



## Regular Town Council Meeting

Tuesday, March 09, 2021 at 5:00 PM

Electronic Meeting

### AGENDA

This meeting can be viewed on the Town of Bluffton's [Facebook page](#)

#### PUBLIC COMMENT

Public comments will be received via conference line provided by the Town Clerk. All requests for public hearing or public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.

#### I. Call to Order

#### II. Pledge of Allegiance

#### III. Invocation

#### IV. Adoption of the Agenda

#### V. Adoption of the Minutes

- [1.](#) Regular Meeting Minutes of February 9, 2021

#### VI. Presentations, Celebrations and Recognitions

1. Beaufort County School District Character Student of the Month – Mayor Sulka
2. Destination Marketing Organization Annual Marketing Plan, Report of Progress and Actions – Ariana Pernice, Vice-President Visitor & Convention Bureau, Hilton Head Island-Bluffton Chamber of Commerce
3. Palmetto Breeze FY22 Budget Request and Bluffton Service Plan - Mary Lou Franzoni, Executive Director and General Manager, Palmetto Breeze

#### VII. Public Comment

#### VIII. Communications from Mayor and Council

#### IX. Workshop Agenda Items

- [1.](#) Consideration of an Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.13 Signs and 5.15 Old Town Bluffton Historic District, 5.15.6, Architectural Standards, Q. Sign Guidelines - Heather Colin, Director of Growth Management

**X. Public Hearing & Final Reading**

1. Consideration of an Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards Related to Building Types, Maximum Building Footprint and Height – Public Hearing and Final Reading - Heather Colin, Director of Growth Management

**XI. Formal Agenda Items**

1. Consideration of an Ordinance Amending the Town of Bluffton FY 2021 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – Second and Final Reading – Chris Forster, Director of Finance and Administration
2. Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2020 – Natalie Majorkiewicz, Treasury Manager
3. Consideration of an Ordinance Authorizing the Town Manager to Execute an Easement Agreement Providing a Non-Exclusive Easement Over Certain Real Property Owned by the Town of Bluffton Consisting of Parcel R610 036 000 1319 0000 in Favor of Beaufort Jasper Water and Sewer Authority (BJWSA) for the Construction of a Water Distribution Line - First Reading – Bryan McIlwee, Director of Engineering

**XII. Consent Agenda Items**

1. Monthly Department Reports: Police, Finance and Administration, Municipal Court, Engineering, Don Ryan Center for Innovation, and Growth Management
2. Town Manager's Monthly Report
3. Consideration of a Resolution Authorizing the Acceptance of a Donation and Conveyance of Approximately 0.15 Acres of Real Property in Bluffton, South Carolina, Commonly Known as a Portion of Campbell Chapel AME Church Located at 23 and 25 Boundary Street, a Portion of TMS Nos. R610 039 00A 0080 0000 and R610 039 00A 0079 0000 and from Campbell AME Church and Board of Trustees of Campbell AME Church to the Town of Bluffton, South Carolina; and Authorizing the Execution and Recordation of Certain Documents in Connection Therewith – Bryan McIlwee, Director of Engineering
4. Consideration of a Proposed Contractual Agreement Relating to the Construction of Goethe Shults Sidewalk Phase 2 – Bryan McIlwee, Director of Engineering
5. Appointment of a Community Steering Committee to Assist with the Drafting of the Comprehensive Plan – Heather Colin, Director of Growth Management
6. COVID-19 Pandemic Update – Lee Levesque, Emergency Manager

**XIII. Adjournment**

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*“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”*

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of*

*disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.*

*\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. Public comment must not exceed three (3) minutes.*

## BLUFFTON TOWN COUNCIL MEETING MINUTES

**ELECTRONIC MEETING**

February 9, 2021

Mayor Sulka called the meeting to order at 5 P.M. Council members present were Mayor Pro Tempore Fred Hamilton, Larry Toomer, Bridgette Frazier, and Dan Wood. Interim Town Manager Scott Marshall, Chief of Police Stephenie Price, Director of Engineering Bryan McIlwee, Director of Finance and Administration Chris Forster Director of Growth Management Heather Colin, Town Clerk Kimberly Chapman, and Town Attorney Terry Finger were also present.

The pledge and invocation were given by Councilwoman Frazier.

**Adoption of the Agenda**

**Frazier made a motion to adopt the agenda as presented. Wood seconded. The motion carried unanimously.**

**Adoption of the Minutes**

Town Council Regular Meeting Minutes of January 12, 2021

**Toomer made a motion to approve the Regular Meeting Minutes of January 12, 2021. Frazier seconded. The motion passed unanimously.**

Town Council Workshop Meeting Minutes of January 19, 2021

**Wood made a motion to approve the Workshop Meeting Minutes of January 19, 2021. Frazier seconded. The motion passed unanimously.**

**Presentations, Celebrations and Recognitions**

Mayor Sulka acknowledged the Beaufort County School District Character Student of the Month, Grace Kennedy from Pritchardville Elementary School. Grace was honored for the character trait "Compassion".

**Public Comment**

**Vivian Joiner**, 210 Vintage Avenue, Winston-Salem, NC: The dilapidated structure although once a vibrant home to many is no longer inhabitable. The structure is beyond a condition of repair. The property deemed HISTORICAL unfairly limits the owners that have owned it for more than century. If the goal is to hold a piece of history place a marker and allow the next century to enter as it has on the other properties nearby.

**Antoinette Joiner**, 4308 Karley Court, Winston-Salem, NC: The designation was first assigned unbeknownst to any family member. Also, there is nothing historical about the structure worth saving.

**Juliana Smith**, 1212 King Street, Beaufort, SC – Commented in support of the Southern Lowcountry Post Construction Stormwater Ordinance and Stormwater Design Manual and spoke on behalf of the Coastal Conservation League.

**Brian Witmer**, 12 Azalea Street, HHI, SC – Spoke regarding the Southern Lowcountry Post Construction Stormwater Ordinance. Stated that after reading the +/- 300-page manual, he felt that it is too complex

and not property vetted by local engineers and planners; it needs multiple case studies performed, analyzed and then refinements made until a balance between water quality and practical application is met. Witmer recommend reevaluating the manual.

**Paul Scott**, 16 Morning Side Drive, Savannah – Spoke on behalf of First Chatham Bank; working on the Publix shopping center on Hwy 170; stated that the proposed Stormwater Ordinance will impact their project negatively and requested to be "grandfathered-in" based upon approvals when his project was originally submitted.

**Mike Hughes**, 50 Park of Commerce Way, Savannah, GA – Stated that he respectfully requests delaying the adoption of the Southern Lowcountry Stormwater Design Manual until the professional design community has an opportunity to understand the implications on community planning and engineering.

#### Communications from Mayor and Council

Mayor Sulka acknowledged Black History Month and the banner that was hung at the four way stop in Old Town.

#### Workshop Agenda Items

#### Discussion and Direction on Updates to Special Revenue Funds, Accommodations Tax Allocations and Fund Balance Policies – Chris Forster, Director of Finance and Administration

As part of the strategic plan, the Finance department took on the initiative to evaluate Special Revenue Funds; the types that can be levied and how they may be used compared to how other similar communities are allocating Accommodations Tax (ATAX) Funds. Additionally, the Finance department assessed the Town's fund balance policy for its sufficiency and appropriateness compared to best practices and applicable risks.

The State of South Carolina governs what kinds of taxes and fees a local jurisdiction may approve. Currently the Town of Bluffton leverages every legally authorized revenue source in some manner. Local changes can be made to the rates at which taxes and fees may be set and the types of operational fees that may be approved.

In regard to special revenues and allocations, Forster stated that they include State and Local Accommodations taxes and Hospitality taxes. These revenues must be used for tourism related expenditures or the promotion of tourism. The first \$25 thousand plus 5% of State Accommodations revenue must be allocated to the general fund. The next 30% must be allocated to an organization promoting tourism known as the Designated Marketing Organization (DMO). For the Town of Bluffton that is the Hilton Head Island-Bluffton Chamber. The Town currently allocates the next \$190,000 to the Bluffton Historical Foundation, BHF (formerly Bluffton Historical Preservation Society). The remaining amount can be granted to non-profits for tourism and cultural related events. Use of State ATAX dollars are more restrictive and can only support tourism related operations expense if not normally provided by the municipality.

Local accommodations tax can be used for Tourism related CIP, operations and maintenance, including advertising and promotional expenses. Current Town Ordinance allows an allocation up to 8% to the DMO, up to 10% for operations and maintenance and up to 1% to the reserve fund. As part of the budget ordinance the Town has traditionally allocated 51% of local ATAX to the CIP fund.

Hospitality tax must be used for tourism related CIP and expenses, drainage improvements, advertising and promotion. There are no other Town restrictions on the use of Hospitality taxes. The Town has traditionally transferred \$500,000 to General Fund and a significant amount to support specific projects within the CIP.

Wood stated that he would like to have further conversation regarding the 8% request from the DMO.

Toomer asked if the Town was in danger of losing ATAX dollars per the obligation of using funds within two years. Forster stated that the Town is not in jeopardy of losing any dollars due to an adjustment made last year, in which we are using local tax dollars first and then state tax dollars last. This leaves a reserve balance in our local accommodations tax as well.

Frazier asked if ATAC dollars can be used to promote our own tourism in order to capture a more authentic voice.

Sulka asked that staff look at options. Marshall stated that possibilities are limitless and that there is an opportunity to use ATAC dollars at the Welcome Center or target tourists as they come into the Town. Marshall stated that there is also an opportunity once we develop some of the newly purchased properties by the Town.

Regarding the policy for the Fund Balance, Forster stated that the current Town Fund Balance Policy has four main components. The Emergency Recovery Fund which is calculated as 15% of General Fund budgeted expenditures. The unassigned Fund Balance reserve which is 25% of budgeted General Fund expenditures. The Vehicle & Equipment Replacement Reserve which is capped at \$1 million but is equal to 115% of designated assets depreciation cost.

The Government Finance Officers Association (GFOA), whose mission is to advance excellence in public finance, provide advisories and recommended practices on municipal financial policies and procedures. The two major best practices released by the GFOA on fund balance include the "Fund Balance Guidelines for the General Fund" and "Strategies for Establishing Capital Asset Renewal and Replacement Reserve Policies."

The GFOA recommends that a municipality maintain an unrestricted fund balance of "no less than" two months' worth (17%) of budgeted expenditures. But they qualify that with a recommendation that the adequacy of minimum unrestricted fund balance "should be based on risks unique to each municipality." All GFOA's recommendations regarding fund balance reserves seek to identify the bare minimum a municipality should maintain in unrestricted reserves and do not attempt to identify actual needs since each jurisdiction is unique. In April of 2020 GFOA released a Risk Based Reserve Assessment tool for municipalities to gauge risks and identify a minimum reserve threshold more appropriate for a jurisdiction's needs. Town Finance completed this assessment and determined the Town faced a moderate to high level of risk to retain through reserves and the assessment recommends adopting a number of reserves significantly higher than the recommended minimum. Best practice recommends that the Town benchmark to similar communities and analyze most significant risks to make sure the Town is adequately covered compared to the unique financial costs of such risks. In addition, they recommend assessing the impact of reserves on the Town's bond rating.

The other major reserve recommended by the GFOA is the Capital Asset Renewal and Replacement Reserve. The current Town Vehicle and Equipment Reserve is limited in scope and capped at \$1M. In the past ten years the Town's depreciable assets have increased 88%. They have increased 56% in just

the past 5 years. The Town's CIP projects have grown significantly and large capital investments are planned to be completed over the next few years, including parks, facilities and infrastructure. Recommended practice is to maintain a reserve for all capital asset renewals and replacements. The GFOA recommends a minimum balance equal to a percentage of the Five-year average of an entity's capital budget and base annual contributions on a percentage of the annual depreciation of an entity's assets.

Frazier stated that she is in full agreement with limiting significant growth in unassigned fund balance by designating annual surpluses for certain reserve purposes such as asset reserve fund, or land acquisition fund.

Council was in consensus that the presentation was extremely informative and will assist in organizing thoughts and discussion in the upcoming budget workshops.

Discussion on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 3 – Application Process, Article 4 – Zoning Districts, and Article 9 – Definitions and Interpretations to Amend the Definition of “Contributing Structure”, add the “Inventory of Contributing Resources” to the UDO, and Change “Historic Structure” References to “Contributing Structures” - Heather Colin, Director of Growth Management

Colin stated that as part of the FY 21/22 Strategic Plan, Town Council sought to “more closely align” the boundaries of the local historic district (Old Town Bluffton Historic District) and the National Register Historic District (Bluffton Historic District), which is a small portion of Old Town Bluffton.

To determine the possibility of a closer alignment, an updated historic resource survey was conducted by Brockington and Associates, Inc. in 2019. Based on this survey, some additional properties in Old Town appear eligible to be included in a nomination to expand the National Register Historic District. Related to this, a review of the existing Unified Development Ordinance (UDO) requirements for designation and review of contributing structures was undertaken by Town Staff.

Based on the review of the UDO, highlights of the amendments proposed by Town Staff include:

- Updating the term for and definition of “Contributing Structure”: The term would become “contributing resource” and the definition would be expanded to include structures, buildings, objects, and sites. Two of the Town's coves (Heyward and Huger), for example, are contributing sites rather than structures.
- Establishing the list of contributing resources in the UDO for easier accessibility. Presently, the most recently adopted historic resource survey must be consulted. however, not all surveyed properties are contributing resources. All existing contributing resources would be included in the list, with no new resources proposed (nor are any existing resources proposed to be eliminated). If the list is adopted, any resource on the list approved for de-listing or demolition by Town Council at a later date would be removed from the list, not the historic resource survey.

- Refining the review criteria for Certificates of Appropriateness-Historic District (COFA-HD), which are required for new construction in Old Town Bluffton, as well as for certain modifications to existing contributing and non-contributing structures, as well as for demolition of a contributing structure.
- “Housekeeping” items, such as replacing the term “contributing structure” for “contributing resource,” where necessary in the UDO, is also proposed.

Previously, Town Staff presented a workshop on Pro-Active Preservation and Maintenance of Contributing Structures. The ordinance proposes to re-establish what was previously titled the “Maintenance of Contributing Structures” ordinance but did not carry over into the UDO.

The next steps for these amendments are provided in the below timeline and acknowledge the property owner and public notification process for both the Planning Commission and Town Council.

Frazier stated that the Town should revisit the idea of hiring a full-time preservationist; stated that some citizens do not currently have a person who can answer their questions regarding their property designation and what is and is not allowed; suggested a reference or a check list for citizens.

Sulka echoed the need for a preservationist on staff; when buildings are listed for sale, would like a requirement of a disclosure that the structure is a contributing structure and the name of a Town contact who can be a resource for the buyer.

Toomer stated that as time goes by, some structures should be added and there could possibly be some that may need to be removed.

Hamilton stated that when a structure is beyond repair and remains on the contributing structure list, it becomes a burden to both parties. Hamilton stated that families should have input on whether a structure is on the contributing structure list. Asked that pictures be provided in addition to addresses so that structures can be evaluated.

#### Public Hearing & Final Reading

#### Consideration of Town of Bluffton Needs Assessment for Housing, Public Facilities, and Economic Development – Michelle Knight, Community and Economic Development Director, Lowcountry Council of Governments

**Public Hearing Opened at 6:46 p.m.**

**Public Hearing Closed at 6:47 p.m.**

Michelle Knight, Community and Economic Development Director for the Lowcountry Council of Governments presented. Knight stated that the SC CDBG Program has been funded since 1982 by the US Department of Housing and Urban Development and is designed to provide assistance to unit of local government in improving economic opportunities and meeting community revitalization needs, particularly for persons of low to moderate income (LMI).

The 2021 allocation from HUD for the SC program is approximately \$20,214,575. This is divided into three broad grant program categories:

- Community Development
- Business Development
- Regional Planning

The Community Development Program is further broken down into several subcategories to address infrastructure, community facilities, and neighborhood priorities.

The Business Development Program provides financial resources for local governments to pursue opportunities that create new jobs, retain existing employment, stimulate private investment, and revitalize or facilitate the competitiveness of the local economy. Funding will be prioritized based on the following:

1. New or expanding businesses tied to job creation; and
2. Area economic development activities not associated with job creation; and
3. New or expanding local businesses that provide essential goods and services in predominately LMI communities.

The Regional Planning Program is designed to provide CDBG funds to Councils of Governments to assist local governments in developing plans and building local development capacity.

The Beaufort County/Lowcountry Regional HOME Consortium is comprised of the Beaufort, Colleton, Hampton and Jasper counties, and all municipalities in the region. The top three objectives are as follows:

1. Rehabilitation of substandard housing; and
2. Increase accessibility to adequate and affordable housing; and
3. Support the development and availability of safe, decent, and affordable housing.

Beaufort, Hampton, Colleton and Jasper counties have areas that need affordable housing, rehabilitation of substandard housing and demolition of vacant/dilapidated houses. As the housing stock ages, there becomes a greater need for rehabilitation of substandard houses and the number of vacant/dilapidated houses increases while increasing the number of persons at risk for homelessness.

In response to Corona Virus, funding is part of the March 2020 CARES Act. All projects must meet one of the three national objectives, which are the benefit to low to moderate income persons, aid in the preventing or eliminating of slum and blight or meet an urgent need.

Knight stated that the purpose of the community/public services are to provide new or quantifiably increase public services that will primarily benefit low to moderate income individuals and are needed to prepare for, respond to and prevent the corona virus. The award is \$214,621 per county or \$858,483 for the Lowcountry region. The deadline for funding priorities is March 1, 2021.

The award for public facilities is \$3,000,000 statewide and the purpose is to adapt, retrofit or rehabilitate existing schools or other publicly owned facilities to provide services in a manner that complies with public health guidelines. The deadline for funding priorities is July 1, 2021.

**Toomer made a motion to establish the following ranking of community needs as priorities for the Town of Bluffton: 1) infrastructure improvements including sewer, water and drainage, 2) transportation and pedestrian safety, 3) affordable housing for low to moderate income individuals, families and seniors, 4)residential rehabilitation of housing for safe and dry housing, 5) restoration or properties or facilities of special value to the community, and 6) activities that help, prepare for and respond to and prevent the corona virus. Wood seconded. Roll call was taken and the motion carried unanimously.**

Consideration of an Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 3 – Application Process, Article 5 – Design Standards, Sec.5.10 Stormwater Management, and Article 9 – Definitions and Interpretations Related to Adopting the Southern Lowcountry Post Construction Stormwater Ordinance and Stormwater Design Manual – Public Hearing and Final Reading – Bryan McIlwee, Director of Engineering

Council was in consensus to table the above item until April, due to community concerns and questions. McIlwee will meet with Council and anyone else who has concerns or questions with the proposed Ordinance.

**Toomer made a motion to table the Consideration of an Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 3 – Application Process, Article 5 – Design Standards, Sec.5.10 Stormwater Management, and Article 9 – Definitions and Interpretations Related to Adopting the Southern Lowcountry Post Construction Stormwater Ordinance and Stormwater Design Manual. Wood seconded. Roll call was taken and the motion carried unanimously.**

#### Formal Agenda Items

Consideration of Amendments to the Town of Bluffton Code of Ordinances, Chapter 19 – Flood Damage Protection, specifically as it Relates to the Updates to the National Floodplain Insurance Program Regulations and FEMA’s Re-evaluation of Flood Hazards in the Town of Bluffton Reflected in Updated Flood Insurance Rate Maps – Final Reading – Heather Colin, Director of Growth Management

Colin stated that FEMA recently completed a reevaluation of flood hazards in the community. On June 30, 2017 and August 9, 2019, FEMA provided the Town with preliminary and revised preliminary copies of the Flood Insurance Study (FIS) and FIRM that identify existing flood hazards. Both the required publication and appeals periods have been met and the FIRM for Bluffton will become effective on March 23, 2021.

Because the FIS report establishing the flood hazard determinations has been completed, certain additional requirements must be met under the National Flood Insurance Act of 1968 as *amended no later than March 23, 2021*.

The proposed amendments incorporate the required amendments identified the Flood Mitigation Specialist from the South Carolina Department of Natural Resources and included in attachment 4.

In addition to the minimum amendments required by FEMA for eligibility in the NFIP, staff is proposing that the current requirement of a one-foot freeboard be increased to a three-foot freeboard for all construction. Freeboard is defined as the factor of safety usually expressed in feet above a flood level for purposes of flood plain management.

The purpose of freeboard is as follows:

- Reduces flood losses in the habitable portion of homes so that citizens can return home faster; and
- Benefits citizens as they will receive improved flood insurance rates; and
- Most of Bluffton's construction located in the special hazard flood zones are new construction areas with no unregulated areas affected; and
- With the additional 2 feet of freeboard recommended there should be less drastic height deviations between new and existing construction.

The Town of Bluffton currently has multiple elevation requirements varying from 12 to 16 feet depending on the location. The current base flood elevation (BFE) required on the current maps (FIRM) is 11 to 15 feet. The FIRMs effective March 23, 2021 BFE varies from five to nine feet.

Currently approximately five percent of the land area in Bluffton is located within a special flood zone. Upon the effective date of the FIRM, it will decrease to approximately three percent.

Colin stated that there have been no changes since first reading.

**Toomer made a motion to approve on second and final reading the proposed Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 19 – Flood Damage Protection, specifically as it Relates to the Updates to the National Floodplain Insurance Program Regulations and REMA's Re-evaluation of Flood Hazards in the Town of Bluffton Reflected in the Updated Flood Insurance Rate Maps. Frazier seconded. Roll call was taken and the motion carried unanimously.**

Consideration of an Ordinance Amending the Town of Bluffton FY 2021 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – First Reading – Chris Forster, Director of Finance and Administration

Forster stated that Town Council authorized the issuance and sale of not to exceed \$5,250,000 General Obligation Bonds, 2020 or such other appropriate series designation (the "Bonds"), for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program projects on second and final reading at the November 10, 2020 Town Council meeting.

Our Bond Counsel, Francenia Heizer, Esquire with Burr Forman McNair and our Financial Advisor, Brian Nurick, Senior Managing Director with Compass Municipal Advisors, LLC, recommended that the Bond be issued before the end of 2020 to take advantage of favorable interest rates.

On December 3, 2020, the Town of Bluffton sold twenty-year General Obligation Bonds, Series 2020A with a Par Value of \$5,080,000 and a net interest rate of 1.698% taking advantage of favorable interest rates and the Town's strong financial position.

