

# TOWN OF SEABROOK ISLAND

Town Council Work Session

August 9, 2022 – 1:00PM

Town Hall, Council Chambers  
2001 Seabrook Island Road  
Seabrook Island, SC 29455



[Watch Live Stream \(YouTube\)](#)

**Virtual Participation:** Individuals who wish to participate in the meeting via Zoom may call (843) 768-9121 or email [kwatkins@townofseabrookisland.org](mailto:kwatkins@townofseabrookisland.org) for log-in information prior to the meeting.

## AGENDA

1. **Call to Order – Roll Call – Freedom of Information**
2. **Mayor John Gregg**
  - Update on Town’s Recertification for Community Rating System
  - Update Concerning Publication of Draft Changes to Charleston Regional Hazard Mitigation Plan
  - Update Concerning Proposed Development (Andell Bluff)
3. **Town Council Members:**
  - **Jeri Finke**
  - **Patricia Fox**
  - **Barry Goldstein**
  - **Dan Kortvelesy**
4. **Town Administrator Joe Cronin**
  - Request to Take Vehicles on the Beach
  - Contract for Design Services Related to Town Hall Expansion
5. **Adjourn**



**Date:** August 1, 2022

**To:** Seabrook Island Town Council – Town Administrator

**Title:** Permit Request for Vehicular Beach Access for Maintenance and Repair of Rock Revetment at 3742 Seabrook Island Rd., TMS # 1471300006

Dear Town Administrator,

**Objective**

The purpose of this request is to obtain approval for vehicular beach access in order for us to provide maintenance and repair to the rock revetment located on the seaward side of Mr. Tony Bakker's property located at 3742 Seabrook Island Rd., TMS # 147300006. We have been contracted by Mr. Bakker to handle this maintenance and repair work, which consist of placing approximately 1200 Tons of additional "Armor Stones" within the existing rock revetment footprint (footprint further specified/defined in the attached OCRM "Maintenance and Repair Notification") to reinforce it and mitigate any future erosion of the property. We believe vehicular beach access is essential for us to access the seaward side of Mr. Bakker's property in order to properly reinforce the existing rock revetment with our equipment. We will need to access the beach with our four-wheel drive off-road truck and one John Deere 250 Excavator via Boardwalk 1. From Boardwalk 1 we would drive the truck down to the beach frontage located in front of the empty lot to the South of Mr. Bakker's property (identified on the map attached hereto). Then we would proceed to load the off-road truck with the new "Armor Stone" from up on the empty lot with an excavator. The loaded off-road truck would then travel approximately 350' East on the beach to the beach frontage in front of Mr. Bakker's property (identified on the map attached hereto). The excavator would also be utilizing Boardwalk 1 to access the beach and travel down the beach to the rock revetment site. The off-road truck would then be off loaded with our excavator from the beach, and the excavator would place the new "Armor Rock" onto the existing rock revetment. We expect this project to take 1 to 2 days to complete.

**Dates and Times**

We anticipate beginning this rock revetment project the week of October 17, 2022, with a project completion date of October 21, 2022. This is all of course dependent upon when the vehicular beach

access permit is approved, and when we are able to receive the materials from our third party suppliers for this project so these dates may be adjusted based on that. All work will be done during normal business hours (8AM – 5PM) Monday – Friday.

**Permitted Vehicles Make and Model**

1. 2014 John Deere 250G LC FT4 – Serial # 1FF250GXHEF609399
2. 2018 Terramac RT6 – Serial # 6G0038

**Permitted Vehicles Operator Information**

1. Sam Smoak (DL Attached)
  - a. Phone: 843-870-3350
  - b. Email: [sam@charlestongreen.net](mailto:sam@charlestongreen.net)
2. John Gamble (DL attached)
  - a. Phone: 843-697-5946
  - b. Email: [jgamble@charlestongreen.net](mailto:jgamble@charlestongreen.net)

**OCRM Permit**

Attached Hereto

**Beach Trust (SIPOA) Access Approval**

Attached Hereto

**SCDNR Marine Turtle Conservation Program**

We have notified the SCDNR MTCP representative, Michelle Pate, of this upcoming project and informed her of the fact that the project needs to be completed prior to the OCRM Permit expiring on October 29, 2022. Since The turtle nesting season runs through October 31, we will coordinate with Michelle and the SCDNR MTCP each day prior to mobilizing any permitted equipment on the beach or beach access so that she can ensure all nest have been surveyed, cleared, and give us the “green light” to proceed with accessing the beach. We understand that in the event a nest is disturbed and/or an adult sea turtle is encountered during our construction work that we will immediately cease all work and contact the SCDNR MTC.

