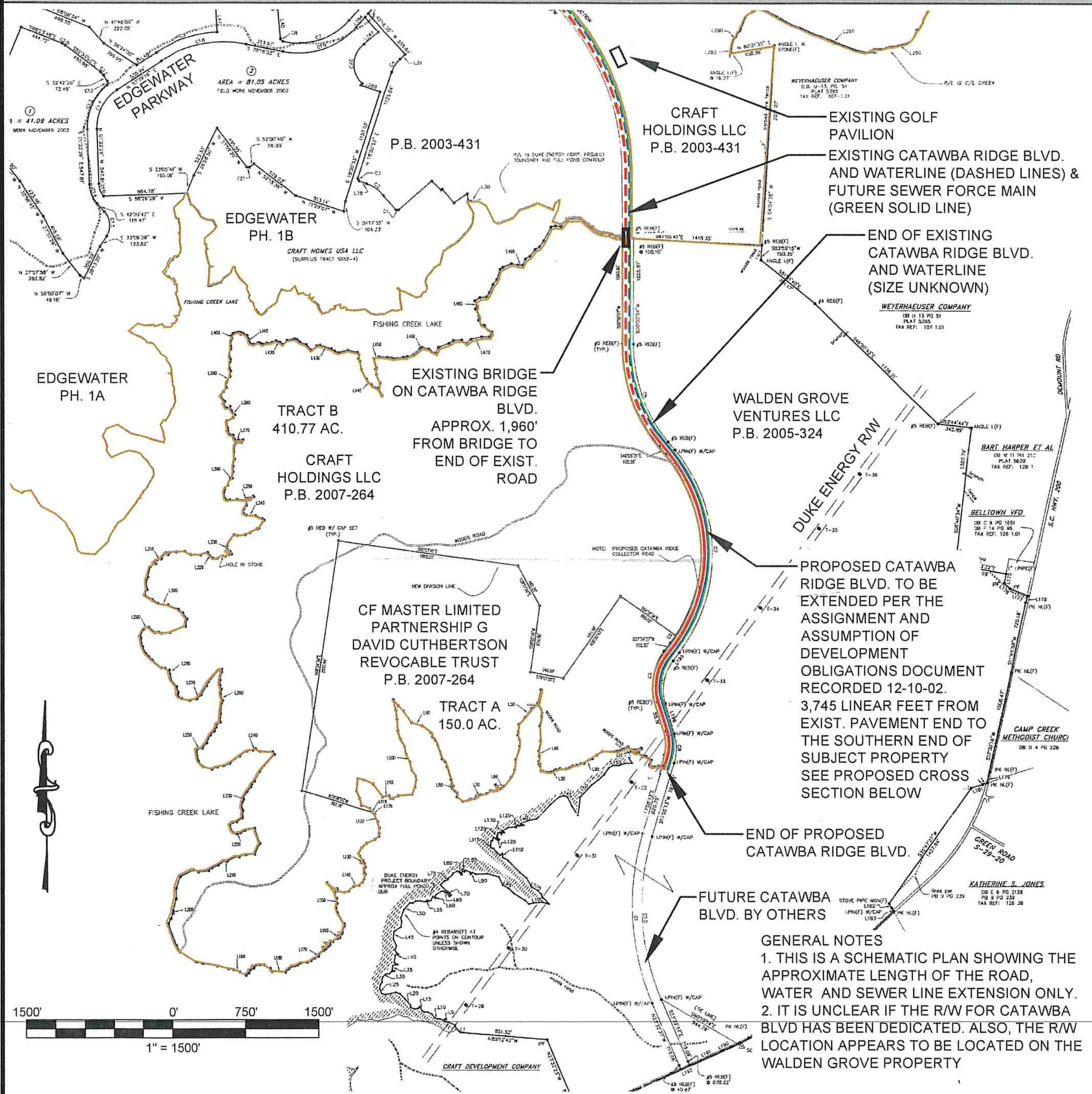
MASTER PLAN UPDATE 2020 OVERALL PDD-2

1-21-21

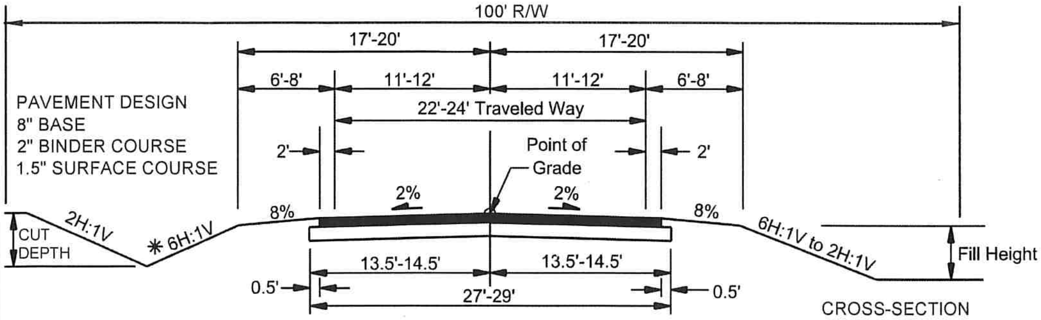
Drawn By	Checked By
Jason C. King	M. Jay Stikeleather
Job Number	Sheet Number
19004	1
Drawing File 19004-Phasing Exhibit.dwg	

Edgewater Catawba Ridge Blvd.
Extension Exhibit

Rev. January 22, 2021



GENERAL NOTES
1. THIS IS A SCHEMATIC PLAN SHOWING THE APPROXIMATE LENGTH OF THE ROAD, WATER AND SEWER LINE EXTENSION ONLY.
2. IT IS UNCLEAR IF THE R/W FOR CATAWBA BLVD HAS BEEN DEDICATED. ALSO, THE R/W LOCATION APPEARS TO BE LOCATED ON THE WALDEN GROVE PROPERTY



CROSS-SECTION NOT TO SCALE

Typical Road Cross Section

ROAD CROSS SECTION TAKEN FROM THE SCDOT ROADWAY DEVELOPMENT MANUAL
"TYPICAL RURAL TWO-LANE COLLECTOR" ~ Figure 15.2-A

WATER AND SEWER NOTES
1. WATER AND SEWER LINE EXTENSIONS SHOWN HEREON WILL BE DESIGNED BY OTHERS AND WILL BE DONE IN ACCORDANCE WITH ALL CURRENT LCWSD STANDARDS FOR GRADING AND UTILITY LINE SEPARATION.
2. WATER AND SEWER TO BE ON ONE SIDE OF THE ROAD.
3. ANY FUTURE UTILITY CROSSING WILL NEED TO BORE UNDER ROAD.

Lancaster County
Planning Department
P. O. Box 1809
Lancaster, SC 29721
803.285.6005
planning@lancastercountysc.net

February 26, 2021

Project Number	20202137
Project Name	Bridlewood at Edgewater-West Parcel
Location	Catawba Ridge Blvd. and Edgew
Stage	Preliminary Plat
Parcel(s)	
Status	Not Approved

Frances Yarbrough
Seamon Whiteside
1111 Metropolitan Ave., Suite 1050
Charlotte, NC   28204

Dear: Frances Yarbrough

We have completed our review of the plan identified above. The comments listed on the attached report must be addressed and revised plans submitted with a response letter.

If the attached comments require changes to the plans, please submit the requisite number of sets, along with a pdf of the plan set on a CD, to the Lancaster County Planning Department.

Once revised plans are received, they will be submitted to staff for review.

Please be aware that plans will not be routed for review without a response letter

Sincerely,

Plan Review Comments

County Engineer - Stephen Blackwelder - 8035482406 — Conditional
sblackwelder@lancastersc.net

Review Comments:

See attached comments.

E911 Address - Sandra Burton - (803) 416-9325 — Approved
sburton@lanc911.com

Review Comments:

1. Road names have been approved and are on hold for Bridlewood at Edgewater. Please review the suffix' used. See section 6.11.3, Road Name Standards, of the UDO for acceptable suffix based on length of the entire road. It appears the suffix for Canter, Monterrico and possibly Antela may need to be changed to acceptable suffix for roads in excess of 1,000 feet.
2. Upon submittal of the Civil Set please forward a CAD file, in a 2010 version, to addresser@lanc911.com and parcelmaps@lancastersc.net
3. Address will be given to the developer upon approval of Civil Set to be placed on the Final Plat for recording. The Final Plat will not be recorded without address point listed on each lot.
4. Upon receipt of a recorded plat in the Addresser office the address' will then be issued to allow for permitting.
5. Please advise if developer will be placing the street signs or if an application is needed for Public Works to make the street signs.

Fire Marshal - John Magette - 8032838888 — Approved
jmagette@lancastersc.net

Review Comments:

1. During phasing reminder that approved turnarounds will need to be in place for dead end fire apparatus access roads longer than 150 feet.
2. Reminder that the road must be widened to 26 feet at fire hydrants not at cul-de-sacs or intersections.

LC Water & Sewer District - James Hawthorne - (803) 285-6919 — Not Approved
james.hawthorne@lcwasd.org

Review Comments:

Sewer pump station lot (portion to be deeded to LCWSD) will need to be at least a 100'x100' lot. The 100'x100' lot shall not be located within the flood plain.
A vacuum truck turnaround needs to be shown on the preliminary plat, allowing for a 65' turning radius for the turnaround. This may require the entire pump station lot area to be increased/modified as necessary.

Planning - Ashley Davis - 803-416-9433 — Not Approved
adavis@lancastersc.net

Review Comments:

- Please include some form of increased buffer or setback on lots 1-3 and 144-162.
- Relocate easements off of buildable lot area in lots 6-21 and 144-154.
- Assuming a 40'x70' is a common building type how do you intend to fit these on 50' wide lots with a minimum side setback of 7.5', How many lots in this plan could the 40'x70' actually be built on?
- On future plans please show how the houses will be situated on each lot to guarantee these lots are feasible.

-Will these homes have garages? Each driveway will need to account for enough spacing for at least 2 cars.
-Add a road detail which shows the sidewalks on each side of the road.
-Move preliminary plat notes, zoning information, and acreage calculations to a sheet towards the front of the submittal (Page 1,2, or 3)
-Add note referencing the TIA to be submitted with the Preliminary Plat of Bridlewood East.

- Provide either a note or show buffering on the rear side of lots 26-34 backing up to the amenity area.

LC School District - Jonathan Phipps - (803) 286-6972 **No Review Done**
Jonathan.Phipps@lcsdmail.net

Review Comments:

SCDOT - David Gamble - (803) 385-4280 **Conditional**
GambleDD@scdot.org

Review Comments:

Provide a TIA to SCDOT for review.
The southern access needs to be moved north to align with the driveway across the street.
This review is a general access location review only and does not include required driveway widths, radius returns, pavement design or any other details. A full review for compliance with the SCDOT ARMS manual will be conducted when the SCDOT permit is applied for.

Development review

Project:	Bridlewood at Edgewater Preliminary Plat
Engineer/Architect:	Seamon Whiteside and Associates
Review date:	2/25/2021
Review by:	T. Scott Edgar, P.E. CFM, Lancaster County Stephen Blackwelder, Environmental Compliance Manager, Lancaster County

General Comments:

1. The Preliminary nature of these plans does not provide adequate detail to formally comment, but the following are general items of note from the information given.
2. This project in the SC DHEC jurisdiction-
3. While the Turnaround at the end of Monterrico Way is deemed to be temporary on these plans, it must be constructed as permanent. We have gotten burned by the "future development" being years behind the first one or even not being constructed at all. This becomes a poorly maintained gravel turnaround in a "permanent" application.
4. Future Amenity- the pool filter backwash water and water from occasional pool draining will need to be directed to the sanitary sewer system and not the storm sewer system.
5. We like the design of the two entrances better than the previous plan.

The Lancaster News

701 North White Street
PO Box 640
Lancaster, SC 29721
803-283-1133

PUBLIC HEARING NOTICE

For the purpose of obtaining oral and written comments from the public regarding the following matters, the Lancaster County Planning Commission will conduct a public hearing on Tuesday, March 16, 2021. Lancaster County Council will conduct a public hearing on Monday, April 12, 2021. Both hearings will take place at 6:00 PM at the Lancaster County Administrative Building located at 101 N. Main Street, Lancaster, SC.

1. RZ-2021-0289: Application by Michael and Ashley Green to rezone one acre of land located at 2343 Flat Creek Road (TM #0080-00-041.01) from Low Density Residential (LDR) to Rural Neighborhood (RN). The intention is to locate a mobile home on the property.
2. RZ-2021-0114: Application by Matthew Ellis to rezone approximately 1.766 acres located at 6815 Shiloh Unity Road (Portion of TM# 0054-00-029.04) from Rural Business (RUB) to Rural Residential (RR) District. The intention is to open a wedding venue. Companion case to RZ-2021-0261.
3. RZ-2021-0261: Application by Matthew Ellis to rezone approximately 2.168 acres located at Old Camden Monroe Highway (Portion of TM# 0054-00-029.05) from Rural Residential (RR) to Rural Business (RUB) District. The intention is to open a wedding venue.
4. SD-2020-2137: Application by Craft Holdings LLC for a major preliminary plat consisting of 181 single-family detached lots on approximately 77.99 acres. The property to be developed is located on the east side of Catawba Ridge Blvd. and is identified as TM # 0106-00-003.02. The property is zoned PDD.

For the purpose of obtaining oral and written comments from the public regarding the following matters, the Lancaster County Planning Commission will conduct a public hearing on Tuesday, March 16, 2021 at 6:00 pm for the following matter. Lancaster County Council will conduct a public hearing at a special meeting of County Council on Wednesday, March 17, 2021 at 12:00 pm. Both hearings will take place at the Lancaster County Administrative Building located at 101 N. Main Street, Lancaster, SC.

1. UDO-TA-2021-0383: Application by Lancaster County to amend Unified Development Ordinance Section 2.4, Development Standards, to modify Minimum Lot Size and Minimum Development Size for the Institutional (INS) district.

Copies of the documents to be considered are available for public inspection in the office of the Lancaster County Planning Department located at 101 North Main Street, Lancaster, South Carolina. Persons requiring special arrangements due to handicap please call (803) 285-6005 at least 24 hours in advance.

Public comments may be made in person at the hearing or submitted in written format to be provided to County Council at the public hearing. Comments made in person or in writing should be limited to three (3) minutes in duration if read aloud. Written comments may be submitted either by online submission by selecting the "public hearing comments" quick link located on the county website (https://www.mylancastersc.org/), email to SSimpson@lancastersc.net, or by mail addressed to Clerk to Council at 101 N. Main Street, Lancaster, SC 29720 with the Ordinance number or other appropriate identifier clearly referenced in the communication. At the public hearing and any adjournment of it, all interested persons may be heard

T… Notice was published in The Lancaster
N… 28, 2021.

…nita G Gu…

…otary Public of South Carolina

M…
J…

Agenda Item Summary

Ordinance # / Resolution #: RZ-2021-0114 Matthew Ellis
Contact Person / Sponsor: Katie See/Senior Planner
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
The proposed rezoning of a portion of TM# 0054-00-029.04 from Rural Business (RUB) to Rural Residential (RR) District is generally compatible with the surrounding area and consistent with UDO Section 2.3.

Points to Consider:
Companion case to RZ-2021-0261. Intent is to open wedding venue.

Recommendation:
Staff recommends approval of the request to rezone to Rural Residential (RR).

ATTACHMENTS:

Description	Upload Date	Type
Staff Report	3/9/2021	Planning Staff Report
Location Map	3/9/2021	Exhibit
Proposed Plat	3/9/2021	Exhibit

PROPOSAL:	Request to rezone a portion of TM # 0054-00-029.04 and a portion of TM # 0054-00-029.05 with the intention of opening a wedding venue
PROPERTY LOCATION:	6815 Shiloh Unity Road (TM # 0054-00-029.04); Old Camden Monroe Highway (TM # 0054-00-029.05)
CURRENT ZONING DISTRICT:	Rural Business (RUB) District RZ-2021-0114 Rural Residential (RR) District RZ-2021-0261
PROPOSED ZONING DISTRICT:	Rural Residential (RR) District RZ-2021-0114 Rural Business (RUB) District RZ-2021-0261
APPLICANT:	Matthew Ellis
COUNCIL DISTRICT:	District 3, Billy Mosteller

OVERVIEW:

Proposal

Pursuant to Chapter 5.6.2 of the UDO, Event Venue/Banquet Halls require a minimum lot size of 5 acres. Accordingly, in order for the applicant to be able to establish such a business on the subject property, a recombination of these two existing parcels is necessary, and the recombination cannot occur without rezoning portions of both parcels. The request consists of two rezoning applications: RZ-2021-0114 and RZ-2021-0261, which are summarized below:

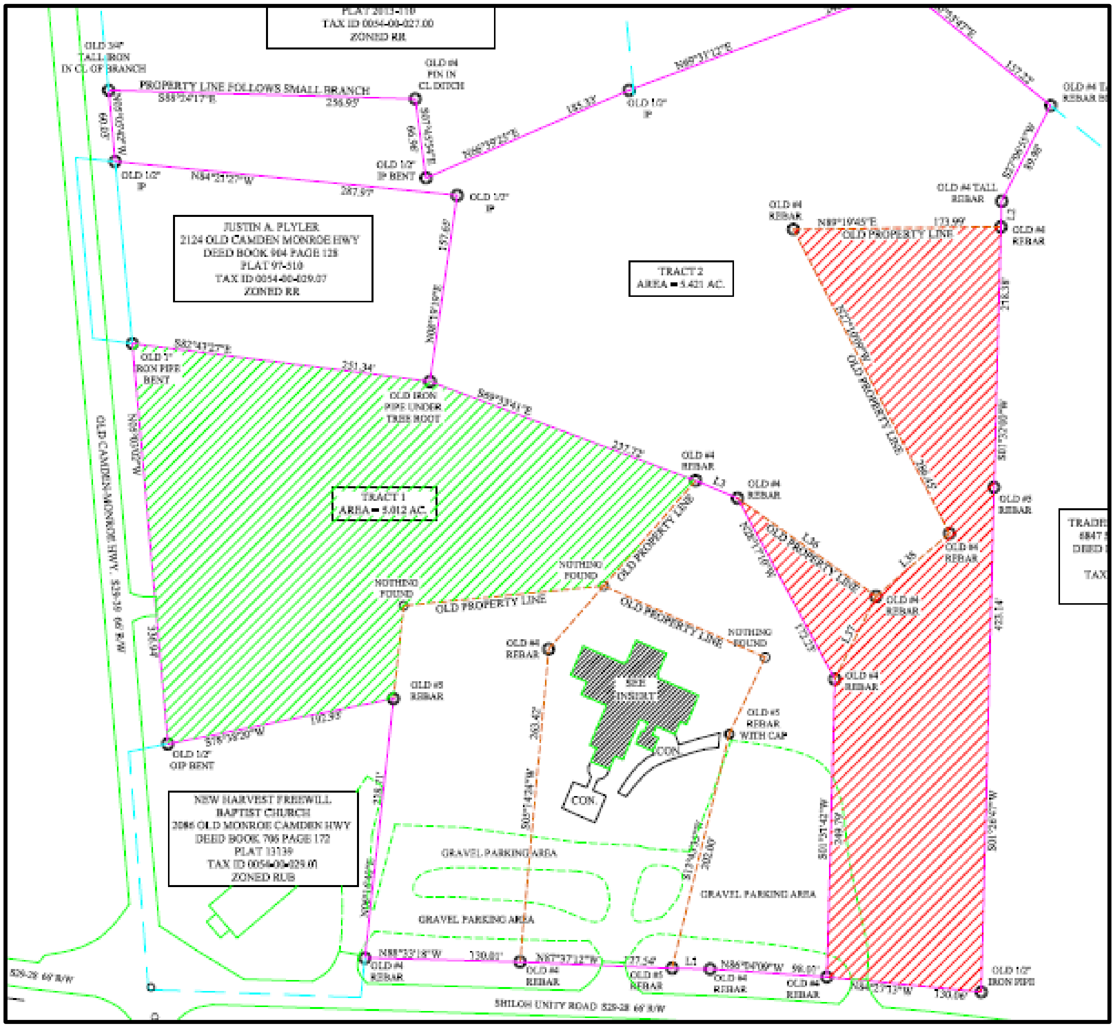
1) RZ-2021-0114: Request to rezone approximately 1.766 acres located at 6815 Shiloh Unity Road (portion of TM# 0054-00-029.04) from Rural Business (RUB) to Rural Residential (RR) District; and

2) RZ-2021-0261: Request to rezone approximately 2.168 acres located at Old Camden Monroe Highway (portion of TM# 0054-00-029.05) from Rural Residential (RR) to Rural Business (RUB) District.

Should the rezoning requests be approved, the applicant would proceed with permitting through the Zoning and Building Departments.

See Proposed Plat below (and attached) which illustrates the portion to be rezoned from RUB to RR (red hatch) and the portion to be rezoned from RR to RUB (green hatch).

Proposed Plat



Site Information

The parcel fronting Shiloh Unity Road is improved with an existing commercial building which was most recently used as a restaurant. The parcel fronting Old Camden Monroe Highway is vacant.

Summary of Adjacent Zoning and Uses

The properties are surrounded predominantly by RR, RUB and INS zoned properties.

Adjacent Property	Jurisdiction	Zoning District	Use
North	Lancaster County	RR	Vacant; Manufactured Home
South	Lancaster County	RR	Single-Family Residential
East	Lancaster County	RR	Vacant; Manufactured Home
West	Lancaster County	RUB; INS; RR	New Harvest Free Will Church; Single-Family Residential; Community Center; Fire Department

ANALYSIS & FINDINGS:

Zoning Districts
As previously noted, the subject properties are currently zoned RR and RUB Districts.

Pursuant to UDO Chapter 2.3, the existing zoning district of Rural Business (RUB) for RZ-2021-0114 and the requested RUB zoning district for RZ-2021-0261 *is established for rural crossroads that represent the small nodes of commercial activity along rural highways. This district will accommodate small-scale businesses, such as gas stations, convenience stores, or restaurants, and serve some daily needs of the surrounding rural population*.

The existing zoning district of Rural Residential (RR) for RZ-2021-0261 and the requested RR zoning district for RZ-2021-0114 *is established as a district where the principal use of the land is for large rural living tracts of property with an abundance of open space, agricultural lands, and a high degree of separation between buildings*.

Compatibility with Surrounding Area
As noted previously, the subject properties are predominately surrounded by the RR, RUB and INS Districts. This area can be characterized by single-family homes and manufactured homes on lots of varying sizes, vacant/wooded parcels, a church, community center and the Tradesville Fire Department. Staff finds that the proposed rezoning of a portion of TM# 0054-00-029.04 from Rural Business (RUB) to Rural Residential (RR) District and a portion of TM# 0054-00-029.05 from Rural Residential (RR) to Rural Business (RUB) District is generally compatible with the surrounding area and consistent with UDO Section 2.3.

The applicant must still seek approval of the intended wedding venue use from the Zoning and Building Departments in accordance with the UDO and Building Code. This use is listed as *Permitted with Review by staff* in accordance with Section 5.6.2, Event Venue/Banquet Hall, of the UDO.

RELATIONSHIP TO PUBLIC PLANS

Lancaster County Comprehensive Plan Consistency
The Future Land Use Category of the subject properties is Rural Living, which corresponds to the Community Type of Rural Living. The adopted Comprehensive Plan states that the Rural Living Community Type "*includes a variety of residential types, from farmhouses, to large acreage rural family dwellings, to ecologically-minded "conservation subdivisions" whose aim is to preserve open landscape, and traditional buildings, often with a mixture of residential and commercial uses that populate crossroads in countryside locations*." The Comprehensive Plan further establishes several possible land use considerations representing typical development in this category which are depicted in the table below.

The Rural Living Future Land Use Category is the largest future land use category in Lancaster County. Generally, it encompasses most of the southern portion of the County, with the exception of the City of Lancaster, towns of Heath Springs and Kershaw (Urban Land Use), and the area around the City of Lancaster (Transitional Land Use).

The requested RR and RUB districts are consistent with the Rural Living Future Land Use category.

Rural Living: Land Use Considerations		
Cultivated Farmland	Woodlands/Timber Harvesting	Livestock/Arable
Natural Area	Single-Family Detached Home	Smaller-Lot Single Family and Townhomes
Mobile Home	Barns/Storage	Light Industrial (ancillary to farming)
Church	Gas Station	Convenience Store/Hardware Store/Restaurant

INFRASTRUCTURE CONSIDERATIONS

Transportation
No Traffic Impact Analysis (TIA) or traffic improvements are required for this rezoning request. There are no SCDOT traffic counts available for the roads surrounding the subject parcels.

Public Utilities
Public water is available near the subject parcels. Sewer is not available; parcels require septic tanks.

Public Schools
There will be no impact on schools from the intended wedding venue.

PHOTOS OF PROJECT AREA:

Looking east along Shiloh Unity Road

Looking north across Shiloh Unity Road from subject parcel

Looking east along Shiloh Unity Road

Looking west along Shiloh Unity Road

Looking north along Old Camden Monroe Highway

Looking south along Old Camden Monroe Highway

Looking at subject parcel from Old Camden Monroe Highway

Looking west across Old Camden Monroe Highway from subject parcel

STAFF RECOMMENDATION:

Separate motions will need to be made for each rezoning application.

Staff recommends **approval** of the two requests to rezone as follows:

1. RZ-2021-0114: Request to rezone approximately 1.766 acres located at 6815 Shiloh Unity Road (Portion of TM# 0054-00-029.04) from Rural Business (RUB) to Rural Residential (RR) District; and
2. RZ-2021-0261: Request to rezone approximately 2.168 acres located at Old Camden Monroe Highway (Portion of TM# 0054-00-029.05) from Rural Residential (RR) to Rural Business (RUB) District.

Pursuant to the following findings of fact for RZ-2021-0114 and RZ-2021-0261:

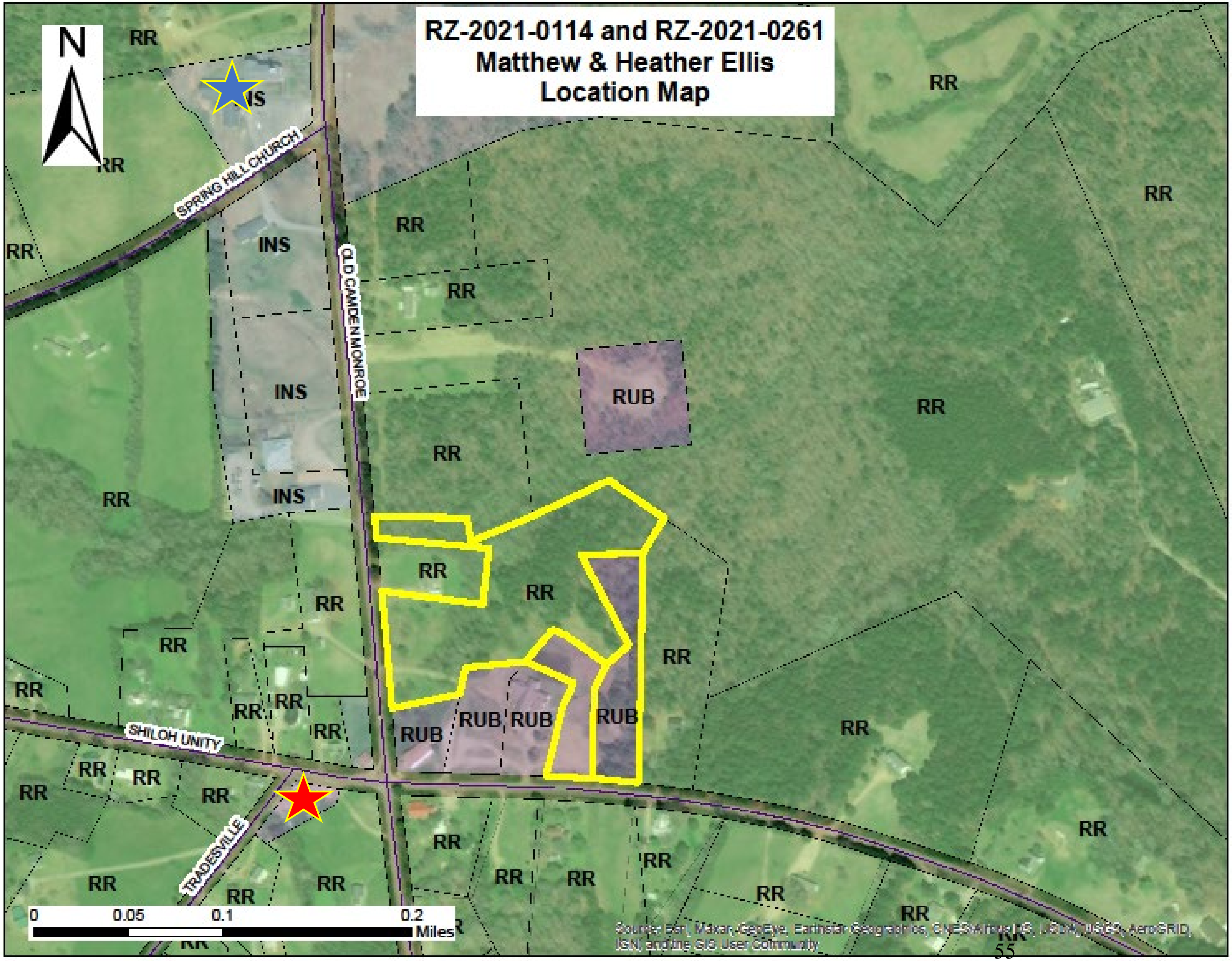
1. That the subject requests consist of the following parcels: a portion of TM# 0054-00-029.04 and a portion of TM# 0054-00-029.05;
2. That the subject properties are currently zoned RR and RUB District and proposed to be rezoned to RUB District and RR District, respectively;
3. That the subject properties each have a Future Land Use designation of Rural Living, and a Community Type of Rural Living; and
4. That the proposed RUB and RR Districts are generally consistent with the surrounding area which is comprised of RR, RUB and INS Districts.

ATTACHMENTS:

1. Rezoning Application
2. Location Map/ Zoning Map
3. Proposed Plat

STAFF CONTACT:

Katie See, AICP, Senior Planner
ksee@lancastersc.net | 803-416-9395



Lancaster County
South Carolina

Proposal:

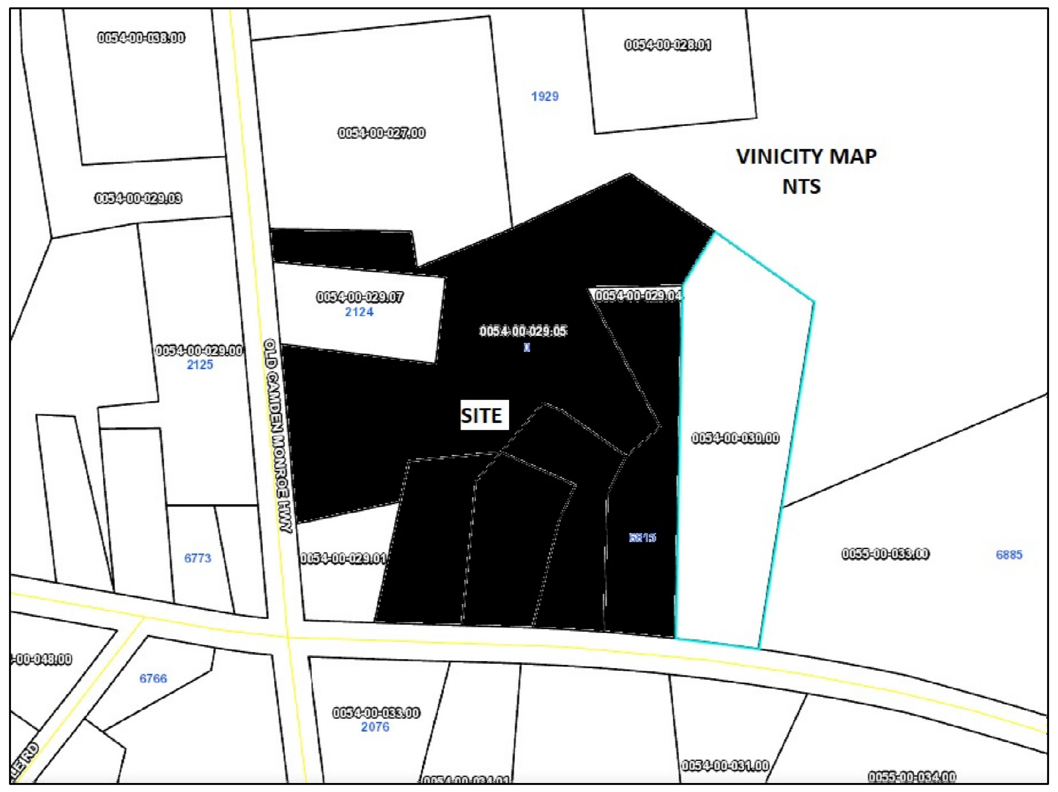
- Rezone a portion of TM #0054-00-029.05 from RUB to RR
- Rezone a portion TM # 0054-00-029.04 from RR to RUB

Legend:

Subject Properties

Spring Hill Baptist Church

Tradesville Grocery



THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, RIGHT OF WAYS AND RESTRICTIVE COVENANTS OF RECORD.