The increase to the Debt Service Fund of \$1,103,408 is to record the transfer in from the Stormwater Utility Fund for the first interest payment of \$93,408 and principal payment of \$1,010,000 which is offset by the \$810,224 Deposit Net Bid Premium, resulting in the net payment of \$1,103,408. The increase to the Stormwater Utility Fund of \$93,051 is to record the transfer to Debt Service for the first interest payment. Funds to cover the interest were budgeted in the FY 2021 revenue and therefore reflected as a reduction to fund balance. The increase to the new Capital Improvements Program Project Fund of \$5,003,000 is to record the par value of the bonds of \$5,080,000 less the cost of issuance of \$77,000. On January 27, 2021, the Town of Bluffton received a \$9,000 private donation to provide AED equipment for the Police department.

**Toomer made a motion to approve on First Reading, an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for Said Funds. Frazier seconded. Roll call was taken and the motion carried unanimously.**

Consideration of an Emergency Ordinance of the Town of Bluffton, South Carolina, Extending the Requiring of Individuals to Wear Face Coverings in Light of the COVID-19 Pandemic; and Matters Related Thereto; and Severability – Scott Marshall, Interim Town Manager

Marshall gave an overview and stated that on June 30, 2020, in response to an increasing number of positive COVID-19 tests reported by the South Carolina Department of Health and Environmental Control (SCDHEC) and as part of a regional effort to slow the spread of the disease, Town Council enacted Emergency Ordinance 2020-10. Emergency Ordinance 2020-10 requires the wearing of face coverings in certain social situations and by employees of certain establishments who come into contact with the public in the performance of their jobs.

This Emergency Ordinance was first adopted on June 30 and has been renewed three times since then. Most recently, Town Council renewed this Emergency Ordinance by unanimous approval of Emergency Ordinance 2020-29 on December 8, 2020. Emergency Ordinance 2020-29 will expire on February 12, 2021 unless otherwise renewed, amended, or rescinded by Town Council.

The Town of Bluffton Emergency Ordinance presented for consideration replicates the requirements specified in Emergency Ordinances 2020-10, 2020-18, 2020-22 and 2020-29; and contains the following features:

Section 1. Definitions.

- a. "Face Covering" is defined as a uniform piece of cloth, fabric, or other material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands. Face Coverings include, but are not limited to, bandanas, medical masks, cloth masks, scarves, and gaiters, provided that they are worn such that they securely cover the person's nose and mouth.
- b. "Person" as used in the context of Section 3.b. is defined as any individual associated with the business who has the control or authority and ability to enforce the requirements of the Ordinance within the business, such as an owner, manager or supervisor. "Person" may also include an employee or other designee that is present

at the business but does not have the title of manager, supervisor, etc., but has the authority and ability to ensure that the requirements of this Ordinance are met while the business is open to the public.

Section 2. Requirements for Face Coverings.

- a. All persons entering any building open to the public in the Town must wear a face covering while inside the building.
- b. All restaurants, retail establishments of every description, salons, grocery stores, and pharmacies in the limits of the Town shall require their employees to wear a Face Covering at all times that the employees are in any area where the general public is allowed. This requirement also applies to all persons providing or utilizing over-the-road public or commercial transportation, including tours; and all businesses or employees while interacting with people in outdoor spaces, including, but not limited to, curbside pickup, delivery, and service calls. All such businesses must provide face coverings or materials for the making of such face coverings for their employees. Such coverings or materials may be made available staff-wide or individually upon employee request so long as the result is the organization-wide use of face coverings. Nothing shall prevent an employee from fashioning his or her own cloth face mask. If a worker or customer refuses to wear a cloth face covering for other than medical reasons, a business may decline entry or service to that individual.
- c. The following individuals are exempt from this Ordinance: any person under the age of eight, or who is unable to safely wear a Face Covering due to age or an underlying health condition, or who is unable to remove the Face Covering without the assistance of others; and any person traveling in a personal vehicle, or when a person is alone or is in the presence of only household members in an enclosed space, and people who are actively drinking or eating. This Ordinance does not relieve business establishments and restaurants from other social distancing requirements imposed by the Governor's Executive Orders.

Section 3. Penalties.

- a. Failure to comply is a civil infraction, punishable by a fine of not more than \$50.00.
- b. Each day of non-conformance is a separate and distinct offense. Repeated offenses may result in suspension or revocation of occupancy permits and/or business license, where applicable. Repeated violations may also be declared a public nuisance. However, every effort shall be made to bring the person or business into compliance before issuing a citation.

Section 4. Severability. If any part of the Ordinance is deemed invalid, the remaining portion(s) of the Emergency Ordinance shall remain valid.

Section 5. Effective Date; Expiration.

- a. Must be passed by a super majority of at least 2/3 of Town Council on a single reading. This means the ordinance must receive a favorable vote of no less than four out of five members of the Town Council of the Town of Bluffton.

- b. Emergency Ordinance shall be effective on February 12, 2021.
- c. Emergency Ordinance is terminated when rescinded by a subsequent ordinance, or on the 61<sup>st</sup> day of enactment, whichever is sooner. This means the Emergency Ordinance, in absence of further Town Council action, would expire on April 14, 2021.

**Hamilton made a motion to approve an Emergency Ordinance of the Town of Bluffton, South Carolina, Extending the Requiring of Individuals to Wear Face Coverings in Light of the COVID-19 Pandemic; and Matters Related Thereto; and Severability. Frazier seconded. Roll call was taken and the motion carried unanimously.**

Consideration of an Emergency Ordinance of the Town of Bluffton to Authorize the Town Manager to Develop and Enact Such Plans and Policies Needed to Ensure Continuity in the Delivery of Government Services in Light of the COVID-19 Pandemic- Scott Marshall, Interim Town Manager

Marshall stated that the Emergency Ordinance presented for consideration continues the provisions established by Emergency Ordinance 2020 – 30. and substantively accomplishes the following:

1. Section 1 incorporates recitals contained in the Town of Bluffton Emergency Ordinance 2020-03 and also incorporates recitals of the SC Governor's Executive Orders which establish a statewide State of Emergency due to the COVID-19 pandemic.
2. Section 2 rescinds Section 1 of Emergency Ordinance 2020-03, which allows for the conduct of public meetings electronically. Adoption of the Electronic Meeting Ordinance negates the need to place this provision in this and future Emergency Ordinance.
3. Section 3, which was previously approved by Town Council when adopting Emergency Ordinance 2020-21 on October 13, 2020, rescinds and replaces Section 2 of Emergency Ordinance 2020-03, pertaining to the "Authorization of Town Manager." Substantive amendments are as follows:
  - a. Special event permits be conditioned upon full compliance with applicable SC Governor's Executive Orders and associated COVID-19 pandemic related restrictions and/or recommendations regarding social distancing.
  - b. Authority for closing Town owned or operated property is limited to Town Hall offices and other Town of Bluffton offices or buildings normally open to the public. Access to Town owned or operated parks, playgrounds, docks, and other open spaces available to the public will be consistent with rules for each facility/amenity as designated in the Town of Bluffton Code of Ordinances.

A single 2/3 vote of Town Council is required to approve this Emergency Ordinance. If approved, this Emergency Ordinance would become effective on February 12, 2021 and would expire on April 14, 2021, unless otherwise modified, amended, extended, or rescinded by subsequent Emergency Ordinance.

**Toomer made a motion to approve an Emergency Ordinance of the Town of Bluffton to Authorize the Town Manager to Develop and Enact Such Plans and Policies Needed to Ensure Continuity in the Delivery of Government Services in Light of the COVID-19 Pandemic. Wood seconded. Roll call was taken and the motion carried unanimously.**

Consideration of an Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards Related to Building Types, Maximum Building Footprint and Height – First Reading- Heather Colin, Director of Growth Management

Colin stated that with an increase in commercial and mixed-used infill development within Old Town Bluffton Historic District, concern has been expressed that some buildings seem too large for the District. In response, a workshop was held with Town Council in November 2020, followed by discussion of building size with the Historic Preservation Commission in December 2020 and January 2021.

Old Town Bluffton, also known as the Old Town Bluffton Historic District, is among Beaufort County's most desirable locations for new development, including mixed-use and commercial. Its roots as a small coastal village remain intact with its physical development pattern, historic buildings, Lowcountry architecture, mature tree canopy, as well as its eclectic character. This unique environment has spanned centuries, prior to Bluffton's dramatic growth as one of South Carolina's fastest growing communities. As referenced in the Old Town Master Plan (Master Plan), this uniqueness is Bluffton's "franchise" and "the key to [its] economy."

The Master Plan, adopted by Town Council in 2006, is a policy document developed through extensive study and community participation that established a clear, unified vision for Old Town Bluffton. The vision guides the Town's policies, programs, and regulations, including the Unified Development Ordinance (UDO). The UDO includes site and architectural standards specific to Old Town that may vary by zoning district and building type. There are five (5) zoning districts in Old Town, as well as a variety of permitted building types based on traditional Lowcountry building forms that differ by zoning district. The zoning district map is provided as Attachment 2; the various building types are shown in Attachment 3.

While mixed use and commercial development are located mostly north of May River Road or along May River Road, the heart of Old Town Bluffton Historic District is increasingly attractive for more intensive land use due to the availability of undeveloped or underdeveloped land. As land and construction costs escalate, maximization of land area and building square footage often follow. This may appear at odds with Old Town Bluffton's more organic development, particularly south of May River Road, where portions of the historic district were developed prior to zoning and single-family residences were the predominant use.

In 2020, the Town "calibrated" land uses, as well as some general and architectural standards for the Old Town Bluffton Historic District. However, these amendments may not have been substantial enough relative to permitted land uses and building size to ensure that Old Town Bluffton's character, charm and eclectic nature will be maintained. By some accounts, certain building types, all of which are identified in UDO Sec. 5.15.8, may allow for building footprints, sizes and height that are incongruous with existing development and the Master Plan.

The purpose of the November Town Council workshop was to provide an overview of building size, including processes and regulations that could contribute to the development of larger buildings. This included a discussion of building types (Main Street and Additional), zoning districts that permit Main Street buildings, the "Shopfront" area on Calhoun Street and "Large Footprint Buildings." Based on this discussion, Town Council expressed the following:

- Focus on the Neighborhood Center-Historic District (NCE-HD) zoning district. The Neighborhood Core-Historic District is not at issue as it was

intended to be the district where more intense uses and larger scale buildings would be located in Old Town (e.g., Promenade).

- Consider reducing the maximum allowed building footprint to no more than 2,000 to 2,500 square feet and the maximum building square footage to 5,000 square feet.
- The possibility that there too much commercial development.
- That mass and scale should relate to the streetscape, and that both may need to be defined.
- Is may be time to update the Old Town Bluffton Master Plan as the Town’s vision for the district may need more specificity.

Staff also held an informal discussion regarding building size with the Historic Preservation Commission (HPC) at its December 2 meeting. The HPC is responsible for approving the appearance of all buildings within the Old Town Historic District, applying the standards of the UDO. The general consensus was that building size and how it is perceived is a function of its design and site placement, among other things, and not necessarily the size of its footprint and/or its total square footage. Additionally, it was noted that some of the UDO requirements do not necessarily reflect the Old Town Master Plan.

Given the Master Plan’s age and the amount of development that has occurred in Old Town in the past 15 years, re-evaluation of the Plan may be in order. As part of the Town’s Comprehensive Plan update in 2021, this will be explored. The Comprehensive Plan is a state-required policy document that identifies the Town’s long-range goals and objectives and serves as a blueprint to guide its growth. Because the update process will occur over the next year, minor amendments are proposed which, if adopted, could be revised with a more extensive study of Old Town Bluffton.

Based on earlier feedback from Town Council and from the HPC, the amendments in Attachment 4 are proposed. These amendments were shared with the HPC at their January 6 meeting for discussion purposes only.

**REVIEW CRITERIA & ANALYSIS:** When assessing an application for UDO Text Amendments, the Town Council is required to consider the criteria set forth in UDO Section 3.5.3, Application Review Criteria. These criteria are provided below, followed by a Finding.

- 1. Section 3.5.3.A.** Consistency with the Comprehensive Plan or, if conditions have changed since the Comprehensive Plan was adopted, the consistency with the overall intent of the Plan, recent development trends and the general character of the area.

**Finding.** The proposed amendments are consistent with the needs, goals, and implementation strategies of the Comprehensive Plan to maintain Old Town Bluffton’s eclectic, Low Country character.

- 2. Section 3.5.3.B.** Consistency with demographic changes, prevailing economic trends, and/or newly recognized best planning practices.

**Finding.** As stated in the Comprehensive Plan, Bluffton’s “franchise” is its unique character in a village-type setting that has evolved over centuries. The proposed amendments will serve to protect this character while Old Town’s long-term vision is re-examined through the

Comprehensive Plan process and, possibly, and update to the Old Town Master Plan. Smaller building sizes may help to protect Old Town Bluffton's development character while allowing for increased commercial and mixed-use development.

**3. Section 3.5.3.C.** Enhancement of the health, safety, and welfare of the Town of Bluffton.

**Finding.** Though not health or safety issues, smaller building sizes will help to maintain Old Town Bluffton's historic development pattern of smaller mixed-use and commercial buildings, thus helping to maintain the district's historic welfare and the Town's economic engine.

**4. Section 3.5.3.D.** Impact of the proposed amendment on the provision of public services.

**Finding.** The amendments will have no impact on providing public services.

**5. Section 3.5.3.E.** The application must comply with applicable requirements in the Applications Manual.

Amendments are proposed to the Main Street building type (Sec. 5.15.8.A) and the following characteristics that relate to size: 1) size range (the overall building square footage); 2) maximum building footprint (not to include porches); and 3) building height.

Differentiating building size and height for Main Street buildings in the Neighborhood-Core Historic District (NC-HD), a zoning district that exists north of May River Road and along portions of May River Road in Old Town, and the NCE-HD district acknowledges the differences between their development intensity. Changes to size and height for Main Street buildings in the NC-HD district are not proposed.

For the NCE-HD District (Sec. 5.15.5.B), amendments are proposed to increase the front build-to zone from 0-10 feet to 10-25 feet for both the Main Street and Additional building types. A front building setback from 10-25 feet will allow larger buildings to set back farther from the public right-of-way so as not to overwhelm the streetscape, which is typical of the NCE-HD development pattern, especially on Calhoun Street. The setback can be usable space, such seating or dining, that can serve as an extension of the public right-of-way and create more vibrant spaces in Old Town. The side yard setback would increase from five feet to eight feet for Additional building types, which is consistent with the Main Street building type.

The Additional building type allows developers to propose buildings that are not one of the approved building types within all five of Old Town Bluffton's zoning districts. Additional building types, however, can be desirable as the UDO does not limit its footprint or size. Therefore, an amendment to Sec. 5.15.5 (General Standards) is proposed to limit the building footprint and size to be no larger than the largest size permitted within any of Old Town Bluffton's zoning districts for other building types within a given district. As an example, the largest building size and footprint in the Neighborhood Core-HD district is 8,000 square feet and 3,500 square feet, respectively, for a Main Street building; therefore, an Additional building type in the Neighborhood Core-HD district could not exceed the maximum square footage permitted for a Main Street building.

The Planning Commission recommends approval to Town Council of the proposed Text Amendments as submitted. The Commission also expressed that additional work, in the future, is necessary and should consider incorporating a context-sensitive approach where standards could vary by site location.

**Hamilton made a motion that an Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23- Unified Development Ordinance, Article 5 – Design Standards Related to Building Types, Maximum Building Footprint and Height be approve via pending doctrine. Frazier seconded. Roll call was taken and the motion carried unanimously.**

#### Consent Agenda Items

1. Monthly Department Reports: Police, Finance and Administration, Municipal Court, Engineering, Don Ryan Center for Innovation, and Growth Management
2. Town Manager's Monthly Report
3. Consideration of a Resolution to Adopt the May River Watershed Action Plan Update as a Supporting Document to the Comprehensive Plan – Bryan McIlwee, Director of Engineering
4. Consideration of a Resolution to Adopt the Southern Lowcountry Stormwater Design Manual as a Supporting Document to Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.10 Stormwater Management – Bryan McIlwee, Director of Engineering
5. Consideration of a Proposed Lighting Agreement with Palmetto Electric for the Law Enforcement Center – Bryan McIlwee, Director of Engineering
6. Consideration of an Extension for the Memorandum of Understanding between the Town of Bluffton and Beaufort Jasper Water and Sewer Authority Regarding Collaboration on Projects and Capacity Fee Credits - Chris Forster, Director of Finance and Administration
7. COVID-19 Pandemic Update – Scott Marshall, Interim Town Manager

**Wood made a motion to approve the consent agenda as presented with the exception it item # 4, which was pulled due to tabling the final reading of the proposed Stormwater Ordinance (Item # X.2). Toomer seconded. Roll call was taken and the motion carried unanimously.**

#### Executive Session

1. Contractual Matters Relating to a Public Private Partnership to Develop Workforce and Affordable Housing on Town Owned Property (Pursuant to SC Freedom of Information Act 30-4-70[a][5])
2. Contractual Matters Relating to the Palmetto Bluff Planned Unit Development Agreement (Pursuant to SC Freedom of Information Act 30-4-70[a][2])

**Frazier made a motion to move into Executive Session at 7:25 PM to discuss the aforementioned items. Toomer seconded. The motion was unanimous.**

**Town Council exited Executive Session at 8:36 PM. No motions were made, and no votes were taken during Executive Session.**

**Hamilton made a motion to adjourn 8:37 p.m. Toomer seconded. The motion carried unanimously.**

# TOWN COUNCIL



## STAFF REPORT

### Department of Growth Management

<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Consideration of Proposed Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.13 Signs and 5.15 Old Town Bluffton Historic District, 5.15.6, Architectural Standards, Q. Sign Guidelines
<b>PROJECT MANAGER:</b>	Heather Colin, AICP Director of Growth Management

#### **REQUEST:**

Provide Direction on Proposed Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance (UDO), Article 5 – Design Standards, Sec. 5.13 Signs and 5.15 Old Town Bluffton Historic District, 5.15.6, Architectural Standards, Q. Sign Guidelines.

**BACKGROUND:** The Strategic Plan for Fiscal Year 2021-22 (“Strategic Plan”) serves as a road map for activities and initiatives to implement the Town’s Vision and Mission Statement to ensure that Bluffton is poised to capitalize on opportunities that advance key goals.

Strategic Plan focus areas include Fiscal Sustainability, Economic Growth, Town Organization, Community Quality of Life, Infrastructure, Affordable and/or Workforce Housing, and the May River & Surrounding Rivers and Watersheds. These amendments relate to Community Quality of Life, which includes updating policies and ordinances to sustain the Town’s “unique and authentic” character, as well as preserving its culture and history. Amendments to the Unified Development Ordinance related to specific development standards are outlined as a strategic initiative, including sign regulations.

Sign regulations are located in multiple sections of the UDO. There is a general sign section (Sec. 5.13, Signs), as well as one that is specific to Old Town Bluffton Historic District (Sec. 5.15.5.Q, Sign Guidelines). Sec. 5.13 regulates those areas of Bluffton that are not located within the Old Town Bluffton Historic District or within a Planned Unit Development (PUD). Sec. 5.15.5.Q. regulates signage only within the boundaries of Old Town Bluffton Historic District.

Additional regulations pertaining to signage include sign illumination standards which are located in Sec. 5.12 (Lighting), separate from sign standard as well as sign definitions which are addressed in Sec. 9.2 (Defined Terms)

In addition to sign regulations, there are two sections of the UDO that relate to sign permitting: Sec. 3.21 (Sign Permit) and Sec. 3.19 (Site Feature – Historic District). A

Sign Permit application must be submitted for applicable signage within all areas of Town, including any PUD but excluding Old Town Bluffton Historic District. For signage in Old Town, an application for a Site Feature -Historic District (HD) must be provided.

### **FINDINGS:**

An audit of the existing regulations related to signage was conducted by Town Staff and planning professionals. Most of the comments related to ordinance format, intent, and legal compliance. The following bullet points provide highlights of the review, and also include other items identified by Town staff upon review of other sign-related sections of the UDO:

- **Overall Format**

Sign regulations are located in multiple sections of the UDO without necessary cross-references to help readers. This format is not intuitive and could cause regulations to be overlooked. A more reader-friendly format could be provided through the amendment process.

- **Intent of Sign Regulations**

The intent section could be strengthened to include additional purposes for sign regulations, such as avoiding a proliferation of signage, minimizing distractions, and protecting free speech.

- **Some Sign Types are "Content-Based"**

The most extensive comments relate to content-based regulations, such as referencing specific sign or message types. Examples are political, real estate and project signs. By distinguishing sign types by message, the Town is regulating speech.

A 2015 U.S. Supreme Court decision, *Reed v. Town of Gilbert*, caused many communities to re-evaluate their sign codes. In this case, the Town of Gilbert had stricter limitations on temporary directional signs advertising religious services than signage advertising political and ideological messages. The Supreme Court ruled that varying standards based on sign message was not content-neutral, thus a violation of the First Amendment.

Modifications to the UDO may be needed to reflect recent court decisions.

- **Old Town Bluffton Historic District Sign "Guidelines"**

The permitted signs in this section appear to be limited to wall signs, monument signs, sandwich boards and temporary signs "announcing a sale, promotion, civic, philanthropic, educational, religious or other special event" although other sign types are in existence in Old Town, such as projecting and canopy signs. A 'wall sign' appears to be a catch-all for other sign types but is defined to be limited to wall signs that are attached to and that are no greater than six inches from a wall. Identification of all permitted sign types in Old Town would allow sign regulations to be better-tailored and less subjective.

- **Some Signs are Defined but Have No Regulations or Use Inconsistent Terminology**

There is defined signage that appears to have no related regulations. The term 'Canopy Sign,' for example, is defined by the UDO; however, it does not have a related regulation although canopy signs exist within Town limits.

Similarly, some defined signs do not have consistent terminology. A 'Projecting Sign' is defined as a sign that is affixed to a building and extends more than six (6) inches from the surface or wall of a building. These signs are more commonly referred to as a 'Shingle Sign.' However, a related regulation (Sec. 5.13.8.E.) uses the term 'projecting sign' to mean a sign located underneath a pedestrian canopy. A sign underneath a canopy, as provided in the UDO, appears to be a 'Suspended Sign' or a hanging sign.