**Acknowledgment**

We acknowledge that we have reviewed, understand, and will abide by the requirements (outlined below) specified in Section 32-42 (b) of the Town Code of Ordinance:

- (b) Except in cases of an emergency, vehicles which are authorized to be driven or operated on the beach pursuant to this section shall comply with the following requirements at all times:

- (1) Vehicles shall be operated in such a manner so as not to endanger or unreasonably disturb beachgoers, wildlife or marine life, and designated critical habitat areas, including shorebird and turtle nesting areas;
- (2) Vehicles shall not exceed a speed of ten miles per hour when operated on the beach;
- (3) Vehicles shall be operated on the wet sand; vehicles may not be operated on dry sand except to gain access to the wet sand;
- (4) Vehicles shall not be driven onto or within any dune or vegetated area;
- (5) Vehicles shall enter the beach only from authorized access points; and
- (6) All vehicles being operated on the beach, excluding those specified in subsections (a)(5) and (a)(6), shall be equipped with four-wheel drive.

We further acknowledge that the vehicle/equipment operators will comply with all such requirements at all times.



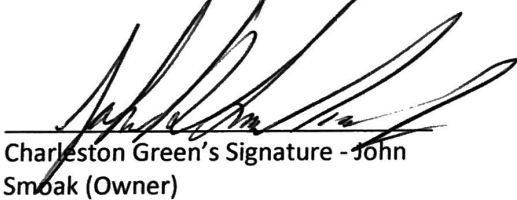
Operator's Signature – Sam Smoak

8-4-22  
Date



Operator's Signature – John Gamble

8-4-2022  
Date



Charleston Green's Signature - John Smoak (Owner)