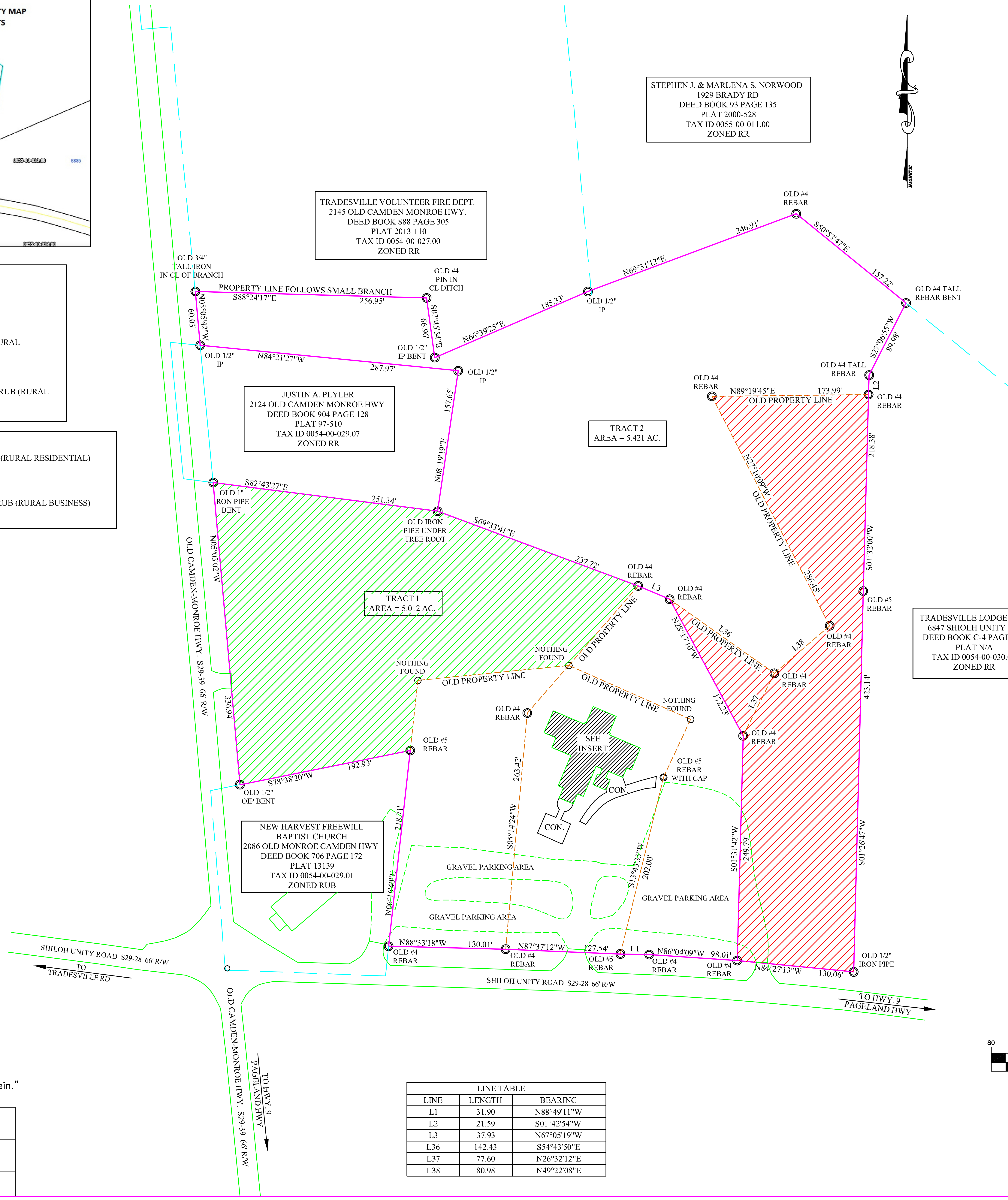
THIS PLAT IS TAKEN TWO EXISTING PARCELS AND RECONFIGURING THEM INTO TWO NEW PARCELS.

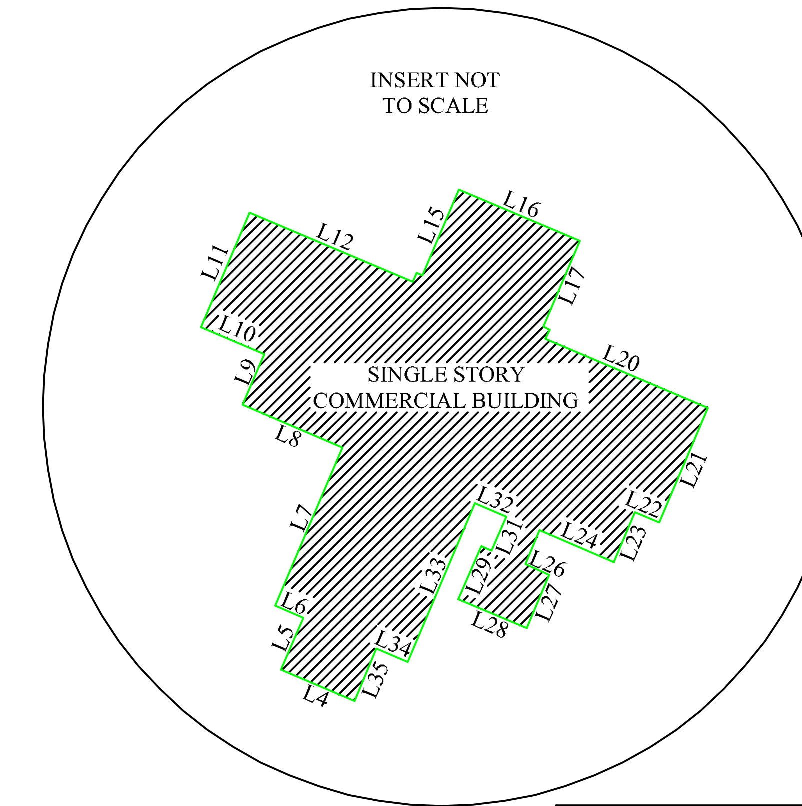
TRACT 1 HAS A TOTAL OF 5.012 AC.
IT HAS 2.844 AC. ZONED RUB (RURAL BUSINESS) AND 2.168 ZONED RR (RURAL RESIDENTIAL)
THE 2.168 AC. NEED TO BE REZONED TO RUB (RURAL BUSINESS)

TRACT 2 HAS A TOTAL OF 5.421 AC.
IT HAS 3.655 AC. ZONED RR (RURAL RESIDENTIAL) AND 1.766 AC. ZONED RUB (RURAL BUSINESS)
THE 1.766 AC. NEED TO REZONED TO RR (RURAL RESIDENTIAL)

= AREA TO BE REZONED FROM RUB (RURAL BUSINESS) TO RR (RURAL RESIDENTIAL)

= AREA TO BE REZONED FROM RR (RURAL RESIDENTIAL) TO RUB (RURAL BUSINESS)





BUILDING TABLE	
LINE	LENGTH
L4	16.86
L5	12.00
L6	6.44
L7	36.40
L8	23.00
L9	11.70
L10	14.50
L11	26.30
L12	37.45
L13	2.10
L14	1.40
L15	19.73
L16	27.78
L17	19.73
L18	1.40
L19	2.10
L20	37.32
L21	26.35
L22	5.50
L23	11.45
L24	17.10
L25	7.85
L26	5.55
L27	12.30
L28	15.65
L29	12.20
L30	2.45
L31	7.85
L32	7.20
L33	36.50
L34	7.10
L35	12.00

LINE TABLE		
LINE	LENGTH	BEARING
L1	31.90	N88°49'11"W
L2	21.59	S01°42'54"W
L3	37.93	N67°05'19"W
L36	142.43	S54°43'50"E
L37	77.60	N26°32'12"E
L38	80.98	N49°22'08"E

NOTE: This lot does not lie within any designated flood area and there are no encroachments or projections other than as shown on this plat.

"I hereby state to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class "B" survey as specified therein."

DRAWN BY: RKB	DATE: 01/05/2021
CHECKED BY: JCC	TAX PARCELS 0054-00-029.04 & 0054-00-029.05
JOB NO.: 20-11-13	SHEET 1 OF 1

Plat Of Property Of
MATTHEW S. & HEATHER G. ELLIS
Located At
6815 Shiloh Unity Rd
Tradesville Community
Lancaster, South Carolina
Lancaster County

Scale 1" = 80'   Date 01/05/2021

GRAPHIC SCALE

80 0 40 80 160 320

(IN FEET)
1 inch = 80 ft.

Survey By: J. C. Crumpler
S.C. Reg. No. 6574
207 Chesterfield Avenue
Lancaster, South Carolina
1-803-283-9818
Email: iseleyseuveying@gmail.com

Agenda Item Summary

Ordinance # / Resolution #: RZ-2021-0261 Matthew Ellis
Contact Person / Sponsor: Katie See/Senior Planner
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:

See Staff Report & attachments for Companion Case RZ-2021-0114.

The proposed rezoning of a portion of TM# 0054-00-029.05 from Rural Residential (RR) to Rural Business (RUB) District is generally compatible with the surrounding area and consistent with UDO Section 2.3.

Points to Consider:

Companion case to RZ-2021-0114. Intent is to open wedding venue.

Recommendation:

Staff recommends approval of the request to rezone to Rural Business District (RUB).

Agenda Item Summary

Ordinance # / Resolution #: RZ-2021-0289 Michael & Ashley Green
Contact Person / Sponsor: Katie See/Senior Planner
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
Request to rezone one acre of land located at 2343 Flat Creek Road (TM #0080-00-041.01) from Low Density Residential (LDR) to Rural Neighborhood (RN). Intent is to install manufactured home on lot.

Points to Consider:
The the subject property is predominately surrounded by the LDR, GB and RN Districts. The RN District is intended to promote rural living and maintain low density residential uses. This area is characterized by single-family homes (predominately stick built) on lots of varying sizes, as well as a Dollar General, tire shop (adjacent to subject property), and church.

Recommendation:
Staff recommends approval of the request to rezone to Rural Neighborhood (RN) District.

ATTACHMENTS:

Description	Upload Date	Type
Staff Report	3/9/2021	Planning Staff Report
Green Location Map	2/25/2021	Exhibit

PROPOSAL:	Request to rezone one acre of property
PROPERTY LOCATION:	2343 Flat Creek Road (TM# 0080-00-041.01)
CURRENT ZONING DISTRICT:	Low Density Residential (LDR) District
PROPOSED ZONING DISTRICT:	Rural Neighborhood (RN) District
APPLICANT:	Michael & Ashley Green
COUNCIL DISTRICT:	District 3, Billy Mosteller

OVERVIEW:

Proposal
The applicant has requested to rezone a parcel one (1) acre in size. The intent is to place a mobile home on the parcel.

Site Information
The parcel proposed to be rezoned is currently vacant. Access will be provided to the property via a 25' easement across 2347 Flat Creek Road, which is the property in front of the subject property.

Summary of Adjacent Zoning and Uses
The properties are surrounded predominantly by LDR, GB and RN zoned properties.

Adjacent Property	Jurisdiction	Zoning District	Use
North	Lancaster County	RN	Vacant/Agricultural
South	Lancaster County	LDR	Single-Family Residential
East	Lancaster County	LDR	Single-Family Residential
West	Lancaster County	GB	Tire Shop

ANALYSIS & FINDINGS:

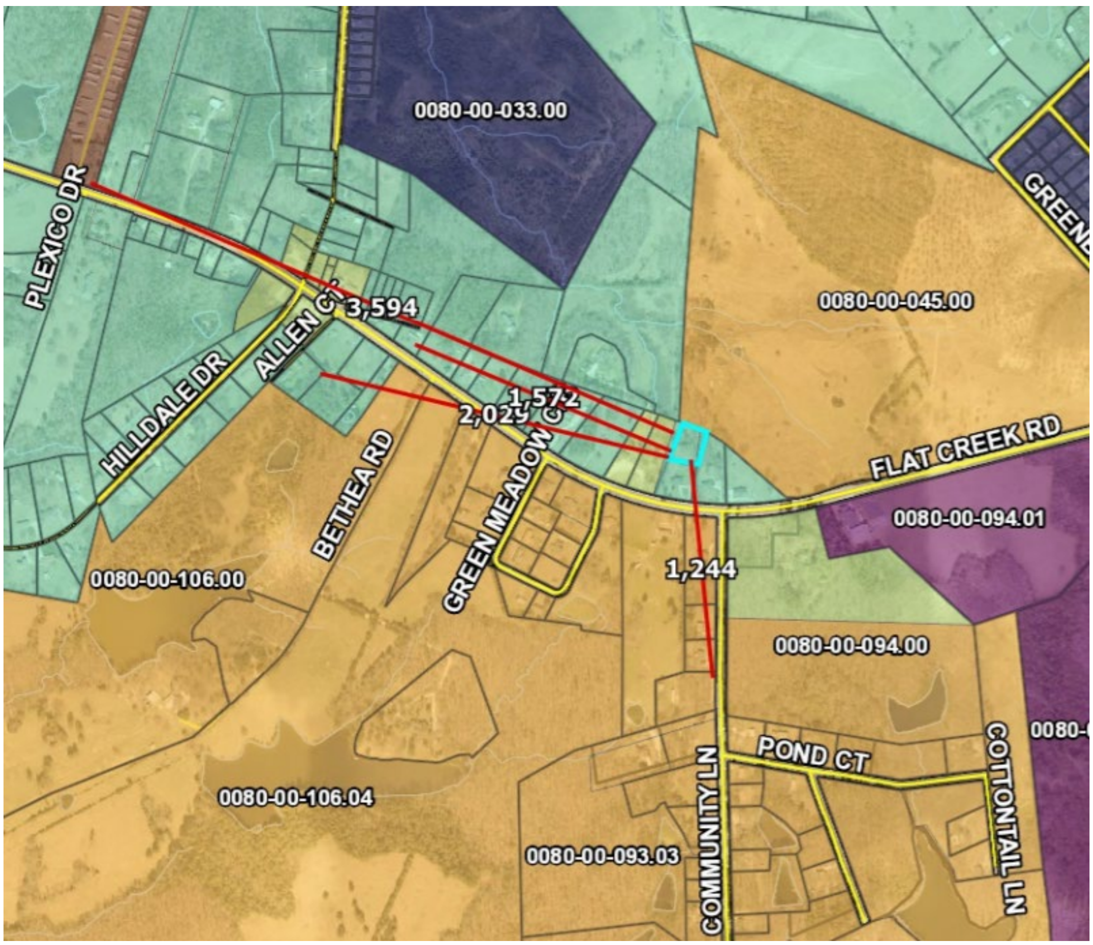
Zoning Districts
As previously noted, the subject property is currently zoned LDR District. Pursuant to UDO Chapter 2.3, the LDR District *is established to maintain previously developed or approved single-family residential subdivisions and their related recreational, religious, and educational facilities at a density of 1.5 dwelling units per acre. Intended to act as a transitional zoning district between rural living and urban development, these regulations are further intended to discourage any use which would be detrimental to the predominately residential nature of the areas included within the district.*

Requested RN
UDO Chapter 2.3 describes the requested RN District *as established to protect the residential character of communities and neighborhoods in the rural area at a density of 1.0 dwelling unit per acre. The district is intended to promote rural living, protect farmland, and to maintain the low density residential.*

Compatibility with Surrounding Area
As noted previously, the subject property is predominately surrounded by the LDR, GB and RN Districts. The RN District is intended to promote rural living and maintain low density residential uses. This area is characterized by single-family homes (predominately stick built) on lots of varying sizes, as well as a Dollar General, tire shop (adjacent to subject property), and church.

Distance to Mobile Homes in Area

At least three manufactured homes and one manufactured home park are located less than three quarters (0.75) of a mile from subject property. Manufactured homes are located within 1,244'; 1,572'; and 2,029' of the subject property, while a manufactured home park is located within 3,594' (0.75) of the subject property.



Staff finds that the proposed rezoning of the property to RN District is generally compatible with the surrounding area and consistent with UDO Section 2.3.

RELATIONSHIP TO PUBLIC PLANS

Lancaster County Comprehensive Plan Consistency
The Future Land Use Category of the subject properties is Transitional, which corresponds to the Community Type of Suburban Single-Family Neighborhood. The adopted Comprehensive Plan states that

the Suburban Single-Family Neighborhood Community Type "*is formed as subdivisions or communities, with a relatively uniform housing type and density throughout. They may support a variety of single-family detached residential types, from mobile homes to large lot, low-density single-family homes to denser formats of smaller single-family homes. Homes are oriented interior to the neighborhood and typically buffered from surrounding development by transitional uses or landscaped areas. Suburban single-family neighborhoods are often found in close proximity to suburban commercial, office, and industrial centers, and help provide the consumers needed to support these centers*." The Comprehensive Plan further establishes several possible land use considerations representing typical development in this category which are depicted in the table below.

The Transitional Future Land Use Category begins with the Roselyn subdivision near Waxhaw Village Road and extends south to Arrowood Road. The Transitional Future Land Use Category and Suburban Single-Family Neighborhood Community Type are, by default, intended to be compatible with the existing suburban character of the area. It serves as the transition future land use designation between the City of Lancaster (Urban) and the majority of Lancaster County (Rural Living).

The requested RN district is consistent with the Transitional Future Land Use category.

Transitional: Land Use Considerations		
Mobile/Modular Homes	Single-Family Detached Home	Single-Family Attached Home (Townhome/Duplex)
Church	School	Community Park
Community Center/Pool & Recreational Amenities	Natural Area	

INFRASTRUCTURE CONSIDERATIONS

Transportation
There are no issues with traffic generated from this request.

The subject parcel is located north of Flat Creek Road, which is maintained by SCDOT. Both roads are maintained by SCDOT. Traffic volumes on Flat Creek Road are shown below:

STREET	**VEHICLES PER DAY**		
	2019	**2016**	**2013**
Community Lane to Rocky River Road	7,800	8,300	6,900
S. Market Street to Community Lane	11,700	12,400	11,100
Source: SCDOT Traffic Counts 2009-2019			

Public Utilities

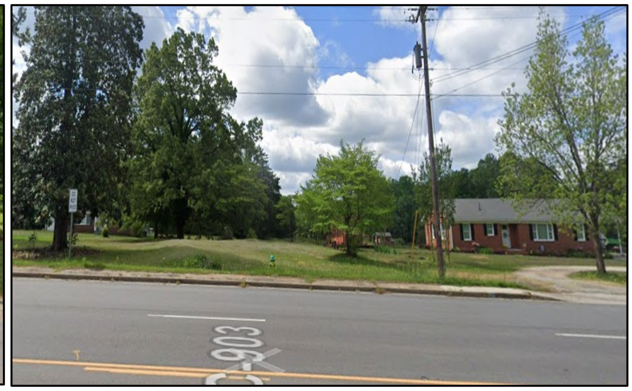
Public water is available to this site. A septic tank would be required.

Public Schools

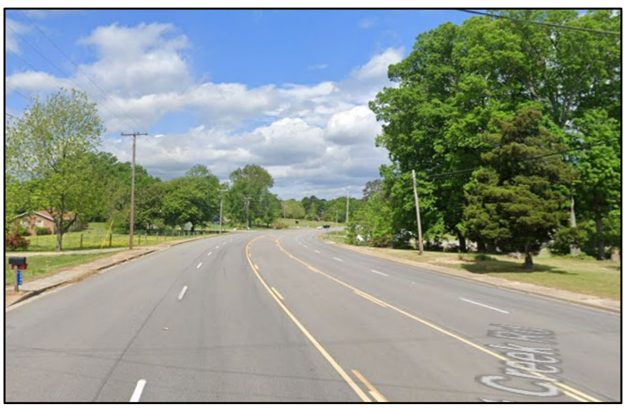
There are no capacity concerns for the schools within this area.

PHOTOS OF PROJECT AREA:

Looking toward subject property which is located behind brick house



Looking south across Flat Creek Road



Looking west along Flat Creek Road

Looking east along Flat Creek Road

STAFF RECOMMENDATION:

Staff recommends **approval** of the request to rezone one (1) acre (TM # 0080-00-041.01) from Low Density Residential (LDR) District to Rural Neighborhood (RN) District, pursuant to the following findings of fact:

1. That the subject project consists of the following parcel: TM# 0080-00-041.01;
2. That the subject property is currently zoned LDR District and proposed to be rezoned RN District;
3. That the subject property has a Future Land Use designation of Transitional, and a Community Type of Suburban Single-Family Neighborhood; and
4. That the proposed RN District is generally consistent with the surrounding area which is comprised of LDR, GB and RN Districts.

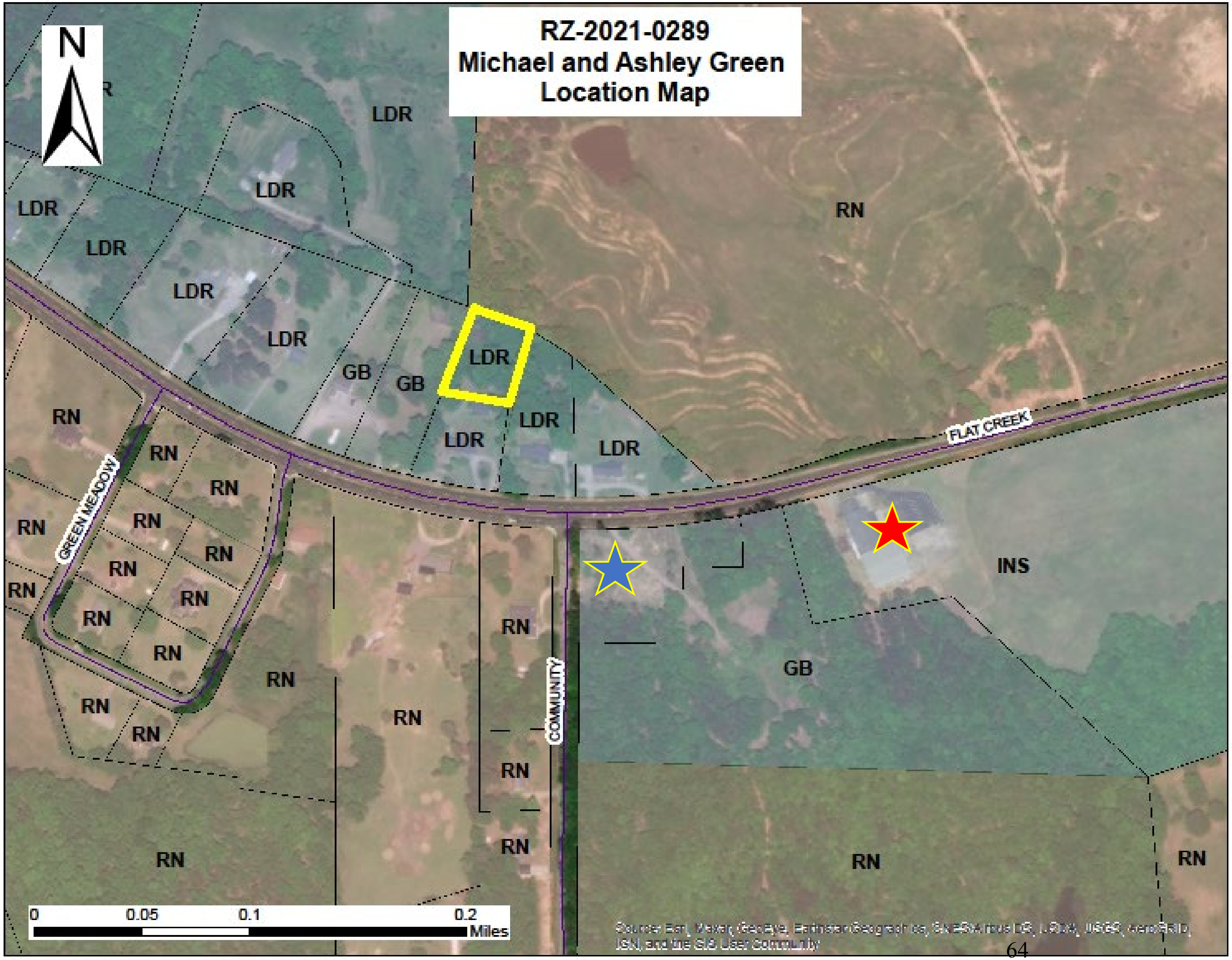
ATTACHMENTS:

1. Rezoning Application
2. Location Map/ Zoning Map

STAFF CONTACT:

Katie See, AICP, Senior Planner
ksee@lancastersc.net | 803-416-9395

Lancaster County
South Carolina



Proposal:
Rezone property from LDR to RN.

Legend:

Subject Property

Dollar General

Destiny Bible Church

Agenda Item Summary

Ordinance # / Resolution #: UDO-TA-2021-0383
Contact Person / Sponsor: Ashley Davis
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
Lancaster County proposes to amend Chapter 2 of the Unified Development Ordinance (UDO) to decrease the minimum lot size and development area for the Institutional (INS) District.

Points to Consider:
The proposed text amendment would decrease the Minimum Lot Size and Development Area from 1.5 acres to 10,000 Square Feet.
The following section of the UDO is proposed to be amended:
Section 2.4, Development Standards: Amend to decrease the Minimum Lot Size and Development Area from 1.5 acres to 10,000 Square Feet

Recommendation:
Staff recommends approval of this amendment.

ATTACHMENTS:

Description	Upload Date	Type
Planning Staff Report	3/9/2021	Planning Staff Report
Exhibit 1: Application	3/9/2021	Exhibit
Exhibit 2: Proposed Change	3/3/2021	Exhibit

PROPOSAL:	Amend Unified Development Ordinance Section 2.4, Development Standards, to decrease the minimum lot size and development area for the Institutional (INS) District.
APPLICABLE CHAPTER(S):	Chapter 2
APPLICANT:	Lancaster County

PROJECT SUMMARY & PROPOSAL:
Lancaster County proposes to amend Chapter 2 of the Unified Development Ordinance (UDO) to decrease the minimum lot size and development area for the Institutional (INS) District.

OUTLINE OF TEXT AMENDMENT:
The proposed text amendment would decrease the Minimum Lot Size and Development Area from 1.5 acres to 10,000 Square Feet.

The following section of the UDO is proposed to be amended:

> *Section 2.4, Development Standards*: Amend to decrease the Minimum Lot Size and Development Area from 1.5 acres to 10,000 Square Feet.

Based on staff's findings, we offer the modifications attached to the Draft Ordinance for the Commission's consideration. For ease of reference, new text is referenced in red/<u>underlined</u> font and deletions are referenced in ~~strikethrough~~ font. The proposed language is found in Attachment 1.

FINDINGS AND CONCLUSIONS:
The proposed text amendment has been found to be consistent with the applicable provisions of the Comprehensive Plan as required by UDO Section 9.2.15.B.3, as well as with the applicable provisions of SC Code Title VI. The proposed text amendment would expand upon the sites which may be considered for institutional uses.

STAFF RECOMMENDATION:
Staff recommends approval of the proposed text amendment.

ATTACHMENTS:
1. Application
2. Proposed Text Amendment

STAFF CONTACT:
Ashley Davis, Planner
adavis@lancastersc.net

Lancaster County
South Carolina

Planning Department
P.O. Box 1809, 101 N. Main Street, Lancaster, SC 29721
Phone: 803.285.6005, planning@lancastercountysc.net
www.mylancastersc.org

TEXT AMENDMENT APPLICATION

SUBMITTAL REQUIREMENTS

- Completed Application
- Signatures of Applicant
- Fees associated with Application

GENERAL INFORMATION

UDO Section(s) Proposed to be Amended UDO Chapter 2.4 Development Standards

Current Text Minimum Lot Size and Development Area in the INS district listed as 1.5 acres.

Proposed Text Decrease the minimum lot size and development area required in this district.

Description of Need for Proposed Text Lot size needed is inconsistent with multiple uses allowed in this district.

☐ Additional pages attached for more information

CONTACT INFORMATION

Applicant Name Lancaster County Administration

Address 101 N. Main St.
City Lancaster State SC Zip 29720 Phone 803-416-9300
Fax
Email

APPLICATION CERTIFICATIONS

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County ordinances and state laws related to the use and development of the land. I further certify that I am the property owner, or his/her authorized agent, or the subject property. I understand that falsifying any information herein may result in rejection or denial of this request.

Steven Willie ______________________ 2-1-2021 ______________

Applicant Date

______________________________________ ______________________

Property Owner(s) Date

Attach owner's notarized written authorization with property information if the applicant is not the owner.

LANCASTER COUNTY OFFICE USE ONLY

Application Number ________________ Date Received ____________Receipt Number __________

Amount Paid ________________ Check Number ____________ Cash Amount ________________

Received By __________________ Planning Commission Meeting Date ______________________

SCHEDULE/PROCESS

1. **Submit Application**

- The deadline for this application is at least 45 days prior to the Planning Commission meeting, held every third Tuesday of the month.
- Once an application is submitted, it is placed on the Planning Commission agenda for the following month.
- An application withdrawal should be made in writing and received prior to public notice in order to receive a refund.
- Text Amendment Application Fee - $435.00

2. **Planning Commission**

- Conducts a public hearing on the application to receive input from Lancaster County citizens, applicant, and other interested parties.
- Reviews the application to ensure it is consistent with the Lancaster County Unified Development Ordinance, Comprehensive Plan, and all adopted County plans.
- Makes a recommendation to the County Council.

3. **County Council**

- Approves, denies, or submits application to the Planning Commission for further study.
- Action requires three readings for approval

January, 2020

STANDARD	Institutional (INS)	Open Space Preservation (OSP)	Light Industrial (LI)	Heavy Industrial (HI)	Mining (M)
1. DEVELOPMENT STANDARDS					
A. District/Development Area (min)	~~1.5 acres~~ 10,000 sf	n/a	2 acres*	6 acres	20 acres
B. Development/District Exterior Setback/Buffer	30 ft setback from adjacent AR, RR, RN, MH, LDR, MDR, HDR, OSP Districts. 10 ft setback from all other adjacent properties and adjacent streets.	n/a	25 ft setback from adjacent RB and GB Districts. 50 ft setback from all other adjacent properties and adjacent streets.	75 ft setback from adjacent RB and GB Districts.150 ft setback from all other adjacent properties and adjacent streets. See Below (4)	75 ft setback from adjacent RB and GB Districts.150 ft setback from all other adjacent properties and adjacent streets. See Below (4)
C. Density (max)	n/a	n/a	n/a	n/a	n/a
D. Open Space (min)	6%	n/a	n/a	n/a	n/a
E. Park Space (min)	n/a	n/a	n/a	n/a	n/a
2. LOT STANDARDS					
A. Lot Area (min)	~~1.5 acres~~ 10,000 sf	n/a	n/a	n/a	n/a
B. Lot Width at Front Setback (min)	100 ft	n/a	n/a	n/a	n/a
C. Pervious Surface (min)	n/a	n/a	n/a	n/a	n/a
3. PRINCIPAL BUILDING					
A. Principal Front Setback (min)	40 ft (3)	n/a	40 ft (3)	50 ft (3)	50 ft (3)
B. Street Side/Secondary Front Setback (min)	35 ft	n/a	35 ft	35 ft	35 ft
C. Side (from adjacent lot) Setback (min)	35 ft	n/a	35 ft	35 ft	35 ft
D. Rear Setback (min)	35 ft	n/a	35 ft	35 ft	35 ft
E. Other Standards	See Below (3)	See Below (3)	See Below (3)	See Below (3)	See Below (3)
4. ACCESSORY STRUCTURE					
A. Side Setback	5 ft	n/a	5 ft	5 ft	5 ft
B. Rear Setback	5 ft	n/a	5 ft	5 ft	5 ft
C. Other Standards	See Below (1, 2)	See Below (1, 2)	See Below (1, 2)	See Below (1, 2)	See Below (1, 2)
5. PARKING CONFIGURATION					
A. Parking Location per Section 9.3	7.2.3		7.2.3	7.2.3	7.2.3
B. Parking in Exterior Setback/Buffer	n/a	n/a	n/a	n/a	n/a
6. BUILDING HEIGHT					
A. Principal Building (max)	50 ft	35 ft	50 ft	50 ft	60 ft
B. Accessory Structure (max)	35 ft	35 ft	35 ft	35 ft	35 ft
C. Additional Height Permitted with Additional Setback	1 ft additional height permitted with each 2 ft horizontal setback		1 ft additional height permitted with each 2 ft horizontal setback	1 ft additional height permitted with each 2 ft horizontal setback	1 ft additional height permitted with each 2 ft horizontal setback

1. *Accessory structures over 600 sf must comply with principal setback requirement.*
2. *No accessory structures may be located on corner lots between the street and wall line of the principal structure.*
3. *For any nonresidential structure which is located immediately adjacent to a single family residential use or district, the lot boundary line minimum distance shall be determined as follows: For every foot building height, the developer shall provide setbacks equal to the height of the building. At no time shall the setback be less than what is indicated in the above table.*
4. *The Development/District Exterior Setback/Buffer shall not apply between adjacent LI and HI districts. A waiver of these requirements may be granted by the Administrator for LI and HI lots existing at the adoption date of this ordinance which do not meet the specified minimum District/Development Area. In such instances the building setback standards for the AR District shall apply. A waiver of these requirements may also be granted by the Administrator in order to permit access to an adjacent railroad right-of-way.*

Agenda Item Summary

Ordinance # / Resolution #: Capital Improvement Plan (CIP)
Contact Person / Sponsor: Kimberly Belk
Department: Planning
Date Requested to be on Agenda: 3/16/2021

Issue for Consideration:
Whether or not the CIP is consistent with the Lancaster County Comprehensive Plan and other adopted plans.