**NEXT STEPS:**

The purpose of this workshop is to introduce to Town Council the overview of amendments that will be proposed in order to create regulations that are more reader/user-friendly, can withstand legal scrutiny, and that are more in line with Best Practices for signage.

Steps	Anticipated Dates
1. Town Council Workshop	March 9
2. Historic Preservation Committee Workshop	April 7
3. Planning Commission Public Hearing and Recommendation	April 28
4. Town Council – First Reading	May 11
5. Town Council – Final Reading and Public Hearing	June 8

**ATTACHMENTS:**

1. Presentation

***Workshop – Proposed Amendments to the  
Town of Bluffton Code of Ordinances,  
Chapter 23 – Unified Development Ordinance,  
Article 5 – Sec. 5.13, Signs and 5.15.6.Q., Old Town Bluffton  
Historic District, Architectural Standards, Sign Guidelines***

**Presentation to Town Council**

**March 9, 2021**

**Department of Growth Management**

**Heather Colin, AICP, Director of Growth Management**

# *Background*



## **Why review sign regulations?**

- FY21-22 Strategic Plan action item
- Consistency with Zoning Best Practices
- Changes in Case Law Related to Signage, Technology, & Content
- Ensuring that Regulations are Clear and Processes is Streamlined & Efficient

# *UDO Sign-Related Sections*

## **Regulations**

- Sec. 5.13: Signs
- Sec. 5.15.5.Q.: Old Town Bluffton Historic District, Sign Guidelines

## **Permitting**

- Sec. 3.21: Sign Permit (does not include Old Town Bluffton HD)
- Sec. 3.19: Site Feature – Historic District (HD)

## **Other**

- Sec. 5.12 Lighting (sign illumination)
- Sec. 9.2: Defined Terms (various sign definitions)

# *Signage for Planned Unit Developments*



Signage will vary by PUD and is not governed by the UDO. Instead, permitted signage and related regulations appear in the approved Development Agreement, which is supplemented by the Beaufort County Zoning Ordinance in effect at the time of annexation.

# Summary



- **Overall Format**

Regulations located in multiple sections; no cross-referencing.

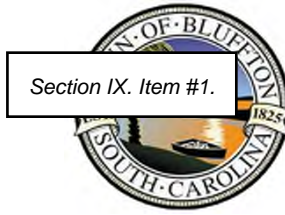
- **Intent of Sign Regulations**

Could be strengthened to include additional purposes, such as protecting free speech, preventing sign proliferation and minimizing distractions.

- **Some Signage is “Content-Based”**

Regulations should reflect current case law.

# Summary



- **Old Town Bluffton Historic District Sign Guidelines**
  - Sign types listed are limited to wall signs, monument signs, sandwich boards and temporary signs; however, other sign types exist (e.g., canopy and projecting/shingle signs); and
  - Adding permitted sign types with standards would make permitting process less subjective.
- **Some Sign Definitions Have No Related Standards**  
Example: Canopy Sign
- **Inconsistent Terminology**  
Example: A sign under a canopy is regulated as a 'Projecting Sign' but defined as a 'Suspended Sign'

# Next Steps



Steps	Dates
1. Town Council Workshop	March 9
2. Historic Preservation Committee Workshop	April 7
3. Planning Commission Public Hearing and Recommendation	April 28
4. Town Council – First Reading	May 11
5. Town Council – Final Reading and Public Hearing	June 8



# *QUESTIONS*

# TOWN COUNCIL



## STAFF REPORT

### Department of Growth Management

MEETING DATE:	March 9, 2021
PROJECT:	Consideration of an Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards Related to Certain Building Types, Maximum Building Footprint, Size and Height
PROJECT MANAGER:	Heather Colin, AICP Director of Growth Management

**REQUEST:** Approve Second and Final Reading of an Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards Related to Certain Building Types, Maximum Building Footprint, Size and Height.

**TOWN COUNCIL ACTION AT FIRST READING:** Town Council approved the Ordinance Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards Related to Certain Building Types, Maximum Building Footprint, Size and Height with no changes.

Town Council approved the amendments through Pending Ordinance Doctrine making it effective as of February 9, 2021 at First Reading.

**BACKGROUND:** With an increase in commercial and mixed-used infill development within Old Town Bluffton Historic District, concern has been expressed that some buildings seem too large for the District. In response, a workshop was held with Town Council in November 2020, followed by discussion of building size with the Historic Preservation Commission in December 2020 and January 2021.

Old Town Bluffton, also known as the Old Town Bluffton Historic District, is among Beaufort County’s most desirable locations for new development, including mixed-use and commercial. Its roots as a small coastal village remain intact with its physical development pattern, historic buildings, Lowcountry architecture, mature tree canopy, as well as its eclectic character. This unique environment has spanned centuries, prior to Bluffton’s dramatic growth as one of South Carolina’s fastest growing communities. As referenced in the Old Town Master Plan (Master Plan), this uniqueness is Bluffton’s “franchise” and “the key to [its] economy.”

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permitted building types based on traditional Lowcountry building forms that differ by zoning district. The zoning district map is provided as Attachment 2; the various building types are shown in Attachment 3.

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- Focus on the Neighborhood Center-Historic District (NCE-HD) zoning district. The Neighborhood Core-Historic District is not at issue as it was intended to be the district where more intense uses and larger scale buildings would be located in Old Town (e.g., Promenade).
- Consider reducing the maximum allowed building footprint to no more than 2,000 to 2,500 square feet and the maximum building square footage to 5,000 square feet.
- The possibility that there too much commercial development.
- That mass and scale should relate to the streetscape, and that both may need to be defined.
- Is may be time to update the Old Town Bluffton Master Plan as the Town's vision for the district may need more specificity.

Staff also held an informal discussion regarding building size with the Historic Preservation Commission (HPC) at its December 2 meeting. The HPC is responsible for approving the appearance of all buildings within the Old Town Historic District, applying the standards of the UDO. The general consensus was that building size and how it is perceived is a function of its design and site placement, among other things, and not necessarily the size of its footprint and/or its total square footage. Additionally, it was noted that some of the UDO requirements do not necessarily reflect the Old Town Master Plan.

Given the Master Plan's age and the amount of development that has occurred in Old Town in the past 15 years, re-evaluation of the Plan may be in order. As part of the Town's Comprehensive Plan update in 2021, this will be explored. The Comprehensive Plan is a state-required policy document that identifies the Town's long-range goals and objectives and serves as a blueprint to guide its growth. Because the update process will occur over the next year, minor amendments are proposed which, if adopted, could be revised with more extensive study of Old Town Bluffton.

Based on earlier feedback from Town Council and from the HPC, the amendments in Attachment 4 are proposed. These amendments were shared with the HPC at their January 6 meeting for discussion purposes only.

**REVIEW CRITERIA & ANALYSIS:** When assessing an application for UDO Text Amendments, the Town Council is required to consider the criteria set forth in UDO Section 3.5.3, Application Review Criteria. These criteria are provided below, followed by a Finding.

1. **Section 3.5.3.A.** Consistency with the Comprehensive Plan or, if conditions have changed since the Comprehensive Plan was adopted, the consistency with the overall intent of the Plan, recent development trends and the general character of the area.

**Finding.** The proposed amendments are consistent with the needs, goals, and implementation strategies of the Comprehensive Plan to maintain Old Town Bluffton's eclectic, Low Country character.

2. **Section 3.5.3.B.** Consistency with demographic changes, prevailing economic trends, and/or newly recognized best planning practices.

**Finding.** As stated in the Comprehensive Plan, Bluffton's "franchise" is its unique character in a village-type setting that has evolved over centuries. The proposed amendments will serve to protect this character while Old Town's long-term vision is re-examined through the Comprehensive Plan process and, possibly, an update to the Old Town Master Plan. Smaller building sizes may help to protect Old Town Bluffton's development character while allowing for increased commercial and mixed-use development.

3. **Section 3.5.3.C.** Enhancement of the health, safety, and welfare of the Town of Bluffton.

**Finding.** Though not health or safety issues, smaller building sizes will help to maintain Old Town Bluffton's historic development pattern of smaller mixed-use and commercial buildings, thus helping to maintain the district's historic welfare and the Town's economic engine.

4. **Section 3.5.3.D.** Impact of the proposed amendment on the provision of public services.

**Finding.** The amendments will have no impact on providing public services.

5. **Section 3.5.3.E.** The application must comply with applicable requirements in the Applications Manual.

**Finding.** The application complies with all applicable requirements of the Applications Manual.

**PROPOSED AMENDMENTS:** As shown in Attachment 4, amendments are proposed to the Main Street building type (Sec. 5.15.8.A) and the following characteristics that relate to size: 1) size range (the overall building square footage); 2) maximum building footprint (not to include porches); and 3) building height.

Differentiating building size and height for Main Street buildings in the Neighborhood-Core Historic District (NC-HD), a zoning district that exists north of May River Road and along portions of May River Road in Old Town, and the NCE-HD district acknowledges the differences between their development intensity. Changes to size and height for Main Street buildings in the NC-HD district are not proposed.

For the NCE-HD District (Sec. 5.15.5.B), amendments are proposed to increase the front build-to zone from 0-10 feet to 10-25 feet for both the Main Street and Additional building types. A front building setback from 10-25 feet will allow larger buildings to set back farther from the public right-of-way so as not to overwhelm the streetscape, which is typical of the NCE-HD development pattern, especially on Calhoun Street. The setback can be usable space, such seating or dining, that can serve as an extension of the public right-of-way and create more vibrant spaces in Old Town. The side yard setback would increase from five feet to eight feet for Additional building types, which is consistent with the Main Street building type.

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**TOWN COUNCIL ACTIONS:** As granted by the powers and duties set forth in Section 2.2.6.C.4 of the UDO, Town Council has the authority to take the following actions with respect to this application:

1. Approval of the application as submitted;
2. Approval of the application with amendments; or
3. Denial of the application as submitted.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommends approval to Town Council of the proposed Text Amendments as submitted. The Commission also expressed that additional work, in the future, is necessary and should consider incorporating a context-sensitive approach where standards could vary by site location.

**NEXT STEPS:**

UDO Text Amendment Procedure	Date	Complete
Step 1. Town Council Workshop	November 10, 2020	✓
Step 2. Historic Preservation Commission Workshop	December 2, 2020 & January 6, 2021	✓
Step 3. Planning Commission Public Hearing and Recommendation	January 27, 2021	✓
Step 4. Town Council – 1st Reading	February 9, 2021	✓
Step 5. Town Council Meeting – Final Reading and Public Hearing	March 9, 2021	✓

**ATTACHMENTS:**

1. Presentation (Attachment 1)
2. Old Town Bluffton Historic District Zoning Map (Attachment 2)
3. Building Types (Attachment 3)
4. Proposed Amendments and Ordinance (Attachment 4)
5. Proposed Motion (Attachment 5)

*Consideration of Amendments to Chapter 23  
– Unified Development Ordinance, Article 5  
– Design Standards Related to Certain  
Building Types, Maximum Building  
Footprint, Size and Height*

**Presentation to Town Council**

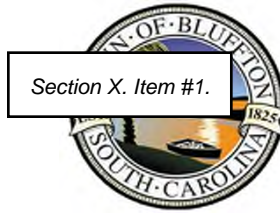
**March 9, 2021**

**Department of Growth Management**

**Heather Colin, AICP, Director of Growth Management**

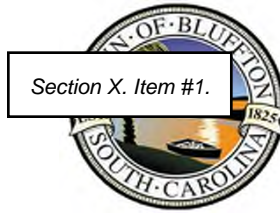
With an increase in commercial and mixed-used infill development within Old Town Bluffton (Old Town Bluffton Historic District), there is concern that some buildings may be too large and that the Unified Development Ordinance (UDO) should be amended to reduce the size of Main Street and Additional building types, and to revise some related UDO standards.

# Background



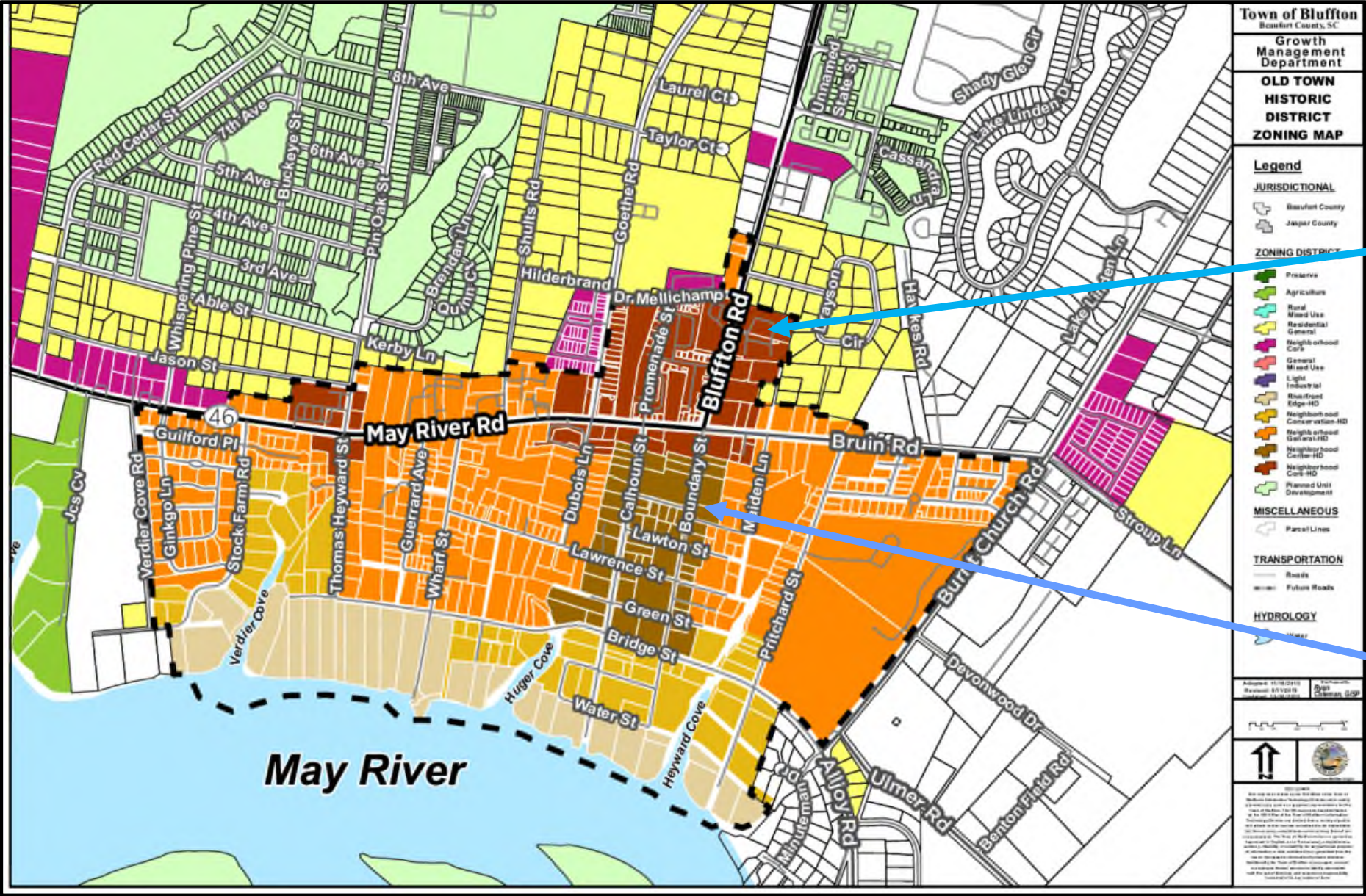
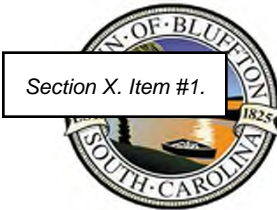
- Old Town Bluffton is an increasingly desirable location for new development and redevelopment, including mixed-use and commercial
- Such development has occurred mostly north of May River Road or along May River Road, but is increasing to the south, in the heart of Old Town Bluffton
- Compatibility with Old Town's character (historic, organic, architecture, tree canopy, eclectic nature) is a concern
- Old Town Bluffton Master Plan (2006) notes that Old Town's character is its "franchise" and "the key to [its] economy"
- Master Plan provides a unified vision for Old Town that guides policies, programs and regulations, such as the Unified Development Ordinance (UDO)
- UDO includes site and architectural standards specific to Old Town, some of which were recently amended but may not adequately address concerns with building size

# *Recent Meetings Regarding Building Size*



- **Town Council Workshop (November 10, 2020)**
  - Focus on the Neighborhood Center – HD District *[See next slide]*
- **Historic Preservation Commission (December 2, 2020)**
  - Mass and Scale were main discussion; good design is more vital than size
- **Historic Preservation Commission (January 6, 2021)**
  - Town Staff shared proposed amendments
- **Planning Commission (January 27, 2021)**
  - Consider context-sensitive standards for future work
- **Town Council First Reading (February 9, 2021)**
  - Approved as Pending Doctrine Ordinance, effective immediately

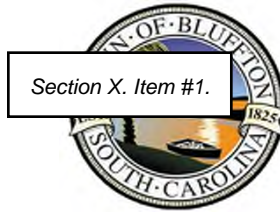
# Old Town Bluffton Zoning Map



Neighborhood Core-HD

Neighborhood Center-HD


# Zoning Districts



- Old Town Bluffton has five (5) zoning districts. The type of development or use of land is determined by the zoning district for each property. Additionally, each district specifies which building types are permitted.
- The Neighborhood Core-HD and Neighborhood Center-HD are the most intensive in terms of land uses permitted and building size.
- Neighborhood Core-HD is the “commercial heart of the Historic District with the greatest potential for mixed-use and multi-story buildings.” The Promenade is zoned NC-HD.
- Neighborhood Center-HD (NCE-HD) is intended for “[m]oderate-intensity, mixed use development within the Historic District.” This includes portions of Calhoun and Boundary Streets south of May River Road and north of Bridge Street.
- Amendments are proposed only for the NCE-HD district, and for Additional Building types in all five zoning districts.

# Main Street Buildings (Characteristics)

## 5.15.8 Building Types

A. Main Street Building		
<b>General:</b> Detached Mixed Use Building.		<b>CORE</b> ●
<b>Size Range:</b> 2,000 – 8,000 sq. ft.		<b>CENTER</b> ●
<b>Maximum Footprint</b> (not including porches): 3,500 sq. ft.		<b>GENERAL</b>
<b>Height:</b> 2 - 3 stories.		<b>CONSERVE</b>
<b>Notes:</b> A shopfront building. Retail/office space on ground floor. Office/living space on upper levels. Must have an arcade, colonnade, marquee or awning along the front façade (arcades/colonnades are preferred).		<b>RIVER EDGE</b>

# Neighborhood Center-HD Zoning District

## B. Neighborhood Center Historic District (NCE-HD)

Planters  
Mercantile  
(1890)



The Pearl  
(2005)



*NCE-HD Precedent Imagery*

The red lines indicate the locations of required shopfront buildings (Main Street Building, Commercial Cottage, or Live-Work Sideyard). In addition to store-front buildings, civic structures are allowed within these areas.



# Neighborhood Center-HD Zoning District

Section X. Item #1.



NCE-HD Precedent Imagery

## Neighborhood Center-HD Building Type Requirements:

	Front Build-to Zone	Lot Width	Frontage Requirement	Rear Setback (from rear property line)	Side Setback (from side property lines)	Height (in stories)
<a href="#">Main Street Building</a>	0'-10'	50'-80'	75% - 90%	25'	8'	2-2.5
<a href="#">Commercial Cottage</a>	5'-20'	50'-60'	50% - 70%	25'	8'	1-1.5
<a href="#">Live-Work Sideyard</a>	0'-5'	50'-60'	40% - 75%	25'	5'	1.5-2.5
<a href="#">Duplex</a>	10'-20'	55'-70'	N/A	25'	8'	1.5-2.5
<a href="#">Triplex</a>		70'-100'				
<a href="#">Mansion Apartment House</a>	10'-20'	60'-80'	N/A	25'	10'	2-2.5
<a href="#">Carriage House</a>	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq. ft. Carriage Houses must be located behind the primary structure. See <a href="#">5.15.8.F</a> for a full description of this type.			5'	5'	1-2
<a href="#">Cottage</a>	5'-15'	50'-60'	N/A	25'	5'	1-1.5
<a href="#">Village House</a>	5'-15'	50'-60'	N/A	25'	5'	2-2.5
<a href="#">Sideyard House</a>	5'-10'	50'-65'	N/A	25'	8'	2-2.5
<a href="#">Vernacular House</a>	10'-20'	60'-80'	N/A	25'	10'	1.5
<a href="#">Civic Building</a>	5'-25'	N/A	N/A	N/A	5'	2

## Additional Building Types

As approved by the UDO Administrator or Board / Commission with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Center - zoning district. Building types not specifically listed shall be regulated by the following general requirements.

0'-25'	50'-100'	to be determined by UDO Admin.	25'	5'	1-2.5
--------	----------	--------------------------------	-----	----	-------

# “Additional Building Type”

- Allows flexibility for innovative design that the UDO otherwise would not permit
- Not defined by UDO
- Not identified in Sec. 5.18.8 (Building Types)
- When and why this building type is permitted in place of other building types is not specified by the UDO
- Allowed in all zoning districts.
- In the NCE-HD, the site requirements differ from Main Street Building Types as follows:


Building Type	Front Build-to	Lot Width	Frontage	Side Yard Setback (min)	Height (in stories)	Characteristics	Building Footprint (max)	Building Square Footage
Main Street	0–10 ft	50-80 ft	75-95%	8 ft	2-2.5		3,500	2,000 – 8,000 sf
Additional	0-25 ft	50-100 ft	UDO Admin Determines	5 ft	1-2.5		UDO does not specify	UDO does not specify



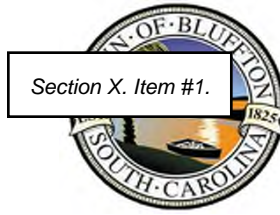
# *Proposed Amendments*

# Sec. 5.15.8.A. Building Types, Main St Buildings



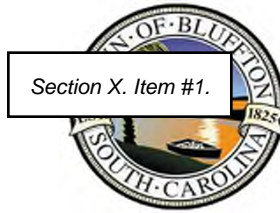
A. Main Street Building		
General: Detached Mixed Use Building		Core •
Size Range: <del>2,000—8,000 sq. ft.</del>  <u>NC-HD: 2,000 – 8,000 sq. ft.</u>  <u>NCE-HD: 2,000 – 5,000 sq. ft.</u>		Center •
Maximum Footprint (not including porches): <del>3,500 sq. ft.</del>  <u>NC-HD: 3,500 sq. ft.</u>  <u>NCE-HD: 2,500 sq. ft.</u>		General
Height: <del>2-3 stories</del>  <u>NC-HD: 2-3 stories</u>  <u>NCE-HD: 2-2.5 stories</u>		Conserve
Notes: A shopfront building  Retail/office space on ground floor  Office/living space on upper levels  Must have an arcade, colonnade, marquee or awning along the front façade (arcades/colonnades are preferred)		River Edge

# Sec. 5.15.5.B, NCE-HD District Site Standards



<i>Neighborhood Center – HD Building Type Requirements:</i>	Front Build-to Zone	Lot Width	Frontage Requirement	Rear Setback (from property line)	Side Setback (from side property line)	Height (in stories)
Main Street Building	<del>0' - 10'</del> <u>10' - 25'</u>	50' - 80'	75% - 90%	25'	8'	2 – 2.5
Additional Building Types						
As approved by the UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Center zoning district. Building types not specifically listed shall be regulated by the following general requirements.	<del>0' - 25'</del> <u>10' - 25'</u>	50' - 100'	To be determined by the UDO Administrator	25'	<del>5'</del> <u>8'</u>	1 – 2.5

## Sec. 5.15.5, General Standards



The maximum building footprint and building size for the Additional Building Type is proposed to be no larger than the largest footprint and size permitted by for other building types within the same zoning district.