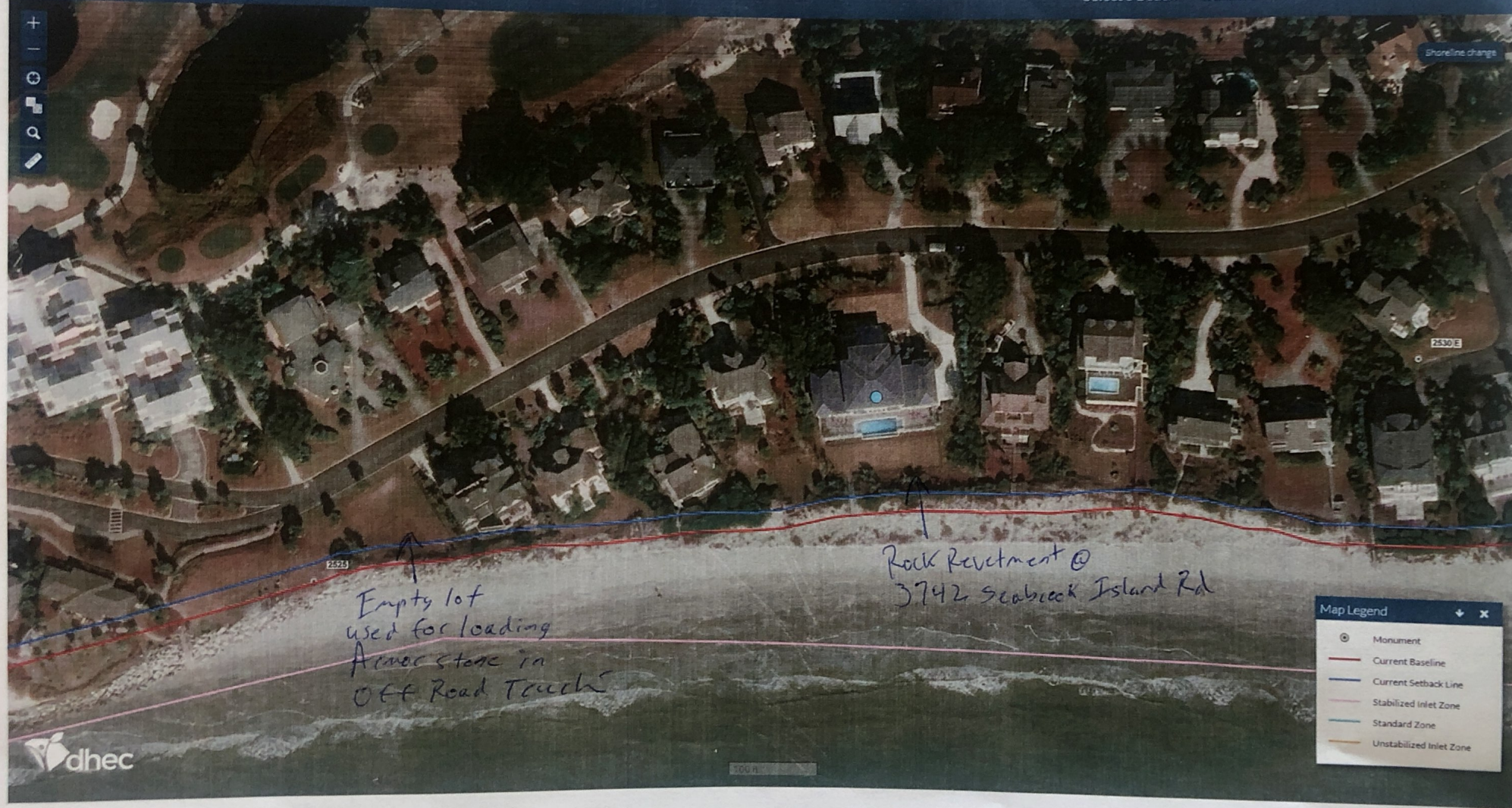
Aug 3-2022  
Date

# SC Beachfront Jurisdictional Lines

Select a Beach Data Download View Line Reports Help



Shoreline change



Empty lot  
used for loading  
Armac stone in  
Off Road Trucks

Rock Revetment @  
3742 Seabrook Island Rd

Map Legend	
●	Monument
—	Current Baseline
—	Current Setback Line
—	Stabilized Inlet Zone
—	Standard Zone
—	Unstabilized Inlet Zone



300 ft



Healthy People. Healthy Communities.

Office of Ocean and  
Coastal Resource Management

**CONSTRUCTION AUTHORIZATION**

Permittee/  
Property Owner: **Tony Bakker**

Expiration Date: **October 29, 2022**

Address of Permittee/  
Property Owner: **3742 Seabrook Island Rd.  
Seabrook Island, SC 29455**

Application  
Number: **HPF-HJ9Y-QKMZ1**

Contractor's Name:  
(if none provided, then  
property owner name) **Tony Bakker**

Date Issued: **April 29, 2022**

Contractor's License #:

Location: **3742 Seabrook Island Rd.**

Waterway: **Atlantic Ocean**

Authorized Work: **Maintenance & Repair of rock  
revetment. Crest elevation from 2014 Mead & Hunt  
survey and existing footprint may not be exceeded as  
described in letter.**

City: **Seabrook Island**

County: **Charleston County**

Project Manager **Matthew J. Slagel**

**April 29, 2022**

Date

> This Notice Must Be Conspicuously Displayed at the Work Site <



April 29, 2022

Mr. Tony Bakker  
 3742 Seabrook Island Rd.  
 Seabrook Island, SC 29455

**Re: Maintenance and Repair Notification  
 Rock Revetment at 3742 Seabrook Island Rd., Seabrook Island, SC  
 HPF-HJ9Y-QKMZ1**

Dear Mr. Bakker:

This is in response to your recent request to perform Maintenance & Repair to an existing rock revetment at 3742 Seabrook Island Rd., Seabrook Island, TMS# 1471300006.

A statewide survey of existing beachfront erosion control structures was performed by the engineering firm Mead & Hunt in 2014. The survey measurements for your property are summarized below. The average elevation of the toe (bottom) of the revetment was approximately 10 feet NAVD88, the average elevation of the mid-slope of the face of the revetment was approximately 11.7 feet NAVD88, and the average elevation of the crest (top) of the revetment was approximately 13 feet NAVD88.