Points to Consider:
The total investment represented in the CIP is $204,695,155.

Recommendation:
Staff finds the FY2021-31 CIP consistent with the Comprehensive Plan and other adopted plans and recommends approval.

ATTACHMENTS:

Description	Upload Date	Type
Cover Memo	3/9/2021	Exhibit
CIP Final Draft	3/9/2021	Exhibit
Facility Needs Study	3/9/2021	Exhibit

March 4, 2021

Charles Deese, Chairman
Members, Lancaster County Planning Commission

Mr. Chair & Commission Members,

Please find the corresponding recommendations for the FY2021-31Capital Improvement Plan (CIP). You will find this plan is based off of data and recommendations provided by the Impact Fee Study and the Facilities Needs Study balanced with available financial resources. The total for the 10 year plan as presented is $204,695,155. This total encompasses an investment into the County's capital assets with funding sources including capital project sales tax, potential impact fee collections, strategic use of County fund balance, as well as debt issuance. While this plan will address many of the needs that have been identified by the studies already mentioned as well as those identified by your department heads, the majority of funding focuses in the area of public safety.

In total there is $47,696,120 in allocations for a new detention center in public safety beginning in FY2021/22 which is a major expense facility as approved by the voters to be funded through debt issuance using capital project sales tax funds. In addition there are several stations planned for Emergency Medical Services (EMS) within the next 10 years totaling over $11 million with funding sources varying. Fire Service also has 3 stations planned within the next 10 years per the impact fee study. As described in the study, the growth in development will lend itself towards new facility needs to maintain current service levels. In addition to facilities, public safety is also planned to have $35 million in replacement equipment.

In terms of roads and infrastructure improvements, the public services division has the second largest capital expenses planned with over $42 million. This is includes the annual allocation from the road maintenance fee for preservation, but is largely related almost $20 million in roads funding over the next 5 years. This includes over $13 million from capital project sales tax 3 and approximately $6.75 million remaining on capital project sales tax 2. Additionally, funding is included for a public works administrative office and fleet operations garage in the amount of $4.9 million as well as recycling center upgrades. The remaining plans relate to replacement equipment.

Closely following public services would be general services which include plans for both Parks & Recreation and the Managed Information Systems (MIS) departments. Parks & Recreation has several new facilities which planning has already begun for in the current year which will begin construction at the end of this current year into next year. Those projects include renovations at the Indian Land Recreation Center and soccer fields in Heath Springs and Indian Land. The total of those three projects is estimated at over $14 million. In addition this plan reflects the intent to do a phased construction of the regional park beginning in fiscal year 2022/23. The park would be completed using a combination of funding from hospitality tax and impact fee revenue over the next 10 years.

The level of funding for the above projects displays an emphasis on updating outdated facilities as identified in the space needs assessment, includes the projects necessary to maintain levels of service as discussed in the impact fee study, and will allow for the County to invest in replacement assets which provide for efficiency gains in the future. Appreciation must be given to all of the department heads and elected officials who helped develop this plan as well as our evaluation team members who helped rank and prioritize these projects. Investments in capital are an important step to maintaining financial resiliency while providing Lancaster County citizens with the services they need.

Thank you for your consideration and taking this step to progress the County towards sustainable long term financial planning.

Kimberly Belk
Interim Deputy County Administrator

2021

2022/31 Proposed Capital Improvement Plan

PREPARED BY LANCASTER COUNTY FINANCE DEPARTMENT

|

Lancaster County

South Carolina Council

Seated (L to R): Vice-Chairman, Brian Carnes; Chairman, Steve Harper; Secretary, Billy Mosteller. Standing (L to R): Councilman Allen Blackmon, Councilman Larry Honeycutt, Councilwoman Charlene McGriff, and Councilman Terry Graham.

Council Members	District	Term Expires
Terry Graham	1	12/31/2024
Charlene McGriff	2	12/31/2022
Billy Mosteller	3	12/31/2024
Larry Honeycutt	4	12/31/2022
Steve Harper	5	12/31/2024
Allen Blackmon	6	12/31/2022
Brian Carnes	7	12/31/2024

Administrator, Steve Willis
Clerk to Council, Sherrie Simpson

1

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Table of Contents

March 4, 2021

Charles Deese, Chairman
Members, Lancaster County Planning Commission

Mr. Chair & Commission Members,

Please find the corresponding recommendations for the FY2021-31Capital Improvement Plan (CIP). You will find this plan is based off of data and recommendations provided by the Impact Fee Study and the Facilities Needs Study balanced with available financial resources. The total for the 10 year plan as presented is $204,695,155. This total encompasses an investment into the County's capital assets with funding sources including capital project sales tax, potential impact fee collections, strategic use of County fund balance, as well as debt issuance. While this plan will address many of the needs that have been identified by the studies already mentioned as well as those identified by your department heads, the majority of funding focuses in the area of public safety.

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Thank you for your consideration and taking this step to progress the County towards sustainable long term financial planning.

Kimberly Belk
Interim Deputy County Administrator

CIP Development

CIP Schedule

Budget staff modeled the process for development largely off of the County's budget process. In July, forms were sent out and preliminary meetings were held with department heads to kick off the development. By the end of summer, the majority of submissions were received. Through the fall, those submissions were compiled and turned over to the evaluation team who reviewed and scored projects. The members of the evaluation team included the County Administrator, Deputy County Administrator, Public Services Division Director, Chief Financial Officer, and the Development Services Division Director. Following their scoring, budget staff ranked the projects and worked on revenue projections and estimates to identify funding sources as needed. This information rounded out project scheduling and the proposed document was prepared in January.

Project Evaluation and Scheduling

Once the evaluation team received submissions, they were asked to score projects based on the below matrix. If there was a project they completely disagreed with, they could also choose not to provide a score at all.

	Emergent Need	Highly Desired
Time Constraint Relevant	**Extreme Necessity, Rushed Timeframe—Not optional, can't be delayed** **4**	**Desirable, Rushed Timeframe—Optional, can't be delayed** **2**
Time Constraint Irrelevant	**Extreme Necessity, Time Delay Possible—Not Optional, can be delayed** **3**	**Desirable, Time Delay Possible—Optional, can be delayed** **1**

In addition to their scoring, budget staff worked with the County Administrator to create criteria to weight scores depending on project type. The highest weight was given to projects with public health or public safety implications, followed by infrastructure improvements, then economic development impacts, and finally projects that would relate directly to quality of life improvements such as recreational facilities. Beyond project types, budget staff weighted additionally projects that were the result of a mandate or compliance issue, projects that showed a partnership or collaborative effort, asset replacements, projects that resulted in gains in efficiency, and finally department identified priority projects.

Financial Planning

Lancaster County strives to follow best practices in financial management. To this end, the county recognizes the importance of the CIP for long-term financial planning. The document developed will assist the county in achieving goals and meeting the needs of our residents. The County continuously works to improve processes so the funding of studies such as the facilities needs assessment in 2020 and the results of that analysis were incorporated within this plan as needed. In the future any refinement to this proposed document would be done in concert with recommendations from future studies and plans. For example, the County will be looking at updating the Solid Waste Master Plan and Comprehensive Plan within the next fiscal year. If necessary, as a result, the County will make improvements to the CIP as a result. Additionally, the CIP has been developed in coordination with the recommendations of various other County committees to ensure a coordinated effort in identifying needs and strategic growth opportunities the maximize benefits to citizens of the County.

Funding Summaries

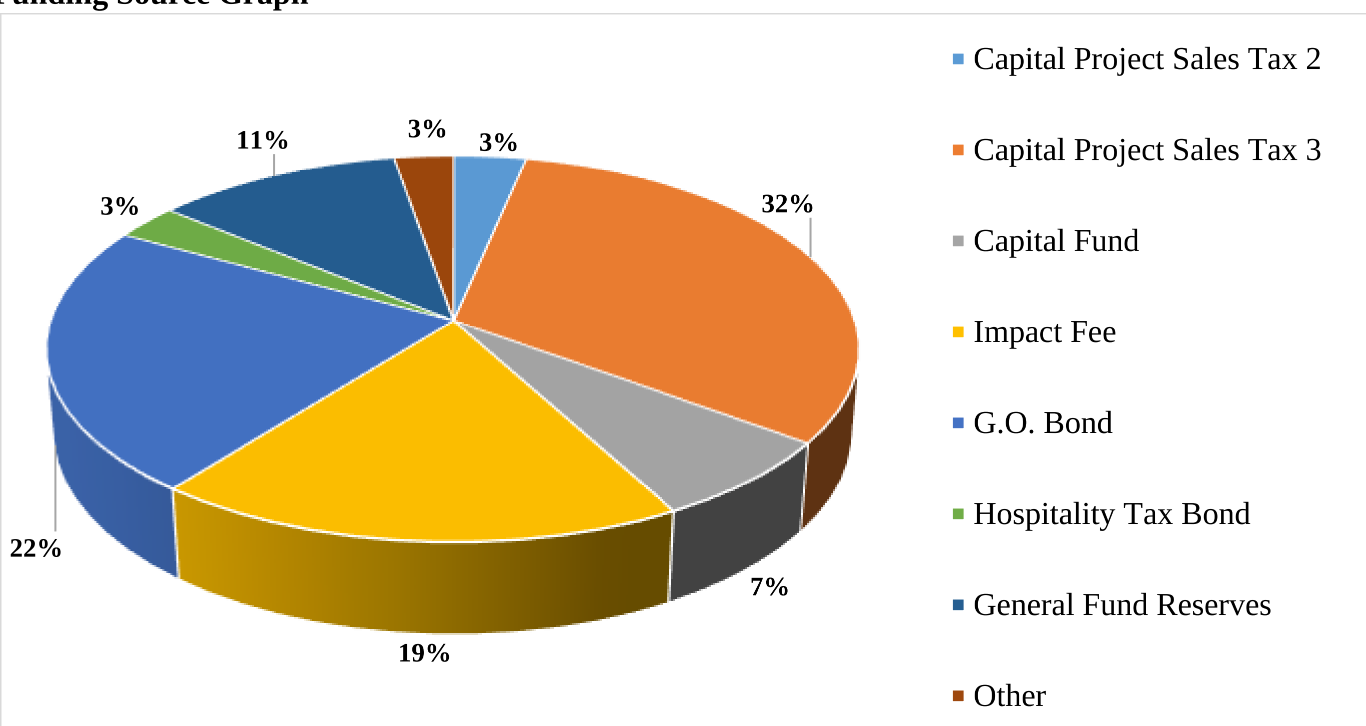
Revenue Summary

The revenue summary by sources which will be utilized to fulfill the capital needs outlined in this plan are included below. Capital Project Sales Tax is the largest making up 32% of proposed funding. Sales tax three, which was approved by voters in November 2020, includes $47 million for a detention center and is the largest item included in the plan. This is followed by general obligation bonds which are planned to be utilized on several projects which makes up 22% of the funding strategy. There is also planned to be a much less significant issuance of special revenue source bond using the hospitality tax fund. The potential impact fee revenue is also proposed at nearly 20% of the proposed plan to be directly correlated to the impact fee study. And finally, the last significant revenue sources is the general fund reserves which is proposed to fund approximately $23 million of projects in the next 10 years.

Revenues by Source

	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/31
Capital Project Sales Tax 2	6,750,000					
Capital Project Sales Tax 3	47,246,120		2,900,000	5,425,000	4,904,719	4,600,000
Capital Fund	1,300,000	1,210,000	1,460,000	1,300,335	1,340,000	7,690,435
Impact Fee		335,000	4,340,000	3,573,065	5,362,000	24,266,222
G.O. Bond	21,311,025	9,000,000	8,100,000	7,600,000		
Hospitality Tax Bond		6,000,000				
General Fund Reserves	2,920,000	1,780,000	4,220,000	220,000	4,220,000	9,775,214
Other	400,000	797,500	420,000	425,000	1,285,000	2,218,500

Funding Source Graph

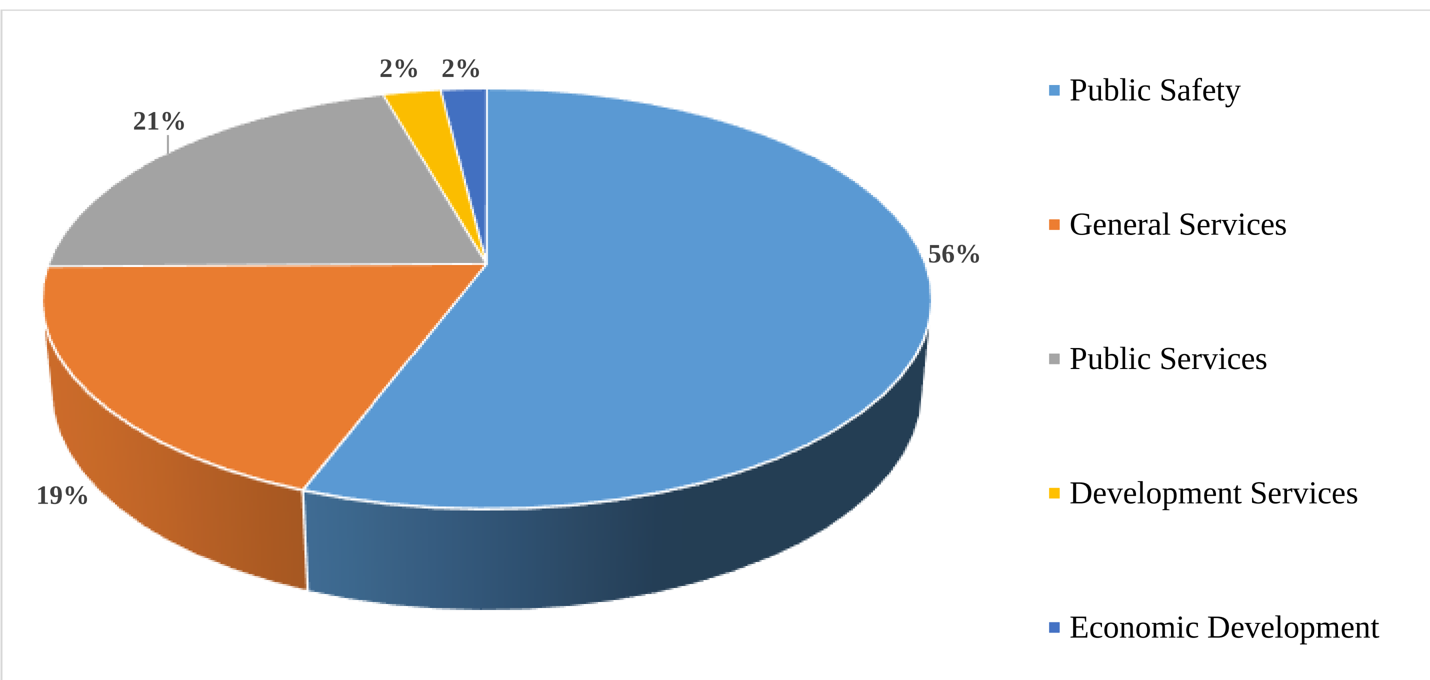


Expenditures Summary

Below displays a breakdown of expenditures included in this plan over the next 10 years by division. Public safety has the largest allocation in the next 10 years with over 50% of planned capital expenditures, followed by public services. Public services includes the roads departments as well as the solid waste department within this plan. General services has roughly $39,000,000 planned over the next 10 years. This is largely comprised of Parks and Recreation projects, but also includes some Management Information System (MIS) department funding as well. Development services include Stormwater project as well as a facility for the division.

Expenditures by Division

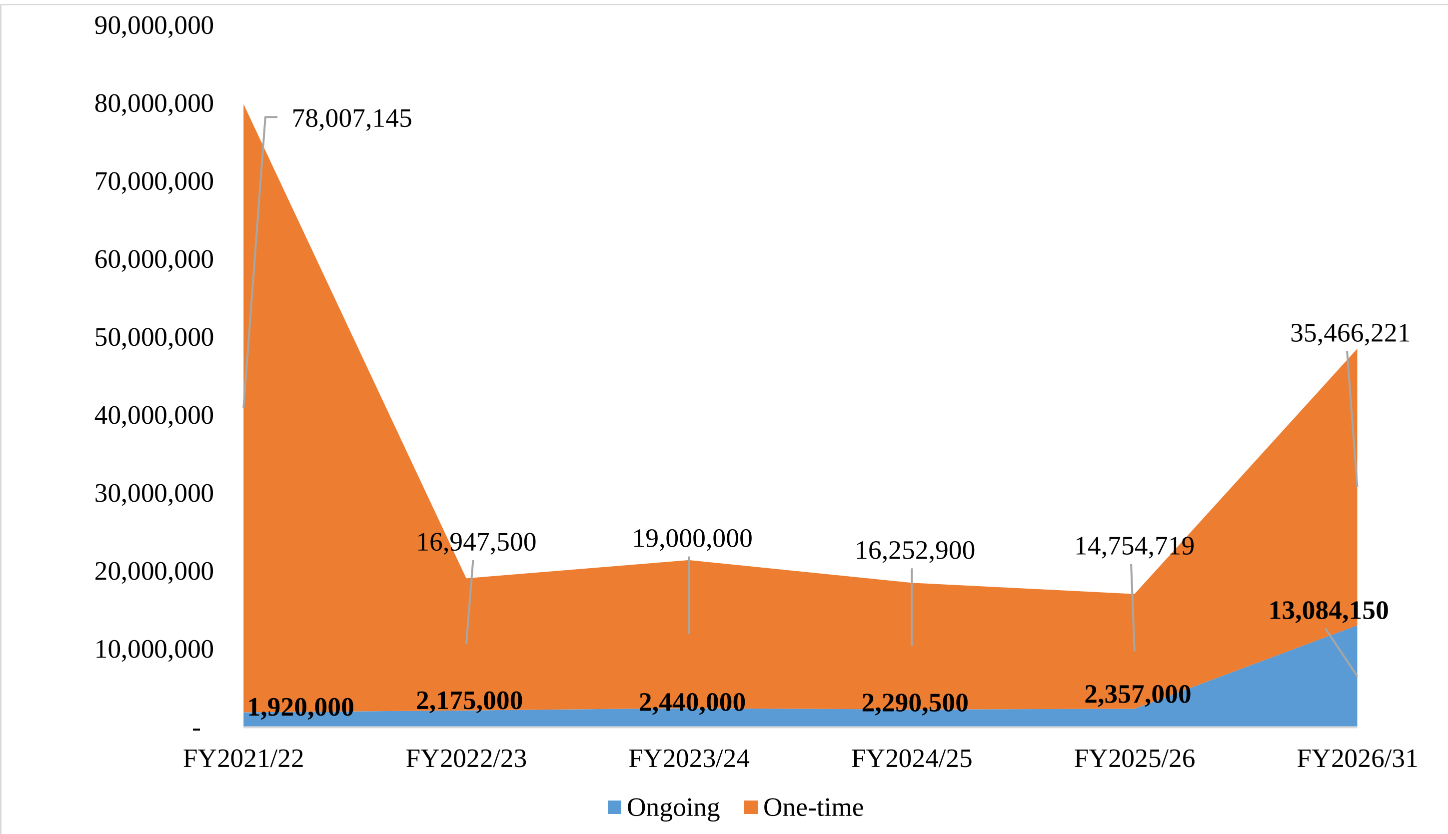
	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/31
Public Safety	50,246,120	10,445,000	13,120,000	11,873,400	1,072,000	27,366,691
General Services	14,765,000	7,530,000	220,000	220,000	5,220,000	11,020,000
Public Services	14,916,025	960,000	4,100,000	6,450,000	5,969,719	10,163,680
Development Services	-	187,500	4,000,000	-	850,000	-
Economic Development	-	-	-	-	4,000,000	-
	79,927,145	19,122,500	21,440,000	18,543,400	17,111,719	48,550,371



10

One-time versus Ongoing Capital Projects

While all items in the capital improvement plan are one-time purchases, many projects included in this plan are actually ongoing planned asset replacement. The below graphic is used to better distinguish the funding going towards a continuous planned replacement plan versus a single use of funding. Funding sources for the ongoing projects are dedicated for multiple years with continuous revenue. For the most part ongoing projects are largely equipment purchases while one-time projects range from facility renovations or construction to road rehabilitation.



	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/31
Ongoing	1,920,000	2,175,000	2,440,000	2,290,500	2,357,000	13,084,150
One-time	78,007,145	16,947,500	19,000,000	16,252,900	14,754,719	35,466,221

Lancaster County, South Carolina Summary of Proposed Projects

	Total 5 Year Project Estimate	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Coroner's Office	1,300,000	1,300,000	-	-	-	-	-
Office Space	1,300,000	1,300,000	-	-	-	-	-
Emergency Medical Services	12,332,500	600,000	995,000	1,020,000	8,645,500	1,072,000	9,375,650
Ambulances	4,732,500	600,000	995,000	1,020,000	1,045,500	1,072,000	5,775,650
EMS Station 3	1,800,000	-	-	-	1,800,000	-	-
EMS Station 6	1,800,000	-	-	-	1,800,000	-	-
EMS Combination Station	4,000,000	-	-	-	4,000,000	-	-
EMS Station 7	-	-	-	-	-	-	1,800,000
EMS Station 10	-	-	-	-	-	-	1,800,000
Economic Development	4,000,000	-	-	-	-	4,000,000	-
Spec. Building	4,000,000	-	-	-	-	4,000,000	-
Fire Service / Emergency Management	24,327,900	-	9,000,000	12,100,000	3,227,900	-	13,619,101
Fire Apparatus Countywide Purchase	8,100,000	-	-	8,100,000	-	-	-
Aerial Apparatus/Mobile Command Post	9,000,000	-	9,000,000	-	-	-	-
Apparatus (New Stations)	3,227,900	-	-	-	3,227,900	-	3,227,900
Fire Stations	4,000,000	-	-	4,000,000	-	-	10,391,201
MIS - Management Information System	1,100,000	220,000	220,000	220,000	220,000	220,000	1,250,000
MIS Hardware Improvements	1,100,000	220,000	220,000	220,000	220,000	220,000	1,250,000
Development Services	4,000,000	-	-	4,000,000	-	-	-
Building/Office Space	4,000,000	-	-	4,000,000	-	-	-

Lancaster County, South Carolina Summary of Proposed Projects

	Total 5 Year Project Estimate	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Roads	29,515,744	12,796,025	785,000	3,915,000	6,255,000	5,764,719	7,353,500
Fleet Garage and Public Works Admin Office	4,946,025	4,946,025	-	-	-	-	-
Road Preservation	2,090,000	400,000	410,000	420,000	425,000	435,000	2,218,500
Road Paving	19,979,719	6,750,000	-	2,900,000	5,425,000	4,904,719	2,200,000
Bush Hog Replacements (2)	400,000	200,000	-	200,000	-	-	400,000
Motorgrader Replacement (5)	1,040,000	200,000	200,000	210,000	210,000	220,000	1,210,000
Track Excavator	300,000	300,000	-	-	-	-	420,000
Tandem Dump Truck Replacements (4)	760,000	-	175,000	185,000	195,000	205,000	905,000
Solid Waste	2,880,000	2,120,000	175,000	185,000	195,000	205,000	2,810,180
Recycling Center Upgrades	2,120,000	2,120,000	-	-	-	-	-
ublic Works Warehouse, Crew Facility, and Shop	-	-	-	-	-	-	1,905,180
Refuse Trucks (4)	760,000	-	175,000	185,000	195,000	205,000	905,000
Parks & Recreation	26,855,000	14,545,000	7,310,000	-	-	5,000,000	9,770,000
Lancaster County Regional Park	11,000,000	-	6,000,000	-	-	5,000,000	6,500,000
Recreation Centers Security Systems	210,000	-	210,000	-	-	-	-
Parking Lot at Springdale	1,100,000	-	1,100,000	-	-	-	-
Gym Floors at AJRC and BRC	300,000	300,000	-	-	-	-	-
Field Lighting Additions and Replacements	-	-	-	-	-	-	1,320,000
Renovate IL EMS Station for Rec Use	-	-	-	-	-	-	475,000
Maintenance Shop at Buford Recreation	-	-	-	-	-	-	475,000
Walnut Creek Soccer Fields	-	-	-	-	-	-	1,000,000
Indian Land Recreation Center	4,221,000	4,221,000	-	-	-	-	-
Soccer Fields at Indian Land	4,991,000	4,991,000	-	-	-	-	-
Soccer Fields at Heath Springs	5,033,000	5,033,000	-	-	-	-	-

Lancaster County, South Carolina Summary of Proposed Projects

	Total 5 Year Project Estimate	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
911	1,100,000	1,100,000	-	-	-	-	-
Console Replacement	1,100,000	1,100,000	-	-	-	-	-
Stormwater	1,037,500	-	187,500	-	-	850,000	-
Calvin Hall Road Stream Crossing Replacement	850,000	-	-	-	-	850,000	-
Stream Gauging Stations	187,500	-	187,500	-	-	-	-
Sheriff	47,696,120	47,246,120	450,000	-	-	-	4,371,940
Armored Vehicle	300,000	-	300,000	-	-	-	-
In Car Cameras and Body Cameras	150,000	-	150,000	-	-	-	-
Sheriff's Operations Building	-	-	-	-	-	-	1,210,000
Sheriff Substation	-	-	-	-	-	-	3,161,940
Detention Center	47,246,120	47,246,120	-	-	-	-	-
Total	156,144,764	79,927,145	19,122,500	21,440,000	18,543,400	17,111,719	48,550,371

Summary of Additional Operating Impact

In order to fully understand the impact of completing a capital project, staff has estimated the impact on operating expenses. Some of the projects included in this plan represent on-going maintenance or replacement items which already have operating funding allocated and have been budgeted for in the past. Those have been excluded from the below data. The only projected impacts below are included for new or additional capital projects that will add to the operating budget.

	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Coroner's Office						
Office Space		7,685	7,839	7,995	8,155	52,475
Emergency Medical Services						
EMS Station 3				7,055	7,195	38,195
EMS Station 6				7,055	7,195	38,195
EMS Combination Station				22,755	23,210	123,200
EMS Station 7						31,000
EMS Station 10						2,536,225
Economic Development						
Spec. Building					15,750	48,670
Development Services						
Building/Office Space				20,000	20,400	110,000
Roads						
Fleet Garage and Public Works Admin Office		32,900	33,500	34,170	35,000	185,790
Solid Waste						
Public Works Warehouse, Crew Facility, and Shop						72,600
Refuse Truck Replacement			16,000	16,320	16,646	88,360
Parks & Recreation						
Recreation Centers Security Systems			12,000	12,240	12,485	66,275
Field Lighting Additions and Replacements						63,000
Renovate IL EMS Station for Rec Use						38,215
Maintenance Shop at Buford Recreation						120,335
Walnut Creek Soccer Fields						216,715
Indian Land Recreation Center		360,000	367,200	374,545	382,035	2,027,890
Soccer Fields at Indian Land		90,900	92,720	94,575	96,465	512,045
Soccer Fields at Heath Springs		39,995	40,795	41,610	42,445	273,105
911						
Console Replacement		74,153		76,597	79,159	
Sheriff						
In Car Cameras and Body Cameras			13,000	13,260	13,525	71,796
Sheriff's Operations Building						28,403
Sheriff Substation						9,185
Total	0	605,633	583,054	728,177	759,666	6,751,674

15 Costs are not fully known or estimated at this time on every large facility expansion, but more details will come as plans develop. The detention center, fire stations, and regional park projects have been excluded for that reason.

Project Details by Department

Office Space
Coroner's Office

Project Overview

This project came to the attention of the County directly as a result of the COVID-19 crisis. The current space the Coroner's Office is occupying is not adequate to fulfill the requirements that they need in times of emergency. The facility was included in the space needs study as well, but was not as high of a priority on the list at the time. Due the the pandemic, the County is recommending bumping this facility to a higher rank to handle the case load the department is facing.

Funding

This will be funded through anticipated federal aid money.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design	$50,000					
Land Acquisition	$1,000,000					
Construction	$250,000					
Technology						
Equipment						
Other						
Total Expenditures	$1,300,000	$0	$0	$0	$0	$0
Revenues						
Other Governmental	$1,300,000					
Total Revenues	$1,300,000	$0	$0	$0	$0	$0

Status

Funding anticipated to be received in Spring 2021. Project will start after funding is received.

Aerial Apparatus/Mobile Command Post

Fire Service/Emergency Management

Project Overview

This project encompasses planning for a new aerial apparatus and mobile command post. It will include the replacement of the current 1997 platform currently stationed at the City of Lancaster Fire department, the replacement of the current 2001 75ft. straight stick housed at the Elgin Fire department, and the purchase and placement of mid mount platforms at both the Indian Land and Pleasant Valley Fire departments. Lastly, a mobile command post will be purchased with the intent for it to be usable by all emergency service departments.

Funding

The decision to move forward with funding for this project will be decided by the voters of Lancaster County in the next election.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$9,000,000				
Other						
Total Expenditures	$0	$9,000,000	$0	$0	$0	$0
Revenues						
G.O. Bond		$9,000,000				
Total Revenues	$0	$9,000,000	$0	$0	$0	$0

Status

Referendum planned for November 2022.

Fire Apparatus-County-wide
Fire Service/Emergency Management

Project Overview

While fire trucks and various other types of equipment used on the trucks and housed at the stations last longer than vehicles and equipment used by other first responders such as police cruisers and ambulances, their daily use requires them to be replaced on a routine basis. In order to outfit stations with the new trucks and equipment they need, the county purchases the equipment through the issuance of GO Bonds when the time comes.

Funding

Funding for this project will be derived through the issuance of General Obligation Bonds.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment			$8,100,000			
Other						
Total Expenditures	$0	$0	$8,100,000	$0	$0	$0
Revenues						
G.O. Bond			$8,100,000			
Total Revenues	$0	$0	$8,100,000	$0	$0	$0

Status

Project will not begin until fiscal year 2024.

Fire Stations

Fire Service/Emergency Management

Project Overview

As identified in the impact fee study, in order to maintain current service levels in the panhandle area, new facilities will need to be built. This will include a second station in Indian Land, a second station for Pleasant Valley, and a headquarters station for Van Wyck fire district. The operating costs for these facilities will largely be the responsibility of the fee districts.

Funding

Funding for this project will be derived through Impact Fee dollars.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						
Land Acquisition						
Construction			4,000,000			10,391,201
Technology						
Equipment						
Other						
Total Expenditures	$0	$0	$4,000,000	$0	$0	$10,391,201
Revenues						
Impact Fee			$4,000,000			$10,391,201
Total Revenues	$0	$0	$4,000,000	$0	$0	$10,391,201

Status

Based on impact fee collection projections, it will be fiscal year 2024 before construction could begin on the first station.

Apparatus (New Stations)
Fire Service/Emergency Management

Project Overview

Vehicles and equipment will need to be purchased for new stations coming online in the coming years. Due to the growth being experienced where the new stations will be built, these purchases can be made through the use of Impact Fee dollars.

Funding

Funding for this project will be derived through Impact Fee dollars.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment				$3,227,900		$3,227,900
Other						
Total Expenditures	$0	$0	$0	$3,227,900	$0	$3,227,900
Revenues						
Impact Fee				$3,227,900		$3,227,900
Total Revenues	$0	$0	$0	$3,227,900	$0	$3,227,900

Status

Based on projected collections in impact fee revenue and station build timelines, purchase will not happen until fiscal year 2025.