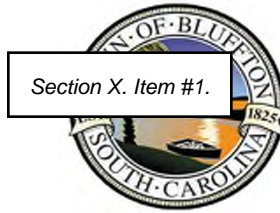
Example: Neighborhood Core-HD Main Street building type allows a maximum of 8,000 sf and maximum footprint of 3,500 sf. An Additional building type could not exceed these square footages.

The existing or proposed building type shall determine the applicable lot standards. The maximum building footprint and building size for an Additional Building Type shall not exceed the largest building footprint and building size permitted for other building types permitted within the same zoning district. Building types shall only be permitted as listed in the applicable District. The maximum allowed density is based on the dimensional characteristics established for each building type in combination with other site characteristics that may limit the amount of land able to accommodate density. These other site characteristics include, but are not limited to, lot configuration, right-of-way, easements, protected natural resources, open space, topography, and parking.



# *Review Criteria*

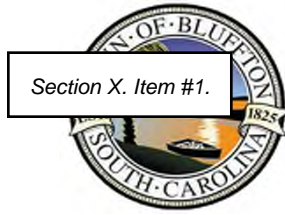
# *Text Amendment Review Criteria*



When assessing an application for a UDO Text Amendment, the Planning Commission and Town Council are required to consider the criteria set forth in UDO Section 3.5.3, Application Review Criteria. These criteria include:

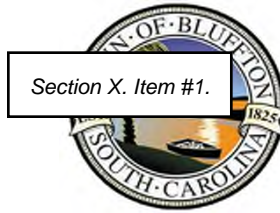
1. **Section 3.5.3.A.** Consistency with the Comprehensive Plan or, if conditions have changed since the Comprehensive Plan was adopted, the consistency with the overall intent of the Plan, recent development trends and the general character of the area.
2. **Section 3.5.3.B.** Consistency with demographic changes, prevailing economic trends, and/or newly recognized best planning practices.
3. **Section 3.5.3.C.** Enhancement of the health, safety, and welfare of the Town of Bluffton.
4. **Section 3.5.3.D.** Impact of the proposed amendment on the provision of public services.
5. **Section 3.5.3.E.** The application must comply with applicable requirements in the Applications Manual.

# *Planning Commission Recommendation*



The Planning Commission made a recommendation at their January 27, 2021 meeting to unanimously approve the proposed amendments to the Unified Development Ordinance.

# *Town Council Action*



As granted by the powers and duties set forth in Section 2.2.6.C.4 of the UDO, the Town Council has the authority to take any of the following actions:

1. Approve the application as submitted;
2. Approve the application with amendments; or
3. Deny the application as submitted.

# *Proposed Motion*

Section X. Item #1.



*“I move to approve amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Relating to Certain Building Types, Maximum Building Size, Footprint and Height.”*



# *QUESTIONS*

**Town of Bluffton**  
Beaufort County, SC

**Growth  
Management  
Department**

**OLD TOWN  
HISTORIC  
DISTRICT  
ZONING MAP**

**Legend**

**JURISDICTIONAL**

- Beaufort County
- Jasper County

**ZONING DISTRICT**

- Preserve
- Agriculture
- Rural Mixed Use
- Residential General
- Neighborhood Core
- General Mixed Use
- Light Industrial
- Riverfront Edge-HD
- Neighborhood Conservation-HD
- Neighborhood General-HD
- Neighborhood Center-HD
- Neighborhood Core-HD
- Planned Unit Development

**MISCELLANEOUS**

- Parcel Lines

**TRANSPORTATION**

- Roads
- Future Roads

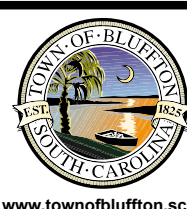
**HYDROLOGY**

- Water

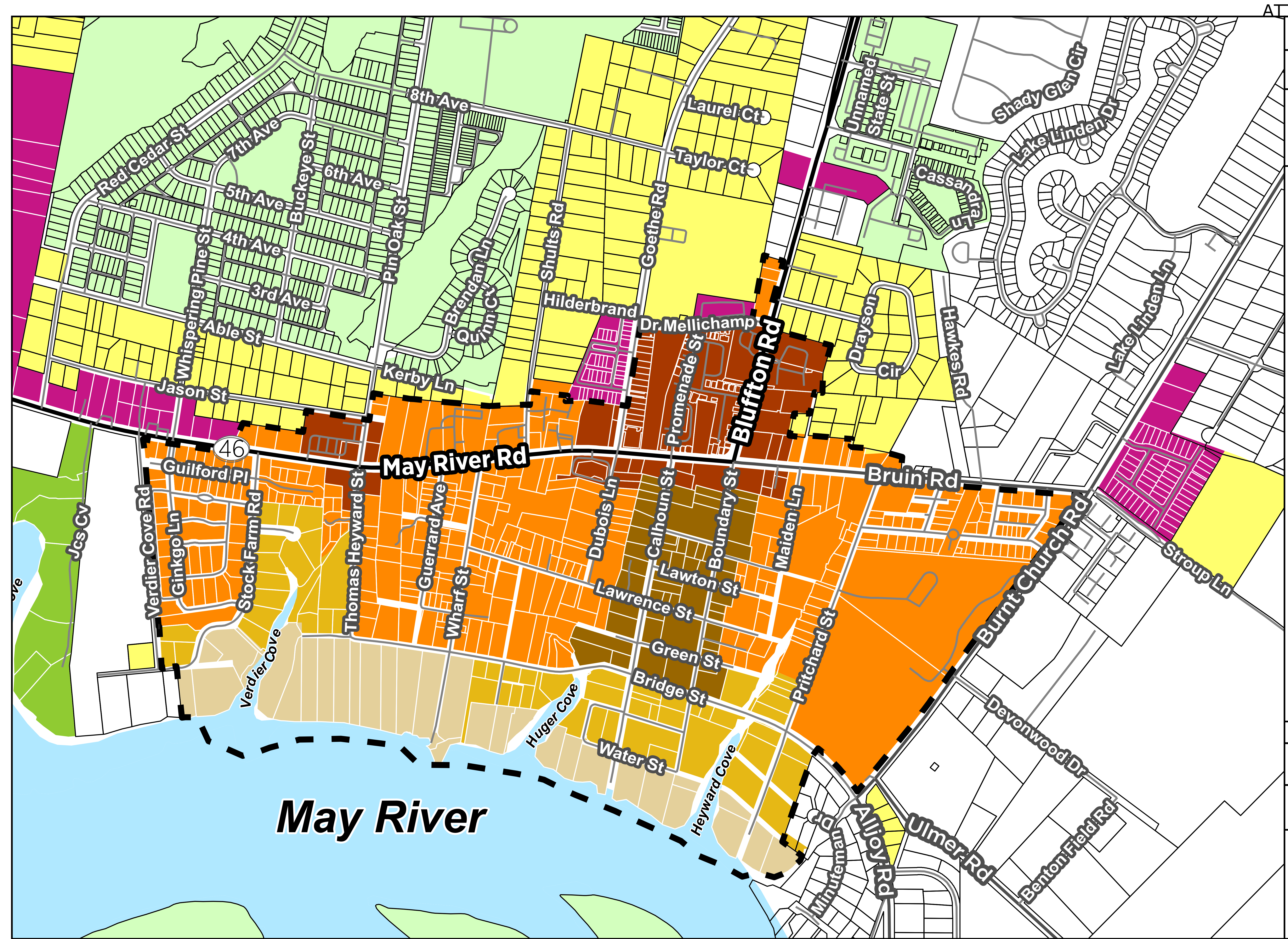
Adopted: 11/10/2015  
Revised: 8/11/2015  
Updated: 10/30/2020

Map Prepared By:  
**Ryan Coleman, GISP**

0 85 170 340 510 680 Feet



**DISCLAIMER:**  
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### 5.15.8 Building Types

#### A. Main Street Building

**General:** Detached Mixed Use Building.

**Size Range:** 2,000 – 8,000 sq. ft.

**Maximum Footprint** (not including porches): 3,500 sq. ft.

**Height:** 2 - 3 stories.

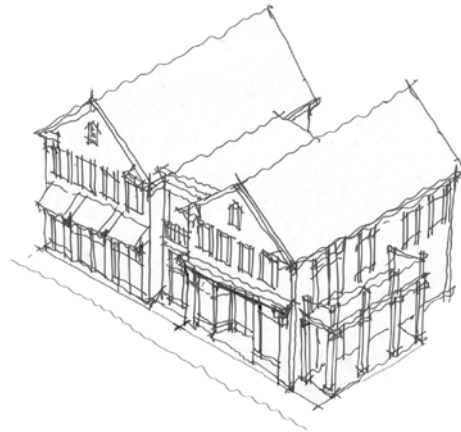
**Notes:**

A shopfront building.

Retail/office space on ground floor.

Office/living space on upper levels.

Must have an arcade, colonnade, marquee or awning along the front façade (arcades/colonnades are preferred).



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*Main Street Building Precedent Imagery*



\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.

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Penalties &  
Enforcement  
8

Definitions &  
Interpretation  
9



**B. Commercial Cottage****General:** Detached Mixed Use Building.**Size Range:** 600 – 1,800 sq. ft.**Maximum Footprint** (not including porches): 1,500 sq. ft.**Height:** 1 – 1.5 stories.**Notes:**

A shopfront building.

Similar to the historic Peeples' Store on Calhoun Street.

May contain a living unit in the attic story.

Typically 18' - 30' wide, but may vary.



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*Commercial Cottage Precedent Imagery*

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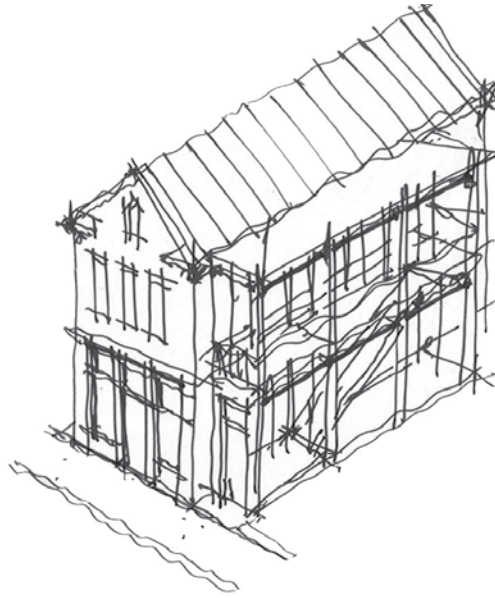


**C. Live-Work Sideyard****General:** Detached Mixed Use Building.**Size Range:** 1,800 – 3,200 sq. ft.**Maximum Footprint** (not including porches):  
1,500 sq. ft.**Height:** 1.5 – 2.5 stories.**Notes:**

A shopfront building.

A retail or office space on the ground floor,  
with one dwelling unit above.Must have a single/double story side porch  
or arcade.Building tends to be positioned with the  
non-porch side close to the adjacent side  
property line, creating a "side yard" which  
the porch faces onto.

Typically 24' - 40', including the side porch.



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**Live-Work Sideyard Precedent Imagery**

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## D. Duplex/Triplex

**General:** Two or Three Attached Single Family Residences.

**Size Range:** 800 – 2,800 sq. ft. (per unit).

Maximum Footprint (not including porches): 1,000 sq. ft. (per unit).

**Height:** 1.5 – 2.5 stories.

**Notes:**

Each unit must have own separate, forward (street).

Facing entrance.

Units shall be arranged with fronts parallel to the street.

Units shall all be constructed simultaneously and be of the same architectural character.

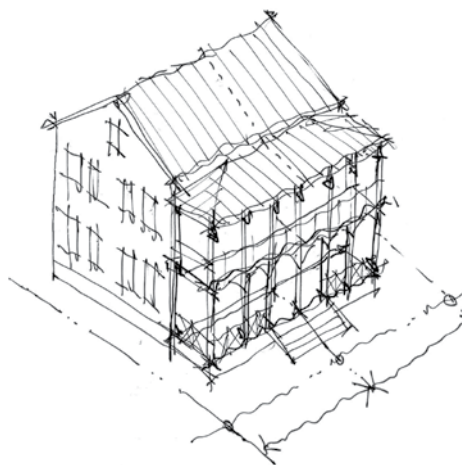
Units may be rentals or condominiums.

Units share one single lot.

One carriage house is allowed per unit.

Triplex may be 3 full stories if raised up on a full height basement.

Each unit is typically 15' - 30' wide.



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*Duplex/Triplex Precedent Imagery*



**E. Mansion Apartment House**

**General:** Detached Multi-Family Building (4-6 units).

**Size Range:** 1,800 – 4,500 sq. ft. (per unit).

Maximum Footprint (not including porches): 2,000 sq. ft.

**Height:** 2 – 2.5 stories.

**Notes:**

Building may contain 4-6 units.

Has the appearance of a large home.

Must have one primary entrance.

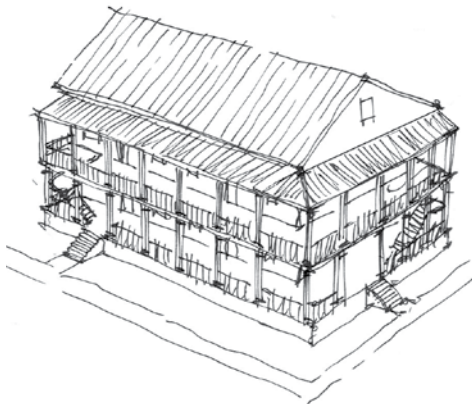
Shall have a shared front porch.

Units may be rentals or condominiums.

Building is typically center hall in format.

One carriage house is allowed on the same lot.

Typically 40' - 60' wide.



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*Mansion Apartment House Precedent Imagery*



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## F. Carriage House

**General:** Detached Accessory Structure.

**Size Range:** 250 – 1,200 sq. ft. (per unit).

**Maximum Footprint** (not including porches): 800 sq. ft.

**Height:** 1 – 2 stories.

**Notes:**

Must be an accessory structure.

Only one permitted per lot, unless otherwise noted.

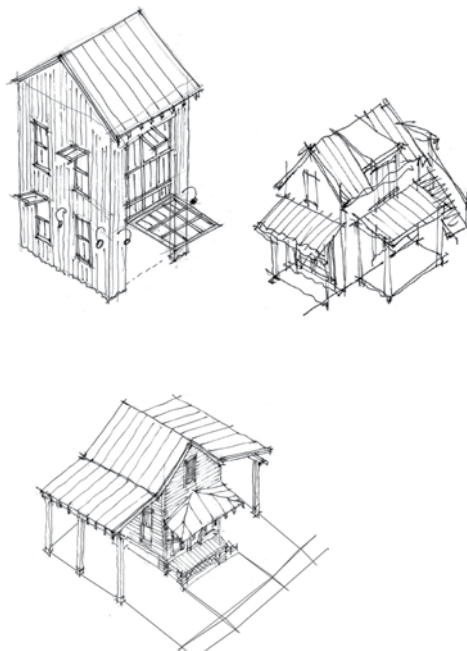
May be used as a garage, living unit or home business (or combination).

May function as a small-scale shop, studio or workshop.

Garages are limited to 2 cars, with maximum garage door widths of 12' each.

Must be of same general character as primary structure.

Must be placed behind the primary structure and towards the back of the lot



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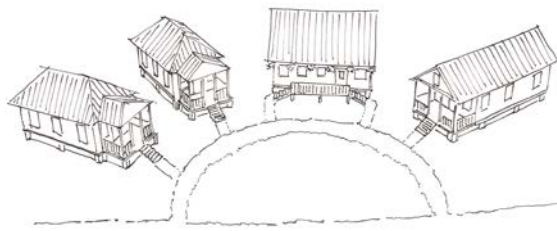


*Carriage House Precedent Imagery*



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**G. Bungalow Court****General:** Detached Clustered Single Family Residences.**Size Range:** 400 – 900 sq. ft.**Maximum Footprint** (not including porches): 700 sq. ft.**Height:** 1 – 1.5 stories.

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**Notes:**

Units must face each other or an adjacent public ROW.

Court must contain a center green or common space.

All units share one lot (condominiums).

Bungalows shall be accessed by pedestrian paths.

Parking and driveways must be located behind units and along adjacent property lines - may be communal parking.

Carriage houses are not allowed.

Schemes for courts in which any of the bungalows face the back of adjacent buildings or turn their back on an adjacent street shall not be permitted.

*Bungalow Court Precedent Imagery.*

\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.



**H. Cottage****General:** Detached Single Family Residence.**Size Range:** 700 – 1,500 sq. ft.

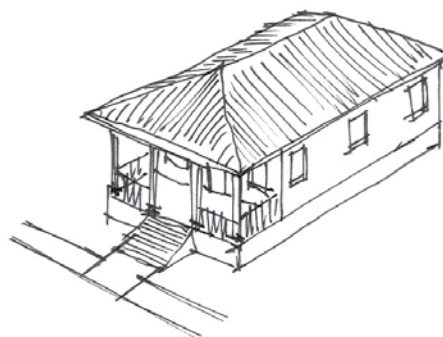
Maximum Footprint (not including porches): 900 sq. ft.

**Height:** 1 – 1.5 stories.**Notes:**

Almost always has a front porch.

Typically 18' - 28' wide.

Typically positioned close to one of the adjacent side property lines.



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*Cottage Precedent Imagery*

\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.



**I. Village House**

**General:** Detached Single Family Residence.

**Size Range:** 1,200 – 2,400 sq. ft.

Maximum Footprint (not including porches): 1,100 sq. ft.

**Height:** 2 – 2.5 stories.

**Notes:**

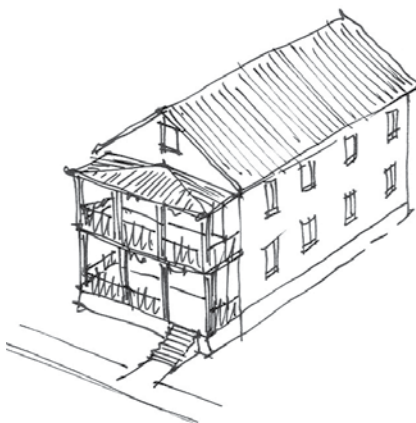
Almost always has a front porch.

Shall be narrower along the street front than it is deep.

Typically positioned close to one of the adjacent side property lines.

Principal mass of the building typically has a forward facing gable.

Typically 20' - 30' wide.



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*Village House Precedent Imagery*

\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.

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**J. Sideyard House**

**General:** Detached Single Family Residence.

**Size Range:** 1,200 – 2,800 sq. ft.

Maximum Footprint (not including porches): 1,200 sq. ft.

**Height:** 2 – 2.5 stories.

**Notes:**

Positioned with narrow side facing the street and a full-length side porch.

House tends to be positioned with the non-porch side close to the adjacent side property line, creating a "side yard" onto which the porch faces.

Typically 24' - 35' wide, including the side porch.



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*Sideyard House Precedent Imagery*

\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.



**K. Vernacular House****General:** Detached Single Family Residence.**Size Range:** 1,600 – 2,800 sq. ft.**Maximum Footprint** (not including porches): 1,800 sq. ft.**Height:** 1.5 stories.**Notes:**

Similar to the Heyward House and Seabrook House.

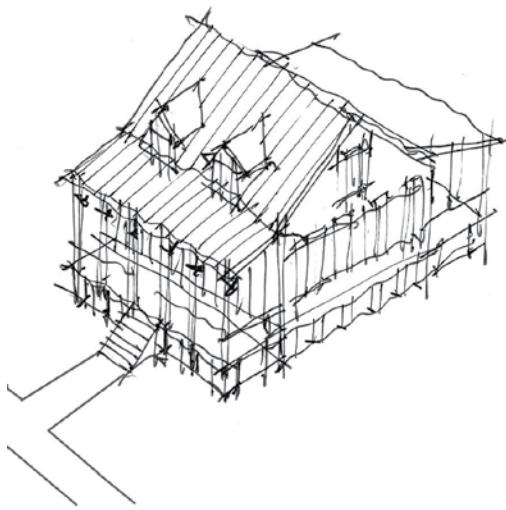
Must have a full-length front porch.

May have dormers.

May have side or rear wings, which are secondary to the main mass of the structure.

Typically 38' - 50' wide.

Gables always occur on the sides of the house, i.e., the roof ridge shall run parallel to the front façade of the house.



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RIVER EDGE

*Vernacular House Precedent Imagery.*

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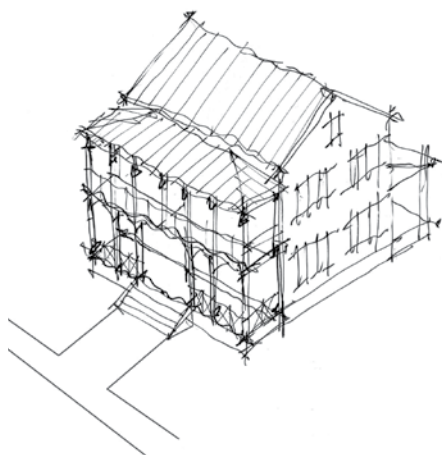
**L. Center Hall House****General:** Detached Single Family Residence.**Size Range:** 2,000 – 5,500 sq. ft.**Maximum Footprint** (not including porches): 2,000 sq. ft.**Height:** 2 - 2.5 stories.**Notes:**

Similar to Seven Oaks and Guerrard's Bluff.