**3742 Seabrook Island Rd - Revetment M&R  
 Mead & Hunt 2014 Survey Data**

<b>Transect (from N to S)</b>	<b>Crest Elevation (ft NAVD88)</b>	<b>Toe Elevation (ft NAVD88)</b>	<b>Mid-Slope Elevation (ft NAVD88)</b>
1	13.29	11.31	12.04
2	12.95	10.25	12.43
3	12.86	8.98	11.28
4	12.60	9.72	11.92
5	12.98	9.21	11.19
6	13.13	9.35	11.31
7	12.65	9.73	11.17
8	13.34	11.34	11.89
9	13.47	9.40	11.94
<b>Average:</b>	<b>13.03</b>	<b>9.92</b>	<b>11.69</b>

Armor stones similar in size to those comprising the existing revetment may be added, provided that the average elevation of the crest from the 2014 survey is not exceeded. Alternatively, existing armor stones on site may be re-stacked, provided that the average elevation of the crest from the

HPF-HJ9Y-QKMZ1

2014 survey is not exceeded. Armor stones can be placed no farther seaward than the seaward toe of the existing exposed riprap. In other words, any new or re-stacked armor stones must be placed within the footprint of the existing exposed revetment structure.

If heavy equipment will be located on the beach, the contractors shall be in direct contact with the S.C. Department of Natural Resources (DNR) Marine Turtle Conservation Program (MTCP) representative if work is performed during sea turtle nesting season (May 1 - October 31). Daily, early surveys of the beach are performed to document turtle nesting activity and the MTCP representative shall be consulted each morning prior to any work being performed on the beach. Heavy equipment must not drive on the beach until the area, including the access point, is cleared and false crawls have been documented. In the event a nest is disturbed during construction and/or sea turtle adult is encountered, all work should cease and the DNR MTCP should be contacted immediately. The MTCP contact is Michelle Pate who can be reached at 843-953-9052 (office), 843-384-0605 (cell), or [PateS@dnr.sc.gov](mailto:PateS@dnr.sc.gov).

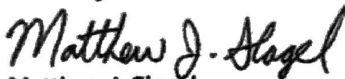
The scope of work described above would conform to the Department's Normal Maintenance and Repair criteria as set forth in Regulation 30-5.(D):

*"Normal maintenance and repair applies only to work on a structure which has been previously permitted or is grandfathered or exempted and is still generally intact and functional in its present condition. The work may only extend to the original dimensions of the structure, and any expansion, additions, or major rebuilding will require either a Department permit or documentation to and written approval from the Department."*

**A construction placard identifying this activity under the maintenance and repair notification is enclosed. The placard should be posted conspicuously on site during maintenance and repair activities.**

Acknowledgement of this maintenance and repair request does not relieve you of your responsibility to obtain any local government permits that may be required for this work nor does it permit any activity that is not previously authorized by this agency. Please note that the Department reserves the right to require a full permit if deemed necessary. If you have any further questions concerning this matter, please do not hesitate to contact me at [slagelmj@dhec.sc.gov](mailto:slagelmj@dhec.sc.gov) or 843-953-0250.

Sincerely,



Matthew J. Slagel  
Beachfront Permitting Project Manager  
Critical Area Permitting Section

cc: Mr. Blair Williams, Critical Area Permitting Section Manager  
Mr. Craig Pawlyk, Jon Guerry Taylor & Associates, Inc., Agent



From: Michelle Pate PateS@dnr.sc.gov  
Subject: RE: 3742 Seabrook Island Road  
Date: Aug 4, 2022 at 12:16:26 PM  
To: Sam Smoak sam@charlestongreen.net

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Town of Seabrook Island

Dear Sir or Madam:

This response is in accordance with the Maintenance and repair request notification from SCDHEC OCRM for rock revetment at 3742 Seabrook Island Road on Seabrook Island, SC, HPF-HJ9Y-QKMZ1 issued April 29, 2022, to Mr. Tony Bakker.

The SCDNR Marine Turtle Conservation Program has been contacted by Sam Smoak of Charleston Green LLC as specified in the request letter regarding work performed during the sea turtle season. We have been advised that materials and equipment will be stored off the beach. Travel of heavy equipment (excavator and dump truck) would occur below the high tide line except when coming out of Boardwalk 1 to access the beach working during low tide.

Coordination of daily access to the project area will be between contractor and local volunteer working with the Seabrook Island Turtle Patrol team each morning before work is to commence to ensure any sea turtle activity has been documented. As stipulated in the letter in the event a nest is disturbed during work and/or a sea turtle is encountered, all work shall cease and SCDNR MTCP contacted immediately at [843-384-0605](tel:843-384-0605) or [pates@dnr.sc.gov](mailto:pates@dnr.sc.gov).