Ambulances
Emergency Medical Services (EMS)

Project Overview

EMS Units (Ambulances) are currently purchased on an annual basis. Based off of growth in the county, a need has been determined to begin purchasing three EMS Units per year instead of two. In doing so, new EMS Stations which are soon due to come online and those planned in the future will be properly equipped with the units needed to allow said stations to function as intended. Additionally, moving from two units to three units per year will allow for the continuation of moving EMS Units with high mileage at high call volume stations to stations with lower call volumes in order to maximize the life of EMS Units.

Funding

Funding for this project will be derived from the Capital Equipment Fund which is used to purchase high dollar, fairly routine equipment. Additionally, money will be used from the Impact Fee collections.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment	$600,000	$995,000	$1,020,000	$1,045,500	$1,072,000	$5,775,650
Other						
Total Expenditures	$600,000	$995,000	$1,020,000	$1,045,500	$1,072,000	$5,775,650
Revenues						
Capital Fund	$600,000	$660,000	$680,000	$700,335	$710,000	$3,850,435
Impact Fee		$335,000	$340,000	$345,165	$362,000	$1,925,215
Total Revenues	$600,000	$995,000	$1,020,000	$1,045,500	$1,072,000	$5,775,650

Status

Ongoing funding for replacements will continue as part of each fiscal year budget process for 2 ambulances. The third ambulance will be funded through projected impact fee collections beginning in fiscal year 2022-2023.

Station Three

Emergency Medical Services (EMS)

Project Overview

EMS Station Three is currently located south of the City of Lancaster. This station will be relocated in order to reduce response times in an effort to better serve citizens in that area of the county.

Funding

Funding for EMS Station three will be derived from the issuance of General Obligation Bonds.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design				$70,038		
Land Acquisition						
Construction				$1,622,731		
Technology				$38,299		
Equipment				$58,459		
Other				$10,473		
Total Expenditures	$0	$0	$0	$1,800,000	$0	$0
Revenues						
G.O. Bond				$1,800,000		
Total Revenues	$0	$0	$0	$1,800,000	$0	$0

Status

Project will not begin until FY2025.

Station Six
Emergency Medical Services (EMS)

Project Overview

EMS Station Six is currently located just north of the Town of Kershaw. It will be replaced in order to allow EMS staff to better conduct their job duties and render life-saving care to citizens of Lancaster County in and around the Town of Kershaw.

Funding

Funding for EMS Station Six will be derived from the issuance of General Obligation Bonds.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design				$70,038		
Land Acquisition						
Construction				$1,622,731		
Technology				$38,299		
Equipment				$58,459		
Other				$10,473		
Total Expenditures	$0	$0	$0	$1,800,000	$0	$0
Revenues						
G.O. Bond				$1,800,000		
Total Revenues	$0	$0	$0	$1,800,000	$0	$0

Status

Project will not begin until FY2025.

Station Seven
Emergency Medical Services (EMS)

Project Overview

EMS Station Seven is currently located within the Town of Heath Springs. This station is aging and is outdated. In order to best serve the citizens in and around the Town of Health Springs, this station needs to be replaced.

Funding

Funding for EMS Station Seven will be derived from the One Cent Capital Project Sales Tax 3 passed by the voters in the 2020 general election.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						$70,038
Land Acquisition						
Construction						$1,622,731
Technology						$38,299
Equipment						$58,459
Other						$10,473
Total Expenditures	$0	$0	$0	$0	$0	$1,800,000
Revenues						
Capital Project Sales Tax 3						$1,800,000
Total Revenues	$0	$0	$0	$0	$0	$1,800,000

Status

This is a pay as you go project so based on collection projections for capital project sales tax 3 it will not begin until fiscal year 2026-27.

Station Ten
Emergency Medical Services (EMS)

Project Overview EMS Station Ten

EMS Station Ten is a new EMS Station which will be built in the northern end of the county, located in the Indian Land area. This area of the county has experienced much growth in recent years and is anticipated to see more growth in the coming decade. In order to properly serve the citizens in the northern end of the county and help accommodate for future growth, an additional station is needed.

Funding

Funding for EMS Station Ten will be derived from the One Cent Capital Project Sales Tax 3 passed by the voters in the 2020 general election.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						$70,038
Land Acquisition						
Construction						$1,622,731
Technology						$38,299
Equipment						$58,459
Other						$10,473
Total Expenditures	$0	$0	$0	$0	$0	$1,800,000
Revenues						
Capital Project Sales Tax 3						$1,800,000
Total Revenues	$0	$0	$0	$0	$0	$1,800,000

Status

This is a pay as you go project so based on collection projections for capital project sales tax 3 it will not begin until fiscal year 2026-27.

Combination Station

Emergency Medical Services (EMS)

Project Overview

The proposal for the EMS Combination Station includes one large station in the City of Lancaster to take the place of two current stations in and around the City of Lancaster. The intention of this Combination Station is to reduce overall costs on property while also providing better coverage for citizens living in and around the City. This station will also be able to accommodate future growth expected in and around the City. The building will mirror that of the new EMS 4/9 station on a larger scale.

Funding

Funding for EMS Combination station will be derived from the issuance of General Obligation Bonds.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design				155,000		
Land Acquisition				1,000,000		
Construction				2,615,000		
Technology				100,000		
Equipment				130,000		
Other						
Total Expenditures	$0	$0	$0	$4,000,000	$0	$0
Revenues						
G.O. Bonds				4,000,000		
Total Revenues	$0	$0	$0	$4,000,000	$0	$0

Status

Project will not begin until 2024-2025.

Hardware Improvements/Replacement
Management Information Systems (MIS)

Project Overview

The MIS improvements included in this Capital Improvement Plan entail replacing various hardware and technology set-ups on a yearly basis in order to ensure all systems will run efficiently and as intended and employees will have properly functioning equipment in order to perform their job duties well.

Funding

Funding for MIS Improvements will be derived from Fund Balance.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						
Land Acquisition						
Construction						
Technology	$220,000	$220,000	$220,000	$220,000	$220,000	$1,250,000
Equipment						
Other						
Total Expenditures	$220,000	$220,000	$220,000	$220,000	$220,000	$1,250,000
Revenues						
General Fund Reserve	$220,000	$220,000	$220,000	$220,000	$220,000	$1,250,000
Total Revenues	$220,000	$220,000	$220,000	$220,000	$220,000	$1,250,000

Status

This will be an ongoing capital replacement of existing equipment and will be allocated as part of the annual budget process.

Fleet Operations Garage/Public Works Administration Office

Roads

Project Overview

As noted in the recently completed Facility Needs Study, various Public Works facilities are sparse throughout the County. In order to ensure Public Works as the adequate facilities needed to conduct their day to day operations, it was recommended to construct a centralized Public Works Administration office in addition to a Fleet Operations Garage. This will set up key functions of the Public Works division to be able to perform their job duties safely and adequately while anticipating future growth of the division, mirroring the growth of the County itself.

Funding

Funding for the Fleet Operations Garage and the Public Works Administration Office will be derived from the issuance of General Obligation Bonds.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design	$204,326					
Land Acquisition	$2,017,436					
Construction	$2,629,728					
Technology						
Equipment	$94,535					
Other						
Total Expenditures	$4,946,025	$0	$0	$0	$0	$0
Revenues						
G.O. Bond	$4,946,025					
Total Revenues	$4,946,025	$0	$0	$0	$0	$0

Status

This project is planned to be part of a bond issuance for public works projects in late fiscal year 2022.

Road Paving

Roads

Project Overview

The County submitted this proposal as part of the One Cent Capital Project Sales Tax passed by the voters in the November 2016 and 2020 election. Road projects are prioritized and determined by the County Transportation Commission.

Funding

Funding for this project is derived from the One Cent Capital Project Sales Tax passed by the voters of Lancaster County in the November 2016 and November 2020 election. In addition, the latter years funding has a contribution from general fund reserves.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction	6,750,000	-	2,900,000	5,425,000	4,904,719	2,200,000
Technology						
Equipment						
Other						
Total Expenditures	$6,750,000	$0	$2,900,000	$5,425,000	$4,904,719	$2,200,000
Revenues						
Capital Project Sales Tax 2	6,750,000					
Capital Project Sales Tax 3			2,900,000	5,425,000	4,904,719	
General Fund Reserves						2,200,000
Total Revenues	$6,750,000	$0	$2,900,000	$5,425,000	$4,904,719	$0

Status

The final roads of CPST 2 will be completed in FY2022 and include the following listed below:

1) Walnut Road/Stewert Place Road/Langley Road- Only Walnut Road is incomplete. Total estimated remaining cost is $700,000.

2) Lynwood Drive- Tentative schedule for completion is September/October 2021 completion. Total estimated cost is $750,000.

3) Capital Sales SCDOT Pay GO Alternates including French Street, Normandy Street, Hughes Street, Ernest Scott, Horsehoe and, Man O War. Tentative completion date is 11/30/2021 for entire contract (multiple roads). Total estimated cost is $2,000,000.

4) Capital Sales SCDOT Pay GO Alternates including Camp Creek Road (portion), Mt. Carmel Road (portion), Hilldale Drive. Total estimated cost (barring significant change orders) is $3,300,000.

Beginning in FY2024 the county will begin looking at the roads prioritized by the County Transportation Commission for CPST 3. Funding for those projects will continue for several years based on collection projections.

Road Preservation

Roads

Project Overview

As determined by County Public Works staff based on need and current condition, work will be conducted on roads within the County in order to properly maintain and preserve them so costly and avoidable repairs are not needed in the future.

Funding

Funding for Road Preservations Projects is derived from the road fees outlined in the Fee Schedule. The full Fee Schedule can be found in the budget ordinance and/or budget document on the County's website.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment						
Other	$400,000	$410,000	$420,000	$425,000	$435,000	$2,218,000
Total Expenditures	$400,000	$410,000	$420,000	$425,000	$435,000	$2,218,000
Revenues						
Road Maintenance Fee	$400,000	$410,000	$420,000	$425,000	$435,000	$2,218,000
Total Revenues	$400,000	$410,000	$420,000	$425,000	$435,000	$2,218,000

Status

This is an ongoing project funded through annual collections of the County road fee. It will be budgeted as part of the annual operating and capital budget.

Bush Hog Replacements
Roads

Project Overview

Over the course of the first five year period of the CIP, two bush hogs will be purchased in fiscal years 2021-2022 and 2023-2024. Current active and reserve machines are low output and high maintenance machines. The new machines scheduled to be purchased are lower maintenance machines which will allow Roads employees to conduct their job duties more efficiently.

Funding

Funding for this project is derived from the Capital Equipment fund which is used for high dollar, yet fairly routine equipment purchases.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment	$200,000		$200,000			
Other						
Total Expenditures	$200,000	$0	$200,000	$0	$0	
Revenues						
Capital Fund	$200,000		$200,000			
Total Revenues	$200,000	$0	$200,000	$0	$0	$0

Status

This will be part of the ongoing equipment replacement allocation for the Roads Department done in accordance with the annual budget process.

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Motorgrader Replacement
Roads

Project Overview

Over the first five year period of this Capital Improvement Plan, five Motorgraders will be purchased to replace existing ones. Ideally, Motorgraders should be replaced every five years and allocating this funding each year will allow the County to begin a true replacement plan for this equipment.

Funding

Funding for this project/replacement plan will be derived from the Capital Equipment Fund which is used for high dollar, fairly routine equipment purchases.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						$106,861
Land Acquisition						$219,823
Construction						$1,850,320
Technology						
Equipment	$200,000	$200,000	$210,000	$210,000	$220,000	$1,210,000
Other						
Total Expenditures	$200,000	$200,000	$210,000	$210,000	$220,000	$3,060,320
Revenues						
Capital Fund	$200,000	$200,000	$210,000	$210,000	$220,000	$1,210,000
Total Revenues	$200,000	$200,000	$210,000	$210,000	$220,000	$1,210,000

Status

This will be part of the ongoing equipment replacement allocation for the Roads Department done in accordance with the annual budget process.

Track Excavator

Roads

Project Overview

The County currently has one large excavator which is an older model and is due to be replaced. Growth in the County has caused this current machine to be used almost daily. In order to accommodate the growth, a new, larger machine is needed so that more jobs which require the use of this machine can be accomplished in house. In the long run, this will result in contractual savings in the Roads accounts due to a lessened need to outsource jobs Roads staff are unable to currently take on.

Funding

Funding for this project will be derived from the Capital Equipment Fund which is used for high dollar, fairly routine equipment purchases.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment	$300,000					$420,000
Other						
Total Expenditures	$300,000	$0	$0	$0	$0	$420,000
Revenues						
Capital Fund	$300,000					$420,000
Total Revenues	$300,000	$0	$0	$0	$0	$420,000

Status

This will be part of the ongoing equipment replacement allocation for the Roads Department done in accordance with the annual budget process.

Tandem Dump Truck Replacement

Roads

Project Overview

As with the Refuse Trucks, four dump truck replacements will be purchased in four out of the first five years of this Capital Improvement Plan. Due to the County still being responsible for maintaining a fair amount of gravel roads, dump trucks are still needed as part of this department in order to properly maintain these gravel roads.

Funding

Funding for this project will be derived from the Capital Equipment Fund which is used for high dollar, fairly routine equipment purchases.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$175,000	$185,000	$195,000	$205,000	$905,000
Other						
Total Expenditures	$0	$175,000	$185,000	$195,000	$205,000	$905,000
Revenues						
Capital Fund		$175,000	$185,000	$195,000	$205,000	$905,000
Total Revenues	$0	$175,000	$185,000	$195,000	$205,000	$905,000

Status

This will be part of the ongoing equipment replacement allocation for the Roads Department done in accordance with the annual budget process.

Refuse Truck Replacement
Solid Waste

Project Overview

In four out of the first five years of this Capital Improvement Plan, one refuse truck will be purchased per year for a total of $760,000. The collections function of the Solid Waste Department has mirrored the growth in the County as a whole. In making these purchases over the first five years, a foundation for a true replacement plan will be laid so that these frequently used and necessary vehicles can be regularly replaced when they reach the end of their functional life.

Funding

Funding for this project will be derived from the Capital Equipment Fund which is used for high dollar, routine equipment purchases.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$175,000	$185,000	$195,000	$205,000	$905,000
Other						
Total Expenditures	$0	$175,000	$185,000	$195,000	$205,000	$905,000
Revenues						
Capital Fund		$175,000	$185,000	$195,000	$205,000	$905,000
Total Revenues	$0	$175,000	$185,000	$195,000	$205,000	$905,000

Status

This will be part of the ongoing equipment replacement allocation for the Solid Waste Department done in accordance with the annual budget process.

Public Works Warehouse, Crew Facility, and Shop
Solid Waste

Project Overview

In addition to the Fleet Operations Garage and the Administration Office mentioned previously in this document, it was also recommended in the Facilities Needs Study to construct a warehouse, crew facility, and maintenance shop for various departments within the Public Works division. In doing so, proper and appropriate space would be created so various elements of the Public Services division are able to function optimally to serve the citizens of Lancaster County well.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						$106,861
Land Acquisition						$219,823
Construction						$1,850,320
Technology						
Equipment						$54,860
Other						
Total Expenditures	$0	$0	$0	$0	$0	$1,905,180
Revenues						
General Fund Reserves						$1,905,180
Total Revenues	$0	$0	$0	$0	$0	$1,905,180

Status

This project will not begin until fiscal year 2028.

Recycling Center Upgrades
Solid Waste

Project Overview

Current Recycling Centers across the county are older and outdated. In order to keep up with the growth the county has experienced and is expected to continue to experience, there is a need to upgrade these sites. Upgrades will consist of new buildings, cans, fencing, paving, and concrete pads. Specific upgrades will be tailored to each site depending on what is needed.

Funding

Funding for the Recycling Center Upgrades project will be derived from the issuance of General Obligation Bonds.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design	$100,000					
Land Acquisition						
Construction	$1,700,000					
Technology						
Equipment	$200,000					
Other	$120,000					
Total Expenditures	$2,120,000	$0	$0	$0	$0	$0
Revenues						
G.O. Bond	$2,120,000					
Total Revenues	$2,120,000	$0	$0	$0	$0	$0

Status

This project is planned to be part of a bond issuance for public works projects in late fiscal year 2022.

Regional Park
Parks and Recreation

Project Overview

The Lancaster County Regional Park is a project designed to attract people and various organizations around the area to use the facilities and amenities which are planned for the park. In addition to facilities and amenities that residents of the county can use on a routine basis such as playgrounds, courts, and fields, the Regional Park will have large facilities such as gymnasiums which will attract travel sports teams and programs.

Funding

Funding for this project will be derived from a combination of Impact Fees and a Hospitality Tax.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$6,000,000			$5,000,000	$6,500,000
Other						
Total Expenditures	$0	$6,000,000	$0	$0	$5,000,000	$6,500,000
Revenues						
Hospitality Tax		$6,000,000				
Impact Fee					$5,000,000	$6,500,000
Total Revenues	$0	$6,000,000	$0	$0	$5,000,000	$6,500,000

Status

This project will be phased beginning in fiscal year 2023 using hospitality tax funding for the first phase.

Security Systems
Parks and Recreation

Project Overview

In order to properly secure Parks and Recreation facilities, this project consists of installing security systems and the four recreation centers and those facilities currently being constructed that are due to soon come on line. In doing so, Parks and Recreation leadership will be able to properly monitor their facilities to ensure the safety of all staff and patrons during the day and to ensure facilities are secure and monitored during non-operational hours.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$210,000				
Other						
Total Expenditures	$0	$210,000	$0	$0	$0	$0
Revenues						
General Fund Reserves		$210,000				
Total Revenues	$0	$210,000	$0	$0	$0	$0

Status

This project will begin in fiscal year 2023.

Springdale Recreation Center Parking Lot

Parks and Recreation

Project Overview

The parking lot at the Springdale facility has reached the end of its functional life and is due to be replaced. This project will replace the portion which is already paved and pave the portion which has remained gravel over the years. In doing so, this will allow proper parking for patrons and cut down on the maintenance which is required to keep the lot minimally functional in its current state.

Funding

Funding for this project will be derived from the PARD grant in addition to Fund Balance.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						
Land Acquisition						
Construction		1,100,000				
Technology						
Equipment						
Other						
Total Expenditures	$0	$1,100,000	$0	$0	$0	$0
Revenues						
General Fund Reserves		$900,000				
Grant Revenue		$200,000				
Total Revenues	$0	$1,100,000	$0	$0	$0	$0

Status

This project is planned to begin in fiscal year 2023.

Gym Floor Replacement

Parks and Recreation

Project Overview

The current flooring at the Andrew Jackson and Buford Recreation Centers are in the last few years of their functional life. In order to plan ahead for the day when they will reach the end of their life and immediately need to be replaced, they have been included in this Capital Improvement Plan for replacement during the 2021-2022 fiscal year.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction		$300,000				
Technology						
Equipment						
Other						
Total Expenditures	$0	$300,000	$0	$0	$0	$0
Revenues						
General Fund Reserves		$300,000				
Total Revenues	$0	$300,000	$0	$0	$0	$0

Status

This project is planned to begin in fiscal year 2023.

Field Lighting, Additions and Replacements

Parks and Recreation

Project Overview

This project is proposing to add field lighting to those which do not currently have them. Due to increasing participation numbers, field lighting additions are warranted in order to add to the number of fields which can be routinely used for play opportunities. The Parks and Recreation department is currently at capacity with their current number of fields which have lighting. Fields which have been identified by Parks and Recreation staff for field lighting additions include: Fields B, C, & E at Walnut Creek Park and the undeveloped area at the Springdale Complex. In addition to these fields planned for new lighting, this project also encompasses replacing the lighting at Melvin Steele and Indian Land Recreation Center which are currently reaching their End of Life point.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment						$1,320,000
Other						
Total Expenditures	$0	$0	$0	$0	$0	$1,320,000
Revenues						
General Fund Reserves						$1,320,000
Total Revenues	$0	$0	$0	$0	$0	$1,320,000

Status

This project is not planned until fiscal year 2027.

Renovate Indian Land EMS Station
Parks and Recreation

Project Overview

An EMS Station currently sits on the property with the Indian Land Recreation Center. In future years, EMS no longer plans to use this building for EMS purposes. Since the county already owns the land and the building and is at the same site as the Indian Land Recreation Center, this project will renovate the EMS station on the property for Parks and Recreation. Possible uses for this space once renovated include: After School Programs, Summer Camps, Fitness Classes, and space for meeting and/or party rentals.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						$475,000
Technology						
Equipment						
Other						
Total Expenditures	$0	$0	$0	$0	$0	$475,000
Revenues						
General Fund Reserves						$475,000
Total Revenues	$0	$0	$0	$0	$0	$475,000

Status

This project is not planned until fiscal year 2027.

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Maintenance Shop at Buford Recreation

Parks and Recreation

Project Overview

A Maintenance Shop building is proposed to be built at the current Buford Recreation Center site. In doing so, Parks and Recreation maintenance personnel will be better able to conduct their work at the Buford Recreation Center. Currently, the personnel which are stationed to maintain this site are also stationed to maintain sites in the Heath Springs and Kershaw communities. Building a shop at the Buford Recreation site will allow staff to station equipment and materials there rather than going to the main shop in Lancaster to load up supplies and equipment in order to conduct their work. Additionally, the Buford Recreation Center is planning to host tournaments in the future. Having a dedicated space for maintenance staff and the equipment and materials necessary to do their jobs will make it possible to host tournaments at this site without overextending Parks and Recreation staff.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						$475,000
Technology						
Equipment						
Other						
Total Expenditures	$0	$0	$0	$0	$0	$475,000
Revenues						
General Fund Reserves						$475,000
Total Revenues	$0	$0	$0	$0	$0	$475,000

Status

This project is not planned to begin until fiscal year 2028.

Walnut Creek Soccer Fields

Parks and Recreation

Project Overview

The soccer fields at Walnut Creek Park are currently covered with natural turf. Due to high levels of maintenance required for the upkeep of natural turf fields and the frequent use and popularity of the fields, two of them will be converted to artificial turf fields. Doing so will allow the fields to hold up better under frequent use and reduce the amount of labor required for maintenance and upkeep

Funding

Funding for this project will be derived from Capital Project Sales Tax 3.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						$1,000,000
Technology						
Equipment						
Other						
Total Expenditures	$0	$0	$0	$0	$0	$1,000,000
Revenues						
Capital Project Sales Tax 3						$1,000,000
Total Revenues	$0	$0	$0	$0	$0	$1,000,000

Status

This project is not planned to begin until fiscal year 2030.

Indian Land Recreation Center

Parks and Recreation

Project Overview

The current Indian Land Recreation Center located off of U.S. 521 will be remodeled and expanded. This will include new gym flooring and new flooring throughout the existing facility, the addition of a new full-court gymnasium that can be used as two courts crosscourt on the same floor, more restrooms and meeting/classrooms, the addition of a foyer and front desk at the facility entrance, addition of a storage room/mechanical room, as well as upgraded and expanded parking lots and new HVAC and lighting in the facility.

Funding

Funding for this project will be derived from the 2018 referendum approved bond.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design	$287,317					
Land Acquisition						
Construction	$3,883,683					
Technology	$50,000					
Equipment						
Other						
Total Expenditures	$4,221,000	$0	$0	$0	$0	$0
Revenues						
G.O. Bond	$4,221,000					
Total Revenues	$4,221,000	$0	$0	$0	$0	$0

Status

This project should be complete in Spring 2022.

Soccer Fields in Indian Land

Parks and Recreation

Project Overview

The soccer complex on county property near the Avondale development on Harrisburg Road will feature two rectangular, synthetic turf fields with sports lighting, restrooms and concessions facility, a storage facility, bleachers and a playground.

Funding

Funding for this project will be derived from the 2018 referendum approved bond.

Expenditures	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design	$407,292					
Land Acquisition						
Construction	$4,475,000					
Technology	$108,708					
Equipment						
Other						
Total Expenditures	$4,991,000	$0	$0	$0	$0	$0
Revenues						
G.O. Bond	$4,991,000					
Total Revenues	$4,991,000	$0	$0	$0	$0	$0

Status

The planning and design phases were completed in the current year and construction should be complete in Spring 2022.

Soccer Fields in Heath Springs

Parks and Recreation

Project Overview

The soccer complex on Kershaw Camden Highway between Heath Springs and Kershaw will feature two rectangular, synthetic turf fields with sports lighting, restrooms and concessions facility, a storage facility, bleachers and a playground.

Funding

Funding for this project will be derived from the 2018 referendum approved bond.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design	$420,593					
Land Acquisition						
Construction	$4,500,000					
Technology	$112,407					
Equipment						
Other						
Total Expenditures	$5,033,000	$0	$0	$0	$0	$0
Revenues						
G.O. Bond	$5,033,000					
Total Revenues	$5,033,000	$0	$0	$0	$0	$0

Status

The planning and design phases were completed in the current year and construction should be complete in Spring 2022.

Console Replacements
911 Communications

Project Overview

The consoles at the 911 operations center allow for operators to communicate with Fire, EMS, and Law Enforcement. The current consoles reached the end of their serviceable life at the end of 2020, meaning Motorola will no longer guarantee the availability of replacement parts. To make sure our equipment will remain serviceable by Motorola, we will need to replace the consoles. Doing so will ensure communication abilities will remain intact and functional between the County's emergency/first responders.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment	$1,100,000					
Other						
Total Expenditures	$1,100,000	$0	$0	$0	$0	$0
Revenues						
General Fund Reserves	$1,100,000					
Total Revenues	$1,100,000	$0	$0	$0	$0	$0

Status

This project will commence in July 2021.

Armored Vehicle

Sheriff

Project Overview

The Sheriff's Department is in need of a new SWAT vehicle which is used to transport personnel on the SWAT Team to and from destinations that require their presence. Their current SWAT vehicle is a retired ambulance which is reaching the end of its serviceable life. While it may seem like SWAT situations are rare occurrences, the SWAT vehicle is used on a weekly basis to conduct high risk search warrants and arrests. In purchasing this vehicle, lifesaving equipment will be on scene for every SWAT call should the need arise. Additionally, the vehicle that will be purchased is practical and easy to operate on a regular basis unlike some on the market.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$300,000				
Other						
Total Expenditures	$0	$300,000	$0	$0	$0	$0
Revenues						
General Fund Reserves		$300,000				
Total Revenues	$0	$300,000	$0	$0	$0	$0

Status

Equipment is planned to be acquired in fiscal year 2023 and funding will be allocated as part of the budget process.

Camera Replacements

Sheriff

Project Overview

The body worn camera program is currently in its third year of operation. While replacements have taken place over these three years as needed, it is estimated that there will need to be a complete replacement of the program in the next five years. This will require replacing approximately 100 body worn cameras along with the servers which run the software and store the data for the cameras. In addition to the body worn cameras, approximately 60 in car cameras will need to be replaced in the next ten years. Each camera costs about $5,000.

Funding

Funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		$150,000				
Other						
Total Expenditures	$0	$150,000	$0	$0	$0	$0
Revenues						
General Fund Reserves		$150,000				
Total Revenues	$0	$150,000	$0	$0	$0	$0

Status

The replacements will be acquired in 2022-2023.

53

Operations Building

Sheriff

Project Overview

This project will allow the Sheriff's department and other first responder personnel to have a space to conduct training exercises. Not only will this allow them to conduct specific operations related to their department, but it will allow joint training exercises between departments to practice for seamless execution during actual scenarios in the community where first responders need to work in unison.

Funding

The funding for this project will be derived from Fund Balance.

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design						86,249
Land Acquisition						121,766
Construction						967,354
Technology						
Equipment						34,631
Other						
Total Expenditures	$0	$0	$0	$0	$0	$1,210,000
Revenues						
General Fund Reserves						1,210,000
Total Revenues	$0	$0	$0	$0	$0	$1,210,000

Status

This project will not begin until fiscal year 2029.

Substation
Sheriff

Project Overview

Currently the Sheriff's office is utilizing leased space in the Indian Land area. This project would allow for permanent space to be identified and either renovated or constructed to provide future certainty and allow for any expansion of operations in that area in the future.

Funding

Funding would be derived from Impact Fee dollars.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						110,000
Land Acquisition						1,000,000
Construction						2,001,940
Technology						
Equipment						50,000
Other						
Total Expenditures	$0	$0	$0	$0	$0	$3,161,940
Revenues						
General Fund Reserves						940,034
Impact Fee Revenue						$2,221,906
Total Revenues	$0	$0	$0	$0	$0	$3,161,940

Status

This project will not begin until fiscal year 2030.

Detention Center

Sheriff

Project Overview

The current Detention Center is very out of date and has reached the end of its functional life. Various issues have plagued and continue to plague the building making it difficult for officers to do their job effectively while remaining in a safe environment. Not only do these various issues make it unsafe for officers and make it difficult for them to perform their job, these issues also cause safety concerns for the inmates housed at the Detention Center. A new Detention Center will solve these issues and also help accommodate for the increase in inmates being housed at any given time due to the rise in the County's population.

Funding

The funding for this project will be derived from the One Cent Capital Project Sales Tax passed by the voters in the November 2020 election.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction	47,246,120					
Technology						
Equipment						
Other						
Total Expenditures	$47,246,120	$0	$0	$0	$0	$0
Revenues						
Capital Project Sales Tax 3	$47,246,120					
Total Revenues	$47,246,120	$0	$0	$0	$0	$0

Status

This project will be a multi-year project beginning next year.

Calvin Hall Road Culvert Replacement
Stormwater

Project Overview
This project involves replacing the current culvert on Calvin Hall Road near the intersection of SC-160. The location has a history of water overtopping the roadway during heavy rainfall events. In order to mitigate this issue, the culvert will not only be replaced but also resized to help prevent floodwaters from overtopping the roadway in the future. Being that it is a SCDOT road, maintenance of the road and the culvert will be the responsibility of SCDOT after the completion of the project.

Funding
The funding for this project will be derived from Fund Balance within the Stormwater Fund.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction					850,000	
Technology						
Equipment						
Other						
Total Expenditures	$0	$0	$0	$0	$850,000	$0
Revenues						
Stormwater Fee					850,000	
Total Revenues	$0	$0	$0	$0	$850,000	$0

Status
Will not begin until 2025.

Stream Gauging Stations

Stormwater

Project Overview

In order to observe and collect data regarding stream levels during significant rainfall events while also obtaining baseline data during times where there is not a significant rainfall event, this project will place gauging stations along streams in portions of the county where the Stormwater department operates. These stations will allow for staff to record stream levels in order to accurately predict and communicate flooding concerns and use that data to help mitigate flooding during significant rainfall events in the future.

Funding

The funding for this project will be derived from Fund Balance within the Stormwater Fund.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design						
Land Acquisition						
Construction						
Technology						
Equipment		150,000				
Other						
Total Expenditures	$0	$150,000	$0	$0	$0	$0
Revenues						
Stormwater Fee		150,000				
Total Revenues	$0	$150,000	$0	$0	$0	$0

Status

Will not begin until 2022.

Office Space

Development Services Division

Project Overview

This project consists of identifying and possibility constructing/renovating office space for the Development Services Division. This division, which encompasses the Building Inspections, Zoning, and Planning departments, is a division which mirrors the population growth of the County. The more the County continues to grow, the more we will see these departments utilized in order to make sure that growth occurs in an orderly and systematic fashion. With more growth comes more work for these departments along with the need for more employees to accomplish an increased workload. A space will be needed in order to accommodate more employees and more work.

Funding

The funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2031**
Planning/Design		185,000				
Land Acquisition		1,000,000				
Construction		2,705,000				
Technology						
Equipment		110,000				
Other						
Total Expenditures	$0	$4,000,000	$0	$0	$0	$0
Revenues						
General Fund Reserves		4,000,000				
Total Revenues	$0	$4,000,000	$0	$0	$0	$0

Status

Project is set to begin in fiscal year 2023.

Speculative Building
Economic Development

Project Overview

The Economic Development Department functions to bring businesses to the area. In order to aid in that process, Spec Buildings are often used to show what the county has to offer when courting businesses who are considering bringing their operations to the area. It is easier for businesses to envision themselves bringing their operations to the area when they are able to look at a potential space in real time.

Funding

The funding for this project will be derived from Fund Balance.

Expenditures						
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031
Planning/Design					200,000	
Land Acquisition						
Construction					3,800,000	
Technology						
Equipment						
Other						
Total Expenditures	$0	$0	$0	$0	$4,000,000	$0
Revenues						
General Fund Reserves					4,000,000	
Total Revenues	$0	$0	$0	$0	$4,000,000	$0

Status

Project will not begin until fiscal year 2026.

