

# NORTH AUGUSTA

## SOUTH CAROLINA'S RIVERFRONT

**Date:** March 7, 2019

**T0:** Heather Dawson  
heatherd@masseyzoning.com

**RE:** FREEDOM OF INFORMATION REQUEST

Copy to:  
Kelly F. Zier, City Attorney  
Libby Hodges, Director of Planning and  
Development  
Tom Zeaser, Director of  
Engineering & Public Works  
Mark Strosnider, Superintendent of  
Building Standards  
John Thomas, Director of Public Safety

PLEASE BE ADVISED that the City of North Augusta has received your Freedom of Information Act (FOIA) request the 7<sup>th</sup> day of March 2019. Such request has been forwarded to the appropriate department for response. In addition, a copy of said request has been forwarded to the office of the City Attorney for his review.

The City Attorney will make a determination as to whether the request is a proper request under the FOIA act. The appropriate department will advise as to what materials, documents, etc. may be available. That department will also provide information indicating the approximate time involved related to the retrieval of the documentation, and also the amount of material that would need to be copied in order to comply with the request. At such time as a response is received from the City Attorney and the appropriate department, we will then notify you of the response of the City to your FOIA request. In the event that the request is deemed appropriate and permissible under the FOIA act, we will advise you of same and also provide an estimate of the costs that would be related to responding to said request. In the event that it is determined that the FOIA request is not proper and not permitted by the act, you'll also be advised of that decision.

A response to your request will be made within the time limits as established by section 20-4-30(c) of the FOIA act. Specifically, this requires that said response be provided within 10 business days for any record requested that is less than 24 months old. A request for a record that is more than 24 months old, is to be responded to within 20 business days from the date of the receipt of your request. The City would not normally require the full period in order to respond, but reserves its right under the act to do so.

In the event that the response to your request is positive and the costs associated with retrieving and providing the data is minimal, in most cases, the City would forward the documentation to you with a statement for the costs. An example of charges would be 15¢ per page for black and white copies, 20¢ per page for color copies. The City does not charge for search and retrieval for fifteen minutes or less. For any time required to research and retrieve the requested information more than 15 minutes, the City charges, a minimum of \$8.00 per 30 minutes. Pursuant to the act, the charge for searching, retrieving, and redacting records is not to exceed the hourly wage of the lowest paid employee on the public body staff, who has the skill and training to fulfill the request. Therefore, the charge could be in excess of the \$8.00 per 30 minutes, if a

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regular clerical person is unable to perform the services. The specific FOIA Fee schedule, as adopted by the City is available for review online. In the event that the costs are considered to be of more than a nominal amount, the City would reserve the right to require a deposit of 25% of anticipated costs to be made before assembling, copying and delivering the materials. This would also provide to you the opportunity to determine if you desired to proceed with the request in light of the costs.

**NOTICE:** SOUTH CAROLINA LAW PROVIDES THAT “IT IS A CRIME TO KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION FROM A PUBLIC BODY FOR COMMERCIAL SOLICITATION.”



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Sharon Lamar, City Clerk  
City of North Augusta, South Carolina

## Lamar, Sharon

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**From:** Heather Dawson <heatherd@masseyzoning.com>  
**Sent:** Thursday, March 07, 2019 1:48 PM  
**To:** Hodges, Libby  
**Cc:** Zeaser, Tom; Strosnider, Mark; Thomas, John; Lamar, Sharon  
**Subject:** Request for Records, Zoning Letter, Violations, Site Plans, Certificates of Occupancy (434 Georgia Avenue North Augusta SC)  
**Attachments:** ZONING LETTER REQUEST FORM WITH CONDEMNATION - N Augusta SC.doc; CERTIFICATE OF OCCUPANCY REQUEST FORM - Augusta SC.docx; Bldg Zoning Fire CODE VIOLATION FORM - North Augusta.doc

Good Afternoon,

I would like to request the following information – please let me know of any forms or fees required to process and complete this request.