Sincerely,

Michelle Pate  
Coordinator  
SCDNR Marine Turtle Conservation Program  
PO Box 12559  
Charleston, SC 29422

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**From:** Sam Smoak <[sam@charlestongreen.net](mailto:sam@charlestongreen.net)>  
**Sent:** Tuesday, August 2, 2022 7:11 AM  
**To:** Michelle Pate <[PateS@dnr.sc.gov](mailto:PateS@dnr.sc.gov)>  
**Subject:** Re: 3742 Seabrook Island Road

Thank you so much! You are awesome. Please let me know if you need anything from us.

**Beach Trust (SIPOA) Access Approval**

## Joe Cronin

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**From:** Heather Paton <hpaton@sipoa.org>  
**Sent:** Friday, August 5, 2022 3:06 PM  
**To:** Sam Smoak; Joe Cronin  
**Cc:** Katrina Burrell; Steve Hirsch  
**Subject:** Beach access for revetment repairs at 3742 Seabrook Island Rd.

Good afternoon, Sam,

SIPOA has granted permission for Charleston Green to access the beach to repair the revetment wall at 3742 Seabrook Island Rd.

The contractor can access the beach via the roadway at BW1 and travel to the project site. The property owners at 3764 have agreed to allow use of their property as a staging area. Per instructions from SCDNR, daily beach access to the project site must be coordinated with the Seabrook Island Turtle Patrol.

The contractor is responsible for repairing any damage to the roadway, concrete curb or beach trust resulting from the transport of granite stone or other equipment to the project site. A SIPOA ARC permit is also required prior to commencement of work.

Heather

Heather Paton, MCM, CMCA, LSM, PCAM  
Executive Director  
Seabrook Island Property Owners Association  
1202 Landfall Way  
Johns Island, SC 29455  
843.768.0061  
843.768.4317 FAX





Natural History &  
Factual Productions Ltd

Wednesday 3<sup>rd</sup> August 2022

To Whom It May Concern,

**RE: BBC filming permission request**

I am writing to you from the BBC's Natural History Unit as we will be sending a small crew of 7 people (which includes 2 x skippers) to film dolphin stranding behaviour for a new blue-chip natural history documentary series in South Carolina in September 2022.

We would like to request filming permissions including drone use on Seabrook Island as well as permission to take a vehicle onto the beach to enable us to transport various pieces of kit to filming spots.

Our intended filming period is from the 5<sup>th</sup>-23<sup>rd</sup> September 2022 and further details of the vehicle we would like to be able to access the beach are below:

- We will only require vehicle beach access on Seabrook for a handful of days within the total shoot period and filming will be in daylight hours, likely 2 hours either side of low tide.
- The purpose of taking the vehicle onto the beach is to be able to transport our kit to spots where we would be able to film the dolphin behaviour from the shore.
- The vehicle to be used is a 2022 Jeep Gladiator 4x4.
- Scott Snider – a local camera operator – will be operating the vehicle, his contact number is 843-297-6849 and a copy of his driver licence and vehicle insurance is attached with this letter. Scott is based at Folly Beach and is very familiar with filming in the area and the beach at Seabrook, having used it in the past for access for filming.
- We acknowledge the requirements of Sec. 32-42(b) of the Town Code for the general requirements for vehicles on the beach, as sent via email on 25<sup>th</sup> July 2022.

If you require any further details or information please do let me know.

Kind regards,

**Izzi Tippetts**

**Production Co-ordinator**  
NATURAL HISTORY UNIT

**Tel:** +44 (0)7583 347222

**Email:** [izzi.tippetts@bbc.co.uk](mailto:izzi.tippetts@bbc.co.uk)

## Joe Cronin

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**From:** Joe Cronin  
**Sent:** Monday, July 25, 2022 1:25 PM  
**To:** Izzi Tippetts  
**Cc:** Katharin Gilbert; Vicky Webb; Louise Britton; Sheryl Bawden  
**Subject:** RE: BBC series - Seabrook filming permissions for September 2022

Hi Izzi,

As a follow up to our conversation, I have included a copy of our ordinance pertaining to vehicles on the beach below.