Appendix

Glossary

Bond – A written promise to pay a specified sum of money at a specific date together with periodic interest at a specified rate.

Budget – A comprehensive financial plan of operation which incorporates an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budgetary Control – The control of management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Debt – An obligation resulting from borrowed money or from the purchase of goods and services. Debts of government include bonds and notes.

Department – A major administrative unit of the County which manages an operation or group of related operations within a functional area.

Expenditures – The amount of cash paid or to be paid for a service rendered, goods received, or an asset purchased.

Fiscal Year – a 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. Lancaster County's fiscal year begins July 1st and ends the following June 30th.

Fund – A self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulation, restrictions, or limitations.

General Fund – The fund used to account for all financial resources except those required to be accounted for in another fund.

General Obligation (GO) Bonds – When the County pledges its full-faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is used to refer to bonds which are repaid from taxes and other governmental revenue.

Grant – A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

Ordinance – A formal legislative enactment by the governing board of a county. If it is not in conflict with any higher form of law, such as, a State statute, a Federal law, or constitutional provision, it has the full force and effect of law within the county to which it applies. The difference between an ordinance and a resolution is that the latter required less formality and has a lower legal status.

Revenue – income received or anticipated from taxes or other sources, such as licenses and permits, user fees, fines, and investments.

Lancaster County, South Carolina

County Facilities Space Needs Study

August 2020

Prepared by:
Solutions for Local Government, Inc.

Lancaster County, South Carolina

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TABLE OF CONTENTS

SECTION 1. EXISTING SPACE

This Section provides the assessment summaries of 46 individually identified buildings which were occupied by the various departments and agencies for whom the County provides space. Note that the Airport Complex included seven (7) buildings and the Sheriff's Complex included six (6) buildings. In the sequence listed, the facilities addressed in the pages that follow include:

Emergency Communications/911
Airport Complex [7]
Coroner
Emergency Operations
EMS #1
EMS #2
EMS #3
EMS #4
EMS #5
EMS #6
EMS #7
EMS #8
EMS Headquarters
Fleet Operations Garage
Dell Webb Library
VA/Economic Development Building
Historic Jail
County Administration Building
Clemson Extension Building
Historic Library
Human Services Complex
Public Works Administration Office
Public Works Building Maintenance
Springdale Recreation Complex
Buford Recreation Center
Indian Land Recreation Complex
Andrew Jackson Recreation Complex
Sheriff's Office Complex [6]
LCSO Indian Land Substation
Barnett Building
Indian Land Service Center

Note:
When a building includes several different departments or agencies, the building's general information will be listed then the name of individual included departments, as sub-headings in bold print. For example: **Records Management [4,298]** The number in **[ ]** is the area (square feet) allocated Records Management within the building; in this case the County Administration Building.

Building: Emergency Communications/911

Address: 1941 Pageland Highway, Lancaster

Existing Building: 11,918 INSF

Included Departments/Agencies:
- Emergency Communications

Building Comments:
- An additional room is needed adjacent to the existing Server Room to accommodate equipment storage, tools and work space for County MIS personnel and contracted vendors servicing the equipment within the Server Room.

- The Call Center currently includes work stations for six (6) Telecommunicators; as annual call volume increases, as anticipated, there is room within the Call Center currently for up to five (5) additional work stations'

Building: Airport Complex

Address: 286 Aviation Blvd., Lancaster

Existing Buildings: 57,063 INSF

Included Departments/Agencies:
- Lancaster County Airport/McWhirter Field

Building Comments:
- The Terminal Building @ 2,580 INSF is clean and appears well-organized and maintained.

- While the physical structure appears to be in good condition it is dated and lacks features commonly found in more modern municipal airport terminals; among the most requested spaces being meeting rooms.

- Airport Commissioners have discussed the need for an expanded and/or new terminal.

- There are currently five (5) hangers on site to accommodate boarder/patron airplanes
    - Four (4) hangers @ 8,550 INSF and one (1) hanger @ 12,825 INSF
    - One (1) Service Garage @ 7,458 INSF

Building: Coroner

Address: 717 South Main Street, Lancaster

Existing Building: 2,511 INSF

Included Departments/Agencies:
- County Coroner

Building Comments:

- The offices and assigned staff work areas and several walkways are crowded with supplies, file cabinets, uniforms, etc. because the building lacks much needed general storage space.
- There is not a dedicated, securable Records Room, which is required before accreditation can be granted.
- The outdoor storage "trailer" is of limited use because much of the storage needed is for items that must be in a climate-controlled environment.
- The existing Conference Room is too small to accommodate staff meetings or, at times, family members of the deceased that wish to confer with the Coroner.
- The current Breakroom, small to begin with, is where staff lockers are located as well as the storage of chemicals that are intended for use in the Morgue.
- Considering the nature of the Coroner's responsibilities, on-going training of personnel is critical, yet space to conduct that training is unavailable.
- Space limitations will at times require that personnel must work on bodies out of doors, in the covered but open receiving area immediately adjacent the Morgue; for example, following multiple victim incidents and the time sequence of receiving victim deliveries.
- This outdoor area is downhill from the adjacent property which during even moderate rains will flood the work area as well, at times, the building itself.
- A designated "storage" room in the morgue is a mechanical room that houses the water heater and the IT/Server panel.
- During the summarization of the above comments it was stated that: "there is a very acute need for additional (several) personnel" in the Coroner's Office; unfortunately, there is currently no place to put even one.
- The site is very confining; parking of Coroner vehicles and staff personal vehicles is tight.
- The only practical option for expansion to provide for needed space appears to be on the south side of the building.

Building: Emergency Operations Center (EOC)

Address: 111 Covenant Place, Lancaster

Existing Building: 9,500 INSF

Included Departments/Agencies:

- Emergency Management

Building Comments:

- The building is generally adequate; however:
- Emergency Operations needs a temperature-controlled warehouse space, and
- An enclosed garage type space/facility for incident-specific vehicles and trailers.

Building: EMS Station #1

Address: 2006 Pageland Highway, Lancaster, SC

Existing Building(s): 10,190 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- The square footage noted includes seven (7) structures that support EMS Department Administration, Training, Billing and Logistics functions as well as accommodations and ambulance staging facilities for the EMS crew that deploys from this location.
- The structures include:

Main Building-administrative offices & EMS #1 accommodations	4,810 INSF
Logistics Trailer	752 INSF
Enclosed Vehicle Garage	3,672 INSF
Open Canopy for EMS #1 Ambulances	597 INSF
Three (3) small individual storage buildings	359 INSF

- The outdoor open canopy under which EMS #1 Ambulances park does not provide the secure, climate-controlled space that is needed.
- Training needs more space, i.e. larger multipurpose/classroom and materials and equipment storage.
- Logistics needs more space, i.e. additional shelving, cabinet and floor space, a receiving & breakdown area for bulk deliveries, and a convenient loading platform.
- Preliminary discussions re: relocation of EMS #1 to a more strategic location, once the administrative offices and functions relocate to the new Headquarters building, are underway.

Building: EMS Station #2

Address: 1101 Crestfield Drive, Lancaster

Existing Building(s): 2,734 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- The "station" is a former residence, the home and property given to the County by the City of Lancaster; apparently an assessment of the location based on area risk factors, population, etc. was not considered/evaluated before taking custody of the building.

- Subsequently, it is not strategically located to effectively cover the area to which it is assigned to respond.

- There is an enclosed garage adjacent the house, however, it is only capable of housing one (1) ambulance.

- This is the only EMS station in the County without a second back-up vehicle and unfortunately the positioning of the existing garage and parking area cannot accommodate further expansion.

Building: EMS Station #3

Address: 1301 McIlwain Road, Lancaster

Existing Building(s): 1,995 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- Building is listed in county records as being 20 years old, however from its outward appearance and ill-configured and cramped interior living space, it appears much older.

- Water problems affecting the building on the low-lying site have been and continue to be an on-going problem.

- The building is in a high-crime area.

- Although the site could accommodate an expansion of the building, considering the above comments, time might be better spent re-evaluating the location and a new station.

Building: EMS Station #4

Address: 8290 Charlotte Highway, Indian Land

Existing Building(s): 3,438 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments: (EMS Station #4)

- The existing building is adequate for the purposes intended; however, it is poorly located to effectively cover the area to which it is assigned to respond
- Note: EMS #4 will be co-located with new Station #9 once construction is completed; (est. early Fall 2020).

Building: EMS Station #5

Address: 365 Rocky River Road, Lancaster

Existing Building(s): 2,228 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- Existing building needs two (2) additional bedrooms and an additional restroom.
- The lack of a secondary exit from the sleeping quarters is a potential fire hazard.
- The current vehicle bays are not provided “drive-through” access, even though there appears to have been ample space on the site to do so during the initial construction.

Building: EMS Station #6

Address: 3855 Fork Hill Road, Kershaw

Existing Building(s): 1,493 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- Outdoor open canopy under which Ambulances park does not provide the secure, climate-controlled space that is needed.
- The living space within the building (a former elementary school) is very small; 945 INSF including corridors.
- It is not strategically located to effectively cover the area to which it is assigned to respond.
- EMS #6 should be replaced with a purpose-built station that is more strategically located.

Building: EMS Station #7

Address: 309 Hart Street, Heath Springs

Existing Building(s): 1,264 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- Outdoor open canopy under which Ambulances park does not provide the secure, climate-controlled space that is needed.
- The living space adjacent to the Canopy consists of a rather pathetic 520 square foot trailer.
- EMS #7 should be replaced with a purpose-built station that is more strategically located.

Building: EMS Station #8

Address: 10209 Edenmoor Parkway, Lancaster

Existing Building(s): 2,233 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- The structure was originally built as a “model home” for the adjacent housing development.
- It is strategically located on Highway 521 in Lancaster.
- The drive through, enclosed vehicle bays are very efficient.
- The structure, overall, is adequate for its assigned purpose.

Building: EMS Headquarters

Address: 3758 Charlotte Highway, Lancaster

Existing Building(s): Finished area @ 19,900 INSF

Included Departments/Agencies:

- Emergency Medical Services

Building Comments:

- County records indicate the total square footage of the building is 28,260 GSF, of which 19,900 square feet are "finished".
- Work is underway to repurpose the building to serve as the new EMS Headquarters that will move from the current Pageland Highway location.
- The structure appears to be in good condition and able to provide significant and much needed space for the expansion of the Training and Logistics venues.
- The consolidation of Administration, Billing, Training & Logistics in a single building will facilitate and improve task and communications effectiveness.

Building: Fleet Operations Garage

Address: 1960 Pageland Highway, Lancaster

Existing Building: 5,700 INSF

Included Departments/Agencies:

- Public Works/Fleet Operation

Building Comments:

- The building has no reception/waiting area for employees dropping off/picking up vehicles.
- There is no visitor restroom.
- The Parts area is too small.
- There is a significant lack of storage, shelf, and bench space that contributes to crowding within the major bay/work areas.
- With a fleet of 500+ vehicles, additional vehicle bays, with wider and taller clearances, are needed now.
- The building is outdated; it cannot adequately accommodate the larger vehicles that have been purchased by the County in recent years, i.e. fire apparatus, public works vehicles, etc.
- Repairs and/or maintenance on vehicles that cannot be accommodated in the garage now have to be "sent out" to private vendors, at higher costs.
- A new more suitable and functional Fleet Operations Garage is needed.
- It is significant to note that the County has previously contracted for architectural/engineering services for the design of a new Fleet Operations Garage; the completed plans are available and were reviewed and noted to have sufficiently addressed the space needs concerns addressed; their date: November 2019; as yet, no action has been taken to implement bidding/construction.

Building: Dell Webb Library

Address: 7641 Charlotte Highway, Indian Land, SC
Existing Building: 11,021 INSF

Included Departments/Agencies:

- Lancaster County Library

Building Comments:

- The building is currently undergoing a complete internal renovation.
- Construction documents include the addition of a community room.

Building: Veteran Affairs (VA) & Economic Development Building

Address: 1033 West Meeting St., Lancaster, SC

Existing Building: 5,168 INSF

Included Departments/Agencies:

- Veteran Affairs [2,308 INSF]
- Economic Development [2,860 INSF]
- Risk Management [175 INSF]

Building Comments:

- The building appears to be in good physical condition.
- Space allocated to Veteran Affairs (VA), while adequate now, offers no room for future staff that will be necessary to accommodate anticipated increases in the number of veterans served.
- Economic Development is in a similar situation with regards to its assigned space; while it is somewhat larger than Veteran Affairs space, should the Department add personnel it would require some reconfiguring of its existing space.
- An issue of concern cited by VA was the lack of signage directing new clients and visitors to the office among the many buildings within the complex.
- One department or the other will likely require relocation in the not too distant future.

Building: Historic Jail

Address: 208 West Gay Street, Lancaster, SC

Existing Building: 1,780 INSF

Included Departments/Agencies:

- Project Management

Building Comments:

- The building is OLD!
- Ground level includes eight (8) offices and three (3) restrooms.
- Restroom dimensions are not compliant with ADA recommendations.
- The upper level of the building is not useable.
- Acoustics are awful.
- Water is leaching from the foundation into the walls and causing paint/plaster to blister resulting in occasional deposits of white powder on the floor/carpeting.

Building: County Administration Building

Address: 101 North Main St., Lancaster, SC

Existing Building: 40,897 INSF

Included Departments/Agencies:

Ground Floor

- Records
- Custodial Services
- Voter Registration/Elections
- Archives

First Floor

- Reception & Mail Room
- Zoning
- Auditor
- Human Resources
- Treasurer
- Delinquent Tax Collections
- County Attorney
- Finance
- Procurement
- Building Inspections
- Planning
- GIS

Second Floor

- Health Clinic
- County Council
- Administration
- Register of Deeds
- Management Information Systems (MIS)
- Assessor

Building Comments:

Ground Floor

Records Management [4,298]

- The records warehouse encompasses most of the space at 3,308 square feet.

- It includes many racks of commercial and/or built-in-place shelving, and a variety of filing cabinets that together hold hundreds of boxes/drawers of paper records.

- The configuration of the room is efficient and provides good aisle spacing to enable safe and easy access to/from file cabinets and shelving.

- At the end of the warehouse there is a wall of built-in shelving cubicles that are holding, again, well over 100 rolls of architectural/construction drawings, assumedly of various County projects.

- If these rolled drawings are important, and cannot be digitized, they should be unrolled and placed in “flat files” to reduce likelihood of premature deterioration.

- The public entrance to the Records area makes up the remaining 990 square feet of the space noted and includes a public service counter, office furniture and related equipment, work tables and supply storage space.

- It is in this area also that Records staff greet and assist County residents that wish to apply for a passport.

- It is significant to note that should an incident occur that required the activation of the building’s security alarm, six (6) sets of fire doors (2 sets per floor), would be automatically closed to secure the occupied corridors of the building. The only place that would remain vulnerable would be Records Management because the public entrance door to the Records area is on the *wrong side* of the Fire Doors.

Custodial [735]

- This room provides a base of operations and supply storage for the custodial staff assigned to maintain the County Administration building.

- Existing space appears to be adequate to accommodate current responsibilities of the personnel assigned.

Voter Registration & Elections [4185]

- Note: As this report was being prepared it was known that Voter Registration & Elections was going to be relocated to renovated space in the Barnett Building at 1228 Colonial Commons Court in Lancaster with the “move” date pending. Subsequently, however, two issues of concern were noted regarding the *existing* space:

- The Equipment Room, which comprises 1,643 square feet of the total noted, is where all voting machines and equipment, polling place signs, and precinct carts that move the equipment are securely stored when not in use; it is anticipated additional voting machines and equipment will be needed to accommodate the November 2020 general election; there will be nowhere to secure those machines when they arrive.

- The County has spent a considerable amount of money attempting to mitigate the moisture problem, i.e. penetration through the foundation (below grade) wall; efforts have apparently been unsuccessful as numerous dehumidifiers continue to run without notable results per County staff.

Archives [1521]

- This room is located between Records Management and Voter Registration & Elections across from the ground floor elevator lobby and is designated for archive storage according to the original architectural drawings.

- The space is adequate for the purpose specified.

First Floor

Reception/Mail Room [193]

This space appears adequate for the purpose(s) designated.

Zoning [599]

- This space is awful.

- It lacks an adequate reception counter for public visitors.

- It lacks adequate plan review space to enable effective layout and review of drawings submitted.

- It lacks sufficient work space for current employees, and no space for the incoming new employee.

- Zoning needs to be co-located with Planning, Building Inspections & Stormwater Departments.

Auditor [1,361]

This space appears to be adequate for the personnel assigned and the purposes designated.

Human Resources [783]

- There is no designated entry/reception area, much less adequate seating for visitors.

- Support personnel that work in open work stations located near the entry must endure frequent interruptions.

- Human Resources needs a separate room, that can be secured and designated solely for the storage of personnel files that the Department and the County are responsible for.

- There is no available space to provide an open copy/work & layout area for materials that are prepared for distribution to County employees.

- An internal meeting room is needed to accommodate staff meetings, employment candidate interviews, and existing and/or new employees when needing to complete paperwork or meet with Department personnel.

- There is no space within this area that would allow for expansion much less additional/future personnel.

- There is currently only one-way in or out of this space.

Treasurer [1,428]

- This space appears to be adequate for the personnel assigned and the purposes designated.

Delinquent Tax Collections [1,444]

- This space appears to be adequate for the personnel assigned and the purposes designated.

County Attorney [395]

- This space, although rarely used, is appropriate for the purpose designated.

Finance [2,221]

- While overall, this space is adequate for the *current* number of personnel assigned and the responsibilities designated, the layout of the offices created when the space was converted from a courtroom was poorly thought out, resulting in inefficient and poor use of the spaces configured.

- Additional personnel are anticipated; however, the current configuration offers few if any options to provide additional work space.

- The Budget Director and associated staff will need additional space as well.

Procurement [324]

- There is no designated entry/reception area.

- Upon entering the Procurement office from the adjacent corridor, visitors find themselves amid two employees' open work stations.

- There is no seating for visitors.

- The Procurement Officer's work space is small and awkwardly configured.

- The office would benefit from having a dedicated conference space to meet with vendors, perspective vendors, Department heads, etc.

Building Inspections [2349]

- Additional and more adequate storage space for architectural drawings, construction documents and files are needed.

- Area lacks adequate plan review and layout space.

- Open work area occupied by building inspectors, while crowded now, will become more so with anticipated arrival of additional staff during FY 2020-2021.

- Building Inspections needs to be co-located with Zoning, Planning & Stormwater Departments.

Planning [1,274]

- The Director's office is too small to accommodate the responsibilities currently assigned.

- Open cubicles for staff are adequate in concept, however each should be larger to accommodate the space needs of the employees that occupy them.

- Additional open, layout space is needed to better facilitate discussions regarding on-going projects, review of land use maps, site plans, etc.

- Dedicated conference space is needed to accommodate meetings with visitors and Development Services Division personnel in a setting that does not interrupt staff working in open cubicles.

- Planning needs to be co-located with Building Inspections, Zoning, & Stormwater Departments.

GIS [64] [Currently within Planning]

- The current space assigned is very inadequate.

- It lacks convenient access to a large-format printer, adequate layout/display space of maps produced, and storage space for supplies and materials used daily.

- Space that is assigned must include work space for additional personnel.

<u>Second Floor</u>

Clinic [294]

- The current Health Clinic space is open, clean, well-lit, temperature controlled, and can easily accommodate adequate patient seating, exam space, a physician work area and the storage of appropriate medical materials and supplies.

- It does not include within, a wash sink.

County Council [1985]

Existing space is adequate to accommodate current Council duties and activities.

Administration [2,235]

Existing space is currently adequate to accommodate responsibilities of personnel assigned.

Register of Deeds [1,498]

- As of this writing, the Register of Deeds office is being renovated to accommodate much needed enhancements to the space.

- Those enhancements include a private office for the Register of Deeds, a built-in counter from which staff and visitors can converse, and new work stations for staff.

- Upon completion this space will be adequate to accommodate the current responsibilities of personnel assigned.

Management Information Systems (MIS) [946]

- Existing space allocated cannot support the current department staff.
- Circulation between offices and work spaces is poor.
- Area design overall is inefficient.
- The department does not have a designated Training Room to accommodate needs/demand, i.e. for staff meetings and the County employee training responsibilities of the Department.
- There are no vacant offices or work spaces available for needed expansion of anticipated new personnel.
- The building's (water) sprinkler system is an inappropriate method of fire protection in this area.

Note: The above comments refer to the space currently located in the County Administration Building. MIS also has additional space at the Sheriff's Complex that will be discussed under that heading. As of this writing, space in the Barnett Building at 1228 Colonial Commons Court in Lancaster is currently being renovated for MIS to consolidate staff from both buildings in a single location; further discussion regarding that move and MIS space will be included under the subheading "Barnett Building".

Assessor [3,516]

- The space currently assigned to the Assessor, while initially appearing spacious, is quite awkward in its configuration, i.e. not as efficient as it could be.
- The space is crowded to the extent that an internal windowless former vault is now an employee's office.
- There is no room within the existing space to expand to accommodate needed personnel.
- Department would benefit from an internal conference/training room to accommodate staff meetings, training, and meetings with visitors and venders.
- A location convenient to the ROD, Auditor, Treasurer and Finance is critical.

Building: Clemson Extension Building

Address: 107 South French Street, Lancaster, SC

Existing Building: 2,459 INSF

Included Departments/Agencies:

- Clemson Cooperative Extension

Building Comments:

- Impression of the building upon entry: "old, worn out & run down".

- There is evidence of numerous roof leaks and exterior wooden window sills are deteriorating.
- Use of two rooms is limited due to lack of electrical outlets.
- Restrooms are not ADA compliant.

Building: Historic Library

Address: 210 West Gay Street, Lancaster, SC

Existing Building: 1,256 INSF

Included Departments/Agencies:
Former Library

Building Comments:

- The stone inlay above the door indicates that the library was built in 1904.
- There are two (2) small rooms of +/- 100 square feet each, on each side of the open entry foyer which are currently used by EMS for storage.
- The large room at the back of the building is used by EMS and others as needed for training or meetings.
- The room's capacity, depending upon layout, is 20-30 adults.
- There are two (2) operable restrooms, neither of which are ADA compliant.
- Considering the noted age of the building, water issues, i.e. leaks, and deterioration of wall finishes at top of window bays, suggest that the building might not be appropriate for permanent occupation by a County Department or other organization; however, continued use as an occasional training venue is probably fine.

Building: Human Services Complex

Address: 1837 Pageland Highway, Lancaster,

Existing Building: 25,791 INSF

Included Departments/Agencies:

- Department of Health [14,151]
- Department of Social Services [11,640]

Building Comments:
Note: When this building was first assessed, the Health Department occupied approximately 55% of the total INSF noted; 14,151 INSF. Recently, the Department was relocated to the previously referenced

Barnett Building in Lancaster. The County's current intensions are to renovate the building for DSS alone. Subsequently, the comments that follow reflect *the current space* occupied by DSS and the conditions that now exist.

- The space, and conditions under which DSS employees currently work is: "Awful".
- The serious lack of space, together with the configuration and distribution of the space within the building significantly inhibits compliance with critical security and confidentiality of information protocols (requirements) with which DSS is expected to comply.
- The building design and current space limitations impede full compliance with IRS, Employment Security Commission, Social Security Administration and with federal HIPPA laws and regulations.
- The records room meets neither State nor federal requirements regarding room capacity, security, and access.
- Restrooms designated for client use should be provided within the various work unit areas to keep from having to interrupt a meeting to escort a client across the building, through other work areas, and back; to use a restroom.
- The *current* space occupied by DSS has but a single "position" restroom, which is not ADA compliant.
- Visitation space utilized by staff for monitoring visits between adults and children is poorly located within the building and woeful at best, in terms of size and accommodations.
- When DSS must remove a child or children from their home, wherein DSS then assumes temporary custody, necessary accommodations should include at least dedicated dressing, bathing, sleeping and restroom facilities; these accommodations currently, are inadequate.
- There are various randomly located rooms designated for storage purposes throughout the building; all are full.
- Additional storage beyond the above referenced rooms is relegated to space atop file cabinets or in boxes stacked in corners of offices or in hallways.
- Current copy/work areas in hallways impede hallway traffic and are inconvenient to staff that need to access them.
- Facilities to adequately accommodate formal training activities, including tele/video conferencing are lacking.
- The building's configuration is the most significant factor limiting efficiency, functional area adjacencies, and circulation within and between designated work units.
- In certain work units private offices are paramount to complying with the aforementioned requirements; there are very few of them.

- Employees in other program units, that may operate from open work stations, must have access to private interview rooms that are available when needed; there are none.

- There is a significant lack of work unit specific storage as well a general department materials and equipment storage.

- Program work units lack conference/meeting rooms in which to hold unit staff meetings, case staffing, and client progress evaluations.

- The Department does not have access to a suitably sized training/multipurpose room.

Building: Public Works Administration Office

Address: 1980 Pageland Highway, Lancaster,

Existing Building: 1,425 INSF

Included Departments/Agencies:
- Public Works Administrative Office
- Building Maintenance

Building Comments:
- When entering the building, visitors walk directly into the Office Manager's open work space, i.e. there is no lobby/seating or designated reception area.

- Open work spaces are crowded and individual offices are inadequately sized.

- The building lacks a designated space for the layout and review of large format drawings and construction documents.

- A Copy/Work room, centrally located, could provide needed cabinet storage space for office supplies, a service counter, fax, etc.

- Space is needed to accommodate flat file storage for large format drawings/plans.

- As the Administrative Office of the Public Works Department, the building needs an adequate Conference Room to accommodate staff meetings as well as meetings with visitors and vendors.

- Restrooms are not ADA compliant.

- The building is not sprinkled.

- In short, the Public Works Administrative "Office" could more aptly be referred to as a "Hut".

- The Public Works Department:
  - Lacks a Warehouse

- Needs a designated Sign Shop in which to fabricate the County's road signs.
- Does not have crew facilities, i.e. locker room(s), showers, restrooms lunch room, etc.

- Currently there are no enclosed garage spaces or even open canopy/covered spaces on the site for parking of heavy equipment and various other department vehicles when not in use.

Building: Building Maintenance

Address: 1980 Pageland Highway, Lancaster,

Existing Building: Office/Workshop [2,094 INSF]

Included Departments/Agencies:
- Public Works/Building Maintenance

Building Comments:
- The primary Building Maintenance combination office/workshop is a long narrow building which originally was the dining hall for the "chain-gang" inmates housed in the adjacent barracks building.
- The configuration of the building inhibits the functionality of the space; the size and type of equipment and machinery that can be used in the building is limited; the dust/debris created when working on existing equipment typically settles on the office area desk and paperwork.
- The current floor tile that has been installed over old asbestos floor tiles extends most of the way to the back of the building, however, there remains exposed 8-inch (asbestos) floor tile at the back of the building.
- The building does not have a restroom or wash sink.
- The building is not sprinkled.
- An adjacent "Garage/Workshop" (included in the INSF noted above) and reportedly built in the 1950s, has recently been upfitted by Building Maintenance personnel to provide a more open work space for projects that cannot be accommodated in the original building.
- It will also provide "some" additional storage capacity for maintenance supplies and materials.
- While this area will provide a "band-aid" for perhaps a couple of years, it will do little to correct the shortcomings of the (Office/Workshop) building.

Building: Springdale Recreation Complex

Address: 260 South Plantation Road, Lancaster
Existing Building: 20,370 INSF

Included Departments/Agencies:

- Parks & Recreation

Building Comments:

- Parks & Recreation administrative personnel are currently located in this building.
- The combined area of the Administrative offices, together with those spaces allocated for personnel assigned to address the day-to-day activities at the Springdale Complex, are quite congested.
- Consequently, the Department's administrative personnel are pending relocation to the Barnett Building at 1228 Colonial Commons Court in Lancaster.
- Renovations are scheduled to be completed in August.

Building: Buford Recreation Complex

Address: 4073 Hurley Walters Road, Lancaster

Existing Building: 16,005 INSF

Included Departments/Agencies:

- Parks & Recreation

Building Comments:

- Current Building space is adequate for the purposes intended.
- Department ground crews servicing this location need a stand-alone Maintenance/Equipment building on this site.

Building: Indian Land Recreation Complex

Address: 8286 Charlotte Highway, Indian Land

Existing Building: 12,125 INSF

Included Departments/Agencies:

- Parks & Recreation

Building Comments:

- Current Building lacks adequate office space for the activities/programs intended.
- Significant renovation and an addition to the building is currently in design; and neither the estimated square footage nor a construction start date have been identified.

- Note: EMS Station #4 is co-located on the site of the Indian Land Recreation complex; which, upon completion of EMS Station #9/4 will move; the building [3,438 INSF], when vacated, will revert to the Recreation Department.

Building: Andrew Jackson Recreation Complex

Address: 6354 North Matson Street, Kershaw

Existing Building: 12,125 INSF

Included Departments/Agencies:
- Parks & Recreation

Building Comments:
- Current Building space is adequate for the purposes intended.

Building: Sheriff's Office Complex

Address: 1520 Pageland Highway, Lancaster

Existing Buildings: 32,794 INSF
- Logistics
- MIS (IT)/Help Desk
- Administration
- Investigations
- Physical Training
- CSI/Property

Included Departments/Agencies:
- Lancaster County Sheriff's Office

Building Comments:

Logistics [1,181 INSF]
- This building is a former residence that has been upfitted to accommodate the Department's inventory of uniforms, body armor, equipment, devices, and supplies; etc. essentially those items that a Deputy will wear, carry, and/or use while on duty.

- The interior spaces are well organized and maintained, however, additional space will soon be needed as the Department continues to grow.

MIS/Help Desk [1,383 INSF]
- This building houses staff of the County's MIS department; specifically, those that receive and respond to Help-Desk requests from employees regarding technology/computer issues.

- The building space allocated appears generally adequate to address the responsibilities currently assigned.
- At times, bulk deliveries of equipment received, that are eventually distributed to County departments, cause congestion at the entry to the building.
- The MIS staff located in this building are expected to vacate and move to the Barnett Building with the rest of the MIS staff when renovations are completed.

Administration [12,024 INSF]

- The Administration building is a two-story structure and the largest on the property.
- The location of offices and arrangement of open work spaces on both levels of the building appear to accommodate efficiency in communications and movement.
- The building is very well maintained.
- There does appear to be space; albeit *limited space*; available to accommodate additional/future personnel, provided they will not need a private office.
- The Department needs an adequate muster/multipurpose (Operations Building) to accommodate at least the number of personnel equal to two consecutive shifts for briefings and distribution of information.

Investigations [6,179 INSF]

- This building is a two-story structure consistent in design of the Administration Building.
- The location of offices, meeting rooms and common areas and arrangement of open work spaces on both levels of the building appear to efficiently accommodate the requirements of the personnel assigned.
- As with the Administration Building, there does appear to be space; again, *limited space*; that could accommodate additional/future personnel.
- The Investigations Division would benefit from access to the referenced Operations Building which would offer a venue for planning, staging, deployment and monitoring of significant Department and joint/multiagency law enforcement operations occurring/underway within the County.

Physical Training (1,901 INSF]

- Existing space is well equipped and organized to accommodate an estimated 8-10 department personnel at one time involved in various weight, aerobic, strength and agility training activities.

CSI/Property [10,125 INSF]

- This single-story metal building houses Crime Scene Investigations (CSI) and the Property Unit.

- A significant portion of the identified square footage is the Property Room which consists of many rows of shelving units that contain thousands of recovered property items and confiscated evidence.
- The Property Unit receives, catalogs and places into inventory, on average, 650-750 pieces of evidence per month.
- The property room is well organized; however, it is nearly full and could use additional space now.
- CSI needs additional enclosed and securable garage space in which to analyze vehicles confiscated wherein a homicide occurred.

Building: LCSO Substation

Address: 1821 Sandalbrook Road, Indian Land, SC

Existing Building: 1,812 INSF

Included Departments/Agencies:
- Lancaster County Sheriff's Office

Building Comments:
- Existing space is adequate to accommodate the current responsibilities of personnel assigned.

Building: Barnett Building

Address: 1228 Colonial Commons Court, Lancaster

Existing Building: 39,186 INSF

Included Departments/Agencies:
First Floor
- Lancaster County Health Department
- Voter Registration/Elections
- Shared Classroom
- Lancaster Pharmacy (Private Business)

Second Floor
- Lancaster County Library (Main)
- Management Information Systems (MIS)
- Parks & Recreation Administration

Building Comments:

First Floor

Lancaster County Health Department [12,910]

- Existing space is adequate to accommodate the current responsibilities of the personnel assigned.