RE: 434 Georgia Avenue  
North Augusta SC

- What is the zoning designation of the above-mentioned property?
- Will you please provide a PDF copy of, or website link to, the current zoning code ordinance?
- Is the use of this property a permitted use in this zoning designation?
- Will you please provide a copy of the zoning map or provide the zoning of the properties adjacent to the above-mentioned parcel?
- Are there any **special permits, variances or planned unit development restrictions** that affect the site? If so, will you please provide copies?
- Are there any outstanding **building or zoning code violations** affecting this property?
- Are there any outstanding **fire violations** affecting this property?
- Was this property subject to **site plan** approval? If so, could you please provide a copy of the approved site plan?
- Are there any **legal non-conforming issues** affecting this property?
- Will you please provide a copy of the **certificate(s) of occupancy**? If you are unable to locate a certificate of occupancy, will you please fill out the attached form letter?
- Is your department aware of any current or future road construction projects such as road widening, resurfacing, easement, condemnation, sewer or sidewalk repair that would affect access to this property or result in the taking of right-of-way?

Please provide as much information as possible on your letterhead and return via Email: [heatherd@masseyzoning.com](mailto:heatherd@masseyzoning.com)

*Heather Dawson*  
405.607.3966 (Direct)  
405.475.5056 ext. 105  
[heatherd@masseyzoning.com](mailto:heatherd@masseyzoning.com)



**(PLEASE INCORPORATE ONTO YOUR MUNICIPAL LETTERHEAD)**

Date: \_\_\_\_\_

Attn: Heather Dawson  
Massey Consulting Group

Regarding: 434 Georgia Avenue – North Augusta, SC  
Parcel ID: 007-10-28-001

Dear Heather:

1. The subject property is currently zoned: \_\_\_\_\_
2. The parcel ID for this location is: \_\_\_\_\_
3. The use is \_\_\_/is not \_\_\_ permitted.
4. The adjacent properties are currently zoned:  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_
5. Are there any special permits, variances or planned unit development restrictions that affect the site? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, will you please provide copies?
6. In regards to Building and Zoning Code Violations : **PLEASE SEE SEPARATE FORM**
7. This property was \_\_\_/was not \_\_\_ subject to site plan approval. (Please provide copies if applicable and available.)
8. There are \_\_\_/are not \_\_\_ any legal nonconforming issues affecting this property.
9. In regards to the Certificate of Occupancy: **PLEASE SEE SEPARATE FORM**
9. Is your department aware of any current or future road construction projects such as road widening, resurfacing, easement, condemnation, sewer or sidewalk repair that would affect access to this property or result in the taking of right-of-way? \_\_\_\_\_

Please call the undersigned at \_\_\_\_\_ if you have any comments or questions.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**(PLEASE INCORPORATE ONTO YOUR MUNICIPAL LETTERHEAD)**

Date: \_\_\_\_\_

Attn: Heather Dawson  
Massey Consulting Group

Regarding: 434 Georgia Avenue – North Augusta, SC  
Parcel ID: 007-10-28-001

Dear Heather,

\_\_\_\_\_ A valid final certificate of occupancy has been issued and is now outstanding for the Project. (See Attached Copy Issued.)

\_\_\_\_\_ Certificates of Occupancy for projects constructed prior to the year \_\_\_\_\_ are no longer on file with this office. The Project was constructed in \_\_\_\_\_. The absence of a certificate of occupancy for the Project will not give rise to any enforcement action affecting the Project and is not considered a violation. A certificate of occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the Project or any part thereof).

\_\_\_\_\_ We are unable to locate a certificate of occupancy for the Project from our records. We have evidence in our records, however, that one was issued and has been subsequently lost or misplaced. The absence of a certificate of occupancy for the project will not give rise to any enforcement action affecting the Project and is not considered a violation. A certificate of occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the Project or any part thereof).

Please call the undersigned at \_\_\_\_\_ if you have any comments or questions.

Sincerely,

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**(PLEASE INCORPORATE ONTO YOUR MUNICIPAL LETTERHEAD)**

Date: \_\_\_\_\_

Attn: Heather Dawson  
Massey Consulting Group

Regarding: 434 Georgia Avenue – North Augusta, SC  
Parcel ID: 007-10-28-001

Dear Heather,

\_\_\_\_\_ No, there are currently no open building code violations on this property.

\_\_\_\_\_ Yes, there are open building code violations on file. (please provide copies)

\_\_\_\_\_ No, there are currently no open zoning code violations on this property.

\_\_\_\_\_ Yes, there are open zoning code violations on file. (please provide copies)

\_\_\_\_\_ No, there are currently no open fire code violations on this property.

\_\_\_\_\_ Yes, there are open fire code violations on file. (please provide copies)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Signature: \_\_\_\_\_