You may submit a request in writing on company letterhead. The letter should include each of the following:

- The dates and times the vehicle will be used
- The purpose(s) for which the vehicle will be used
- The make and model of the vehicle to be used (please note the vehicle must be equipped with four-wheel drive)
- The name and contact information of the person (or persons) who will operate the vehicle, along with a copy of the person's driver's license and liability insurance.
- An acknowledgement of the requirements of Sec. 32-42(b) of the Town Code, outlining the general requirements for vehicles on the beach

Ordinance requirements:

**Sec. 32-42. – Vehicle Use.**

- (a) Motor vehicles of any type or kind shall not be driven or operated on the beaches of Seabrook Island, except for those expressly authorized below:
- (1) Vehicles operated by an official or employee of any municipal, county, state or federal agency, department or unit;
  - (2) Vehicles operated by an official or employee of any bona fide public safety agency, including, but not limited to, law enforcement, code enforcement, fire suppression and emergency medical services;
  - (3) Vehicles operated by an official or employee of any contractor, agency or entity providing goods or services on the beach under contract with or at the request of the town;
  - (4) Vehicles operated by an official or employee of the following community organizations which are necessary for the performance of maintenance services, the provision of security services and/or the transportation of personnel and equipment on behalf of the organization:
    - a. Seabrook Island Property Owners Association
    - b. Seabrook Island Club;
    - c. Seabrook Island Turtle Patrol;
    - d. Seabrook Island Utility Commission;

e. St. Christopher Camp and Conference Center;

(5) Small open motorized vehicles and medical devices may be operated by, or for the benefit of, individuals who have a physical or mental disability which i) is recognized by state or federal law, and ii) which would otherwise preclude their use and enjoyment of the beach;

(6) Class 1 pedal-assist electric bicycles which are duly permitted by the Seabrook Island Property Owners Association for use within the Seabrook Island Development and which display a valid SIPOA decal while operating on the beach. For the purposes of this section, "class 1 pedal-assist electric bicycles" shall have the same meaning as "electric-assist bicycles" and "bicycles with helper motors," as defined in Sec. 56-1-10 of the South Carolina Code of Laws; and

(7) Any other vehicles deemed essential by the town and duly operating under one of the following types of special vehicle use permits:

a. *Standard vehicle use permits.* Standard vehicle use permit requests shall be submitted to the town administrator in writing no less than thirty (30) days prior to the date upon which the applicant seeks to use a vehicle on the beach. Permit requests shall be forwarded by the town administrator to the town council for consideration at the next available town council meeting. If the town council determines that the use of a vehicle is essential to the applicant's intended purpose, then it may approve the issuance of a permit by resolution. In approving a permit, the town council may attach such reasonable conditions as it deems necessary to protect public health and safety.

b. *Emergency permits.* Emergency vehicle use permit requests shall be made to the town administrator, either verbally or in writing, as soon as practicable. If the town administrator determines that the use of a vehicle is necessary to mitigate an immediate threat to public health and safety, he or she may authorize a permit, either verbally or in writing. In approving a permit, the town administrator may attach such reasonable conditions as he or she deems necessary to protect public health and safety.

(b) Except in cases of an emergency, vehicles which are authorized to be driven or operated on the beach pursuant to this section shall comply with the following requirements at all times:

(1) Vehicles shall be operated in such a manner so as not to endanger or unreasonably disturb beachgoers, wildlife or marine life, and designated critical habitat areas, including shorebird and turtle nesting areas;

(2) Vehicles shall not exceed a speed of ten (10) miles per hour when operated on the beach;

(3) Vehicles shall be operated on the wet sand; vehicles may not be operated on dry sand except to gain access to the wet sand;

(4) Vehicles shall not be driven onto or within any dune or vegetated area;

(5) Vehicles shall enter the beach only from authorized access points; and

(6) All vehicles being operated on the beach, excluding those specified in subsections (a)(5) and (a)(6), shall be equipped with four-wheel drive.

**Joseph M. Cronin**

Town Administrator  
Town of Seabrook Island  
2001 Seabrook Island Road  
Seabrook Island, SC 29455  
Office: (843) 768-5321  
www.townofseabrookisland.org

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**From:** Izzi Tippetts <[izzi.tippetts@bbc.co.uk](mailto:izzi.tippetts@bbc.co.uk)>  
**Sent:** Friday, July 22, 2022 8:20 AM  
**To:** Joe Cronin <[jcronin@townofseabrookisland.org](mailto:jcronin@townofseabrookisland.org)>  
**Cc:** Katharin Gilbert <[katharin.gilbert@bbc.co.uk](mailto:katharin.gilbert@bbc.co.uk)>; Vicky Webb <[vicky.webb@bbc.co.uk](mailto:vicky.webb@bbc.co.uk)>; Louise Britton <[louise.britton@bbc.co.uk](mailto:louise.britton@bbc.co.uk)>; Sheryl Bawden <[sheryl.bawden@bbc.co.uk](mailto:sheryl.bawden@bbc.co.uk)>  
**Subject:** RE: BBC series - Seabrook filming permissions for September 2022

Hi Joe,

I'm just getting in touch as Sheryl is now on leave for a few weeks, so I just wanted to follow up on her email below regarding filming permissions including drone use on Seabrook Island and taking vehicles onto the beach.