May have a single or double height front porch.

May have side or rear wings, which are secondary to the main mass of the building.

Typically 40' - 55' wide.



CORE

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CONSERVE



RIVER EDGE

*Center Hall House Precedent Imagery.*

\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.



**M. River House**

**General:** Detached Single Family Residence.

**Size Range:** 2,000 – 4,800 sq. ft.

**Maximum Footprint** (not including porches): 2,000 sq. ft.

**Height:** 2 - 2.5 stories.

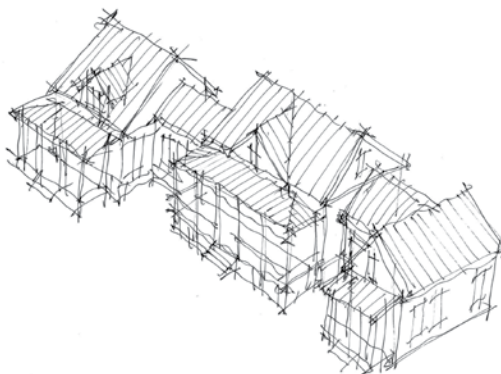
**Notes:**

Similar to Pritchard House.

Typically has a porch on both the street and river sides.

Large, central mass like the Vernacular House, but with smaller wings extending out from one or both sides.

Typically 60' - 90' wide.



CORE

CENTER

GENERAL

CONSERVE

RIVER EDGE

*River House Precedent Imagery*

\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.

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## N. Civic Building

1. Civic buildings contain uses of special public importance. Civic buildings include, but are not limited to, municipal buildings, churches, libraries, schools, recreation facilities, and places of assembly. Civic buildings do not include retail buildings, residential buildings, or privately owned office buildings. Civic buildings should be monumental and should help to enhance the public realm, rather than take away from it. The buildings should evoke a civic character and be carefully designed to reflect the architectural character of Bluffton and the Lowcountry. The design of civic buildings shall be subject to review and approval by the UDO Administrator and the Historic Preservation Commission.
2. Civic buildings are reviewed on a case-by case basis. Although intended uses will be a significant determinant of form, there are several common design principals inherent to civic buildings. These principals affect their relationship to private buildings and to their setting as a whole.
3. Placement
  - a. Civic buildings should be oriented toward the public realm (streets, squares and plazas) in a very deliberate way.
  - b. Placement of buildings and primary architectural elements at the termination of public vistas can provide an appropriate level of visual importance.
  - c. Building entrances should always take access from the most prominent façade(s). Avoid entrances that take access from the rear or are visually concealed.
  - d. Placement of civic buildings, depending upon program and site, can often benefit from being set back from the adjacent build-to lines of private development. This allows the scale of the building to have more visual emphasis and can create a public space in the foreground. The amount of this setback should be carefully determined based on the urban design objectives of the particular site.
  - e. The primary massing of civic buildings should be symmetrical in form. The appearance of a balanced design increases the level of formality which is appropriate to the public use.
  - f. Massing of civic buildings, although often larger as a whole, should be divided into visually distinct sections. Massing divisions should provide visual order to the building and create vertical proportions within individual elements.
4. Scale/Height
  - a. The scale of civic buildings should be larger than corresponding buildings

CORE
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CONSERVE
RIVER EDGE



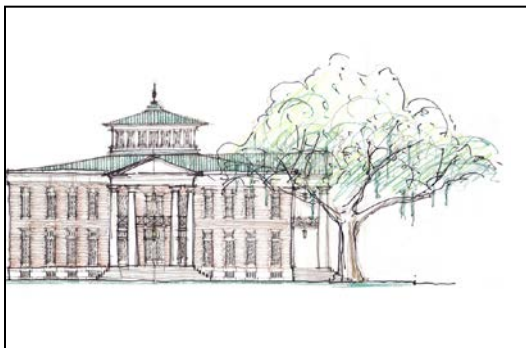


in order to be more prominent and visible across greater distances.

- b. Floor-to-ceiling heights and architectural details should be proportionately larger than those of private buildings that exist or are anticipated within adjacent blocks.
  - c. Prominent roof forms and additive elements such as cupolas can visually extend the height of the building.
5. Materials/Details
- a. It is of great importance that civic buildings be made of durable, high quality materials. The use of long-lasting materials is an expression of confidence in the future of the Town.
  - b. Civic buildings should be made of masonry, including brick, stone, and cast concrete. In some cases wood construction is appropriate and should be executed with the highest quality framing and cladding materials. Stucco should be avoided as a material that lacks scale and texture. If used, stucco should be traditional, have integral pigment, and be scored to define human-scaled dimensions on the façade.
  - c. Building details should be designed at two scales. At the larger scale, details should be robust to read from a distance. Closer to the building, the details of the lower levels should have another measure of refinement that can only be seen at the up-close, pedestrian scale.

*Civic Building Precedent Imagery.*

The following are examples of civic buildings which demonstrate the general architectural and urban character intended by these standards.



\*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.





## O. Church Buildings

- |                        |
|------------------------|
| <b>CORE</b><br>●       |
| <b>CENTER</b><br>●     |
| <b>GENERAL</b><br>●    |
| <b>CONSERVE</b><br>●   |
| <b>RIVER EDGE</b><br>● |
1. Church buildings contain uses of special public importance. Church buildings include, but are not limited to, churches, synagogues, other facilities used for prayer, contemplation by persons of similar beliefs or conducting formal religious services on a regular basis and places of religious assembly.
  2. Church buildings should be significant and should help to enhance the public realm, rather than take away from it. The buildings should be carefully designed to reflect the architectural character of Bluffton and the Lowcountry. The design of church buildings shall be subject to review and approval by the UDO Administrator and Historic Preservation Commission.
  3. Church buildings are reviewed on a case by case basis. Although intended uses will be a significant determinant of form, there are several common design principles inherent to church buildings. These principles affect their relationship to private buildings and to their setting as a whole.
  4. Placement
    - a. Church buildings should be oriented toward the public realm (streets, squares and plazas) in a very deliberate way.
    - b. Placement of buildings and primary architectural elements at the termination of public vistas can provide an appropriate level of visual importance.
    - c. Building entrances should always take access from the most prominent façade(s). Avoid entrances that take access from the rear or are visually concealed.
    - d. Placement of church buildings, depending on program and site, can often benefit from being set back from the adjacent build-to lines of private development. This allows the scale of the building to have more visual emphasis and can create a public space in the fore ground. The amount of this setback should be carefully determined based on the urban design objectives of the particular site.
    - e. The primary massing of church buildings should be symmetrical in form. The appearance of a balanced design increases the level of formality which is appropriate to the use.
    - f. Massing of church buildings, although often larger as a whole, should be divided into visually distinct sections. Massing divisions should provide visual order to the building and create vertical proportions within individual elements.
  5. Scale/Height
    - a. The scale of church buildings should be larger than corresponding buildings in order to be more prominent and visible across greater distances.
    - b. Floor to ceiling heights and architectural details should be proportionately





larger than those of private buildings that exist or are anticipated within adjacent blocks.

- c. Prominent roof forms and additive elements such as cupolas can visually extend the height of the building.
6. Materials/Details
    - a. It is of great importance that church buildings be made of durable, high quality materials. The use of long-lasting materials is an expression of confidence in the future of the Town.
    - b. Church buildings should be made of masonry, including brick, stone, and cast concrete. In some cases wood construction is appropriate and should be executed with the highest quality framing and cladding materials. Stucco should be avoided as a material that lacks scale and texture. If used, stucco should be traditional, have integral pigment, and be scored to define human scaled dimensions on the façade.
    - c. Building details should be designed at two scales. At the larger scale, details should be robust to read from a distance. Closer to the building, the details of the lower levels should have another measure of refinement that can only be seen at the up-close, pedestrian scale.
    - d. Decorative and artistic features or materials of a more formal or religious design, for example stained glass windows, should be permitted.

#### *Church Building Precedent Imagery.*

The following are examples of church buildings which demonstrate the general architectural and urban character intended by these standards.



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**P. Manufactured Homes (for replacement only, see Section 5.15.2.E. for applicability)**

1. Except as noted in this Section, the replacement of existing manufactured homes located in the HD zoning districts are exempt from the architectural standards of Section 5.15.6.
2. Placement
  - a. Placement of the manufactured home shall be in accordance to the lot standards prescribed for the Additional Building Type of the applicable zoning district.
  - b. Location of the primary entrance shall be located on the exterior wall facing the frontage street except in those cases where the existing lot configuration and required setbacks prohibit this orientation.
  - c. Service yards and utilities shall be located in the rear or side yard and fully screened from view.
3. Porches/Stoops
  - a. Design of porches and stoops shall be subject to Section 5.15.6.E.5 – Section 5.15.6.E.6.
  - b. Design of any associated railings, columns, or balustrades shall be subject to Section 5.15.6.H.
4. Foundation Piers/Skirting & Underpinning
  - a. Each manufactured home must be set on an appropriate foundation.
  - b. Design of any exposed foundation walls or foundation piers shall be subject to Section 5.15.6.H.
  - c. All hauling mechanisms, such as hitches, shall be removed prior to occupancy.
  - d. The entire perimeter area between the bottom of the structure and the ground of each manufactured home shall be skirted or underpinned and shall use the manufacturer's skirting material or other allowed material prescribed in Section 5.15.6.O.
5. Building Walls
  - a. Building walls may be clad in vinyl or aluminum siding (smooth, horizontal preferred) or a permitted finish material in accordance with Section 5.15.6.G.
6. Roof
  - a. Roofing material and configurations shall be in accordance with Section 5.15.6.J.

**CORE****CENTER****GENERAL****CONSERVE****RIVER EDGE**



## 7. Shutters

- a. Shutters are encouraged, and when used should be sized to match opening and situated as would be an operable shutter.

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ORDINANCE NO. 2021 – \_\_\_\_\_

TOWN OF BLUFFTON, SOUTH CAROLINA

**AN ORDINANCE AMENDING THE TOWN OF BLUFFTON’S MUNICIPAL CODE OF ORDINANCES, CHAPTER 23, UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 5 – DESIGN STANDARDS, RELATING TO CERTAIN BUILDING TYPES, BUILDING SIZE, FOOTPRINT AND HEIGHT**

**WHEREAS**, the Town of Bluffton desires to improve the general safety, welfare, health and properties of the citizens of the Town of Bluffton; and,

**WHEREAS**, to establish the necessary provisions to accomplish the above, the Town of Bluffton has authority to enact resolutions, ordinances, regulations, and procedures pursuant to South Carolina Code of Laws 1976, Section 5-7-30; and,

**WHEREAS**, the Town of Bluffton’s Town Code and Ordinances provide guidance and requirements for development within the Town of Bluffton through regulations set forth to protect and promote the health, safety, and welfare of the Town’s citizens, as espoused through the provisions of the Town of Bluffton Comprehensive Plan and as authorized by the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, Title 6, Chapter 29 of the Code of Laws for South Carolina; and

**WHEREAS**, the Town of Bluffton Town Council adopted the aforementioned standards, which are known as the Unified Development Ordinance, Chapter 23 of the Code of Ordinances for the Town of Bluffton, South Carolina on October 11, 2011 through Ordinance 2011-15; and

**WHEREAS**, the Unified Development Ordinance unifies the subdivision, land use, development/design regulations, as well as the Old Town Bluffton Historic District Code into a single set of integrated, updated, and streamlined standards; and

**WHEREAS**, the Town Council shall from time to time examine ordinances to ensure that they are properly regarded, enforced, sufficient and satisfactory to the needs of the community and can further suggest changes as deemed appropriate; and,

**WHEREAS**, the Town of Bluffton Town Council desires to amend the Unified Development Ordinance, Article 5 – Design Standards, Relating to Certain Building Types, Size, Footprint and Height.

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA**, in accordance with the foregoing,

the Town hereby amends the Code of Ordinances for the Town of Bluffton, Chapter 23, Unified Development Ordinance as follows:

SECTION 1. AMENDMENT. The Town of Bluffton hereby amends the Code Ordinances for the Town Of Bluffton, South Carolina by adopting and incorporating amendments to Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Relating to Certain Building Types, Building Size, Footprint and Height as shown on Exhibit A attached hereto and fully incorporated herein by reference.

SECTION 2. REPEAL OF CONFLICTING ORDINANCES. All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. ORDINANCE IN FULL FORCE AND EFFECT. This entire Ordinance shall take full force and effect upon adoption.

DONE, RATIFIED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

This Ordinance was read and passed at first reading on February 9, 2021.

\_\_\_\_\_  
Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

\_\_\_\_\_  
Kimberly Chapman  
Town Clerk, Town of Bluffton, South Carolina

A public hearing was held on this Ordinance on \_\_\_\_\_, 2021.

\_\_\_\_\_  
Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

\_\_\_\_\_  
Kimberly Chapman  
Town Clerk, Town of Bluffton, South Carolina  
This Ordinance was passed at second reading held on \_\_\_\_\_, 2021.

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Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

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Kimberly Chapman  
Town Clerk, Town of Bluffton, South Carolina

## EXHIBIT A

### Sec. 5.15.5.B (Design Standards - Neighborhood Center Historic District, NCE-HD)

<i>Neighborhood Center – HD Building Type Requirements:</i>	Front Build-to Zone	Lot Width	Frontage Requirement	Rear Setback (from property line)	Side Setback (from side property line)	Height (in stories)
Main Street Building	<del>0' - 10'</del> <u>10' - 25'</u>	50' - 80'	75% - 90%	25'	8'	2 – 2.5
Additional Building Types						
As approved by the UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Center zoning district. Building types not specifically listed shall be regulated by the following general requirements.	<del>0' - 25'</del> <u>10' - 25'</u>	50' - 100'	To be determined by the UDO Administrator	25'	<del>5'</del> <u>8'</u>	1 – 2.5

# **Sec. 5.15.8.A. (Design Standards - Building Types, Main Street Building)**

A. Main Street Building		
General: Detached Mixed Use Building		Core •
Size Range: <del>2,000—8,000 sq. ft.</del> <u>NC-HD: 2,000 – 8,000 sq. ft.</u> <u>NCE-HD: 2,000 – 5,000 sq. ft.</u>		Center •
Maximum Footprint (not including porches): <del>3,500 sq. ft.</del> <u>NC-HD: 3,500 sq. ft.</u> <u>NCE-HD: 2,500 sq. ft.</u>		General
Height: <del>2-3 stories</del> <u>NC-HD: 2-3 stories</u> <u>NCE-HD: 2-2.5 stories</u>		Conserve
Notes: A shopfront building  Retail/office space on ground floor  Office/living space on upper levels  Must have an arcade, colonnade, marquee or awning along the front façade (arcades/colonnades are preferred)		River Edge

## **Sec. 5.15.5 (Design Standards - General Standards)**

The existing or proposed building type shall determine the applicable lot standards. The maximum building footprint and building size for an Additional Building Type shall not exceed the largest building footprint and building size permitted for other building types permitted within the same zoning district. Building types shall only be permitted as listed in the applicable District. The maximum allowed density is based on the dimensional characteristics established for each building type in combination with other site characteristics that may limit the amount of land able to accommodate density. These other site characteristics include, but are not limited to, lot configuration, right-of-way, easements, protected natural resources, open space, topography, and parking.

## Proposed Motion

**Approval of Amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Relating to Certain Building Types, Maximum Building Size, Footprint and Height– Heather Colin, Director of Growth Management**

*“I move to approve amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Relating to Certain Building Types, Maximum Building Size, Footprint and Height.”*

**TOWN COUNCIL  
STAFF REPORT  
Finance and Administration Department**



<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the issuance and sale of General Obligation Bonds, 2020A for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Project Fund and associated fees and Donation – Second and Final Reading
<b>PROJECT MANAGER:</b>	Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

**RECOMMENDATION:**

Town Council consider the approval of the proposed ordinance amending the FY 2021 budget increasing the Debt Service Fund \$1,103,408, the Stormwater Utility Fund \$93,051, and the new Capital Improvements Program Project Fund \$5,080,000 to reflect the issuance and sale of General Obligation Bonds, 2020A for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Project Fund and the associated fees. As well as an increase to the General Fund of \$9,000 to reflect a private donation to provide AED equipment for the Police department.

**BACKGROUND/DISCUSSION:**

Town Council authorized the issuance and sale of not to exceed \$5,250,000 General Obligation Bonds, 2020 or such other appropriate series designation (the “Bonds”), for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program projects on second and final reading at the November 10, 2020 Town Council meeting.

Our Bond Counsel, Francenia Heizer, Esquire with Burr Forman McNair and our Financial Advisor, Brian Nurick, Senior Managing Director with Compass Municipal Advisors, LLC, recommended that the Bond be issued before the end of 2020 to take advantage of favorable interest rates.

On December 3, 2020, the Town of Bluffton sold twenty-year General Obligation Bonds, Series 2020A with a Par Value of \$5,080,000 and a net interest rate of 1.698% taking advantage of favorable interest rates and the Town’s strong financial position.

The increase to the Debt Service Fund of \$1,103,408 is to record the transfer in from the Stormwater Utility Fund for the first interest payment of \$93,408 and principal payment of \$1,010,000 which is offset by the \$810,224 Deposit Net Bid Premium, resulting in the net payment of \$1,103,408.

The increase to the Stormwater Utility Fund of \$93,051 is to record the transfer to Debt Service for the first interest payment. Funds to cover the interest were budgeted in the FY 2021 revenue and therefore reflected as a reduction to fund balance.

The increase to the new Capital Improvements Program Project Fund of \$5,003,000 is to record the par value of the bonds of \$5,080,000 less the cost of issuance of \$77,000.

On January 27, 2021, the Town of Bluffton received a \$9,000 private donation to provide AED equipment for the Police department.

No changes since first reading February 9, 2021.

**ATTACHMENTS:**

1. Ordinance
  - Attachment A: General Fund Budget
  - Attachment B: Debt Service Fund Budget
  - Attachment C: Stormwater Utility Fund Budget
  - Attachment D: Capital Improvements Program Project Fund Budget
  - Attachment E: Consolidated Budget
2. Council Motion Recommendation

**AN ORDINANCE OF THE TOWN OF BLUFFTON  
ORDINANCE NO. 2021-  
FISCAL YEAR 2021 BUDGET**

**TO AMEND THE BUDGET FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, FOR THE FISCAL  
YEAR ENDING JUNE 30, 2021;  
TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS;  
AND TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS.**

**WHEREAS**, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

**WHEREAS**, the Town Council did adopt Budget Ordinance 2020-07 on June 9, 2020; and did adopt Budget Amendment Ordinance 2020-23 on October 13, 2020; and did adopt Budget Amendment Ordinance 2020-26 on November 20, 2020;

**WHEREAS**, pursuant to Sections 6 and 7 of said budget ordinance, the Town Council is desirous of amending the budget so as to revised the General Fund to reflect revenue and expenditures associated with the private donation to provide AED equipment for the Police department; and

**WHEREAS**, pursuant to Sections 6 and 7 of said budget ordinance, the Town Council is desirous of amending the budget so as to revise the Debt Service Fund and Stormwater Utility Fund to reflect revenue and expenditures associated with the issuance and sale of General Obligation Bonds, 2020A for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Project Fund; and

**WHEREAS**, pursuant to Section 3 of said ordinance, the Town Council is desirous of establishing a Capital Improvements Program Project Fund for the purpose of recording the General Obligation Bonds for the Stormwater Utility Projects; and

**NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:**

**SECTION 1. AMENDMENT**

The adopted fiscal year 2021 budget is amended to make the following changes and additions to the funds from prior years and to the projected revenue and expenditure accounts as follows:

**GENERAL FUND**

Revenues and Other Sources

Revenues

Donation	\$	9,000
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Other Sources

Prior Year Fund Balance

Total Revenues and Other Sources	\$	9,000
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# **DEBT SERVICE FUND**

## Revenues and Other Sources

### Other Sources

Premium on Sale of Bonds	\$ 810,224
Transfer In - Stormwater Utility Fund	293,184
Total Revenues and Other Sources	<u>\$ 1,103,408</u>

## Expenditures and Other Uses

### Seris 2020A GO Bond Debt Service

Principal	\$ 1,010,000
Interest	93,408
Total Expenditures and Other Uses	<u>\$ 1,103,408</u>

# **STORMWATER UTILITY FUND**

## Revenues and Other Sources

### Other Sources

Prior Year Fund Balance	\$ 93,051
Total Revenues and Other Sources	<u>\$ 93,051</u>

## Expenditures and Other Uses

### Other Uses

Contribution to Fund Balance	\$ (357)
Transfer to Capital Improvements Program Fund	93,408
Total Expenditures and Other Uses	<u>\$ 93,051</u>

# **STORMWATER UTILITY CAPITAL IMPROVEMENTS PROGRAM PROJECT FUND**

## Revenues and Other Sources

### Other Sources

Series 2020A GO Bond	\$ 5,080,000
Total Revenues and Other Sources	<u>\$ 5,080,000</u>

## Expenditures and Other Uses

Cost of Issuance	\$ 77,000
Other Uses	
Transfer to Capital Improvements Program Fund	708,565
Contribution to Fund Balance	4,294,435
Total Expenditures and Other Uses	<u>\$ 5,080,000</u>

The effect of this amendment will be to increase the General Fund to \$19,501,476 (Attachment A); the Debt Service Fund to \$5,125,119 (Attachment B); the Stormwater Utility Fund to \$2,538,882 (Attachment C); the Stormwater Utility Capital Improvements Program Project Fund to \$5,080,000 (Attachment D). The Capital Improvements Program Fund remains at \$11,619,161 for a total Consolidated Budget of \$43,864,638 (Attachment E).

## SECTION 2. SEVERABILITY

If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

## SECTION 3. EFFECTIVE DATE

This Ordinance shall be effective upon its enactment by the Town Council for the Town of Bluffton.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

ATTEST:

\_\_\_\_\_  
Kim Chapman, Town Clerk  
Town of Bluffton, South Carolina

First Reading: February 9, 2021  
Second Reading: March 9, 2021

Attachments:

- A. General Fund Budget
- B. Debt Service Fund Budget
- C. Stormwater Utility Fund Budget
- D. Capital Improvements Program Project Fund Budget
- E. Consolidated Budget



**Town of Bluffton  
General Fund Budget**

Section XI. Item #1.