Voter Registration & Elections [6,194]

- The space designated and recently renovated for Voter Registration & Elections is 2,009 square feet larger than the Department's current space (4,185) in the County Administration building.
- Unfortunately, the configuration of this new space is not as functional as the former, smaller space, and certainly not as user-friendly for the *but three* (3) staff members.
- The major space issue noted previously in the Administration Building was that the Equipment Room was too small @ 1,643 unencumbered square feet.
- The room designated for voting equipment in this building is 1,025 unencumbered square feet; over 500 square feet *less than* the space that was allocated in the Administration Building.
- If the combined area of the four rooms adjacent and accessible to the voting equipment room were utilized, it would only add 355 more square feet; note also that three of the four rooms are less than 80 square feet, i.e. moving equipment in and out of these rooms will be cumbersome at best.

Shared Classroom [1947]

- At the back of the designated Classroom there are several individual spaces for which a purpose has yet to be determined, one of which is a restroom accessible from the open classroom area.
- The currently unencumbered area where seating and tables can be arranged, is approximately 1,024 square feet; allowing seating at tables for 36-40 adults or row seating arranged auditorium style for 65-70.

Lancaster Pharmacy [1,918]

- The Pharmacy is a privately owned business that has occupied this space for several years.

Second Floor

Lancaster Public Library (Main Branch) [4,385]

- This is a temporary location pending completion of the Main Library renovation and additions.

Management Information Systems (MIS) [2,615]

- MIS has been designated to move operations from space in the Administration Building [946 sf] and from the Lancaster County Sheriff's Complex [1,383] to the Barnett Building once space renovations, currently underway, are completed.
- This move and the space assigned addresses *only current* staff and corresponding space needs.
- A current Library space, once vacated, should be set aside for MIS expansion, to include elevator access, additional offices, and a training room.
- See also MIS Space List Worksheet included in Appendix B.

Parks & Recreation [1,175]

- Space has been renovated to accommodate the Administrative staff of the Parks & Recreation department.; projected move-in date is late August-early September.
- The space will include a reception area, staff offices, meeting, storage, and various relevant support spaces.
- The space vacated will be repurposed to better accommodate personnel assigned to address the day-to-day activities at the Springdale Complex.

Building Space not yet allocated [8,042]

Building: Indian Land Service Center

Address: 8451 Charlotte Highway, Indian Land

Existing Building: 2,024 INSF

Included Departments/Agencies:

- Stormwater/Engineering

Building Comments:

- Although titled "Indian Land Service Center", the employees working out of this space include only the employees of the Engineering/Stormwater Unit of the of the County's Development Services Division.
- A small meeting room was recently converted to an office for a new employee, subsequently there is no room for expansion of personnel in the existing space.
- Additional general storage space is needed.
- A larger room is needed for conducting large format plan reviews, which often involve two or more adults.
- More space is needed to better accommodate the storage of the many sets of construction drawings maintained, i.e. numerous flat files and/or hanging racks.
- Crews need an area to wash down trucks and themselves before reentering the building.
- There is no dedicated area in the building for crew members to participate in training activities, eat lunch, or attend meetings.
- Stormwater/Engineering should be co-located with the Planning, Building Inspections and Zoning departments, i.e. the Development Services Division.
- The lease for Stormwater/Indian Land Service Center ends January 31, 2023; with regards to this timeframe, see Recommendation #5 "Comments" on page 48.

SECTION 2. BUILDING & DEPARTMENT SUMMARY TABLES

The Section includes tables that are provided as summaries of the assessment findings regarding the space needs identified in Section 1.

- Combined Building & Department Summary
- Building Summary

Each table includes the same three (3) column headings identifying the space/space needs of the building, department, department division or agency referenced; those columns are titled:

- Current Space
- Current Need
- Existing Deficit

A dash mark, " – ", in the Space Deficit column indicates that there was no deficit identified.

Figure 1
Building & Department Summary Table

Department/Agency/Building	Current Space	Current Need	Existing Deficit
Emergency Communications/911	11,918	12,078	**160**
Airport Complex [57,063]			
Terminal	2,580	6,580	**4,000**
Service Garage	7,458	7,458	-
Hangers	47,025	47,025	-
Coroner	2,511	3,659	**1,148**
Emergency Operations Center	9,500	18,056	**8,556**
EMS Station #1			
Administration, Training, Logistics	7,188	7,188	-
EMS #1	3,002	3,228	**226**
EMS Station #2	2,734	3,278	**544**
EMS Station #3	1,995	3,228	**1,233**
EMS Station #4	3,438	3,438	-
EMS Station #5	2,228	2,588	**360**
EMS Station #6	1,493	3,228	**1,735**
EMS Station #7	1,264	3,228	**1,964**
EMS Station #8	2,233	2,233	-
EMS Headquarters	19,900	19,900	-
Fleet Operations Garage	5,700	12,816	**7,116**
Dell Webb Library	11,021	11,021	-
Historic Jail	1,780	1,780	-
VA & Economic Development			
Veteran's Affairs	2,308	2,308	-
Economic Development	2,860	2,860	-
County Administration Building			
Records Management	4,298	4,298	-
Custodial	735	735	-
Voter Registration/Elections	4,185	4,185	-
Archives	1,521	1,521	-
Reception/Mailroom	193	193	-
Zoning	599	1,081	**482**
Auditor	1,361	1,361	-
Human Resources	783	1,558	**775**
Treasurer	1,428	1,428	-
Delinquent Tax Collections	1,444	1,444	-
County Attorney	395	395	-
Finance	2,221	2,571	**350**
Procurment	324	834	**510**
Building Inspections	2,349	2,819	**470**
Planning	1,274	1,764	**490**
GIS	64	596	**532**
Health Clinic	294	294	-
County Council	1,985	1,985	-

Figure 1, Continued
Building & Department Summary Table-Continued

Department/Agency/Building	Current Space	Current Need	Existing Deficit
Administration	2,235	2,235	
Register of Deeds	1,498	1,498	-
MIS	946	946	-
Assessor	3,516	4,371	**855**
Clemson Extention Building	2,459	2,879	**420**
Historic Library	1,256	1,256	-
Human Services Complex	25,791	25,791	-
Public Works Office	1,425	2,166	**741**
Public Works-Building Maintenance	2,094	2,360	**266**
Public Works-Warehouse	-	3,010	**3,010**
Public Works-Crew Facility	-	2,220	**2,220**
Public Works-Sign Shop	-	800	**800**
Sprindale Recreation Complex	20,370	20,370	-
Indian Land Recreation Complex	12,125	12,125	-
Buford Recreation Complex	16,005	17,205	**1,200**
Andrew Jackson Recreation Complex	12,125	12,125	-
Sheriff's Complex			
Logistics	1,181	1,181	-
MIS/Help Desk	1,383	1,383	-
Administration	12,024	12,024	-
Investigations	6,179	6,179	-
Operations Building	-	2,960	**2,960**
Physical Training	1,901	1,901	-
CSI/Propery	10,125	14,925	**4,800**
LSCO Substation-Indian Land	1,812	1,812	-
Barnett Building			
Health Department	12,910	12,910	-
Voter Registration/Elections	6,194	6,194	-
Shared Classroom	1,947	1,947	-
Pharmacy	1,918	1,918	-
County Library (Main)	4,385	4,385	-
MIS	2,615	4,092	**1,477**
Parks & Recreation Administration	1,175	1,175	-
Unallocated Space	8,042	8,042	-
Indian Land Service Center	2,024	2,604	**580**
Column Totals:	**353,249**	**403,229**	**49,980**

Figure 2
Building Summary

	Building	Current Space	Current Need	Existing Deficit
1	Communications Building	11,918	12,078	**160**
2	Airport Terminal	2,580	6,580	**4,000**
3	Airport Service Garage	7,458	7,458	-
4	Airport Hangers [5 Buildings]	47,025	47,025	-
5	Coroner	2,511	3,659	**1,148**
6	Emergency Operations (EOC)	9,500	18,056	**8,556**
7	EMS #1	10,190	10,416	**226**
8	EMS #2	2,734	3,278	**544**
9	EMS #3	1,995	3,228	**1,233**
10	EMS #4	3,438	3,438	-
11	EMS #5	2,228	2,588	**360**
12	EMS #6	1,493	3,228	**1,735**
13	EMS #7	1,264	3,228	**1,964**
14	EMS #8	2,233	2,233	-
15	EMS Headquarters	19,900	19,900	-
16	Fleet Operations Garage	5,700	12,816	**7,116**
17	Dell Webb Library	11,021	11,021	-
18	VA/ Econ Dev Building	5,168	5,168	-
19	Historic Jail	1,780	1,780	-
20	County Administration Building	33,648	38,112	**4,464**
21	Clemson Extension Building	2,459	2,879	**420**
22	Historic Library	1,256	1,256	-
23	Human Services Complex	25,791	25,791	-
24	Public Works Administration Office	1,425	2,166	**741**
25	Public Works Building Maintenance	2,094	2,360	**266**
26	Public Works Warehouse	-	3,010	**3,010**
27	Public WorksCrew Facility	-	2,220	**2,220**
28	Public Works Sign Shop	-	800	**800**
29	Springdale Recreation Complex	20,370	20,370	-
30	Buford Recreation Center	16,005	17,205	**1,200**
31	Indian Land Recreation Complex	12,125	12,125	-
32	Andrew Jackson Recreation Complex	12,125	12,125	-
33	Sheriff's Office Complex [6 Buildings]	32,793	37,593	**4,800**
34	Sheriff's Office Operations Building	-	2,960	**2,960**
35	SO - Indian Land Substation	1,812	1,812	-
36	Barnett Building	39,186	40,663	**1,477**
37	Indian Land Service Center	2,024	2,604	**580**
	Column Totals:	**353,249**	**403,229**	**49,980**

SECTION 3. PROJECTING FUTURE NEEDS

- Projecting Future Needs
- County Population
- Beyond 2020
- County Employees
- Anticipating Future Personnel
- Estimating Future Space Needs
- Summary of Future Space Needs

Projecting Future Needs

Following the assessment of current County building space needs, additional study was undertaken to identify what might be anticipated in terms of future space needs beyond that already identified. The time frame suggested for this information was 20 years; 2020-2040.

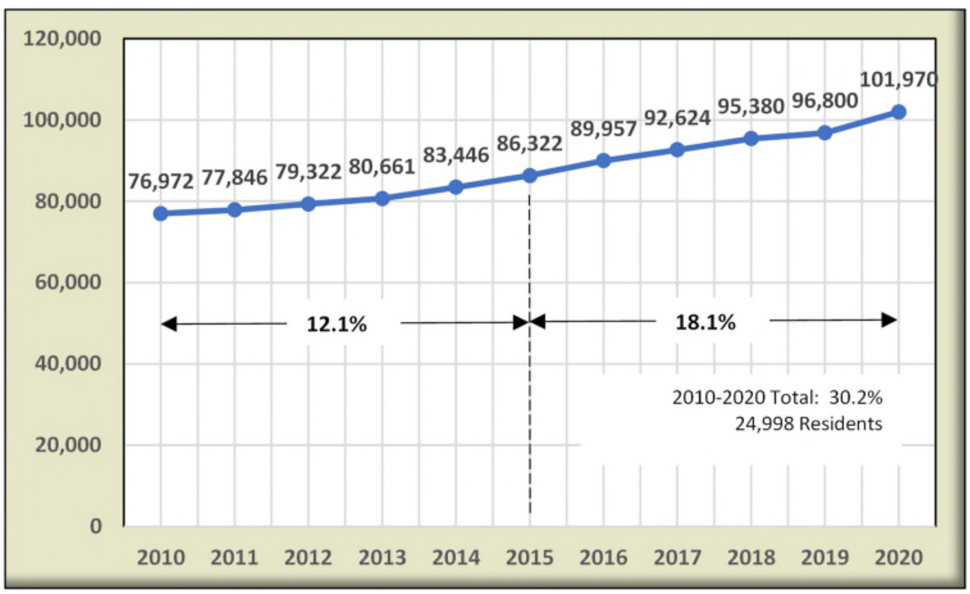
The County provides services to its resident and visitor populations via the individuals it employs. Therefore, the methodologies used to project future needs; whether people, workload, or space; will typically involve an examination of recent year trends of those same characteristics; in this case the County's population and its number of employees.

Various sources were utilized in the development of the data that follows. Among them, the South Carolina Revenue & Fiscal Affairs Office, and the World Population Review/US Census Bureau for population data. And, the County's annual budget documents for fiscal year County employee data.

County Population

This graph identifies the annual resident populations of Lancaster County from 2010-2020.

Figure 3
Lancaster County Resident Populations
FY 2010-FY 2020



The graph identifies an increase in the County's population of 30.2% for the 10 years illustrated. Beginning in 2013, through midyear 2019, the graph line suggests a more robust rate of growth per year than that seen during the first three years of the decade. The 2019-2020 one-year increase of 5.3% suggests that the growth is likely to continue.

Beyond 2020

The South Carolina Revenue & Fiscal Affairs Office has provided population projections, by County, for the years 2020, 2025, 2030, and 2035. And, utilizing linear regression trend analysis software, these projections were extended an additional five years to 2040. For Lancaster County, these numbers represent a very significant rate of increase in population over the next two decades.

Figure 4
Lancaster County Population Projections
2020-2040

2020	2025	2030	2035	2040
101,970	119,370	138,925	160,500	178,978

Illustrated graphically, the 2020-2030 and 2030-2040 trend lines are as follows:

Figure 5
Projected Annual Populations
2020-2030

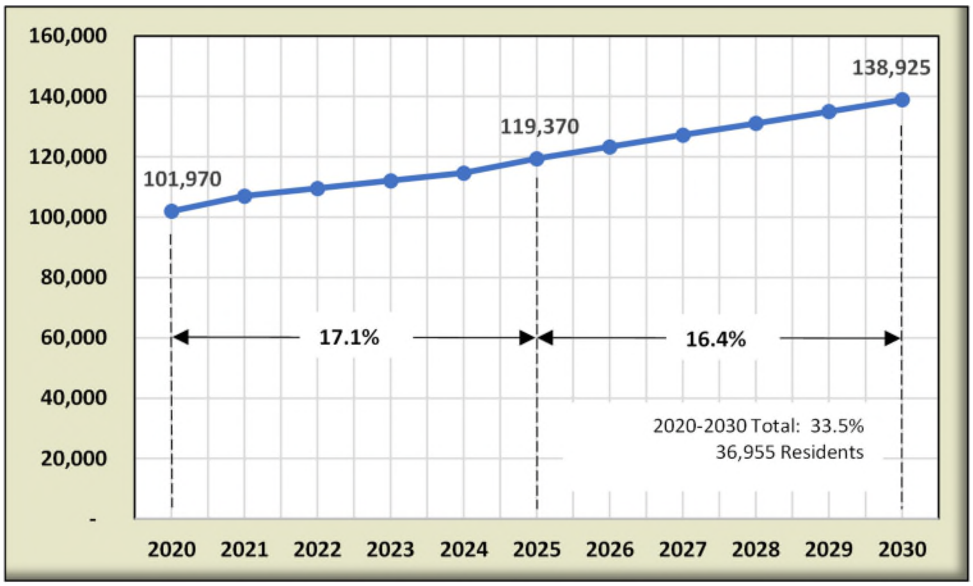
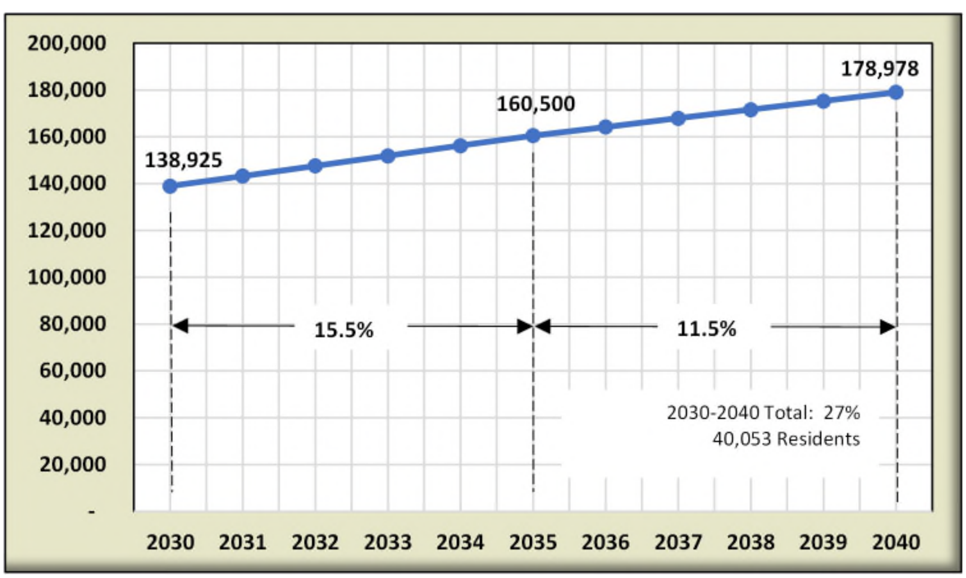


Figure 6
Projected Annual Populations
2030-2040



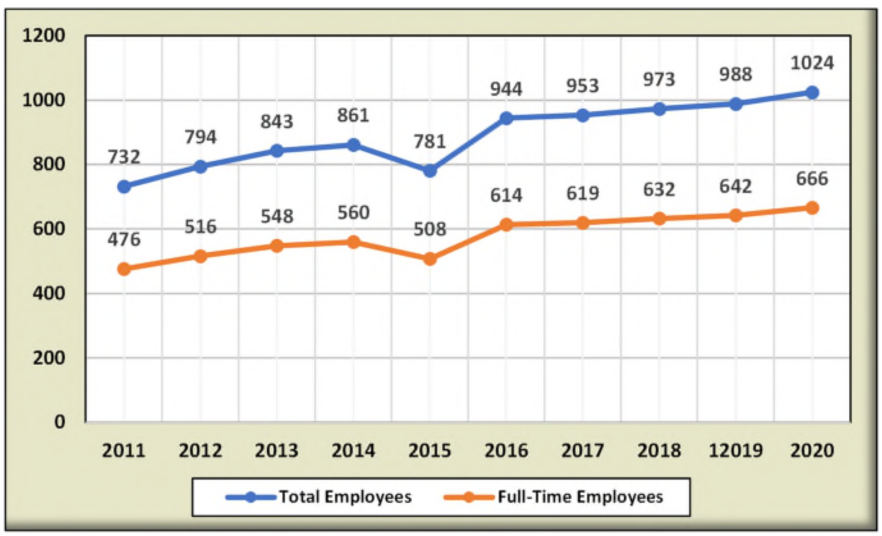
These projections suggest that Lancaster County will realize an increase in population, over the next 20 years, of 60.5%; and an additional 77,008 residents. This is an incredibly significant rate of growth for a County with a July 2020 estimated population of, already, just under 102,000.

The impact on the County's economy is certain to be incredibly significant as well. In turn, the demand for accessible and reliable County services, i.e. public safety, development support, etc. will surely increase. And certainly, citizen expectations for an ever expanding and well-maintained infrastructure system will be an on-going priority. Inevitably, for the County, this will mean additional employees.

County Employees

Each year the County's budget document includes a "Position Summary" of the total number of full and part-time employees by Department. Following a survey of County Department and Division managers, it was determined that the 2020 profile included 358 part-time employees and 666 full-time employees. The full-time employees represented 65% of the total work force. The graph that follows uses this same percentage to estimate the past 10-year history of the County's approved total and full-time work force for fiscal years 2011-2020.

Figure 7
Lancaster County Authorized Positions
FY 2011-2020



While the total number of employees is important, the correlation of the number of full-time employees per unit of population served; in this case the number of employees per 1,000 residents; is the variable that will be incorporated into the calculations of future space needs. In this case, the number of full-time employees per 1,000 resident population was very consistent year-to-year. This table illustrates the number of full-time employees/1,000 residents for 2011-2020. The average per year was 6.53/1,000.

Figure 8
Lancaster County Full-Time-Employees/1,000 Residents
2011-2010

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Population	77,846	79,322	80,661	83,446	86,322	89,957	92,624	95,380	96,800	101,970
Employees	476	516	548	560	508	614	619	632	642	666
Employees/1,000	**6.11**	**6.51**	**6.79**	**6.71**	**5.88**	**6.82**	**6.69**	**6.63**	**6.63**	**6.53**

Applying the 2011-2020 average employee-to-population ratio (6.53) to the State's projected future year populations (Figure 9) , the estimated number of full-time employees for these future years would be as follows:

Figure 9
Projected Annual Number of Full-Time Employees /1,000 Residents
2020-2040

Year	2020	2025	2030	2035	2040
County Population	101,970	119,370	138,925	160,500	178,978
Avg. # Employees/1,000	—	6.53	6.53	6.53	6.53
Est. # Employees	**666**	**779**	**907**	**1048**	**1169**

Based on these numbers, the projected increase for the period 2020-2040 is 75.5% and 503 additional full-time employees. For the 10-year period of 2020-2030, the projected increase is 36.2% and 241 additional full-time employees. Note that the number of full-time employees identified in the 2020 column (666) was for ALL full time County employees. The discussion that follows will pertain only to that percentage of employees related to the facilities studied.

Anticipating Future Personnel
The purpose of this study was to assess the space needs of designated County buildings occupied and used by various County Departments and related local government agencies. Based on the referenced 2020 Position Summary, the 46 buildings assessed were occupied and used by 474 of the 666 full-time employees identified above.

The calculation of the number of future year employees begins with applying the average employee-to-population ratios noted in Figure 9 to future year populations. For example, the application of the 36.2% increase in the number of full-time employees between 2020 (666) and 2030 (907), applied to each of the departments/agencies involved in this study.

The table that follows (Figure 10) includes these column headings:

- *"Department/Agency"*-includes all the departments/agencies involved in the study, in the order listed in the 2020 budget document.
- *"2020"*-identifies the number of full-time employees allocated to each department/agency listed.
- *"2030"*-is the result of multiplying the number of 2020 employees by 1.362 (36.2%) to identify the total employees projected per department/agency for 2030.
- "Net Gain"-identifies the projected gain in the number of full-time employees from 2020-2030.
- *"Recommended"*-these numbers either concur (black numbers) with the net gain calculations of 2030 employees or, recommends adjustments (red numbers) based on observations, knowledge of work activities, and in-depth discussions with Department/Agency managers.
- *"2040"*- is the result of multiplying the 2020 employees by 1.755 (75.5%) to identify the total employees projected per department/agency for 2040.
- *"Net Gain"*-identifies the projected gain in the number of full-time employees from 2020-2040.

Fig 10
Projected 2030 & 2040 Full-Time Employees

Department/Agency	2020 Actual	2030 Projected	Net Gain	2030 Recommended	2040 Projected	2040 Net gain
General Government						
Administration	5	7	2	2	9	2
Assessor	14	19	5	5	25	6
Auditor	6	8	2	2	11	2
Building Inspections	15	20	5	5	26	6
Building Maintenance	10	14	4	4	18	4
County Council	7	-	-	-	-	-
Delinquent Tax Collections	4	5	1	1	7	2
Finance	7	10	3	3	12	2
GIS	1	1	-	2	2	1
Human Resources	4	5	1	1	7	2
County Attorney	1	1	-	-	-	0
MIS	11	15	4	4	19	4
Procurement	3	4	1	1	5	1
Planning	6	8	2	3	11	2
Voter Registration & Elections	3	4	1	2	5	1
Register of Deeds	6	8	2	2	11	2
Risk Management	1	1	-	1	2	1
Treasurer	6	8	2	1	11	2
Fleet Operations Garage	8	11	3	4	14	3
Zoning	6	8	2	3	11	2
Public Safety & Law Enforcement						
Coroner	6	8	2	4	11	2
Emergency Operations Center	4	5	1	1	7	2
Emergency Communications/911	34	46	12	12	60	13
Sheriff	120	163	43	45	211	47
Public Works						
Landfill-Solid Waste	1	1	-	1	2	1
Solid Waste Collections	12	16	4	4	21	5
Roads & Bridges	32	44	12	12	56	13
Public Health & Welfare						
EMS	81	110	29	24	142	32
Veteran's Affairs	4	5	1	2	7	2
Culture & Recreation						
County Library	26	35	9	9	46	10
Recreation	20	27	7	7	35	8
Economic Development	3	4	1	1	5	1
Stormwater Fund	6	8	2	6	11	3
Airport Fund	1	1	-	1	2	1
Column Totals:	474	636	167	175	818	185

Estimating Future Space Needs

The amount of square footage planned or allotted per employee to determine future year (2030 & 2040) space needs is going to vary from department to department based on many factors unique to each. The ratio of square feet per employee will vary considerably. For example, based upon the identified current space needs for Voter Registration and the number of employees (3), the total current space needs identified averages 1,648 square feet per employee. Of course, this includes a large equipment warehouse that houses the voting equipment for every precinct in the County. Contrast that with Human Resources where, based on the same criteria, the average space per employee is approximately 390 square feet. In this instance the employees work within a common and much smaller office environment.

Summary of Future Space Needs

Therefore, having been able to estimate the number of employees per department for the coming years, and being able to identify the estimated allocation of square footage per employee of each of those departments based on their service delivery and functional requirements, future year space needs specific to each department were identified as follows:

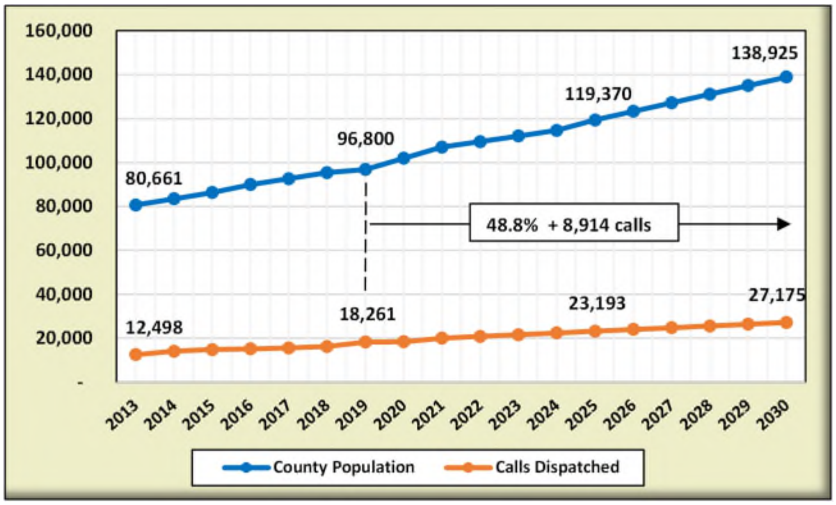
Figure 11
Future Space Needs Summary

Department/Agency	Current Space	Current Need	Est. FY 2030	Est. FY 2040	Total Est. 2040
Administration	2,235	2,235	650	639	**3,524**
Assessor	3,516	4,371	1,561	1,718	**7,650**
Auditor	1,361	1,361	454	535	**2,350**
Building Inspections	2,349	2,819	940	1,108	**4,867**
Building Maintenance	2,094	2,360	944	927	**4,231**
County Council	1,985	-	-	-	**1,985**
Delinquent Tax Collections	1,444	1,444	361	567	**2,372**
Finance	2,221	2,571	1,102	1,010	**4,683**
GIS	64	596	450	596	**1,642**
Human Resources	783	1,558	390	612	**2,560**
County Attorney	395	395	-	-	**395**
MIS	946	4,092	952	1,028	**6,072**
Procurement	324	834	278	328	**1,440**
Planning	1,274	1,764	882	693	**3,339**
Voter Registration & Elections	4,185	4,185	904	1,105	**6,194**
Register of Deeds	1,498	1,498	499	589	**2,586**
Risk Management	175	175	-	175	**350**
Treasurer	1,428	1,428	238	561	**2,227**
Fleet Operations Garage	5,700	12,816	6,408	5,037	**24,261**
Zoning	599	1,081	541	425	**2,046**
Coroner	2,511	3,659	2,439	1,438	**7,536**
Emergency Operations Center	9,500	18,056	4,514	7,096	**29,666**
Emergency Communications/911	11,918	12,078	4,263	4,747	**21,087**
Sheriff	32,793	42,365	15,887	16,649	**74,901**
Public Works	1,425	8,196	2,732	3,221	**14,149**
EMS	25,575	51,537	15,270	20,254	**87,061**
Veteran's Affairs	2,308	2,308	1,154	907	**4,369**
County Library	11,021	-	-	-	**11,021**
Recreation	60,625	61,825	21,639	24,297	**107,761**
Economic Development	2,860	2,860	500	590	**3,950**
Stormwater Fund	2,024	2,604	1,950	1,302	**5,856**
Airport Fund	57,063	61,063	-	-	**61,063**
Column Totals:	**254,199**	**314,134**	**89,931**	**100,194**	**515,235**

To state the obvious, the rate and volume of the coming years' population growth is going to have a dramatic impact on County government services. To illustrate, the two departments that are projected to experience the largest increase in personnel by both 2030 and 2040 respectfully, are EMS and the Sheriff's Office.

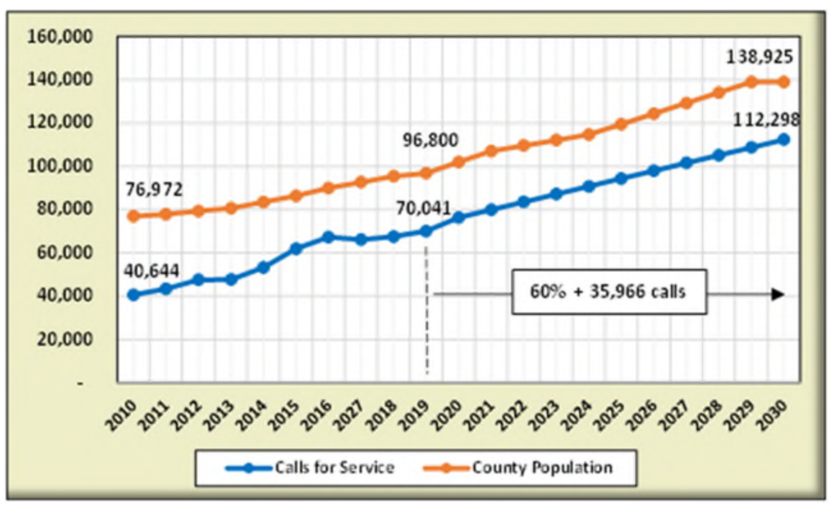
Figure 12 identifies the annual experienced and projected EMS call volumes through 2030. Note that the rate of EMS calls dispatched per 1,000 County residents in 2019 was 185.5. The projected number of calls dispatched per 1,000 residents in 2030 is 195.6; i.e. the ***rate*** of calls has increased, together with a 44% increase in population of just over 42,000 residents. **The 2040 call volume is projected to be 35,140, almost double that of 2019.**

Figure 12
Experienced and Projected EMS Call Volume
2013-2030



During 2019, the Sheriff's Department responded to 70,041 calls for service throughout Lancaster County, an average of 191 calls per day. The annul call data provided from 2010-2019, coupled with the State's projected annual populations for 2020-2030 identified the estimated calls for service in 2030 to be 112,298, an average of *308 calls per day*. **The 2040 calls for service have been projected at 154,401, an average of *423 calls per day*.**

Figure 13
Sheriff's Department Annual Calls for Service
2010-2030



It is significant to note here that while the Sheriff's Department includes seven major divisions, i.e. Crime Scene, Judicial, Investigations, Training, etc., it is the *Patrol Division* that responds to these calls for service. And, while the Sheriff's Department has been projected to receive the most new full-time employees by 2040 (91), it better hope it gets *all* of them if it is going to continue to provide the level of service County residents have come to expect.

SECTION 4. PRIORITIZING NEEDS

- Prioritizing the Needs Identified
- Public Safety
- Infrastructure
- County Government Core Services
- Basis of Need
- Priority & Status Ratings of Recommended Projects

Prioritizing the Needs Identified

As noted, 46 buildings were assessed to determine the space needs of the various County departments and associated agencies working within them. In the tables included in Section 2, the existing area (square footage) assigned to each department/agency was documented. Following meetings with Department personnel, audits of existing space, and observations of the activities occurring within that space, a space deficit was (or was not) identified and quantified. The square footage identified in the "Current Need" columns of the referenced tables was the result of the sum of the "Current Space" and the identified "Existing Deficit".

Of the 46 buildings, there were no space deficits found in 23, although several of those 23 buildings were not without other issues.

Figure 14
Summary of Findings

Total area of the buildings assessed:	353,249 square feet
Total space deficit identified:	49,980 square feet
Total current space needed:	403,229 square feet

One would think the basis upon which space needs were prioritized in a *"Space Needs Study"* would be the *quantity* of space (square footage) that is needed *in addition to* what a building or department already has. Indeed, the numbers are significant, as noted here.