If you're able to get back to me when possible to let me know what permits are required and what that process is I would be really grateful as we would like to get any applications in as soon as possible in time for our shoot planned for September.

Thanks so much in advance,  
Izzi

Izzi Tippetts | Production Coordinator  
**NATURAL HISTORY UNIT | BBC STUDIOS**

📞 07583347222 📧 [izzi.tippetts@bbc.co.uk](mailto:izzi.tippetts@bbc.co.uk)

✉️ Bridgewater House – Counterslip – Bristol – BS1 6BX

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**From:** Sheryl Bawden <[sheryl.bawden@bbc.co.uk](mailto:sheryl.bawden@bbc.co.uk)>  
**Sent:** 20 July 2022 18:26  
**To:** [jcronin@townofseabrookisland.org](mailto:jcronin@townofseabrookisland.org)  
**Cc:** Katharin Gilbert <[katharin.gilbert@bbc.co.uk](mailto:katharin.gilbert@bbc.co.uk)>; Izzi Tippetts <[izzi.tippetts@bbc.co.uk](mailto:izzi.tippetts@bbc.co.uk)>; Vicky Webb <[vicky.webb@bbc.co.uk](mailto:vicky.webb@bbc.co.uk)>; Louise Britton <[louise.britton@bbc.co.uk](mailto:louise.britton@bbc.co.uk)>  
**Subject:** BBC series - Seabrook filming permissions for September 2022

Dear Joe,

I hope this email finds you well and you don't mind me emailing you out of the blue.

I work at the BBC Natural History Unit and we are producing a new landmark TV series, which explores how animals overcome the everyday challenges of life.

One of our episodes explores novel ways of hunting and we are filming the strand feeding behaviour of South Carolina's bottlenose dolphins as an archetypal example of this.

We're working with Lauren Rust of the LMMN and I wanted to get in touch with you to ask about filming permissions including drone use on Seabrook island and whether we might be able to get permission to take vehicles onto the beach which would enable us to transport various pieces of kit to filming spots.

I'd also really appreciate it if you can provide any advice on any other permissions we may need to seek in order to achieve our filming goals – we currently have a permit application in with NOAA to film the behaviour.

We anticipate filming to occur for 3 weeks within the timeframe of 5<sup>th</sup> September – 9<sup>th</sup> October 2022.

Please let me know your thoughts and I'd be very happy to set up a zoom call to discuss further.

Best wishes

Sheryl

## Sheryl Bawden

Assistant Producer – *Project Dolphin*  
BBC NATURAL HISTORY UNIT



Tel: +44 (0)303 082 1658

[Sheryl.Bawden@bbc.co.uk](mailto:Sheryl.Bawden@bbc.co.uk)

BBC Studios, Bridgewater House, Counterslip, Bristol, BS1 6BX



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MICHAEL E. KARAMUS  
Architect L.L.C.



P.O. Box 22026 Charleston, S.C. 29413  
843 768 9980

August 2, 2022

Town Of Seabrook Island  
2001 Seabrook Island Road  
Seabrook Island, SC 29455  
Attn: Mr. Joe Cronin

Re: New Town Hall Annex / Existing Building Renovations  
2001 Seabrook Island Road  
Seabrook Island, SC 29455  
Architectural Services Proposal

Dear Joe,

It was a pleasure to speak you both earlier to discuss the possibility of my firm providing design services for the new Town Hall Annex & Interior Renovations to Existing Town Hall on Seabrook Island. I am pleased to present this proposal for architectural services to you.