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Budget Amendment #2	Budget Amendment #3	Proposed FY 2021 Budget
<b>Revenues</b>					
Property Taxes	\$ 6,533,000	\$ -	\$ -	\$ -	\$ 6,533,000
Licenses & Permits					
Business Licenses	2,161,080	-	55,250	-	2,216,330
MASC Telecommunications	68,000	-	-	-	68,000
MASC Insurance Tax Collection	2,341,000	-	-	-	2,341,000
Franchise Fees	2,758,000	-	-	-	2,758,000
Building Safety Permits	2,106,000	-	-	-	2,106,000
Application Fees	50,000	-	-	-	50,000
Administrative Fees	44,000	-	-	-	44,000
Total Licenses & Permits	9,528,080	-	55,250	-	9,583,330
Grants and Entitlements	410,000	-	-	-	410,000
Intergovernmental	408,000	-	-	-	408,000
Service Revenues	618,035	-	-	-	618,035
Fines & Fees	220,000	-	-	-	220,000
Interest Income	25,000	-	-	-	25,000
Miscellaneous Revenues	138,000	-	-	9,000	147,000
<b>Total Revenues</b>	<b>17,880,115</b>	<b>-</b>	<b>55,250</b>	<b>9,000</b>	<b>17,944,365</b>
<b>Other Financing Sources</b>					
Transfers In	1,482,900	101,461	(27,250)	-	1,557,111
<b>Total Other Financing Sources &amp; Transfers In</b>	<b>1,482,900</b>	<b>101,461</b>	<b>(27,250)</b>	<b>-</b>	<b>1,557,111</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 19,363,015</b>	<b>\$ 101,461</b>	<b>\$ 28,000</b>	<b>\$ 9,000</b>	<b>\$ 19,501,476</b>
<b>Expenditures</b>					
Town Council	\$ 117,185	\$ -	\$ -	\$ -	\$ 117,185
Executive	923,516	-	-	-	923,516
Economic Development	405,120	-	-	-	405,120
Human Resources	413,660	-	-	-	413,660
Police	7,102,892	-	-	9,000	7,111,892
Municipal Judges	59,910	-	-	-	59,910
Municipal Court	361,836	-	-	-	361,836
Finance	964,265	-	28,000	-	992,265
Information Technology	1,245,776	-	-	-	1,245,776
Customer Service	239,700	-	-	-	239,700
Planning & Community Development	1,368,670	-	-	-	1,368,670
Building Safety	680,505	-	-	-	680,505
Project Management	918,172	-	-	-	918,172
Public Works	2,064,708	-	-	-	2,064,708
Town Wide	2,439,100	-	-	-	2,439,100
<b>Total Expenditures</b>	<b>19,305,015</b>	<b>-</b>	<b>28,000</b>	<b>9,000</b>	<b>19,342,015</b>
<b>Other Financing Uses</b>					
Transfers Out to Capital Improvements Program Fund	58,000	101,461	-	-	159,461
<b>Total Transfers</b>	<b>58,000</b>	<b>101,461</b>	<b>-</b>	<b>-</b>	<b>159,461</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 19,363,015</b>	<b>\$ 101,461</b>	<b>\$ 28,000</b>	<b>\$ 9,000</b>	<b>\$ 19,501,476</b>



**Town of Bluffton  
Debt Service Fund Budget**

Section XI. Item #1.

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Budget Amendment #2	Budget Amendment #3	Proposed FY 2021 Budget
<b>Revenues</b>					
<b>Property Taxes</b>					
Real & Personal Property Tax (TIF)	\$ 2,429,000	\$ -	\$ -	\$ -	\$ 2,429,000
GO Bond Debt Service Property Tax	380,507	-	-	-	380,507
Total Property Tax	2,809,507	-	-	-	2,809,507
<b>Licenses &amp; Permits</b>					
Municipal Improvement District Fee	262,440	-	-	-	262,440
<b>Grants and Entitlements</b>	-	-	-	-	-
<b>Intergovernmental</b>	-	-	-	-	-
<b>Service Revenues</b>	-	-	-	-	-
<b>Fines &amp; Fees</b>	-	-	-	-	-
<b>Interest Income</b>	4,400	-	-	-	4,400
<b>Miscellaneous Revenues</b>	-	-	-	-	-
<b>Total Revenues</b>	3,076,347	-	-	-	3,076,347
<b>Other Financing Sources</b>	-	-	-	-	-
Premium on Sale of Bonds	-	-	-	810,224	810,224
<b>Transfers In</b>	555,281	390,083	-	293,184	1,238,548
<b>Total Other Financing Sources &amp; Transfers In</b>	555,281	390,083	-	1,103,408	2,048,772
<b>Total Revenues and Other Financing Sources</b>	\$ 3,631,628	\$ 390,083	\$ -	\$ 1,103,408	\$ 5,125,119
<b>Expenditures</b>					
<b>Series 2014 TIF Bonds Debt Service</b>					
Principal	\$ 808,488	\$ -	\$ -	\$ -	\$ 808,488
Interest	123,193	-	-	-	123,193
<b>Series 2020 GO Bonds Debt Service</b>					
Principal	210,000	-	-	-	210,000
Interest	166,371	-	-	-	166,371
<b>Series 2020A GO Bonds Debt Service (Projects)</b>					
Principal	-	-	-	1,010,000	1,010,000
Interest	-	-	-	93,408	93,408
<b>Miscellaneous</b>	50	-	-	-	50
<b>Total Expenditures</b>	1,308,102	-	-	1,103,408	2,411,510
<b>Other Financing Uses</b>					
Transfers Out to Capital Improvements Program Fund	2,323,526	390,083	-	-	2,713,609
<b>Total Transfers</b>	2,323,526	390,083	-	-	2,713,609
<b>Total Expenditures and Other Financing Uses</b>	\$ 3,631,628	\$ 390,083	\$ -	\$ 1,103,408	\$ 5,125,119



**Town of Bluffton**  
**Stormwater Utility Fund Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Budget Amendment #2	Budget Amendment #3	Proposed FY 2021 Budget
<b>Revenues</b>					
Stormwater Utility Fee	\$ 1,678,667	\$ -	\$ -	\$ -	\$ 1,678,667
Licenses & Permits					
NPDES Plan Review Fee	365,000	-	-	-	365,000
NPDES Inspection Fee	-	-	-	-	-
Total Licenses & Permits	365,000	-	-	-	365,000
Grants and Entitlements	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Service Revenues	-	-	-	-	-
Fines & Fees	-	-	-	-	-
Interest Income	150	-	-	-	150
Miscellaneous Revenues	-	-	-	-	-
Total Revenues	2,043,817	-	-	-	2,043,817
Other Financing Sources	-	-	-	-	-
Transfers In	-	402,014	-	93,051	495,065
Total Other Financing Sources & Transfers In	-	402,014	-	93,051	495,065
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 2,043,817</b>	<b>\$ 402,014</b>	<b>\$ -</b>	<b>\$ 93,051</b>	<b>\$ 2,538,882</b>
<b>Expenditures</b>					
Watershed Management	\$ 1,190,783	\$ -	\$ -	\$ -	\$ 1,190,783
Total Expenditures	1,190,783	-	-	-	1,190,783
<b>Other Financing Uses</b>					
Transfers Out to Capital Improvements Program Fund	722,677	402,014	-	-	1,124,691
Transfers Out to General Fund	130,000	-	-	-	130,000
Transfer to Debt Service	-	-	-	93,408	93,408
Contribution to Fund Balance	357	-	-	(357)	-
Total Transfers	853,034	402,014	-	93,051	1,348,099
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 2,043,817</b>	<b>\$ 402,014</b>	<b>\$ -</b>	<b>\$ 93,051</b>	<b>\$ 2,538,882</b>



**Town of Bluffton  
Capital Project Fund**

	<b>Adopted FY 2021 Budget</b>	<b>Carry Forward Budget Amendment</b>	<b>Budget Amendment #2</b>	<b>Budget Amendment #3</b>	<b>Proposed FY 2021 Budget</b>
<b>Revenues</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses & Permits					
Grants and Entitlements	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Service Revenues	-	-	-	-	-
Fines & Fees	-	-	-	-	-
Interest Income	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>	-	-	-	5,080,000	5,080,000
Transfers In	-	-	-	-	-
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,080,000</u>	<u>5,080,000</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,080,000</u>	<u>\$ 5,080,000</u>
<b>Expenditures</b>					
Cost of Issuance	\$ -	\$ -	\$ -	\$ 77,000	\$ 77,000
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>77,000</u>	<u>77,000</u>
<b>Other Financing Uses</b>					
Transfers Out to Capital Improvements Program Fund	-	-	-	708,565	708,565
Contribution to Fund Balance	-	-	-	4,294,435	4,294,435
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,003,000</u>	<u>5,003,000</u>
<b>Total Expenditures and Other Financing Uses</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,080,000</u>	<u>\$ 5,080,000</u>



**Town of Bluffton  
Consolidated Budget**

	<b>Adopted FY 2021 Budget</b>	<b>Carry Forward Budget Amendment</b>	<b>Budget Amendment #2</b>	<b>Budget Amendment #3</b>	<b>Proposed FY 2021 Budget</b>
<b>Revenues</b>					
General Fund	\$ 19,363,015	\$ 101,461	\$ 28,000	\$ 9,000	\$ 19,501,476
Stormwater Fund	2,043,817	402,014	-	93,051	2,538,882
CIP Fund	9,185,407	2,433,754	-	-	11,619,161
Debt Service Fund	3,631,628	390,083	-	1,103,408	5,125,119
Capital Project Fund	-	-	-	5,080,000	5,080,000
<b>Total Revenues</b>	<b>\$ 34,223,867</b>	<b>\$ 3,327,312</b>	<b>\$ 28,000</b>	<b>\$ 6,285,459</b>	<b>\$ 43,864,638</b>
<b>Expenditures</b>					
General Fund	\$ 19,363,015	\$ 101,461	\$ 28,000	\$ 9,000	\$ 19,501,476
Stormwater Fund	2,043,817	402,014	-	93,051	2,538,882
CIP Fund	9,185,407	2,433,754	-	-	11,619,161
Debt Service Fund	3,631,628	390,083	-	1,103,408	5,125,119
Capital Project Fund	-	-	-	5,080,000	5,080,000
<b>Total Expenditures</b>	<b>\$ 34,223,867</b>	<b>\$ 3,327,312</b>	<b>\$ 28,000</b>	<b>\$ 6,285,459</b>	<b>\$ 43,864,638</b>

## Council Motion Recommendation

Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the issuance and sale of General Obligation Bonds, 2020A for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Project Fund and associated fees and Donation - Second and Final Reading

**“I make a motion to approve the Second and Final Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the issuance and sale of general Obligations Bonds, 2020A for the purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Fund and associated fees and donation”**

## TOWN COUNCIL

## STAFF REPORT

## Finance &amp; Administration Department



<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Formal Items: Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2020.
<b>PROJECT MANAGER:</b>	Natalie Majorkiewicz, Treasury Manager

**RECOMMENDATION:**

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) held a meeting on February 16, 2021 to review the quarterly grant applications. The committee has made the following grant award recommendation for Town Council's consideration:

Requesting Organization	Amount Requested	Amount Recommended
<b>Farmers Market of Bluffton, Inc.:</b> Farmers Market of Bluffton	\$ 33,800	\$ 33,800
<b>Total for the Quarter</b>	<b>\$ 33,800</b>	<b>\$ 33,800</b>

**BACKGROUND/DISCUSSION:****Funds Currently Available for Distribution:**

Total State and Local Accommodations Tax funds currently available for distribution are \$1,309,976 as outlined in the following chart:

State ATAX		Local ATAX	
Remaining from Previous Qtr.	\$ 95,693	Remaining from Previous Qtr.	\$ 971,659
1 <sup>st</sup> Quarter Revenue	165,444	1 <sup>st</sup> Quarter Revenue	302,949
First \$25k to General Fund*	N/A	Disaster Recovery Designation	(3,029)
5% to General Fund	(8,272)	8% to DMO	(24,236)
30% to DMO	(49,633)	51% to Town of Bluffton CIP	(140,599)
<b>Total State ATAX Funds Remaining for Distribution</b>	<b>\$ 203,232</b>	<b>Total Local ATAX Funds Remaining for Distribution</b>	<b>\$1,106,744</b>

\* First \$25k taken in 1<sup>st</sup> Quarter of Fiscal Year and Not Applicable (N/A) to the remaining quarters.

When comparing the State and Local Accommodations Tax collections for the quarter ending December 31, 2020, the revenues are up \$136,366.87 or 41%.

**Funds Requested for Distribution:****❑ Farmers Market of Bluffton, Inc. requested \$33,800 to support marketing and facilities for civic and cultural events expenses for the Farmers Market of Bluffton.**

- This is the annual request for the Farmers Market with a total budget of \$96,500 and approximately 35% or \$33,800 being recommended.
- The Market is a weekly event held every Thursday beginning January 14 through December 16, 2021
- Eligible “tourism-related expenditures” include:
  - “Arts and Cultural Events (Marketing)” is budgeted at \$24,000 with \$24,000 being recommended for accommodations tax funding. The budget includes rack cards and posters to be placed in hotels, welcome centers, stores, and businesses as well as advertising in visitor publications, magazines, newspapers, radio, WHHI, websites, and social media.
  - “Facilities for Civic and Cultural Events” is budgeted at \$9,800
    - \$5,000 is recommended for accommodations tax funding for tents, tables, chairs, picnic tables, trash cans, directional/parking signs, and electronic support such as extension cords, fans, generators, and speakers.
    - \$4,800 is recommended for rent at Heyward House or \$100/market.
- Other sources of revenue include donations of \$12,600, AgSouth grant of \$500, and sponsorships of \$10,100.

**The committee voted to recommend a total award of \$33,800 as presented in the chart below:**

<b>Farmers Market of Bluffton</b>	<b>Total Budget</b>	<b>Recommended ATAX Grant (approx. 35% of project budget)</b>
Arts and Cultural Events (Marketing):	\$ 24,000	\$ 24,000
Facilities for Civic & Cultural Events:	9,800	9,800
Project Expenses:	62,700	N/A
<b>Total</b>	<b>\$ 96,500</b>	<b>\$ 33,800</b>

N/A – Not Applicable

**ATTACHMENTS:**

1. Accommodations Tax Advisory Committee (ATAC) draft meeting minutes from February 16, 2021
2. Farmers Market of Bluffton, Inc.: Farmers Market of Bluffton Grant Application
3. Farmers Market of Bluffton, Inc.: Farmers Market of Bluffton ATAC Staff Report
4. ATAC Scoring Table Rating Matrix
5. Previously Funded Grant Listing
6. Council Motion Recommendation

## ACCOMMODATIONS TAX ADVISORY COMMITTEE MEETING MINUTES FEBRUARY 16, 2021

Chairman Sam Britt called the meeting to order at 6:01 p.m. Other committee members present were Mike Tripka, Ellen Shumaker, Christy Parker. Committee members absent were Jean Wilson, Joe Kropiewnicki, and Nathaniel Pringle. Staff in attendance was as follows: Natalie Majorkiewicz, Treasury Manager and Kristy Carge, Treasury Supervisor.

### Roll Call and Confirmation of Quorum

Four committee members present, three absent, quorum met.

### Adoption of Agenda

Chairman moved to adopt the Agenda.

**Tripka motioned to adopt agenda as stated. Shumaker seconded. The motion carried unanimously.**

### Adoption Minutes:

Chairman moved to adopt the minutes with a recommended grammar change to remove "is down" from the second sentence under the Financial Report section.

**Tripka motioned to adopt minutes as stated. Shumaker seconded. The motion carried unanimously.**

### Financial Report: Natalie Majorkiewicz, Treasury Manager

The total funds available for distributions are **\$1,311,890**. Revenue is up **\$139,310 or 42%** compared to same quarter in the previous year. We have 1 applicant for this quarter requesting \$33,800.

### Farmers Market of Bluffton, Inc.: Farmers Market of Bluffton - \$33,800:

Kimber Viljac, Executive Director of the Farmers Market of Bluffton gave an overview. Viljac explained this request is for the entire year of 2021 which is slightly more than the previous year's ask. Viljac explained due to the pandemic, a new location was required. By moving locations and keeping the Farmers Market running they were able to keep 30 small businesses in operation. Unfortunately, tourist statistics were not gathered during this time period. The increase in request this year is for advertising of \$24,000, \$5,000 for facilities expenses and \$4,800 for the use of Common Ground. The Heyward House is asking for \$100.00 per market. This includes the sanitation baskets at the entrances, the firepit and stage areas. They have worked with the Hilton Head-Bluffton Chamber of Commerce to promote the Farmers Market as one of their top 6 tourism destinations. Parker asked if there were plans to increase vendors in the new space. Viljac explained that spaces are held as certain vendors are seasonal and some available spaces are earmarked.

**Britt motioned to grant \$33,800 as presented in the Staff Report breakdown. Parker seconded. The motion carried unanimously.**

Meeting adjourned at 6:19 p.m.



**Farmers Market of Bluffton, Inc.**

Post Office Box 447  
Bluffton, South Carolina 29910  
(843) 415-2447

December 16, 2020

Trisha Greathouse  
Town of Bluffton  
20 Bridge Street  
Bluffton, SC 29910

Dear Ms. Greathouse,

Please find attached our 2021 application for ATAX funding. We are submitting our application to request the annual amount of \$33,800. Invoices with all backup documents will be furnished on a quarterly basis for reimbursement. Should further information be necessary or if you have any questions, please contact me.

Thank you for your consideration.

Sincerely,

Kim Viljac, Executive Director  
Farmers Market of Bluffton, Inc.  
843.415-2447  
[manager@farmersmarketbluffton.org](mailto:manager@farmersmarketbluffton.org)



**Farmers Market of Bluffton, Inc.**  
Post Office Box 447  
Bluffton, South Carolina 29910  
(843) 415-2447

Attac

Section XI. Item #2.

## **ACCOMMODATIONS TAX FUNDS REQUEST APPLICATION**

Project Name: Farmers Market of Bluffton

Sponsor Name: Farmers Market of Bluffton, Inc.

Sponsor Address: P.O.Box 447, Bluffton, SC 29910

Sponsor Phone: 843-415-2447

Contact Name: Kimber Viljac, Executive Director

Contact Address: P.O. Box 447, Bluffton, SC 29910

Contact Phone: 843-415-2447 or 843.304.3041

Additional Amount Requested: \$33,800.00

Date of Application: December 16, 2020

Quarterly Deadlines for application submittals:  
June 30, September 30, December 31, and March 31

**ACCOMMODATIONS TAX ADVISORY COMMITTEE**  
**TOWN OF BLUFFTON, SOUTH CAROLINA**

**ACCOMMODATIONS TAX**  
**FUNDS REQUEST APPLICATION**

**For Office Use Only**

Date Received:  Time Received:  By:

Date: 12/16/20 Total Project Costs: 96,500 Total Amount Requested: 33,800

**SUBMIT 15 COMPLETE COPIES OF APPLICATION**

**ANSWERS MUST BE TYPEWRITTEN**

A. PROJECT NAME: Farmers Market of Bluffton

B. ORGANIZATION: Farmers Market of Bluffton Inc. A 501c3 Organization

**MUST BE A NOT-FOR-PROFIT ENTITY**

Sponsor Name: Farmers Market of Bluffton Title:

Sponsor Address: PO Box 447, Bluffton, SC 29910

Sponsor Phone: 843.415.2447

Contact Name: Kim Viljac Title: Executive Director

Contact Address: PO Box 447, Bluffton, SC 29910

Contact Phone: 843.415.2447 or 843.304.3041

C. DESCRIPTION OF PROJECT:

Attach

Section XI. Item #2.

1. General Description:

Community farmers market located in Old Town Bluffton.

2. If arts/cultural activity, give specific description of project (attach additional sheets, if needed).

see attachment C-2

3. Impact on or benefit to tourism (if required under the law).

See attachment C-3

4. Duration of project: Starting Date: 1/14/21 Completion Date: 12/16/21

5. Permits required (if any): All permits filed as required.

6. Additional Comments:

D. FUNDING:

1. Source of funds: Vendor fees, merchandise sales, sponsorships, grants, donated services

2. Have you requested funding from other sources or organizations for this project? Yes

If yes, please list sources and amounts.

AgSouth Grant

Amount: 500.00

Business Sponsorships

Amount: 10,100.00

Donated Services

Amount: 12,600.00

3. Contributions to the project by the sponsoring organization:

Merchandise sales, Vendor fees, tents/table rentals

Amount: 40,000.00

E. FINANCIAL INFORMATION (ADHERE TO STRICTLY):

1. A line-item budget of the project.
2. Most recent fiscal year balance sheet and profit and loss accounting statement.

F. FINANCIAL GUARANTEES:

Provide a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion contemplated in the application, should funding be approved.

G. PRIOR RECIPIENT'S REPORT (If you received prior ATAX funds): (Attach additional sheets, if needed):

1. How did you use the funds?

Advertising/marketing, Facility Support, Trash Removal

2. What impact did this have on the community or benefit tourism?  
Describe how tourism statistics were captured.

See attachment G-2

3. Provide the previous two years and current budgets.
4. Include the **total annual funding** received each year that you applied.

H. ADDITIONAL COMMENTS: (Attach additional sheets, if needed):

Signature: Kim Viljac, Executive Director

## APPLICATION FINAL CHECKLIST

(Complete and return this list with the application)

- ☒ The application is being filed by the deadline as indicated in this application packet.
- ☒ We have reviewed and followed the application guidelines.
- ☒ We are submitting 15 complete copies of the application.
- ☒ We will be prepared to make a verbal presentation to the Committee and answer questions when we are scheduled to do so.
- ☒ **We did not bind the application (NO BOOKS or BINDERS).**

# Accommodations Tax Funding Final Report

Attach

Section XI. Item #2.

You may record information directly on this form or create a separate document for more detailed responses.

## 1. PROJECT INFORMATION:

Organization Name: Farmers Market of Bluffton

Project Name: Farmers Market of Bluffton

Contact Name: Kim Viljac

## 2. PROJECT COMPLETION:

Were you able to complete the project as stated in your original application? No

If no, state discrepancies. Pandemic - Covid19 Shutdown

## 3. PROJECT SUCCESS:

Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.)

