

Monthly Departmental Report: Business Navigator



South Hartsville Neighborhood Revitalization Strategy

January 2016: A community meeting was held at the Butler Auditorium on Thursday, January 21, 2016 at 6:00PM. Mark Henchaen and Richard Boiteau of Habitat for Humanity spoke to the group about the housing rehabilitation program. They commended Carl Bacote, project manager, for the work that was done. They reported that 11 households have benefitted from the program. They also asked for volunteers. Several students from around the country were in town for a week to assist with building a habitat home and they pitched in with renovations projects as well as time permitted. Lieutenant Tenyonde Richardson reintroduced himself to the community and let them know that he and another police officer would be dedicated to South Hartsville as community liaisons. He let everyone know that he would be in the area, talking with residents and helping them make South Hartsville a safer neighborhood. He also mentioned that he and others would be meeting with representatives from Aiken, SC to discuss their version of the STAND Program that is more about probation and parole. Brenda Kelley informed the group that the City of Hartsville was working with APD Urban Planning & Management, LLC to conduct a Housing Affordability and Housing Study. She then informed them that she had contacted SCDOT about sidewalks, bike lines, and other forms of connectivity in South Hartsville as outlined in the neighborhood plan. SCDOT were not opposed but did not make any financial commitment to assist with the needs. She also stated that she had checked on the costs of speed humps. The City of Hartsville would be responsible for installing and maintaining the speed humps at an estimated cost of \$1,000 per hump. Ms. Kelley then informed the group that clean-up efforts would kick off with the Great American Clean Up in April. She encouraged them to not wait until then if there were areas that needed immediate attention. Dr. Alvin Heatley informed the group that he would present a progress report to City Council at least quarterly and that he made the first quarterly presentation during the January 2016 City Council meeting. He then informed the group about the Business Builder Program and that mandatory meetings would be held on Monday, January 25 at 10:00AM and 6:00PM for those interested in starting a new business or expanding an existing business. Other items that were discussed was the cemetery on Marion Avenue, next steps of implementation, area representation for sections 1 – 7, block captains, and litter in South Hartsville. The next meeting is scheduled on February 18, 2016 in the Butler Auditorium at 6:00PM.

February 2016: A community meeting was held at the Butler Auditorium on Thursday, February 18, 2016 at 6:00PM. Lt. Tenyonde Richardson introduced Community Liaison Officer, Jaye Gullett to the community. Ms. Gullett will be joining Lt. Richardson in being the police officers assigned specifically to South Hartsville. Officer Gullett spoke to the group about her background and her excitement about working with the community. The main topic of the February meeting was the cleanup efforts in South Hartsville. Dr. Heatley asked for suggestions or recommendations for community support. Brenda Kelley stated that it would be great if we could get residents to clean up the block they lived in. She also stated that the community needed to have a Campaign Clean Up Kickoff. If everyone committed to keeping their block clean, the entire South Hartsville Neighborhood would remain clean. Dr. Heatley stated that the Great American Clean Up is great but South Hartsville needs to put in place more sustainable cleanup efforts. Chris Shirley stated that it was imperative to get young people involved. Councilwoman Mack discussed some of the state programs that were available. She also suggested throwing a huge party as the kickoff. Councilwoman Mack felt that a party would do several things. It would get the masses together and the community could have a great time while learning about the importance of keeping South Hartsville clean. She said that without education the cleanup efforts would not be sustainable. She suggested setting up the city stage somewhere in South Hartsville. She

did not have all the details but would work on those and be prepared for further discussion at the March meeting. Jennifer Heusel agreed that a party would be a great way of the give to get concept; you provide something they want to get something you want. Councilman Wilson thought having a party was a great idea; however, he felt that the party should come after the work is done and not prior. Dr. Heatley asked that the oversight committee be contacted to be in attendance at the March meeting and have block captains identified and invite them to the meeting as well. Ms. Kelley and Mrs. Heusel volunteered to call the oversight committee to inform them of the request. Ms. Kelley also volunteered to email them as well. The next meeting is scheduled for March 17, 2016 at 6:00pm at the Butler Auditorium.