Figure 15
Building & Department Identified Space Deficits

Building	Net Square Feet
Fleet Operations	7,116
CSI/Property Bldg. (Sheriff)	4,800
Co. Administration	4,464
Airport (Terminal)	4,000
Public Works Warehouse	3,010
Public Works Crew Facility	2,220
EMS #7	1,964
EMS #6	1,735
EMS #3	1,233
Coroner	1,148

Department	Net Square Feet
Public Works	14,153
Emergency Management	8,556
Sheriff	7,760
EMS	6,062
Airport	4,000
Development Services	2,220
MIS	1,477
Assessor	855
Human Resoures	775
GIS	532

The space deficits identified in Figure 15 represent ***current*** needs. Section 3 addressed ***future*** needs in terms of both the number of County personnel and the corresponding space they would require based on the County's projected 2020-2040 populations: 36,955 additional residents by 2030 and an additional 40,053 residents by 2040.

Public Safety

In this context, the demand for accessible and reliable County services, will first and foremost impact those "public safety" departments that respond to emergencies; the Sheriff's office, EMS, the Coroner's office, and Emergency Communications/911. These agencies collectively, are up and running 24 hours a day and interact with more County residents in a given month than the rest of the County's departments combined do in a year. Their increase in workload, per Figures 12 & 13, correlates directly with increases in population.

Infrastructure

An additional area of focus, for both current and new residents, will be their expectations for an ever expanding and well maintained "infrastructure" system within the County. Those impacted by and ultimately responsible for that infrastructure will be Roads & Bridges, Fleet Operations, Waste Management, and Building Maintenance, i.e. Public Works. Together with those that review, inspect, and approve the development that is ongoing and increasing in volume on an almost daily basis: Planning, Zoning, Building Inspections and Engineering, i.e. the Development Services Division.

In addition to the physical "built" infrastructure, the information and communications infrastructure upon which County government must rely is the sole responsibility of MIS (Management Information Systems).

County Government Core Services

In addition to public safety and infrastructure, the recognized center of County government is the Administration Building. Citizens wishing to access core services such as taxes, vital records, applications for employment, properties appraised, etc. can do so. Doing so in space that is adequate and accommodating will often make the experience a positive one. The building's collective space deficit, attributed to 8 of the 22 departments and related activities located in the building, is 4,464 square feet. The building currently "houses" more employees (100), than any other County facility, that contribute daily to making government "work". It's current space deficits, noted here, must be addressed.

- Assessor 855 square feet
- Human Resources 775 square feet
- GIS 532 square feet
- Procurement 510 square feet
- Finance 350 square feet

Basis of Need

Certainly, the *quantity* of space that an individual department or agency needs must be considered when prioritizing the needs of all. However, in the current environment of change and dynamic population growth, the likes of which Lancaster County has never before experienced, the setting of priorities must also consider functionality, availability, efficiency of operations, and the criticality of the ***needs*** of the County and its citizens.

Figure 16
Priority & Status Rating of Recommended Projects

Priority	Department/Agency	Status
Tier 1	**Public Works - Sheriff - EMS - Development Services**	Critical
Tier 2	**Coroner - MIS - Assessor**	Acute
Tier 3	**Human Resources - GIS - Procurement - Finance**	Essential

SECTION 5. RECOMMENDATIONS

The individual *Building Comments* noted in Section 1, identified numerous issues of concern regarding the individual buildings, departments, and various departmental functions. Those comments are intended to serve as the basis for the recommendations that follow.

Recommendations 1-7 focus on Tier 1 and Tier 2 Departments identified in Figure 16.

Recommendations 8 and 8a-8f focus on reallocation of space in the Administration Building and include floor plan concept diagrams.

Recommendations 9-12 address:

- Clemson Extension Building
- Buford Recreation Complex Equipment Building
- Airport Terminal
- Emergency Operations Warehouse & Garage

Additional comments discuss reuse options for the space currently occupied by Voter Registration & Elections.

1. Recommendation:
Contract for facility programming services, to include a site masterplan on the existing property, for a new Public Works Complex.

Type of Space: New Construction

Comments:
The existing Public Works facilities are pitifully spartan. The Department/site does not provide crew facilities, does not have a warehouse, and expects employees to produce street signs in what is essentially a small garage type space in the back of the Administration office. For a County of over 100,000 residents and 550 square miles, this situation is quite unusual.

Based on the numbers generated in Section 3, it has been estimated that Public Works will have as many as 86 full-time employees by 2030 (currently 63 full-time), and an estimated 111 full-time employees by 2040. Individuals who predominately work outdoors and, who are on call 24 hours per day. A place where crew members can assemble, receive instructions, and deploy to their assigned location(s) is typically referred to as a Crew Facility, which also will include a common area, training room, lunch room, lockers, restrooms and showers.

A warehouse is about providing for the secure storage of equipment and materials, about having adequate space to organize and later distribute that equipment or material, being able to take advantage of the lower cost of bulk purchasing because space is available to secure that inventory and ultimately, it is about accountability and efficient management of materials that will support the development of the quality infrastructure desired.

The significant sections of the recommended Facility Program should address, in detail, at least the following:

- Administrative Office
- Fleet Operations Garage
- Building Maintenance Office & Shop
- Warehouse
- Crew Facility
- Sign Shop

A detailed, Space List Worksheet has been developed for each of these major spaces, except for the Fleet Operations Garage. The space list is included in the Appendix B and was developed from the consultant's data base of similar projects. With regards to the Fleet Operations Garage, architectural drawings have been completed which, upon review, are particularly good. They are available at the current Fleet Operations Garage office.

In Section 6 that follows, estimated probable costs are illustrated for three (3) buildings: the Administration Office, the Fleet Operations Garage, and the Public Work's "operations" building which would include Building Maintenance, the Warehouse, Crew Facilities and the Sign Shop in separated areas but under one roof.

Note: The primary objective of the above referenced Facility Programming would be to study and determine the feasibility of including all three major buildings on the site separately, as a "complex", or all together in a single building.

2. Recommendation:

a. Contract for facility programming services for a purpose-built, single unit, two-bay EMS station that can be used as a prototype for future stations, to replace, as soon as possible, the current EMS #'s 6 and 7; enlist a design firm familiar with the building type and, upon approval of the documents, proceed with bidding and construction.

Simultaneously, EMS should begin to identify potential locations for siting each station, to include a risk assessment of the area to be served, call frequency, population density, and road distance analytics with the objective of improving incident response times.

Type of Space: New Construction

Comments:
For reference, a detailed, space list has been developed for a single unit, 2-bay, EMS station and is included in the Appendix. The space categories, Base Operations, Staff Support and Garage, and their included spaces, are consistent with national standards pursuant NFPA 450 and the US Fire Administration and FEMA recommendations.[1]

As noted in the discussion of EMS's existing eight stations in Section 1, several of the stations were obviously located where a space/existing building was "available", or in one case in a former residence that was given to the County, none of which were preceded with an analysis of whether the location would facilitate the efficient and timely response within the EMS district to which the unit was expected to respond.

b. As a critical County service, EMS response times and call volumes should be monitored, documented, and reported on a quarterly basis to anticipate and adequately plan for the addition of future base facilities and personnel.

Type of Space: NA/Data tracking to anticipate need for personnel & station construction.

Comments:
2018 response times for Lancaster County EMS units responding to incidents within 19 County fire districts ranged from an average low of six minutes, to a high of 13 minutes: with an overall average response time of 8.4 minutes.

Standards regarding emergency medical incident response times are based on the findings of various significant medical organizations and professional associations. Among them, the American College of Emergency Physicians (ACEP), the American Heart Association, the American Association of Orthopedic Surgeons, and National Fire Protection Association (NFPA). The consensus among them being, that EMS vehicles should respond to deliver ALS (advanced life support) skills and available within 6 to 8 minutes, and that those response times are to be achieved in at least 90% of all calls dispatched.

Subsequently, where an EMS station is located is critical to performance. And, while station #6 and #7 are included in Recommendation 2a above, stations 2, 1, and possibly 3 are near future candidates for relocation as well. Considering the rate of growth and inevitable increase in EMS call volumes, strategically locating/relocating stations now, if done carefully, could very well preclude the need, to an extent, for the construction of new stations in the coming years.

[1] National Fire Protection Association; NFPA 450, Guide for Emergency Medical Services and Systems; 2013 Edition.
Safety and Health Considerations for the Design of Fire and Emergency Medical Services Stations; US Fire Administration /FEMA; May 2018.

3. Recommendation:

Contract for facility programming services to address the Sheriff's Department identified facility space needs; enlist a design firm familiar with the building type and, upon approval of the documents, proceed with bidding and construction.

Type of Space: Building Addition/Renovation of CSI/Property Building,
New Construction of an Operations Building

Comments:
The Sheriff's Department is a critical County service. As well, it is the most recognized public safety/law enforcement entity in the County. Report Section 3 identified the Sheriff's Department 2020 full time positions at 120. Actual 2011-2020 data identified that the average ratio of full-time County employees to 1,000 county residents was 6.53. That ratio applied to the State's 2030 projected Lancaster County population showed that the corresponding staffing of full-time Sheriff's Department personnel would be 163; an increase of 43 personnel.

While the Sheriff's complex has adequate *office* space at this time, operations space is lacking. Currently two needs exist:

- The expansion of the CSI/Property building; the Property area is nearly full and needs additional space, and CSI needs additional enclosed and securable garage space in which to analyze vehicles confiscated wherein a homicide occurred.
- The addition of an Operations Building will provide needed muster/multipurpose space to accommodate at least the number of personnel equal to two consecutive shifts for briefings and distribution of information. It would also provide a venue for planning, staging, deployment, and monitoring of significant Department (SWAT) and joint/multiagency law enforcement operations occurring/underway within the County.

The area of the CSI/Property building addition is estimated at 4,800 net square feet. The Operations Building is estimated at 2,960 net square feet. The Operations Building will be addressed further in Section 6, Probable Costs; wherein a breakdown of the probable construction and project related costs will be provided.

4. Recommendation:

Contract with a design professional/contractor to examine and determine whether the Coroner's Building can be expanded on the existing site and/or expanded onto the property immediately south of the existing building.

Type of Space: Expansion/Renovation

Comments:
The identified space deficit in the current building is 1,148 square feet; very significant considering that the existing building is only 2,511 square feet. While the layout of the building may have worked well for the purpose it was originally built, i.e. an architect's office, internal circulation and movement is not efficient.

The Morgue area is generally adequate however, the temperature-controlled room that holds bodies reaches and/or exceeds capacity several times per month. For obvious reasons, the "when" and frequency of the arrival of bodies cannot be planned in advance.

Concerns with regards to workload and staffing have been expressed; and, reinforced by the 2012-2019 *218% increase* in the number death investigations conducted annually from 2012 with 296 investigations, and 2019 with 647. The addition of space, more functional space, is needed now.

5. Recommendation:

Contract for facility programming services, for a new consolidated Development Services Division Office Building, to include Planning, Zoning, Building Inspections and Stormwater/Engineering.

Identify an available and appropriately sized building suitable for up-fitting, or a building site in which to locate and construct a new building, to fully accommodate the (2030) space needs identified, 12,730 INSF; and located between Lancaster and Indian Land to better accommodate the population served and reduce staff travel times.

Should a suitable existing building not be available, incorporate the facility program document (above) in an RFP for design services for a purpose-built facility.

Type of Space: Renovation or New Construction

Comments:

- These departments need to be together.
- They need to be closer to where the development and growth are occurring, enhancing customer service, i.e. the “one-stop-shop” concept; and improving internal communications, coordination, and time/performance efficiencies.
- The collective space deficit of these four departments is *today* 2,022 net square feet.
- Their combined “Current Need” is 8,268 net square feet, with a projected total space need by 2030 of *an additional* 4,462 net square feet, i.e. a total of 12,730 net square feet.
- Projected 2040 space needs are currently projected at 15,759 total net square feet.
- The three Development Services departments located in the County Administration Building, (Planning, Zoning, and Building Inspections) currently occupy a collective 4,222 square feet.
- The combined space deficit for all included departments in the Administration is 4,464 square feet
- The Administration building’s configuration and its positioning on the lot does not provide an opportunity for expansion.
- The space vacated by the Development Services departments would be sufficient to erase the space deficits of the remaining departments in the Administration Building.
- The concern that the Indian Land Service Center’s lease is not up until January 31, 2023 should not delay this project; together, facility programming, design, project bidding, and construction is likely to consume 18-24 months, depending upon the development option selected; i.e. building up-fit or new construction.

6. Recommendation:
Reserve additional space in the Barnett Building, currently occupied by the Library, for MIS to address the Department's needed office, work, and training space once the Library vacates the building.

Type of Space: Internal Renovations

Comments:
As stated, "*the information and communications infrastructure upon which County government must rely is the sole responsibility of MIS."* The net space need(s) identified and illustrated in the *MIS Space Needs Worksheet* (Appendix B), total 4,092 square feet. The additional space needed cannot be accommodated in the Administrations building.

7. Recommendation:
Public Works Building Maintenance personnel should meet with the Emergency Communications Director to determine how a tool/work room could be added adjacent to or near the existing Server Room.

Type of space: Internal Renovation/Addition

Comments:
Emergency Communications/911 is a vital public safety communications asset and, literally, a lifeline to thousands of County residents each year.

The space deficit identified is small by comparison to others in this report (160 net square feet), but especially important. An additional room is needed adjacent to the existing Server Room to accommodate equipment storage, tools and work space for County MIS personnel and contracted vendors servicing the equipment within the Server Room. The Server Room itself is now "providing" that space, it is not a good practice, and could be quite disruptive during certain communications events .

8. Recommendation:
Following relocation of the Development Services Division Departments, commence expansion renovations, and relocation of remaining departments in the Administration Building, per Recommendations 8a–8f. Floor diagrams illustrating the suggested changes follow.

Type of space: Interior Renovation

Comments:
The recommendations that follow vary from repurposing a room "as-is", i.e. County Attorney's office; to the removal of existing walls and the construction of new walls and access doorways into to various spaces that are to be repurposed, i.e. Human Resources/Auditor spaces. The decision as to how the renovations are implemented will be the County's. Whether it is done by in-house Building Maintenance personnel or an outside contractor the objective/focus when planning the layout and changes needed must be functionality and access by the customers to be served; understanding that "customers" refers to citizens as well as County staff. In turn, the Department directors whose spaces will be modified must be committed to be involved in the planning and decision making.

8 a. Recommendation:

Address the space deficit identified for Human Resources with a plan that extends into the adjacent space now occupied by the Auditor; to compensate for the space lost, open up the now Zoning office to allow the Auditor to expand into that space.

Comments:
Walls will need to be removed, and a new one constructed between the two spaces to assure unencumbered work spaces for both Auditor and Human Resources personnel.

An issue that contributed to the deficit noted for Human Resources was the lack of a conference room. The recommendation that follows *may* provide an alternative for including one *within* the suggested HR "envelope".

8 b. Recommendation:

Repurpose the space designated "County Attorney" to accommodate a Conference room.

Comments:
The architectural drawings show a wall in the middle of this space. It should be removed, which will then provide ample space to comfortably accommodate conference table seating for up to 12 adults.

8 c. Recommendation:

Expand Finance space into what is now the Procurement office.

Comments:
Direct access to and from the expanded space and the current Finance office area should be provided.
The open space in the diagram between the expanded Finance area and the proposed GIS Office (see recommendation 8e below), labeled "Finance Future" is approximately 1,134 square feet; the projected Finance Office additional space needs for 2030 is projected to be 1,102 square feet

8 d. Recommendation:

Move the Procurement offices into space currently occupied by Planning and repurpose the two rooms at the "back" of that space as a single Conference/Meeting room.

Comments:
Removing the wall between the two rooms will provide space to accommodate conference table seating for up to 10 adults.

8 e. Recommendation:

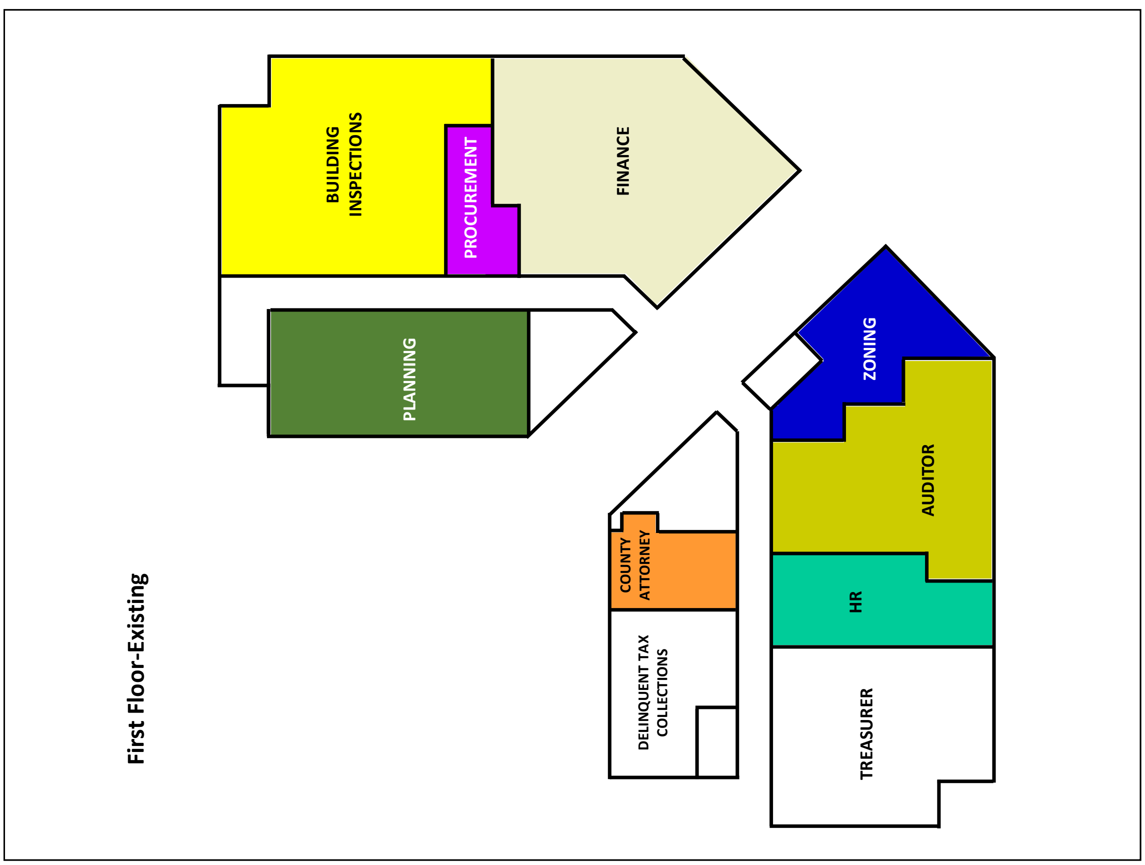
Construct new office space for GIS at the "back" of the large room currently occupied by Building Inspections, the configuration and layout should coincide, to the extent possible, with the concept diagram previously developed by the GIS Director.

8 f. Recommendation:

The Assessor's identified space deficit is significant; once MIS completes relocation to the Barnett Building and is operational, that space should revert to the Assessor, opened-up, and renovated to address the space needs identified.

Comments:
Based on the space needs identified, renovations should focus on staff office and open work space and a Meeting/Training Room able to accommodate 16 adults.

Figure 17
First Floor Renovations



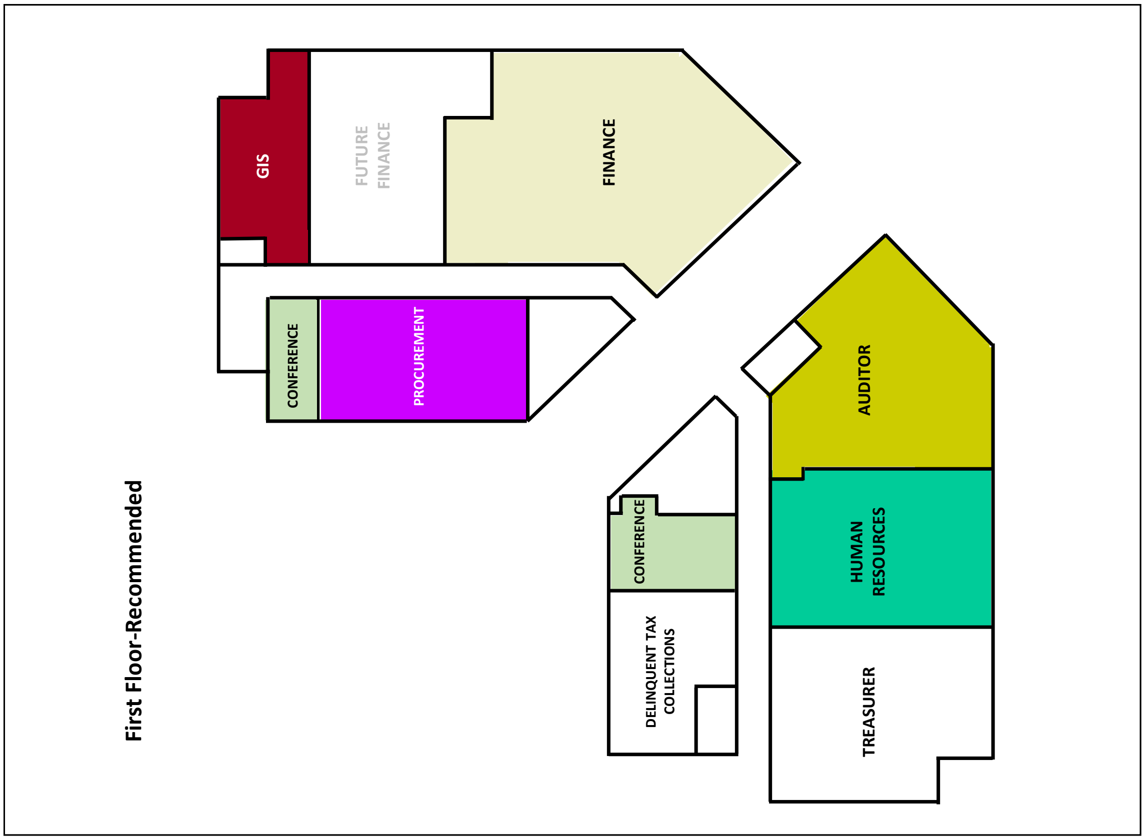
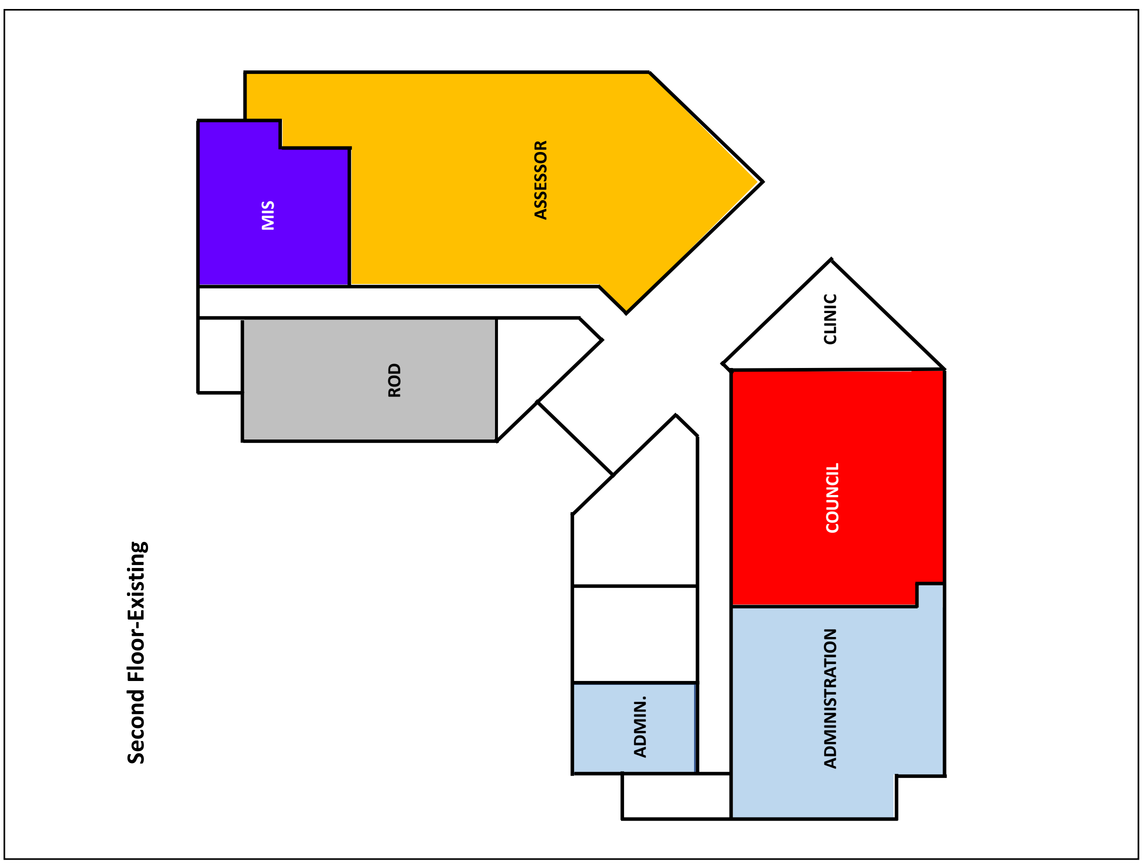
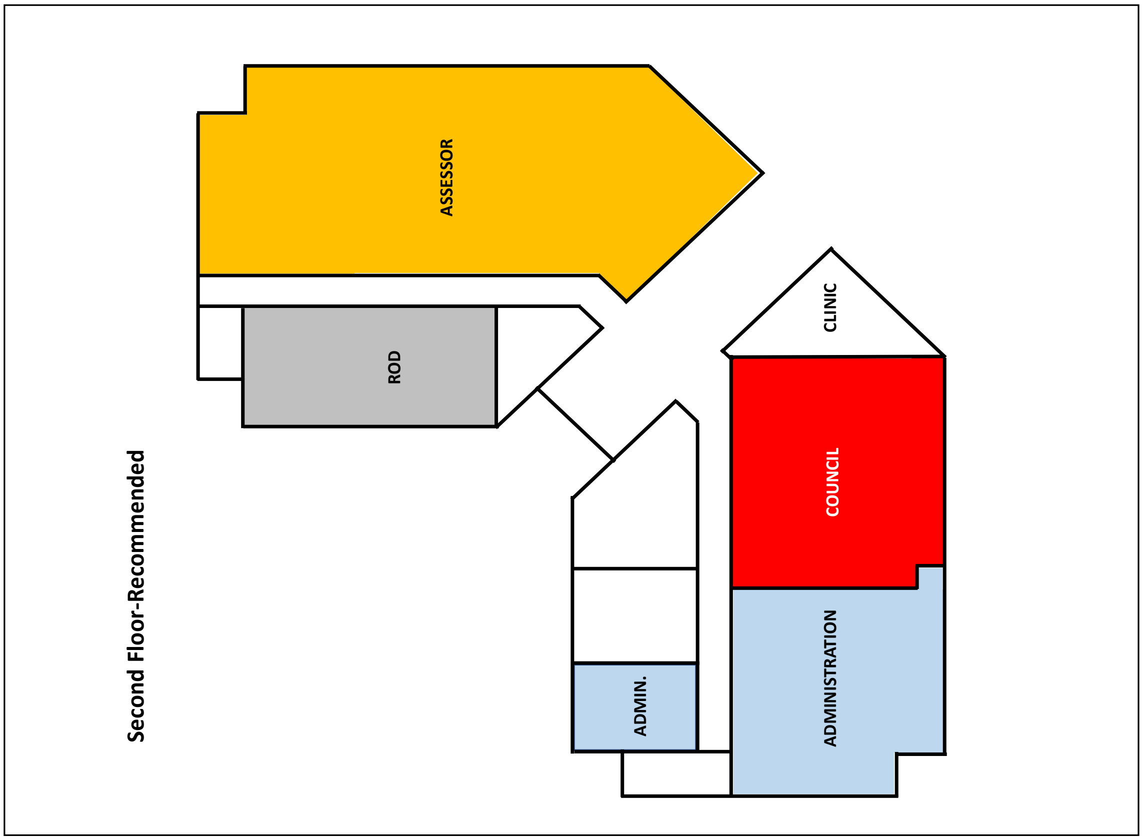


Figure 18
Second Floor Renovations





9. Recommendation:
The County should consider relocating the Clemson Extension offices or thoroughly upgrade the existing building, inside and out.

Comments:
The building's interior is old, worn out and run down, the restrooms are not ADA compliant, the use of two rooms is limited due to lack of electrical outlets, and there is visible evidence of numerous recent and past roof leaks, and exterior wooden window sills lack paint and are deteriorating.

The current building is 2,459 INSF, with an identified deficit of 420 square feet. Should the County consider a new location (building), the area necessary to accommodate current activities would be between 2,500-2,800 *net* square feet. Assuming remodeling would be necessary, the "target" size of the (existing) building sought should be no less than 3,500-4,000 square feet.

10. Recommendation:
Construct a stand-alone, securable Maintenance & Equipment building on the site of the Buford Recreation Center.

Comments:
Identified deficit/building size is 1,200 square feet.

While the building space of the Recreation Center itself is adequate, Recreation Department ground crews servicing this location need a stand-alone Maintenance/Equipment building on this site.

11. Recommendation:
Authorize the Airport Manager and Commissioners to retain the services of a qualified design professional to provide at least two (2) concept options for an updated, larger Terminal Building.

Comments:
While the physical structure of the existing terminal building appears to be in good condition it is dated and lacks features commonly found in more modern municipal airport terminals; among the spaces most frequently requested are meeting rooms.

The indoor space of the existing terminal is 2,580 square feet, with discussions among Commissioners that a new facility should include no less than 4,000 net square feet, i.e. the identified deficit.

12. Recommendation:
Research the availability of vacant buildings reasonably convenient to the Emergency Operations Building that could be considered for adaptive reuse as a combination warehouse and garage.

Comments:
Emergency Operations needs a temperature-controlled, securable warehouse space and an enclosed garage type facility for incident-specific vehicles and trailers. Both spaces could be in a single building. Critical among the incident vehicles is the Mobile Operations/911 trailer that would serve as back up should the Communications Center go down during an emergency.

Although the referenced vehicles are valued in the thousands of dollars, they currently remain outside, and unprotected from the elements.

Voter Registration & Elections Space to be Vacated

Voter Registration & Elections will be moving from the Administration Building to renovated space in the Barnett Building following the November 2020 elections. The space the department currently occupies is 4,185 square feet (INSF). Of that space, the equipment room where voting machines and peripheral equipment are stored, comprises 1,643 square feet. This area is an unfinished, high ceiling, warehouse type space. The remaining 2,542 square feet include a generously sized office for the Director, an open reception and service counter adjacent a large open work space for employees that allow them direct access/communications with visitors. Two additional spaces include a work room (often for volunteers) and a secure room wherein ballots are counted following voting.

Discussions regarding the reuse of this space, once vacated, have been mixed. Concerns expressed have included:

- The space is in the basement
- It has no access to natural light
- There is a moisture problem

Reportedly, the County has attempted to mitigate the moisture problem, i.e. penetration through the foundation (below grade) wall; efforts have apparently been unsuccessful as numerous dehumidifiers continue to run without notable results per County staff.

Suggestions for reuse have included the following:

- Open the adjacent Lobby, Service Counter and Staff Work spaces to provide a classroom style training venue; the area in question, depending on set-up, could accommodate 24-32 adults.
- Develop individual storage spaces/"bins" for departments that need storage space for materials that need to be saved but do not require frequent access.
- Develop a series of offices and open work spaces to include desks, lay-out surfaces, internet, and telephone access, with shared scan/copy capabilities, and perhaps a small, private meeting room for use as needed.

The availability of offices and open work spaces for temporary use within the Administration Building could prove advantageous depending on how the County chooses to act on the priorities identified. For example, the Assessor needs the space that is currently occupied by MIS which is preparing to relocate. What if that relocation date is delayed? As much, if not more, than the space itself, the Assessor needs *people.* While basement space may not be all that inviting or convenient, two floors below the Assessor's office, it could provide work space to get additional needed staff on board and working until permanent space could be occupied.

SECTION 6. PROBABLE COSTS

The building and space comments noted in Section 1, identified numerous issues of concern regarding the individual buildings, departments, various department functions, and the agencies for which the County provides space. Those comments are intended to serve as the basis for the recommendations that are listed.

The narrative that follows, preceding the cost tables, is intended to offer context to the processes and considerations that impact or are impacted by the costs of a public building project.