This year was like no other. Learned how to operate a safe farmers market during a pandemic.

## 4. PROJECT ATTENDANCE:

Record numbers in table below. Numbers are to reflect attendance and funds received for projects for both the current and previous periods.

	Prior Period	Current Period
Total budget of event / project	109,200	107,400
Amount funded by Town of Bluffton Accommodations Tax	18,838	tbd
Amount funded by other sources	47,264	tbd
Total attendance	1,500	n/a
Total tourists	approx 75%	n/a

## 5. Methods:

Please describe the methods used to capture the attendance data listed above (e.g., license plates, surveys, zip codes, etc.)

n/a

## 6. Project Budget:

Please attach report indicating project expenses compared to budget for the current grant.

## 7. Organization Signature:

Provide signature of official within organization, verifying accuracy of above statements.

Name: Kim Viljac

Title: Executive Director

Signature: 

Date: 12/16/20

Farmers Market of Bluffton, Inc.  
Budget  
For Year 2021

Ordinary Income/Expense

INCOME

Grants

ATAX Grant-Town of Bluffton		
ATAX - Advertising	24,000.00	
ATAX - Facility Support	5,000.00	
ATAX - Usage/Rent	4,800.00	
Total ATAX Bluffton Grant		33,800.00

Donations In Kind\*\*

Entertainment	9,600.00	
Equipment Storage	1,200.00	
Office Expense	1,800.00	
Total Donations In Kind		12,600.00

Sales of Merchandise

		6,000.00
--	--	----------

Spr Contracted Sponsor

Daily Sponsorship	5,000.00	
	5,100.00	

Total Sponsorship

Tent/Table Revenue

		1,000.00
--	--	----------

Ver Farmer Vendor

	14,000.00	
--	-----------	--

Food Vendor	19,000.00	
-------------	-----------	--

Total Vendor Revenue

TOTAL INCOME 96,500.00

EXPENSE

Advertising, Marketing and Promotions 24,000.00

Operations Expense

Bank Charges 100.00

Cor Accounting Services 2,100.00

Casual Labor 5,850.00

Market Manager 33,075.00

Total Contract Labor 41,025.00

Cost of Merchandise 3,000.00

Entertainment 10,150.00

Equipment Storage 1,200.00

Facility Support 5,000.00

Usage/Rent 4,800.00

Insurance 750.00

Market Supplies 750.00

Membership Dues 750.00

Office Equipment/Software Expense 775.00

Office Expense 1,800.00

Office Supplies 500.00

Phone 1,700.00

Postage 200.00

Total Operations Expense 72,500.00

TOTAL EXPENSES 96,500.00

0.00

\*\*These are expected donated services based on prior years.

ATAX BUDGET		
Item:		
Facility Support	5,000.00	
Usage/Rent	4,800.00	9,800.00
Advertising per month	2,000.00	24,000.00
TOTAL ATAX		<u>33,800.00</u>

MARKET FUNDING SNAPSHOT		
ATAX-Bluffton	33,800.00	
Donations in Kind	12,600.00	
Market Revenues	40,000.00	
Sponsors	10,100.00	
Total	96,500.00	
ATAX Funding	35%	

501C3 GUIDELINE:		
Total Donations	56,500.00	
Total Funding	96,500.00	
Donation %	59%	



**Farmers Market of Bluffton, Inc.**  
Post Office Box 447  
Bluffton, South Carolina 29910  
(843) 415-2447

Exhibit C – 2

**2. If arts/cultural activity, give specific description of project (attach additional sheets, if needed).**

Name: Farmers Market of Bluffton, Inc.  
Location: Old Town Bluffton at Carson Cottages, Calhoun and Lawrence Streets  
Time and Day: Thursdays, 12-5pm (Dusk in the Winter)  
January 14, 2021 through December 16, 2021  
Excluding November 25th

Participants: Average of 40 growers, food vendors, nonprofits, entertainers, education facilities

Funding is being applied for support of the project areas per section 6-4-10(4)(b)-(d); items 1, 4, 5, and 6.

Advertising, Heyward House Common Space Fee, Facility/Operational Support

Fresh, locally grown vegetables, fruits, flowers, plants and herbs abound at the Farmers Market of Bluffton, a weekly community event where locals and tourists gather not only to buy excellent produce but also to enjoy delicious food, listen to entertainment, and relax with friends in an environment that uniquely Old Town Bluffton. Located in historic downtown Bluffton along Calhoun and Lawrence Street, and through the Carson Cottages, this family friendly market showcases local growers, local food vendors, local entertainment, local community causes and local information about the Bluffton area. The Heyward House docents are regularly present at the market engaging the visitors in period costumes distributing walking maps.

As a result of the grassroots movement which began in 2006, the vibrant market opened in 2008 at the Bluffton Oyster Company Park on the May River and was managed solely by volunteers. Because of the huge public response and its growth in popularity, the market moved to its present location. The current site not only serves the public better but also promotes downtown Bluffton merchants and historic sites to tourists and locals alike.

The Farmers Market of Bluffton has been an overwhelming success. In January of 2014, the Farmers Market of Bluffton was awarded the 2013 Bluffton Regional Business Council Member of the Year. President and CEO of the Hilton Head Island-Bluffton Chamber of Commerce, William Miles states, "This honor is sincere recognition of the outstanding work you have performed in the community throughout the years. I applaud your commitment to making Bluffton and the entire Lowcountry a better place in which to live, work, and play."

In 2019, the Farmers Market of Bluffton was ranked within the top ten Farmers Markets in the entire Southeast by the American Farmland Trust. Our national ranking was within the top 30 of all Farmers Markets across the country.

The Farmers Market of Bluffton was again awarded 2019 Best in Bluffton by the Bluffton and the Sun Today as Best Fresh Produce. We were also awarded the Best Local Festival/Fair/Event in 2019.

To sustain its success and to stimulate more visitor activity, the market is seeking funding from the Accommodations Tax funds. If awarded funds, we intend to accomplish the following:

- **Maintain advertising and public relations through the media to reach tourists and locals: \$24,000.00.** The market relies on rack cards and posters that are placed in hotels, welcome centers, stores and businesses throughout the area and on advertising in visitor publications, magazines, newspapers, radio, WHHI, web site, etc. to inform the public about times, dates, location, and special events at the market.
- **Heyward House Usage/rental: \$4,800.00** In addition to the Martin Family Park parking lot and Green Street, we will be using the Heyward House's common space & stage. They have requested \$100 per market usage fee.
- **Market Facility/Operational Support: \$5,000.00.** As we do not have a "brick & mortar" structure, our farmers market "facility/operational" consists of tents, tables, chairs, picnic tables, trash cans & disposal, directional/parking signs, equipment storage, office space, mobile phone/wifi, and other electronic support such as extension cords, fans, generator, speakers, etc. Our "facility" requires constant upkeep and replacement to maintain our clean, welcoming, and a technological up-to-date presence. This will ensure our visitors safety as well as create a comfortable and appealing tourism venue.

Besides the requested funding from the Town of Bluffton Accommodations Tax funds, we continue to explore additional support through industry grant writing, sponsorships, merchandise sales, and vendor fees. The Board of Directors of the Farmers Market of Bluffton has and will continue to assume responsibility for the project.



**Farmers Market of Bluffton, Inc.**  
Post Office Box 447  
Bluffton, South Carolina 29910  
(843) 415-2447

Attac

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Exhibit C – 3

### **3. Impact on or benefit to tourism (if required under the law).**

The Farmers Market of Bluffton provides a weekly event that enhances the ability of the Town of Bluffton and its Designated Marketing Organizations (Chambers and Visitor & Convention Bureaus) to attract and provide for tourists. Charter tour buses make the Market a regular stop on their way through Bluffton. Various resorts such as the Marriot and Montage Palmetto Bluff provide weekly transportation to the Market for their guests.

The Market unquestionably attracts tourists and highlights Old Town Bluffton. It is an “agritourism” attraction that is tremendously popular. In our current world of franchisees and big box enterprises, tourists eagerly seek a “local” experience. They definitely find one at the Farmers Market of Bluffton which showcases local growers, local entertainers, local nonprofits, local food vendors, and locals gathering to enjoy each other’s friendships.

Many residents and/or those working in Old Town Bluffton attend the market regularly usually on golf carts, bicycle, and/or walking. However, we have found more than 75% of our customers are those who leave their home communities to travel to Old Town Bluffton for the Farmers Market of Bluffton whether its day trippers from Beaufort, Savannah, Port Royal, Hilton Head Island or vacationers visiting from other states and countries.

More and more visitors are finding their way to Bluffton via the Farmers Market of Bluffton. This is evident by scenes from the market being used in print media, billboards, and videos promoting tourism in the Lowcountry and South Carolina.

As our out of towners visit us year after year bringing more of their friends & family from out of town, we will be conducting on our own surveys to determine such information as their home communities, return rate, opinions on transportation/parking, and suggested improvements. We are also interested in discovering new & innovative ways to keep our local/regional market goes returning every week. This information is constantly being assessed and evaluated improve the overall experience of our market visitors.

# Farmer's Market of Bluffton, Inc.

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## STATEMENT OF FINANCIAL POSITION

As of October 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking at Wells Fargo	3,016.35
Savings at Wells Fargo	168.02
<b>Total Bank Accounts</b>	<b>\$3,184.37</b>
Other Current Assets	
Town of Bluffton A-TAX Rec 2020	3,521.39
<b>Total Other Current Assets</b>	<b>\$3,521.39</b>
<b>Total Current Assets</b>	<b>\$6,705.76</b>
Fixed Assets	
Office Equipment	1,499.31
zAccumulated Depreciation	-700.00
<b>Total Fixed Assets</b>	<b>\$799.31</b>
<b>TOTAL ASSETS</b>	<b>\$7,505.07</b>
<b>LIABILITIES AND NET ASSETS</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
EIDL Loan	9,000.00
<b>Total Other Current Liabilities</b>	<b>\$9,000.00</b>
<b>Total Current Liabilities</b>	<b>\$9,000.00</b>
<b>Total Liabilities</b>	<b>\$9,000.00</b>
Net Assets	
Net Assets Without Restrictions	7,975.93
Net Revenue	-9,470.86
<b>Total Net Assets</b>	<b>\$ -1,494.93</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$7,505.07</b>

### Note

FOR MANAGEMENT PURPOSES ONLY

# Farmer's Market of Bluffton, Inc.

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## STATEMENT OF FINANCIAL INCOME AND EXPENSE

January - October, 2020

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Revenue			
Income			\$0.00
Donations In Kind			\$0.00
Entertainment		5,512.50	\$5,512.50
Equipment Storage		900.00	\$900.00
Office Expense		1,350.00	\$1,350.00
Property Usage		18,375.00	\$18,375.00
<b>Total Donations In Kind</b>		<b>26,137.50</b>	<b>\$26,137.50</b>
Grants			\$0.00
AgSouth Grant		500.00	\$500.00
ATAX Grant			\$0.00
ATAX - Advertising	8,272.98		\$8,272.98
ATAX - Facility Support	1,149.43		\$1,149.43
ATAX - Trash & Restrooms	950.00		\$950.00
<b>Total ATAX Grant</b>	<b>10,372.41</b>		<b>\$10,372.41</b>
EIDL Advance Grant		1,000.00	\$1,000.00
<b>Total Grants</b>	<b>10,372.41</b>	<b>1,500.00</b>	<b>\$11,872.41</b>
Interest Income		0.15	\$0.15
Merchandise		2,378.37	\$2,378.37
Sponsorship			\$0.00
Contracted Sponsors		5,000.00	\$5,000.00
Daily Sponsorship		300.00	\$300.00
<b>Total Sponsorship</b>		<b>5,300.00</b>	<b>\$5,300.00</b>
Tent/Table Revenue		150.00	\$150.00
Vendor Revenue			\$0.00
Farmer Vendor		5,895.00	\$5,895.00
Food Vendor		11,310.00	\$11,310.00
<b>Total Vendor Revenue</b>		<b>17,205.00</b>	<b>\$17,205.00</b>
<b>Total Income</b>	<b>10,372.41</b>	<b>52,671.02</b>	<b>\$63,043.43</b>
Rev Released from Restrictions			\$0.00
Restrictions Satisfied by Payme	-6,851.02	6,851.02	\$0.00
<b>Total Rev Released from Restrictions</b>	<b>-6,851.02</b>	<b>6,851.02</b>	<b>\$0.00</b>
<b>Total Revenue</b>	<b>\$3,521.39</b>	<b>\$59,522.04</b>	<b>\$63,043.43</b>
GROSS PROFIT	<b>\$3,521.39</b>	<b>\$59,522.04</b>	<b>\$63,043.43</b>

# Farmer's Market of Bluffton, Inc.

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## STATEMENT OF FINANCIAL INCOME AND EXPENSE

January - October, 2020

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Expenditures			
Gift Certificate		25.00	\$25.00
Marketing and Promotions			\$0.00
Print Advertisements		5,839.23	\$5,839.23
Social Media		1,820.11	\$1,820.11
Web Design and Maintenance		1,390.00	\$1,390.00
<b>Total Marketing and Promotions</b>		<b>9,049.34</b>	<b>\$9,049.34</b>
Operations Expense			\$0.00
Bank Charges		160.00	\$160.00
Contract Labor			\$0.00
Accounting Services		1,500.00	\$1,500.00
Casual Labor		362.00	\$362.00
Market Manager		27,259.65	\$27,259.65
<b>Total Contract Labor</b>		<b>29,121.65</b>	<b>\$29,121.65</b>
Depreciation Expense		250.00	\$250.00
Entertainment		25.00	\$25.00
Facility Support			\$0.00
Market Equipment Expense		1,921.66	\$1,921.66
<b>Total Facility Support</b>		<b>1,921.66</b>	<b>\$1,921.66</b>
Insurance		984.00	\$984.00
Market Merchandise			\$0.00
Market Merchandise to be Sold		1,275.97	\$1,275.97
<b>Total Market Merchandise</b>		<b>1,275.97</b>	<b>\$1,275.97</b>
Market Supplies		287.11	\$287.11
Membership Dues		150.00	\$150.00
Office Equipment/Software		537.89	\$537.89
Office Supplies		108.48	\$108.48
Phone		1,462.69	\$1,462.69
Postage		118.00	\$118.00
Waste Mgmt/Trash Removal		900.00	\$900.00
<b>Total Operations Expense</b>		<b>37,302.45</b>	<b>\$37,302.45</b>
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>\$46,376.79</b>	<b>\$46,376.79</b>
NET OPERATING REVENUE	<b>\$3,521.39</b>	<b>\$13,145.25</b>	<b>\$16,666.64</b>
Other Expenditures			
Donation Usage			\$0.00
Entertainment		5,512.50	\$5,512.50
Equipment Storage		900.00	\$900.00
Office Expense		1,350.00	\$1,350.00

# Farmer's Market of Bluffton, Inc.

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## STATEMENT OF FINANCIAL INCOME AND EXPENSE

January - October, 2020

	NET ASSETS WITH RESTRICTIONS	NET ASSETS WITHOUT RESTRICTIONS	TOTAL
Property Use		18,375.00	\$18,375.00
<b>Total Donation Usage</b>		<b>26,137.50</b>	<b>\$26,137.50</b>
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$26,137.50</b>	<b>\$26,137.50</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$ -26,137.50</b>	<b>\$ -26,137.50</b>
NET REVENUE	<b>\$3,521.39</b>	<b>\$ -12,992.25</b>	<b>\$ -9,470.86</b>

### Note

FOR MANAGEMENT PURPOSES ONLY

## **Farmers Market of Bluffton Board of Directors Meeting December 8, 2020 via Google Meet**

In attendance: Bill Beltz, Kara Artman, Sarah Clemmons, & Kim Viljac

Meeting moved to Google Meets v. Chow Daddy's due to cold weather and increased covid numbers.

Meeting called to order at 6:01

Kim met with the Town of Bluffton's Fire Marshal to discuss new location logistics.

Kelly Graham of Heyward House requested \$100/market for use of Heyward House property

- FM will request additional funds from ATAX committee for Heyward House contribution
- If FM does not receive additional funds, no contribution will be made based on insufficient revenue.

Farmers Market reopening set for 1/14/2021. Must be off current property after the new year.

AccelerateSC grant is still tentative. No update.

Budget Review & discussion.

-Increased requested funds for ATAX due to request by Heyward House for weekly contribution

-Approaching Montage for 2021 sponsorship

-Kara suggested that Kimber inquire with the TOB about if pens or other promotional marketing is reimbursable

-Enthusiastically motion for 5% increase in salary for Market Manager Kimber Viljac.

-Holding off on holiday bonus until results of AccelerateSC grant.

-General ideas discussion

-Kara Artman moves to accept the budget. Sarah Clemmons seconds. The Board unanimously accepts the budget and accepts fiscal responsibility for the 2021 budget of the funds allocated therein as well as carrying out the project as outlined.

1/7/2021 proposed for next meeting at 6:00 pm (Google Meets)

Sarah Clemmons moves to adjourn the meeting. Kara Artman seconds. Board unanimously agrees

Minutes submitted by Secretary Sarah Clemmons.



**Farmers Market of Bluffton, Inc.**  
 Post Office Box 447  
 Bluffton, South Carolina 29910  
 (843) 415-2447

## Exhibit G - 2

As previously stated in C.

The Farmers Market of Bluffton provides a weekly event that enhances the ability of the Town of Bluffton and its Designated Marketing Organizations (Chambers and Visitor & Convention Bureaus) to attract and provide for tourists. Charter tour buses make the Market a regular stop on their way through Bluffton. Various resorts such as the Marriot and Montage Palmetto Bluff provide weekly transportation to the Market for their guests.

More and more one will find images/videos including Farmers Market of Bluffton in national print & digital media. These ads are placed by our DMO, local real estate/rental agencies, time share properties, VRBO type sites, resorts, etc... in an effort to articulate Bluffton's value and appeal as a top-notch tourist destination.

We are consistently conducting surveys on a one-on-one basis during the market to learn from where our customers are visiting.

Gaining more National recognition in 2018, the Farmers Market of Bluffton was ranked #1 Farmers Market in South Carolina in ALL of the five categories listed below by the American Farmland Trust. Our national ranking is within the top 30 in all of the categories.

1. People's Choice
2. Focus on Farmers
3. Healthy Food for All
4. Pillar of the Community
5. Champion for the Environment

We were named Best of Bluffton Place to Buy Produce again for 2018 in Bluffton Today and Sun City Today. We also were awarded the Best Local Attraction in 2018.

# Farmers Market of Bluffton, Inc.

## Budget For Year 2020

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### Ordinary Income/Expense

#### INCOME

##### Grants

ATAX Grant-Town of Bluffton	
ATAX - Advertising	16,200.00
ATAX - Facility Support	5,000.00
ATAX - Trash & Restrooms	1,250.00
Total ATAX Bluffton Grant	22,450.00

##### Donations In Kind\*\*

Entertainment	7,350.00
Equipment Storage	1,200.00
Office Expense	1,800.00
Property Usage	24,500.00
Total Donations In Kind	34,850.00

Sales of Merchandise 6,000.00

##### Sponsorship

Contracted Sponsor	5,000.00
Daily Sponsorship	5,100.00
Total Sponsorship	10,100.00

Tent/Table Revenue 1,000.00

##### Vendor Revenue

Farmer Vendor	14,000.00
Food Vendor	19,000.00
Total Vendor Revenue	33,000.00

#### TOTAL INCOME

**107,400.00**

#### EXPENSE

Advertising, Marketing and Promotions 16,200.00

##### Operations Expense

Bank Charges	100.00
Contract Labor	
Accounting Services	2,100.00
Casual Labor	5,850.00
Market Manager	30,000.00
Total Contract Labor	37,950.00

Cost of Merchandise 4,000.00

Entertainment 7,900.00

Equipment Storage 1,200.00

Facility Support 5,000.00

Insurance 750.00

Market Supplies 750.00

Membership Dues 750.00

#### ATAX BUDGET

Item:	
Facility Support	5,000.00
Restrooms	-
Trash	1,250.00
	6,250.00
Advertising per month	1,350.00
	16,200.00
<b>TOTAL ATAX</b>	<b>22,450.00</b>

#### MARKET FUNDING SNAPSHOT

ATAX-Bluffton	22,450.00
Donations in Kind	34,850.00
Market Revenues	40,000.00
Sponsors	10,100.00
Total	107,400.00
<b>ATAX Funding</b>	<b>21%</b>

#### 501C3 GUIDELINE:

Total Donations	67,400.00
Total Funding	107,400.00
<b>Donation %</b>	<b>65%</b>

Farmers Market of Bluffton, Inc.  
**Budget**  
For Year 2020

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Office Equipment/Software Expense	1,650.00
Office Expense	1,800.00
Office Supplies	500.00
Phone	1,700.00
Postage	200.00
Property Usage	25,700.00
Trash and Restrooms	1,250.00
Total Operations Expense	91,200.00
<b>TOTAL EXPENSES</b>	<b>107,400.00</b>
	<b>0.00</b>

\*\*These are expected donated services based on prior years.



## **Farmers Market of Bluffton, Inc.**

Post Office Box 447

Bluffton, South Carolina 29910

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### **Exhibit G4**

#### **4. Include the total annual funding received each year that you applied.**

2009: Received \$13,410.00

2010: Received \$14,000.00

2011: received four fundings of \$10,000.00, \$8,000.00, \$3,500.00, and \$3,500.00 for a total of \$25,000.00

2012: received four fundings of \$15,000.00, \$5,000.00, \$5,000.00 and \$5,000.00 for a total of \$30,000.00

2013: received four quarterly fundings for the annual budget of \$29,500.00. 2013 was the first year we were approved on an annual basis since our Market had successfully completed the second year of a year round Market open for 49 weeks per year.

2014: Received \$26,975.

2015: Received \$25,935.36

2016: Received \$22,571.46

2017: Received \$17,727.55

2018: Received \$23,435.35

2019: Received \$

2020: Received \$10,447.41 (to date 1-3 qtrs)



# ACCOMMODATIONS TAX ADVISORY COMMITTEE STAFF REPORT Department of Finance & Administration

MEETING DATE: February 16, 2021  
SUBJECT: Farmers Market of Bluffton, Inc.: Farmers Market of Bluffton  
PROJECT MANAGER: Natalie Majorkiewicz, Treasury Manager

Summarized below is the application from Farmers Market of Bluffton, Inc. for Accommodations Tax grant dollars in support of advertising, facility rental, and operational support.