March 2016: A community meeting was held at the Butler Auditorium on Thursday, March 17, 2016 at 6:00PM. The main purpose of the meeting was to discuss the cleanup. The block captain concept was discussed. The representatives for each section were identified and the names were recorded. Robert Dargan and Pastor Gibbs committed to working together to start cleaning up their section. Brenda Kelley spoke to the group about the Great American Clean Up which is scheduled for Saturday, April 30, 2016. The group discussed the block party and decided that the block party should happen after the Great American Clean Up. We need as many people as possible involved in the cleanup. The City of Hartsville usually sponsors a lunch for everyone involved at Pride Park immediately after the cleanup. Ms. Kelley will ask the city manager if the City will sponsor a lunch this year.

April 2016: A community meeting was held at the Butler Auditorium on Thursday, April 14, 2016 at 6:00PM. The main purpose of the meeting was to discuss and make final preparations for the Great American Clean Up. Brenda Kelley provided flyers for the committee and others in attendance to distribute to the community. The Great American Clean Up started with registration at Pride Park at 8:00AM. Seventeen volunteers left the park at approximately 8:30AM to pick up trash and other type debris off the street.

May 2016: The community meeting scheduled for May was cancelled.

June 2016: No update.

July 2016: The main topic of discussion during the July meeting was developing a strategy to clear and maintain the vacant lots within the Butler Historic District.

August 2016: A community meeting was held at the Butler Auditorium on Thursday, August 18, 2016 at 6:00pm. Dr. Heatley opened the meeting with a prayer and a welcome. Kathy Baxley, Executive Director of the Free Medical Clinic made a presentation about the history of the clinic, the services it offers, and the eligibility requirements. Brenda Kelley presented some initiatives that environmental services would take to improve the condition of the neighborhood as it relates to yard debris, illegal dumping, furniture and other items in the right-of-way, etc. Ms. Kelley also provided information about the Business Builder Program. Dr. Heatley talked about the efforts to raise money to support the revitalization of the cemetery off of Marion Avenue. He encouraged those in attendance to support the fundraising efforts. Dr. Heatley also talked about a strategy to address vacant lots in the neighborhood.

September 2016: A community meeting was held at the Butler Auditorium on Thursday, September 15, 2016 at 6:00pm. Dr. Heatley opened the meeting with a prayer and a welcome. Brenda Kelley provided information on the following:

- Neighborhood Work Day – 10-22-16 – 715 E. Chaplin Circle – Hartsville Police Department and the Ministerial Alliance are teaming to board the house and clean up the yards.
- Update on the Housing Marketability and Affordability Study by APD Urban Planning Management
- Business Builder Program
- Community Development Block Grant

Councilwoman Adlena Graham provided information about the Marion Avenue Cemetery Workshop that was scheduled for Friday, September 23, 2016. The workshop would begin with a tour of the cemetery and then move to Council Chambers for the completion of the workshop.

Dr. Heatley reminded everyone that a fundraiser was underway for the cemetery restoration and preservation. He reminded everyone that more than likely a relative was buried in the cemetery and encouraged everyone to contribute to the fundraising efforts.

October 2016: A community meeting was held at the Butler Auditorium on Thursday, October 20, 2016 at 6:00p.m. Dr. Heatley opened the meeting with a prayer and a welcome. Brenda Kelley provided information on the following:

- Neighborhood Work Day – 10-22-16- 715 E. Chaplin Circle – Hartsville Police Department and the Ministerial Alliance are teaming to board the house and clean up the yards.
- Update on the Housing Marketability and Affordability Study by APD Urban Planning Management
- Community Development Block Grant
- The block that we want to start with the block by block approach.

Dr. Heatley spoke about the cemetery fundraiser. He encouraged every to donate money to help raise \$10,000.

November 2016: A community meeting was not held in November.

The Bailey Bill

Staff has been assigned with reviewing the Bailey Bill. The Bailey Bill (SC Code of Laws §4-9-195 and §5-21-140) authorizes local governments to offer a special property tax assessment for rehabilitated historic buildings. The main feature of the Bailey Bill is to assess property on the **pre-rehabilitation fair market value** for twenty (20) years. This would mean the owner of a historic structure continues to pay property tax on the pre-rehab value of the property, but does not pay tax on the increased value due to the renovations for twenty years. A minimum of 20% of the fair market value of the building must be spent on qualified rehabilitation expenditures.

January 2016: Staff met to address several specifics of the Bailey Bill. Staff expects to present the Bailey Bill to City Council for first reading during its February 9th meeting.

February 2016: The Bill will be submitted for first reading during the March 8th meeting.

March 2016: The Bailey Bill passed the first reading during the March 8, 2016 City Council meeting.