- Facility Development Process
- Net vs. Gross Square Feet
- Types of Costs
- Cost Basis
- Identified Project Costs

Following the Identified Projects Costs is a brief listing comments for consideration with regards to the individual cost categories listed.

Note: The blank space in each of the Project Cost pages that follow is intentional; both for consistency of format and to include one (1) project per page to accommodate ease of access and reference by County personnel if/as needed.

Facility Development Process

While not etched in stone, the procedural steps/activities that are described are those most commonly followed when developing a public construction project.

Needs Assessment

Involves a systematic process for determining and addressing the needs, or "gaps" between current conditions (in this case “space”) and the desired conditions or "needs". The basic tasks involve:

1. A detailed assessment of the quantity and type of space that exists,
2. An audit of the activities currently occurring within the space/building on both continuous and intermittent basis,
3. Discussions & interviews with personnel assigned to work within the space(s) studied,
4. The calculation of existing space deficits as well as the total space needs to accommodate the responsibilities assigned.

Facility Programming

Short definition: The documentation of the requirements for a building program.

Also known as architectural programming or operational programming, this phase of facility development involves the research, study of options, and decision making processes that; with detailed documentation; will identify the scope of the work; i.e. the building, to be designed and ultimately built.

The information developed and documented in the Facility Program moves the project and development process from a general definition of the space needs identified during the Needs Assessment phase, to a more detailed presentation of how those needs will be met. The Facility Program describes *all* spaces, and the activities that are intended to take place in those spaces. It also defines in narrative format, graphically in conceptual adjacency diagrams of internal spaces, and where appropriate in detailed matrix or spreadsheet format, the size, and relationship(s) between the many specific spaces to be included within the building.

More importantly, and vital to the development of an effective facility program document-and ultimately a successful and efficient building-is the input, throughout the process, from the owner and the owner’s future occupants and users of the building to be developed. Upon its completion the document becomes the owner’s communication of instructions to the architect, once selected, that will enable him/her to begin design.

Architectural & Engineering Design

Obviously a detailed process, typically led by an architect that oversees the design of the building and the integration of the various engineering disciplines that will be required; civil/site, structural, electrical, mechanical, plumbing, security, communications, life safety/fire protection, etc. to both design the building and oversee its construction. The component tasks of an architectural contract will include:

1. Schematic Design
2. Design Development
3. Construction Documents
4. Bid & Award
5. Construction Administration

Design Process

Bid & Award
The time between when the design is completed, and the project is first advertised for bidding, until the submission deadline for all bids to be received, is the "bid period". The construction bids are typically opened at a pre-published time on the date the bids are due. The openings are typically public and include the actual bids being read aloud and the low bidder being announced.

Architect responsibilities during this phase will include assisting the owner in preparing the bidding documents and invitations to bid as well as being available to answer any questions the construction firms that are bidding on the project may have. They are also at the table during negotiation of the construction cost, which may or may not include add-ons, add alternates, substitutions, etc.

Construction & Construction Administration
While the contractor is responsible for the construction of the building, the architect's contracted responsibilities include site visits throughout the construction period to observe and inspect the contractor's progress and quality of work as well as compliance with previously certified and stamped construction documents and specifications. During these site visits the architect will also (typically) meet jointly with the contractor and the owner's representative(s) to discuss the project schedule, budget status, and any construction issues or questions that may arise.

Net vs. Gross Square Footage
The term *net* square feet is used repeatedly in Sections 5 & 6 when describing the space or size of the building that is needed.

"Net Square Feet", or NSF/nsf, represents the interior, usable dimensions of a room or activity space. For example, 10 ft. x 12 ft. room's interior dimensions equal 120 net square feet. If that room were to have 6-inch walls the outside total, or "*gross*", dimensions of that room would be 11 ft. x 13 ft. or, 143 *gross* square feet; an increase of 19%. The same applies to an entire building wherein many *net* interior spaces must combine to create a building footprint consisting of the total gross square feet (GSF/gsf) to be built. Essentially, to all those identified "net" spaces, are added wall thicknesses, stairwells, common circulation areas, interior mechanical spaces, etc.

The *Area/Building Multiplier* used to calculate the net-to-gross difference in a building will vary depending on the type of building and the complexity of its design requirements. In the individual project estimates of probable costs that follow, the building multiplier varies between 1.10 (10%) to 1.30 (30%). Of course, the designer of the facility may adjust that multiplier in some instances as the design begins to evolve.

Types of Costs
When discussing the probable costs of a public building project, particularly a new building project, it is essential for budgeting purposes that two major categories of costs be included. The first is *Construction Costs,* for *both* the building and the building site. The second is *Project Related Costs;* that will occur before, during and often after construction. Further explanation of these categories is briefly offered as follows:

Construction Costs

- Base Construction Costs-the brick, mortar, steel, and glass that comprise the building structure.
- Site Development-the required grading, excavating, installation of utilities, and paving.

Project Related Costs

- Design Fees-architectural & engineering design fees and expenses.
- Site & Construction Materials Testing-soil tests, concrete consistency tests, etc.
- Printing Costs- primarily for construction documents printed & distributed during bidding.
- Construction Escalation-from date of estimate to the estimated date of construction start.
- Project Contingencies-a set aside reserved for unforeseen expenses, often required for public projects.

Cost Basis
The probable costs identified are based on the 2020 edition of the *R S Means Square Foot Costs* national index for the building type being considered, for example office building, warehouse, recreation center, garage, etc.

While the index identifies *average* square foot costs nationally, it also assigns location factors based on where the construction is to occur. In this case Lancaster County is within the *Rock Hill Region* of South Carolina, and the corresponding location factor is .84 (84%) of the national average square foot cost identified in the Index.

The cost tables that follow for each of the projects noted identify how the probable construction and project related costs are likely to breakdown, together with the basis and/or unit cost for each.

Identified Project Costs
Of the study recommendations identified in Section 5, four (4) called for new construction:

- Public Works-Administration
- Public Works-Fleet Operations Garage
- Public Works Complex [Warehouse, Crew Facilities & Shops]
- EMS Single Unit, 2-Bay Station
- Sheriff's Complex-Operations Building
- Development Services Office Building

As noted, the total construction costs of a project include site development costs, i.e. excavation, utilities, parking, etc. However, before a sufficient estimate of those costs can be completed two important criteria must be specified:

1. Site requirements: the area of the building's "footprint", number of parking spaces, etc. are determined during facility programming which has not yet occurred; and,

2. The site itself, which must be assessed in terms of size, shape, topography, and access to utilities, among other factors.

At this point, programming has not yet begun on any of the projects recommended, nor have any building sites been identified. Subsequently, an arbitrary amount of $50,000 will be included in each project's table of estimates, for illustration purposes only.

PROJECT: **Public Works-Administration Office**

Identified Current Need:	2,166 nsf
Building Multiplier:	1.30
Identified Building Size:	2,816 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- One story building w/12 ft. story height and 2,816 gsf of floor space
- Exterior; face brick w/concrete block back-up
- Slab on grade w/4" reinforced concrete w/vapor barrier & granular base
- Roof of single ply membrane, stone ballast, rigid insulation

Unit cost per square foot of floor area: $208.00

Public Works-Administration Office

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	2,816	$ 208	$ 585,728
Site Development	(Est. Only)	$ 50,000	$ 50,000
Subtotal-Construction Costs			**$ 635,728**

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	$ 3,179
Design Fees	%	0.10	$ 63,573
Site & Construction Materials Testing	Lump Sum	lump sum	$ 15,000
Printing Costs	Lump Sum	lump sum	$ 4,000
Fixtures, Furnishings & Equipment	%	0.04	$ 25,429
Escalation	%	0.05	$ 31,786
Design/Construction Contingency	%	0.05	$ 31,786
Subtotal-Project Related Costs			**$ 174,753**
Total Project Cost			**$ 810,481**

PROJECT: Public Works-Fleet Operations Garage

Identified Current Need:	12,816 nsf
Building Multiplier:	1.15
Identified Building Size:	14,738 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- One story building w/14 ft. story height and 14,738 gsf of floor space
- Exterior-Concrete block
- Foundation of poured concrete, strip & spread footings, 4 ' foundation wall
- Slab on grade w/6" reinforced concrete w/vapor barrier & granular base
- Metal deck roof on open web steel joists
- Exterior doors- steel overhead & hollow metal
- Roof of single ply membrane, stone ballast, rigid insulation

Unit cost per square foot of floor area: $208.00

Fleet Operations Garage

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	14,098	$ 119	$ 1,677,662
Site Development	(Est. Only)	$ 50,000	$ 50,000
Subtotal-Construction Costs			**$ 1,727,662**

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	$ 8,638
Design Fees	%	0.07	$ 120,936
Site & Construction Materials Testing	Lump Sum	lump sum	$ 15,000
Printing Costs	Lump Sum	lump sum	$ 4,000
Fixtures, Furnishings & Equipment	%	0.04	$ 69,106
Escalation	%	0.05	$ 86,383
Design/Construction Contingency	%	0.05	$ 86,383
Subtotal-Project Related Costs			**$ 390,447**
Total Project Cost			**$ 2,118,109**

PROJECT: Public Works Complex

Building: Maintenance Office & Shop [2,360]
Warehouse [3,010
Crew Facilities [2,220]
Sign Shop [800]

Identified Current Need	8,390 nsf
Building Multiplier:	1.25
Identified Building Size:	10,488 gsf

Building criteria as the basis for identifying probable cost/square foot:

- Pre-engineered steel building
- One story w/16 ft. story height and 10,488 gsf of floor space
- Poured concrete with strip & spread footings
- Slab on grade/5” reinforced concrete
- Roof w/precast double T and 2” topping

Unit cost per square foot of floor area: $126.00

Public Works-Warehouse, Crew Facility & Shops

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	10,488	$ 126	$ 1,321,488
Site Development	(Est. Only)	$ 50,000	$ 50,000
Subtotal-Construction Costs			**$ 1,371,488**

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	$ 6,857
Design Fees	%	0.07	$ 96,004
Site & Construction Materials Testing	Lump Sum	lump sum	$ 15,000
Printing Costs	Lump Sum	lump sum	$ 4,000
Fixtures, Furnishings & Equipment	%	0.04	$ 54,860
Escalation	%	0.05	$ 68,574
Design/Construction Contingency	%	0.05	$ 68,574
Subtotal-Project Related Costs			**$ 313,870**
Total Project Cost			**$ 1,685,358**

PROJECT: **EMS-Single Unit, 2-Bay Station**

Identified Current Need:	3,228 nsf
Building Multiplier:	1.25
Identified Building Size:	4,035 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- One story building w/14 ft. story height and 4,196 gsf of floor space
- Exterior; face brick & concrete block
- Slab on grade w/6" reinforced concrete w/vapor barrier & granular base
- Metal deck roof w/open web steel joists, beams on columns

Unit cost per square foot of floor area: $161.00

EMS Single Unit, 2-Bay Station

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	4,196	$ 161	$ 675,556
Site Development	(Est. Only)	$ 50,000	$ 50,000
Subtotal-Construction Costs			**$ 725,556**

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	$ 3,628
Design Fees	%	0.08	$ 58,044
Site & Construction Materials Testing	Lump Sum	lump sum	$ 15,000
Printing Costs	Lump Sum	lump sum	$ 4,000
Fixtures, Furnishings & Equipment	%	0.04	$ 29,022
Escalation	%	0.05	$ 36,278
Design/Construction Contingency	%	0.05	$ 36,278
Subtotal-Project Related Costs			**$ 182,250**
Total Project Cost			**$ 907,806**

PROJECT: Sheriff's Complex-Operations Building

Identified Current Need:	2,960 nsf
Building Multiplier:	1.30
Identified Building Size:	3,848 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- One story building w/12 ft. story height and 3,848 gsf of floor space
- Exterior; decorative concrete block
- Foundation of poured concrete, strip & spread footings, 4' foundation wall
- Slab on grade w/4" reinforced concrete w/vapor barrier & granular base
- Built up tar and gravel roof, metal flashing, perlite/EPS composite insulation

Unit cost per square foot of floor area: $212.00

Sheriff's Complex-Operations Building

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	3,848	$ 212	$ 815,776
Site Development	(Est. Only)	$ 50,000	$ 50,000
Subtotal-Construction Costs			**$ 865,776**

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	$ 4,329
Design Fees	%	0.09	$ 77,920
Site & Construction Materials Testing	Lump Sum	lump sum	$ 15,000
Printing Costs	Lump Sum	lump sum	$ 4,000
Fixtures, Furnishings & Equipment	%	0.04	$ 34,631
Escalation	%	0.05	$ 43,289
Design/Construction Contingency	%	0.05	$ 43,289
Subtotal-Project Related Costs			**$ 222,457**
Total Project Cost			**$ 1,088,233**

PROJECT: Development Services Building

Identified Current Need:	12,581 nsf
Building Multiplier:	1.30
Identified Building Size:	16,355 gsf

Building criteria, as the basis for identifying probable cost/square foot:

- One story building w/12 ft. story height and 16,355 gsf of floor space
- Exterior; brick veneer
- Foundation of poured concrete, strip & spread footings, 4' foundation wall
- Slab on grade w/4" reinforced concrete
- Floor Construction cast in place concrete columns
- Roof construction concrete beam and slab

Unit cost per square foot of floor area: $158.00

Development Services Building

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	16,355	$ 158	$ 2,584,090
Site Development	(Est. Only)	$ 50,000	$ 50,000
Subtotal-Construction Costs			**$ 2,634,090**

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Facility Programming	%	0.005	$ 13,170
Design Fees	%	0.07	$ 184,386
Site & Construction Materials Testing	Lump Sum	lump sum	$ 15,000
Printing Costs	Lump Sum	lump sum	$ 4,000
Fixtures, Furnishings & Equipment	%	0.04	$ 105,364
Escalation	%	0.05	$ 131,705
Design/Construction Contingency	%	0.05	$ 131,705
Subtotal-Project Related Costs			**$ 585,329**
Total Project Cost			**$ 3,219,419**

Notes for Consideration w/Regards to Costs:

Building Square Foot Costs Will Vary
The national square foot cost publication previously referenced illustrates, for all building types, that the square foot cost of construction will decrease incrementally as the size of the building increases in area (gross square feet). For example, for a single-story office building, the cost per square foot of a 2,000 square foot building may be $250 dollars. Costs are adjusted in 2,000-5,000 square foot increments up to 20,000 square feet wherein the cost per square foot of the same type of single-story office building, *with the same construction specifications*, could be $170 dollars; a decrease of over $80.00/square foot.

Site Development
For purposes of these project scenarios, the aforementioned site development costs of $50,000 was, as noted in the introduction of this Section as "arbitrary". Considering that the construction of any of these projects would occur within the corporate limits of Lancaster Country, and that major utilities are available throughout the County and City of Lancaster, and that the County owns many parcels of property itself; it may not be so arbitrary. Hopefully, the estimate is more than will be necessary.

Architectural Fees
Architectural fees tend to *increase* as the project gets *smaller*. As an example, if a 7% fee is the norm for an office building project with an estimated construction cost of $3-5,000,000; proposed fee *increases* of 1/2-1% can be expected for each $1-2,000,000 *decrease* in the cost of construction below that.

Escalation
The escalation rate is based on the selected designer completing the design and bidding of a project within one (1) year. This is realistic for projects of the size discussed in this report, however the County may wish to handle or negotiate the payment of bid cost increases, due to inflation or other factors, differently than including them in the designer's contract (and fee).

Contingency Rates
The decision of how much to allocate to cover unforeseen costs that may arise should be the owners. The appropriate amount in most instances will (should) be relative to the size and complexity of the project. For example, a $12+ million-dollar project, that includes sophisticated design and security requirements could easily justify a contingency set aside of 8-10%. On the other hand, a Public Works warehouse, with a 1.6 million-dollar project budget for what is typically a routine pre-engineered steel building, a 5% contingency should be fine.

Construction Management
The architects contract will stipulate "Construction Administration" as one of his/her responsibilities and will inevitably refer to "site visits". The *frequency* of the referenced site visits, and who will make the site visits, and *what will occur during* the visits can get glossed over . . . *initially*. The standard form of agreement presented by most architects will spell out these responsibilities, however, in terms that tend to minimize the number of visits. A good (and experienced) architect will welcome a frank discussion regarding this issue and be able to offer examples of how previous clients have addressed similar concerns. Subsequently, County's oftentimes find it appropriate to hire their own project manager.

While the project costs identified in these examples are based on commonly used industry standards, it is important that the County and its principals keep in mind that several of these categories; i.e. Facility Programming; Design; Fixtures, Furnishings & Equipment; Contingencies; and ultimately, how the contract is structured, *are negotiable.*

APPENDIX

A. Basis for Deficit Calculations
These tables identify each building and included departments that were assessed, the current space that each now occupy, the identified space deficit (*if there was a deficit*) and the basis for the estimated square foot deficit noted.

B. Detailed Space List Worksheets
The pages that follow are worksheets developed by the consultant during the study to better understand and quantify the needs of those departments identified as having significant space needs and for whom additional and/or new space was recommended.

Space Needs Worksheets are included for MIS, EMS, Public Works, i.e. Administration building, Building Maintenance office & shop, Crew facilities, Warehouse and Sign Shop; and for the Human Services Building/Department of Social Services (DSS).

It is important to note that these worksheets are included here for reference purposes and identify each facility's total estimated ***net*** square feet. Each can serve as the starting point for the next phase of planning/development, i.e. facility programming. Notably, many of the numbers included in the worksheets are "rounded". It is expected that these numbers will be scrutinized and discussed with the to-be occupants and the County during programming. A refined total net space will result which can then be used to calculate, as suggested in Section 6, the total facility area, i.e. gross square feet.

Appendix A-Basis for Deficit Calculations

Building/Department	Current Space	Identified Deficit	Basis of Need [NSF]	Total Current Need
Emergency Communications/911	11,918	160		12,078
Server Work Room			160	
Airport Complex	57,063	4,000	N/A	61,063
Coroner	2,511	1,148		3,659
Records Room			150	
Conference/Meeting [16]			300	
Staff Lockers			128	
PT Staff Quarters			160	
Morgue /Cooler Storage			250	
Staff work space			160	
Emergency Operations Center	9,500	8,556		18,056
Incident Vehicle Garage			6,076	
Warehouse			2,480	
EMS Station #1				
Administration, Training, Logistics	7,188	-	In Construction	7,188
EMS #1	3,002	226	See Note #1	3,228
EMS Station #2	2,734	544		3,278
Additional Vehicle Bay			544	
EMS Station #3	1,995	1,233	See Note #2	3,228
EMS Station #4	3,438	-	N/A	3,438
EMS Station #5	2,228	360		2,588
Bedrooms [2]			160	
Restroom			80	
Fire Exit w/Vestibule			120	
EMS Station #6	1,493	1,735	See Note #3	3,228
EMS Station #7	1,264	1,964	See Note #3	3,228
EMS Station #8	2,233	-	NA	2,233
EMS Headquarters	19,900	-	N/A	19,900
Fleet Operations Garage [Public Works]	5,700	7,116	See Note #4	12,816
Dell Webb Library	11,021	-	NA	11,021
Historic Jail	1,780	-	N/A	1,780
VA & Econ. Development Building				
Veteran Affairs	2,308	-	NA	2,308
Economic Development	2,860	-	na	2,860

Building/Department	Current Space	Identified Deficit	Basis of Need [NSF]	Total Current Need
County Administration Building				
Records Management	4,298	-	NA	4,298
Custodial	735	-	NA	735
Voter Reg/Elections	4,185	-	NA	4,185
Archives	1,521	-	NA	1,521
Reception/Mailroom	193	-	NA	193
Zoning	599	482		1,081
Expand/Add Staff Work Area(s)			220	
Plan Review			132	
Reception/Service Counter			130	
Auditor	1,361	-	NA	1,361
Human Resources	783	775		1,558
Reception/Seating			120	
Secure File Room			150	
Copy/Supply			125	
Conference Room			260	
Additional open work area			120	
Treasurer	1,428	-	NA	1,428
Delinquent Tax Collections	1,444	-	NA	1,444
County Attorney	395	-	NA	395
Finance	2,221	350		2,571
Budget Director			150	
Budget Asst.			120	
Storage			80	
Procurement	324	510		834
Reception & Seating			120	
Expand open work spaces & storage			120	
Meeting			270	
Building Inspections	2,349	470		2,819
Storage			150	
Plan Review			120	
Additional Staff			200	
Planning	1,274	490		1,764
Conference [16]			400	
Allowance for Larger Office			40	
enlarge open work stations			50	

Building/Department	Current Space	Identified Deficit	Basis of Need [NSF]	Total Current Need
GIS	64	532		596
Director's Office			168	
Layout & Review			104	
Plotter & related storage			60	
Staff work space			200	
Health Clinic	294	-	NA	294
County Council	1,985	-	NA	1,985
Administration	2,235	-	NA	2,235
Register of Deeds	1,498	-	NA	1,498
MIS	946	-	See Note # 5	946
Assessor	3,516	855		4,371
Staff Work Space			375	
Training/Meeting			400	
Storage			80	
Clemson Extension Building	2,459	420		2,879
Classroom Seating			150	
Upgrade Restrooms			120	
Storage			150	
Historic Library	1,256	-	N/A	1,256
Human Services Complex	25,791	-	See Note #6	25,791
Public Works Administration	1,425	741	See Note #7	2,166
Public Works Building Maintenance	2,094	266	See Note #7	2,360
Public Works Warehouse	-	3,010	See Note #7	3,010
Public Works Crew Facility	-	2,220	See Note #7	2,220
Public Works Sign Shop	-	800	See Note #7	800
Springdale Recreation Complex	20,370	-	NA	20,370
Buford Recreation Complex	16,005	1,200		17,205
Ground Crew Maint/Equipment Bldg			1,200	
Indian Land Recreation Complex	12,125	-	NA	12,125
Andrew Jackson Recreation Complex	12,125	-	NA	12,125
Sheriff's Office Complex				
Logistics	1,181	-	NA	1,181

Building/Department	Current Space	Identified Deficit	Basis of Need [NSF]	Total Current Need
MIS/Help Desk	1,383	-	NA	1,383
Administration	12,024	-	NA	12,024
Investigations	6,179	-	NA	6,179
Operations Center	-	2,960		2,960
Muster/Multipurpose			1,500	
Break Area/Lunch Rroom			300	
Restrooms,Showers, Janitor			760	
General Storage			400	
Physical Training	1,901	-	NA	1,901
CSI/Property	10,125	4,800		14,925
Expand Property/Evidence			2,500	
Enlare CSI Vehicle analysis			2,300	
LSCO Substation-Indian Land	1,812	-	NA	1,812
Barnett Building				
Health Department	12,910	-	NA	12,910
Voter Registration/Elections	6,194	-	NA	6,194
Shared Classroom	1,947	-	NA	1,947
Pharmacy	1,918	NA	NA	1,918
County Library (Main)	4,385	-	NA	4,385
MIS	2,615	1,477	See Note #8	4,092
Parks & Recreation Administration	1,175	-	NA	1,175
Unallocated Space	8,042	-	NA	8,042
Indian Land Service Center	2,024	580		2,604
Plan/Doument Rreview & Storage			180	
Crew Training Area			120	
Lunch Room			160	
General Storage			120	
Column Totals:	**353,249**	**49,980**		**403,229**

Appendix A Notes:

1. EMS #1 is the EMS Administration offices (Administration, Billing, Training, Logistics) together with EMS Station #1. There is no Administration deficit noted because the 19,000 square foot new headquarters under construction will address any deficit that might have been suggested.

The total current need for EMS #1 is 3,228 NSF, which is from the prototype Space Needs Worksheet found in Appendix B, minus Station #1's actual size of 3,002 square feet.

2. The EMS Station #3 space deficit is the result of subtracting the station's current space 1,995 from the referenced EMS Station Space Needs Worksheet total area noted in Appendix B.

3. Station #6 and #7 each need to be relocated more strategically within their respective response areas to be more effective; this includes new, purpose-built stations that, at least minimally comply with the criteria stipulated in the Space Needs Worksheet in Appendix B.

4. Architectural drawings were recently completed for a new 12,816 square foot Fleet Operations Garage. The deficit noted (7,116) is the difference between 12,816 and the current garage INSF of 5,700. (Date of the referenced architectural drawings is November 2019).

5. No space deficit is noted for MIS in this subsection because the Department will be moving to the Barnett building wherein it is slated to have considerably more space; there will, however, remain a significant deficit that will be discussed in number 8 below.

6. The Department of Social Services currently occupies 11,640 INSF of the Human Services Building; the remaining 14,151 INSF was recently vacated. The County has committed to renovate the interior of the building to expand and improve DSS space with a limited budget and no change to the buildings perimeter/total space.

7. The space deficits for the Public Works' office and Building Maintenance are based on the numbers illustrated in the Space Needs Worksheets in Appendix B, minus the current INSF of each building; the Warehouse, Crew Facility & Sign Shop work sheets are also illustrated in Appendix B for each building/space.

8. The MIS deficit square footage noted (1,477) is the total NSF requirement illustrated in the MIS Space Needs Worksheet included in Appendix B (4,092), minus the existing assigned space in the Barnett Building (2,615).

Appendix B-Detailed Space Needs Worksheets

MIS — **Space Needs Worksheet**

Area/Space	NSF/space	# Spaces	Total NSF
Public Access			
Entry/Seating (Vender /Co. Staff, etc.)	100	1	100
Reception/Counter Work Space	80	1	80
Meeting/Training Room	480	1	480
Training Room Storage	120	1	120
Visitor/Trainee Restroom	60	2	120
Personnel (Offices/Cubicles)			
Director	180	1	180
Network Administrator	156	1	156
Systems Administrator	156	1	156
Helpdesk Supervisor	132	1	132
Project Manager	132	1	132
Individual Offices [TBA]	120	3	360
Open Cubicles	60	4	240
Support/Common Areas			
Copy/Work Area/Office Supplies	180	1	180
Shredder	60	1	60
Break Area	216	1	216
Staff Restrooms	110	2	220
Server/Data Center	300	1	300
PC Support/Work Room	180	1	180
Equipment Storage	200	1	200
Staging, Set-Up & Testing	240	1	240
Receiving & Breakdown	160	1	160
Generator/UPS [Allowence]	80	1	80
Estimated Total Area NSF		29	**4092**

EMS Station-2 Bays **Space Needs Worksheet**

Area/Space	NSF/space	# Spaces	Total NSF
Entry Vestibule	120	1	120
Base Operations			
Office/Staff Reports	156	1	156
Mudroom	90	1	90
Clean Linen	60	1	60
Medical Supply	70	1	70
General Storage	110	1	110
Dayroom	180	1	180
Kitchen/Dining	156	1	156
Restroom & Shower	90	2	180
Bunk Room-Men [2]	120	1	120
Bunk Room-Women [2]	120	1	120
Janitor & Supply	70	1	70
Staff Support			
Personal Laundry	60	1	60
Fitness	80	1	80
Lockers	96	1	96
Garage			
Transition Area	100	1	100
Vehicle Bays @ 16 x 34 each	544	2	1088
Decon	30	1	30
Restroom	50	1	50
Heavy Duty Washer/Dryer (W/D)	30	1	30
Equipment Wash	60	1	60
Drying Area	72	1	72
Oxygen Bottles	30	1	30
Dirty Storage	100	1	100
Estimated Total Area NSF		26	**3228**

Public Works-Administration Building	Space Needs Worksheet		
Area/Soace	**NSF/Space**	**# spaces**	**Total NSF**
Reception	180	1	180
Admin. Support	60	2	120
Office -Type A	165	1	165
Office-Type B	150	2	300
Print/Copy/Work Room	256	1	256
Layout & Plan Review	165	1	165
Plan/Document Storage	120	1	120
Conference Room	400	1	400
Conference Room Storage	100	1	100
Service Counter	80	1	80
Restrooms	110	2	220
Janitor Closet	60	1	60
Total Net Square Feet			**2,166**

Public Works-Building Maintenance	Space Needs Worksheet		
Area/Soace	**NSF/Space**	**# spaces**	**Total NSF**
Entry	1	60	60
Office	1	100	100
Tool Room	1	240	240
Equipment	1	300	300
Plan/Document/Layout	1	120	120
Shop	1	1200	1200
Storgage	1	240	240
Restroom	1	60	60
Clean-up Area	1	40	40
Total Net Square Feet			**2,360**

Public Works-Warehouse	Space Needs Worksheet		
Area/Soace	**NSF/Space**	**# spaces**	**Total NSF**
Entry	1	60	60
Office	1	100	100
Restroom	1	60	60
Secure Storage	1	150	150
Warehouse	1	2400	2400
Receiving Area/Loading Dock	1	240	240
Total Net Square Feet			**3,010**

Public Works-Crew Facilities — Space Needs Worksheet

Area/Soace	NSF/Space	# spaces	Total NSF
"Clean" Entry	**1**	**80**	**80**
Common Area	**1**	**280**	**280**
Training Room	**1**	**750**	**750**
Lunch Room	**1**	**300**	**300**
Lockers	**1**	**320**	**320**
Restroom	**1**	**220**	**220**
Showers	**2**	**60**	**120**
Mud Room/Entry	**1**	**150**	**150**
Total Net Square Feet			**2220**

Public Works-Sign Shop — Space Needs Worksheet

Area/Soace	NSF/Space	# spaces	Total NSF
Entry	1	60	60
Layout/ Work Area	1	200	200
Material Racks/Bins	2	80	160
Sign Supplies & Tools	1	100	100
Staging/Loading area	1	220	220
Restroom	1	60	60
Total Net Square Feet			**800**

Public Works-Fleet Operations Garage

[Refer to Architectural Drawings]

Department of Social Services — Space Needs Worksheet

Area/Space	NSF/space	# Spaces	Total NSF
ENTRY, RECEPTION & RECORDS			
Entry Vestibule	1	96	96
Public Lobby	1	400	400
Public Restrooms	2	132	264
Reception Counter	1	192	192
Records	1	1400	1400
Mail; Receipt/Sort/Prep.	1	120	120
HUMAN SERVICES			
HSC II	1	180	180
HSC I	7	168	1176
HS Spec II [7 units @ 6 ea.]	42	64	2688
Unit Records	7	100	700
Unit Storage	7	80	560
Print/Copy/Fax/Supply	3	156	468
Internal Meeting/Conference [12]	1	360	360
Restrooms	2	84	168
Interview	14	120	1680
ECONOMIC SERVICES			
HSC II	1	180	180
HSC I	1	168	168
HS Spec I	12	120	1440
Unit Records	3	100	300
Unit Storage	3	80	240
Print/Copy/Fax/Supply	1	168	168
Internal Meeting/Conference [14]	1	400	400
Restrooms	2	84	168
ADMINISTRATION			
Director	1	216	216
Bus. Manager	1	156	156
Admin Asst	1	120	120
Human Resource Spec	1	120	120
Fiscal Tech	1	120	120
Admin Spec II	4	80	320
Area Entry/Seating	1	96	96
Meeting/Conference [16]	1	480	480
Conf. Storage	1	80	80
Staff Restroom	2	70	140
Service Counter	1	60	60
Copy/Work	1	156	156
Page Subtotal NSF:			**15580**

Department of Social Services-Space Needs Worksheet

Page 2

Area/Space	NSF/space	# Spaces	Total NSF
FAM/CHILD VISITATION & INTAKE			
Family/Child Visitation Room	2	216	432
Vistation Restroom	2	70	140
Supply Cabinet	2	28	56
Observation	1	126	126
Shower/Bath/Drying Area	1	80	80
Sleep Area	2	96	192
Washer/Dryer	1	40	40
Property & Supply	1	96	96
Clothing Storage	1	175	175
Intake Work Station	1	30	30
STAFF SUPPORT			
Training/Multipurpose Room	1	1600	1600
Multipurpose Storage	1	320	320
Break Room/Vending	1	384	384
Staff Restrooms	2	210	420
Utility/Server	1	72	72
Receiving/Loading & Unloading	1	156	156
Staff Entrance	1	80	80
STATE OFFICE STAFF			
Atty II			156
Atty I			156
Paralegal CS			120
Paralegal AD			120
Trauma Support			120
SNAP E&T Case Manager			120
Performance Coach			120
Workforce Consutant			120
Area Entry			80
Copy/Work Room			132
Conference/Meeting [6]			168
Page Subtotal NSF:			**5607**

SUMMARY:	
ENTRY, RECEPTION & RECORDS	2472
HUMAN SERVICES	7980
ECONOMIC SERVICES	3064
ADMINISTRATION	2064
FAM/CHILD VISITATION & INTAKE	1367
STAFF SUPPORT	3032
STATE OFFICE STAFF	1412
Estimated Total Area NSF	**21391**
Allowance for interior walls, corridors, etc.	1.30
Total Building GSF	**27,808**