Based upon the quality level of plans that I produce, the time I estimate for completion of those plans for this house, and the consultants that I am required to retain, my fee for your project would be thirty two thousand five hundred (\$32,500.00) dollars. Included in this total, as required by the Town of Seabrook Island and Charleston County, are fees for a structural engineer, civil engineer, and MEP Engineering consultants. All of their services will be included in the total scope of the project and billed by me as a part of my services to you

The following items shall be included as a part of this thirty two thousand five hundred (\$32,500.00) dollar agreement;

- Initial Site Consultation
- Schematic Design
- Design Development
- Bidding Documents
- Construction Documents

The Construction Documents shall include:

(All items in blue are provided by consultants as a part of this agreement)

- Cover Sheet
- General Technical Information
- Site Layout
- Grading Plan (by consultant)

• ARCHITECTURE • INTERIOR ARCHITECTURE •

website: mkarchllc.com

email: mkaramus@aol.com

- Tree Protection Plan (by consultant)
- Landscape Plan (by consultant)
- New Foundation Plan
- New Main Floor Plan
- Existing Floor Plan Renovations
- New Upper Floor Plan
- Existing Upper Floor Plan Renovations
- Roof Plan
- Exterior Elevations
- Building Sections
- Wall Sections
- Miscellaneous Details
- Interior Elevations (Select spaces with details)
- Schedules (basic door, window, finish)
- Structural Notes (by consultant)
- Foundation Plan (by consultant)
- Main Floor Framing Plan (by consultant)
- Upper Floor Framing Plan (by consultant)
- Ceiling Framing Plan (by consultant)
- Roof Framing Plan (by consultant)
- Structural Details (by consultant)
- Main Floor Mechanical Plan (by consultant)
- Upper Floor Mechanical Plan (by consultant)
- Mechanical Details (by consultant)
- Main Floor Electrical Plan (by consultant)
- Upper Floor Electrical Plan (by consultant)
- Electrical Details (by consultant)
- Main Floor Plumbing Plan (by consultant)
- Upper Floor Plumbing Plan (by consultant)
- Plumbing Details (by consultant)
- Project Outline Manual

For any additional services that you may request, I present these options to you. For a complete set of interior elevations, which would include all walls of all rooms and cabinetry on those walls, add the sum of two thousand five hundred (\$2,500.00) dollars. For a comprehensive project manual containing detailed specifications and selections, add the sum of one thousand five hundred (\$1,500.00) dollars. For subsurface soils exploration and

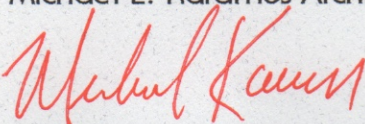
geotechnical report, add the sum of four thousand (\$4,000.00) dollars. For construction observation, which would consist of one site visit per week, for the duration of the project, add the sum of one thousand two hundred fifty (\$1,250.00) dollars per month, payable as services are rendered.

Finally, there will be an hourly fee for redesigns as required by any governmental authority prior to permit submittal. Estimates will be given prior to the execution of any additional work that may be required to satisfy the Board's request. The fees shall be:

- \$150/hr. – Project Architect
- \$95/hr. – Technical Staff
- \$55/hr. – Clerical

Thank you very much for the opportunity to present this proposal to you. If you have any other questions or comments, please do not hesitate to contact me. Please sign one copy of this proposal and return it to me. Upon receipt, I will prepare a formal contract for this project. I look forward to hearing from you.

Sincerely,  
Michael E. Karamus Architect, L.L.C.



Michael Karamus, A.I.A.  
att: payment schedule

Proposal Accepted By:

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Signature

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Date

MICHAEL E. KARAMUS  
Architect L.L.C.



P.O. Box 22026 Charleston, S.C. 29413  
843 768 9980

**Payment Schedule**

August 2, 2022

Town Of Seabrook Island  
2001 Seabrook Island Road  
Seabrook Island, SC 29455  
Attn: Mr. Joe Cronin

Re: New Town Hall Annex / Existing Building Renovations  
2001 Seabrook Island Road  
Seabrook Island, SC 29455  
Architectural Services Proposal

Dear Joe,

Please find below a schedule of payments per the attached proposal for the New Town Hall Annex / Interior Renovations to Existing Town Hall at 2001 Seabrook Island Road on Seabrook Island our discussions.

• Retainer (credited to CD phase).....	\$3,000.00
• Schematic design .....	\$9,500.00
• Design Development .....	\$5,000.00
• <u>Construction Documents</u> .....	<u>\$18,000.00</u>
• Project Total.....	\$32,500.00

Note that reimbursable expenses such as additional surveys, stakeouts, review fees, blueprints, mailing, phone, etc. are not included in this schedule. They will be billed to you on a monthly basis with written documentation.

I look forward to working with you on this project. Please review this schedule and contact me with any questions or comments.

Sincerely,

Michael Karamus, A.I.A.

cc:file

att: proposal

• ARCHITECTURE • INTERIOR ARCHITECTURE •

website: mkarchllc.com

email: mkaramus@aol.com