April 2016: The Bailey Bill passed the second and final reading during the April 12, 2016 City Council meeting. Brenda Kelley presented the Bailey Bill to the Architectural Review Board during its April 27, 2016 Special Meeting.

May 2016: No update.

June 2016: No update.

July 2016: No update.

August 2016: No update.

September 2016: No update.

October 2016: Attorney Lawrence Flynn will provide a training workshop on the Bailey Bill to the Architectural Review Board during the November 2016 meeting.

November 2016: Attorney Lawrence Flynn provided a training workshop on the Bailey Bill to the Architectural Review Board during the November 2016 meeting.

Infill Housing Ordinance

Staff is developing an ordinance to address infill housing. The ordinance will address the need for infill housing in the LMI neighborhoods within the City, develop criteria for eligibility, and provide incentives to developers interested in this type of development.

January 2016: The Infill Housing Ordinance passed first reading during City Council's January 2016 meeting.

February 2016: The Infill Housing Ordinance passed second and final reading during City Council's February meeting.

Business Navigator

Planning staff will be a part of the new Business Navigator Launch. Staff will issue new business licenses and permits once the department is set up. The training has begun and will continue throughout the month of February. Staff will also work with business owners to help them understand what it takes to open a new business in Hartsville and continue to work on improving processes to help make things easy to understand and as efficient as possible.

February 2016: Planning staff learned how to issue business licenses and varying types of permits. They also learned how to issue end of month reports.

March 2016: The new office for the Business Navigator is under construction. Everyone either currently or who will be involved in the process met to discuss the process and any concerns he/she may have on March 30, 2016. The department is scheduled to open soon. Heather is working on the website.

April 2016: The furniture for the new office arrived and was set up on Thursday, April 28. The sign was erected on Friday, April 29. The Business Navigator opened for business on Monday, May 2. A few odds and ends need to be worked out yet we are excited about the space and more than that the services that the new department will provide.

May 2016: The Navigator officially launched on May 2, 2016. The Building Official and Business Development Manager moved into the space a few days prior. The Codes Enforcement Officer, moved in on May 31. We experienced computer glitches early on but it didn't deter us from getting the job done and providing exceptional customer service in the process. We are looking forward to having a full staff soon. We have been well received by all.

June 2016: The Navigator is fully staffed. We welcomed Business and Permitting Specialist, Karine Thomas, on Thursday, June 23. Karine is doing a great job and we are excited that she is a member of our team.

July 2016: The Navigator is going well. Contractors, new and existing business owners, developers, etc. have found their way to us and have been quite receptive and complimentary about the service and the space.

Sidewalk Vending Ordinance

Staff has written an ordinance that would allow sidewalk vending downtown. If the ordinance is adopted by City Council, vendors would be able to sell food and nonalcoholic beverages from a cart that would be approved by the Architectural Review Board. The ordinance has been submitted as an agenda item for the June 14 City Council Meeting.

June 2016: City Council passed the first reading of the sidewalk vending ordinance on Tuesday, June 14.

July 2016: City Council passed the second reading of the sidewalk vending ordinance on Tuesday, July 12. Staff prepared a comprehensive packet for the young man interested in the hotdog cart downtown. He has picked up the packet and determining if he will proceed with the business.

August 2016: No update.

Food Truck Ordinance

The planning commission started a discussion about a food truck ordinance in the city during its July meeting. A couple that owns an organic produce farm in Darlington attended the meeting to discuss their interest in operating a food truck in the city. The planning commission asked staff to provide food truck ordinances from around the state and the country for review prior to the August meeting.

August 2016: Staff provided the Planning Commission with food truck ordinances from around the country. A quorum was not present at the August Planning Commission meeting to further the discussion.

September 2016: No update.

October 2016: No update.

November 2016: A food truck ordinance is being drafted as a part of the revamp of the zoning ordinance.

Strategic Investment Zone Incentive Program

The program was developed to provide decent, safe and affordable housing to persons of low to moderate income in areas where new housing construction opportunities have been overlooked.

June 2016: Clark Ihrie of High Cotton Homes submitted an Incentive Program Application for reimbursement of 50% of the building permit fee and 100% of the tap fees for a new home at 402 Norwood Avenue in the Oakdale Neighborhood. During its July meeting, City Council passed first reading of an ordinance to permit the city manager to enter into an agreement with High Cotton Homes for the reimbursement fees.

July 2016: City Council passed second and final reading.

August 2016: No update.

September 2016: No update.

October 2016: No update.

November 2016: No update.