**Requested Amount: \$33,800**

Farmers Market of Bluffton	Total Budget	Recommended ATAX Grant (approx. 35% of budget)
Arts and Cultural Events (Marketing):	\$ 24,000	\$ 24,000
Facilities for Civic & Cultural Events:	9,800	9,800
Project Expenses:	62,700	N/A
<b>Total</b>	<b>\$ 96,500</b>	<b>\$ 33,800</b>

N/A - Not Applicable

## Eligible "Tourism-Related Expenditures" per South Carolina Code of Laws:

### Arts and Cultural Events (Marketing):

- Budget is \$24,000.
- Rack cards and posters placed in hotels, welcome centers, stores, and businesses.
- Advertising in visitor publications, magazines, newspapers, radio, WHHI, website, etc.

### Facilities for Civic & Cultural Events:

- Budget is \$9,800
- Heyward House rental budget is \$4,800 or \$100/market.
- Tents, tables, chairs, picnic tables, trash cans, directional/parking signs, and electronic support such as extension cords, fans, generator, speakers, etc.

**Festival/Event:** A weekly event for to attract and provide for tourists held every Thursday beginning January 14 through December 16, 2021.

**Bluffton Event:** The market is held in Old Town Bluffton.

**Tourism Draw %:** 75%

**Benefit to Tourism:** Many visitors are from Beaufort, Savannah, Port Royal, Hilton Head Island, and vacationers visiting from other states and countries.

**Self-Sufficiency % (Financial Need):** Requesting approximately 35% of the total project budget. Other revenue sources include AgSouth grant of \$500, donations of \$12,600, and sponsorships of \$10,100.

## Table Rating (Scores 0-5 with 5 satisfying the qualifications best, exception Advertising 0-15)

Amount Recommended	Advertising (15)	Festival/Event (5)	Bluffton Event (5)	Tourism Draw % (5)	Benefit to Tourism (5)	Self-Sufficiency % (5)	Total of 40 possible	Comments
\$33,800	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Electronic Meeting

Previous Funding Amounts - Farmers Market of Bluffton, Inc.: Farmers Market of Bluffton

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2020	\$22,450	21%	\$22,138	\$22,138	\$14,310	
2019	24,250	22%	24,125	24,125	18,838	
2018	24,250	21%	24,125	24,125	21,063	

Accommodations Tax Committee Recommendations and Comments:

---

The Committee recommends funding \$33,800 for promotion of arts and cultural events (\$24,000) and facilities for civic and cultural events (\$9,800) expenses.

## Table Rating Matrix-----COMMITTEE AVERAGE POINTS-----

Points  
Awarded

### Advertising possible total points - 15

Part 1 - 5 points possible based on how much of the requested funds go toward advertising

0% of funds go toward advertising	0 points
1% - 20% of funds go toward advertising	1 points
21% - 40% of funds go toward advertising	2 points
41% - 60% of funds go toward advertising	3 points
61% - 80% of funds go toward advertising	4 points
81% - 100% of funds go toward advertising	5 points

Part 2 - 10 points possible based on where the advertising is placed

None of the funds go toward advertising	0 points
Local newspapers/periodicals and electronic advertising (examples Island Packet, Bluffton Today)	2 points
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points
Larger regional publications and electronic marketing within 100 miles (example Charleston or Savannah newspapers)	6 points
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (example Atlanta Journal/Constitution, Charlotte newspaper, Washington Post ,Chicago Tribune)	8 points
Nationally distributed newspapers/periodicals/electronic marketing (example, USA Today, New York Times, Time Magazine, Southern Living, airline in-flight magazines)	10 points

### Festival/Event possible total points - 5

- higher point value given to requests for festivals or events
- length of event or festival should be considered. Is it an all-day event versus a two-hour event?
- higher point value could be awarded for multi-day festivals

### Bluffton Event possible total points - 5

- higher point value given to events held within the town limits of Bluffton
- higher point value given to events spanning multiple locations?

### Tourism Draw possible total points - 5

0% of attendees are tourists based on historical or projected information	0 points
1% - 20% of attendees are tourists based on historical or projected info	1 points
21% - 40% of attendees are tourists based on historical or projected info	2 points
41% - 60% of attendees are tourists based on historical or projected info	3 points
61% - 80% of attendees are tourists based on historical or projected info	4 points
81% - 100% of attendees are tourists based on historical or projected info	5 points

### Benefit to Tourism (economy) possible total points - 5

- higher point value given to events that encourage overnight stays
- higher point value given to events that have local business participation

### Self Sufficiency possible total points - 5

100% of budget from ATAX request	0 points
80% - 99% of budget from ATAX request	1 point
60% - 79% of budget from ATAX request	2 points
40% - 59% of budget from ATAX request	3 points
20% - 39% of budget from ATAX request	4 points
1% - 19% of budget from ATAX request	5 points

### Miscellaneous possible total points – 10 (Only use if applicant does not qualify as a festival/event)

Group Average Grand Point Total out of a possible 40 points

Group Average % (out of 40 points)

Grant Requests	Amount Requested	Advisory Committee Recommendation	Town Council Approved	Paid FY 2019	Paid FY 2020	Paid FY 2021	Remaining
<b>Applications Received December 31, 2018</b>							
No Applicants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Grants for 2nd Quarter Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Applications Received March 31, 2019</b>							
Beaufort CO. PALs - Dixie Jr. Boys & Boys Baseball State Tournament	\$ 54,950	\$ 54,950	\$ 54,950	\$ -	\$ -	\$ -	54,950
Beaufort CO. PALs - Dixie Youth Baseball Ozone State Tournament	59,500	59,500	59,500	-	-	-	59,500
Bluffton Historical Preservation Society: Annual Amount \$190,000	190,000	190,000	190,000	-	149,450	-	40,550
Greater Bluffton Convention Visitors Bureau	47,990	43,990	-	-	-	-	-
Hilton Head Island Concours d' Elegance	17,500	17,500	17,500	-	15,830	-	1,670
Society of Bluffton Artists	14,001	14,001	14,001	1,206	12,795	-	-
<b>Total Grants for 3rd Quarter Payments</b>	<b>\$ 383,941</b>	<b>\$ 379,941</b>	<b>\$ 335,951</b>	<b>\$ 1,206</b>	<b>\$ 178,075</b>	<b>\$ -</b>	<b>156,670</b>
<b>Applications Received June 30, 2019</b>							
Historic Bluffton Arts & Seafood Festival	\$ 43,000	\$ 43,000	\$ 43,000	\$ -	\$ 27,078	\$ 8,015	7,906
Old Town Bluffton Merchants Society	25,000	25,000	25,000	-	14,951	7,321	2,728
Palmetto Bluff Conservancy: Annual Holiday Celebration and Tree Lighting	25,000	25,000	25,000	-	17,588	-	7,412
Palmetto Bluff Conservancy: May River Music Festival	60,000	60,000	60,000	-	38,600	-	21,400
<b>Total Grants for 4th Quarter Payments</b>	<b>\$ 153,000</b>	<b>\$ 153,000</b>	<b>\$ 153,000</b>	<b>\$ -</b>	<b>\$ 98,218</b>	<b>\$ 15,336</b>	<b>39,446</b>
<b>Applications Received September 30, 2019</b>							
Farmers Market of Bluffton	\$ 22,450	\$ 22,138	\$ 22,138	\$ -	\$ 4,458	\$ 9,851	7,828
Greater Bluffton Chamber of Commerce: Taste of Bluffton 2020	50,000	40,318	40,318	-	3,087	8,401	28,831
Hilton Head Symphony Orchestra: Symphony Under the Stars	18,000	18,000	18,000	-	12,136	-	5,864
Lowcountry Gullah: LowcountryGullah.com	N/A	N/A	-	-	-	-	-
Visitors and Convetion Bureau Inc.: The Bluffton Welcome Center	N/A	N/A	-	-	-	-	-
<b>Total Grants for 1st Quarter Payments</b>	<b>\$ 90,450</b>	<b>\$ 80,456</b>	<b>\$ 80,456</b>	<b>\$ -</b>	<b>\$ 19,681</b>	<b>\$ 18,252</b>	<b>42,523</b>
<b>Applications Received December 31, 2019</b>							
Celebrate Bluffton, Inc.	\$ 7,132	\$ 7,132	\$ 7,132	\$ -	\$ -	\$ 1,018	6,114
May River Theatre, Inc.	14,520	14,520	14,520	-	-	-	14,520
Visitors and Convetion Bureau Inc.: The Bluffton Welcome Center	50,000	N/A	-	-	-	-	-
<b>Total Grants for 2nd Quarter Payments</b>	<b>\$ 71,652</b>	<b>\$ 21,652</b>	<b>\$ 21,652</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,018</b>	<b>20,634</b>
<b>Applications Received March 31, 2020</b>							
Bluffton Historical Preservation Society: Annual Amount \$190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ 68,062	121,938
Palmetto Bluff Conservancy: Well Living	100,000	66,095	N/A	-	-	-	-
Society of Bluffto Artists (SoBA)	16,000	12,000	12,000	-	1,117	7,610	3,273
<b>Total Grants for 3rd Quarter Payments</b>	<b>\$ 306,000</b>	<b>\$ 268,095</b>	<b>\$ 202,000</b>	<b>\$ -</b>	<b>\$ 1,117</b>	<b>\$ 75,673</b>	<b>125,210</b>
<b>Applications Received June 30, 2020</b>							
Historic Bluffton Arts & Seafood Festival	\$ 17,000	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ 6,499	10,501
Old Town Bluffton Merchants Society	22,600	22,600	22,600	-	-	-	22,600
<b>Total Grants for 4th Quarter Payments</b>	<b>\$ 39,600</b>	<b>\$ 39,600</b>	<b>\$ 39,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,499</b>	<b>33,101</b>
<b>Applications Received September 30, 2020</b>							
Hilton Head Symphony Orchestra: BravoPiano! Festival Concert	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	6,000
<b>Total Grants for 4th Quarter Payments</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>6,000</b>
<b>Applications Received December 31, 2020</b>							
Farmers Market of Bluffton	\$ 33,800	\$ 33,800	\$ -	\$ -	\$ -	\$ -	-
<b>Total Grants for 4th Quarter Payments</b>	<b>\$ 33,800</b>	<b>\$ 33,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Grants</b>	<b>\$ 1,084,443</b>	<b>\$ 982,543</b>	<b>\$ 838,659</b>	<b>\$ 1,206</b>	<b>\$ 297,091</b>	<b>\$ 116,778</b>	<b>423,584</b>

Recommendation of Motion

“I make a motion to grant Farmers Market of Bluffton Inc. \$33,800 in support of the Farmers Market of Bluffton as presented in the Staff Report breakdown for promoting arts and cultural events, facilities for civic and cultural events, and municipality services expenses.”

## TOWN COUNCIL

**STAFF REPORT**  
**Engineering Department**


<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Consideration of an Ordinance Authorizing the Town Manager to Execute an Easement Agreement Providing a Non-Exclusive Easement Over Certain Real Property Owned by the Town of Bluffton Consisting of Parcel R610 036 000 1319 0000 in Favor of Beaufort Jasper Water and Sewer Authority (BJWSA) for the Construction of a Water Distribution Line - First Reading – Bryan McIlwee, Director of Engineering
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

**RECOMMENDATION:**

Town Council approve First Reading of an Ordinance authorizing the granting and transfer of a permanent utility easement to Beaufort-Jasper Water and Sewer Authority (“BJWSA”) over a portion of real property owned by the Town of Bluffton at 200 New Riverside Road, commonly known as New Riverside Park (Tax Map No. R610 036 000 1319 0000).

**BACKGROUND/DISCUSSION:**

On May 16, 2018, Town of Bluffton Town Council adopted a Resolution authorizing the purchase of approximately 40 acres of real property located at 200 New Riverside Road (TMS No. R610 036 000 1319 0000) from New Riverside, LLC. The Town finalized the purchase of the property on December 31, 2018.

Beaufort Jasper Water and Sewer Authority is currently in the process of constructing a 36” water transmission main along SC-46. This Water Transmission Main Extension Project is one part of a larger project to construct a water transmission main from the Purrysburg Water Treatment Plant to the east side of Bluffton. This will allow BJWSA to better serve the current customers as well as future development throughout the community. In an effort to retain as many trees as possible along the water main route, the Town of Bluffton staff suggested an easement to avoid the removal of certain trees near the traffic circle at New Riverside Drive. The requested easements are for permanent maintenance of the water main infrastructure that is proposed to be installed across Town owned property. The easement agreement and plat are attached as Attachment 1.

Should Town Council desire to pursue the granting of the easements, formal action to authorize the easements via Ordinance is necessary. In accordance with Sections 5-7-40 and 5-7-260 of the South Carolina Code of Laws and Sections 2-13(a)(8) and 2-13(a)(4) of the Code of Ordinances for the Town of Bluffton, Town Council must act by Ordinance to convey, lease, or authorize the conveyance or lease of any Town owned lands as well as easements and public rights-of-way. Therefore, the proposed Ordinance for approval of the Easement Agreements is provided as Attachment 4.

**NEXT STEPS:**

Should Town Council desire to approve First Reading of the proposed Ordinance, Staff will bring the Second and Final Reading of the proposed Ordinance before Council in April.

**SUMMARY:**

Consideration of proposed Easement Agreements related to Town owned property at 200 New Riverside Road in favor of the Beaufort-Jasper Water and Sewer Authority ("BJWSA").

**ATTACHMENTS:**

1. Easement Agreement and Plat
2. Ordinance
3. Recommended Motion

TG&amp;D File #0075

STATE OF SOUTH CAROLINA     )  
  )  
COUNTY OF BEAUFORT         )     UTILITY EASEMENT

repair and/or replace any other damage such Grantee causes to other utility lines servicing the Grantor's property or any permanent improvement thereupon and agrees to put the Easement Area, to include landscaping, back to its pre-construction condition (to the extent Grantee is responsible therefor).

The permanent easement and right-of-way hereby granted to the Grantee consists of a strip of land for permanent construction and access easement as hereinafter described on property as shown on the drawing referenced herein and more particularly described as follows (herein referred to as "Easement Area"):

ALL that certain piece, parcel or tract of land, situate, lying and being in the Town of Bluffton, Beaufort County, South Carolina, shown as "25' Permanent Easement, 5,006 Sq. Ft., 0.11 Ac., more or less", on a drawing prepared by Edisto Engineers & Surveyors, Inc., dated March 15, 2019 and revised November 11, 2020, a copy of which is attached hereto.

TOGETHER WITH the right of ingress and egress over and upon the remaining property of Grantor to the right of way of New Riverside Road.

This being a portion of the property conveyed to Town of Bluffton, a South Carolina municipal corporation, by deed of New Riverside, LLC, a South Carolina limited liability company, dated December 31, 2018, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Records Book 3725 at Page 3231.

TAX REF: R610 036 000 1319 0000 (portion of)

AND ALSO, the Grantor grants to the Grantee the right and authority to approve the location of any additional utility easement that might be located within the above-described easement.

To have and to hold said permanent easement unto the Grantee, its Successors and Assigns, forever.

Grantor hereby covenants with the Grantee that it is lawfully seized and possessed of the real state above-described, that it has good lawful right to convey it, or any part thereof, and that it will forever warrant and forever defend the title thereto against the lawful claims of its successors and assigns.

WITNESS the hand and seal of the undersigned the date and year first above-written.

IN THE PRESENCE OF:

GRANTOR:

TOWN OF BLUFFTON, a South Carolina  
municipal corporation

witness signature

By: \_\_\_\_\_

Notary Public signature

Its:

STATE OF SOUTH CAROLINA )

COUNTY OF \_\_\_\_\_ )

PROBATE

PERSONALLY appeared before me the undersigned witness who made oath that s/he saw the within named Town of Bluffton, a South Carolina municipal corporation, by \_\_\_\_\_ its \_\_\_\_\_, sign, seal and as his/her act and deed, deliver the within written instrument, and that s/he with the other witness above-named witnessed the execution thereof.

SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public for South Carolina  
My Commission Expires:

witness signature

WITNESS the hands and seals of the undersigned the date and year first above-written.

IN THE PRESENCE OF:

GRANTEE:

BEAUFORT-JASPER WATER &  
SEWER AUTHORITY

\_\_\_\_\_  
witness signature

By: \_\_\_\_\_

\_\_\_\_\_  
Notary Public signature

Its: \_\_\_\_\_

STATE OF SOUTH CAROLINA       )  
  )  
COUNTY OF BEAUFORT            )

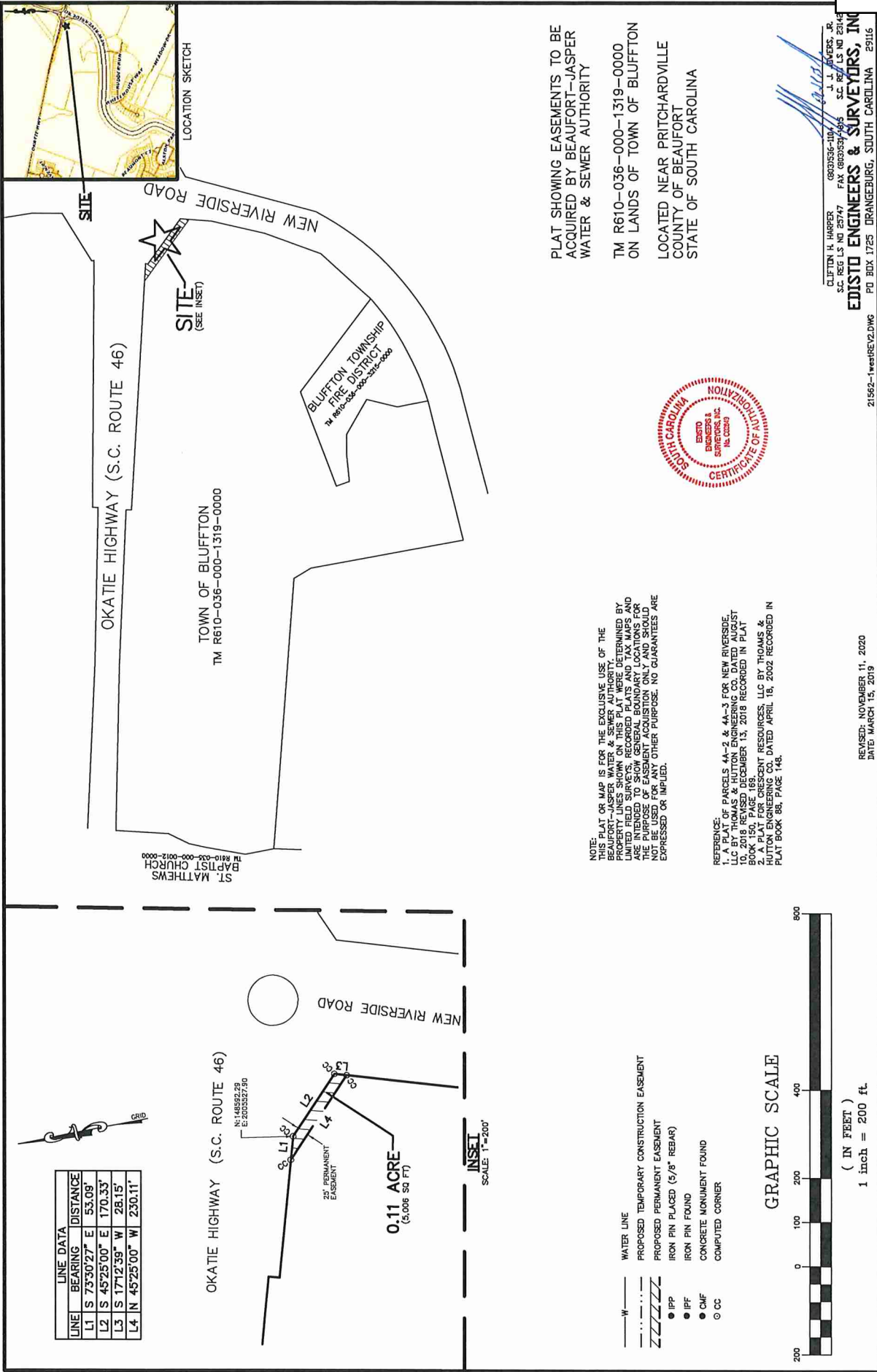
PROBATE

PERSONALLY appeared before me the undersigned witness who made oath that s/he saw the within named Beaufort-Jasper Water & Sewer Authority by \_\_\_\_\_ its \_\_\_\_\_ sign, seal and as its act and deed, deliver the within written instrument, and that s/he with the other witness above-named witnessed the execution thereof.

SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for South Carolina  
My Commission Expires:

\_\_\_\_\_  
witness signature



ORDINANCE NO. 2021 - \_\_\_\_

TOWN OF BLUFFTON, SOUTH CAROLINA

AN ORDINANCE AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER AN EASEMENT AGREEMENT PROVIDING A NON-EXCLUSIVE PERMANENT UTILITY EASEMENT TO BEAUFORT-JASPER WATER AND SEWER AUTHORITY OVER CERTAIN REAL PROPERTY OWNED BY THE TOWN OF BLUFFTON CONSISTING OF A PORTION OF PARCEL R610-036-000-1319-0000

WHEREAS, the Town of Bluffton, South Carolina, (the “*Town*”) presently owns one parcel of approximately 36.90 acres located in the Town of Bluffton, Beaufort County, South Carolina, commonly known and identified as 200 New Riverside Road and assigned Tax Map No. R610-036-000-1319-0000 (the “*Property*”); and,

WHEREAS, BJWSA has requested that the Town grant it a non-exclusive utility easement across a portion of the Property for the purpose of a 36” Water Transmission Main Extension Project to construct a water transmission main from the Purrysburg Water Treatment Plant to the east side of Bluffton; and,

WHEREAS, this will allow BJWSA to better serve Town of Bluffton residents as well as future development throughout the community; and,

WHEREAS, to retain as many trees as possible along the project route, Town Staff has worked diligently with BJWSA to locate an appropriate easement path across the Property that ensures minimal impact and removal of certain trees near the traffic circle at New Riverside Drive and the Property itself; and,

WHEREAS, Town Council has determined that it is in the best interests of the Town to authorize the execution and delivery of the requested *Easement Agreement*, which has been attached hereto as EXHIBIT “A” and incorporated by reference herein (the “*Easement Agreement*”); and,

WHEREAS, Sections 5-7-40 and 5-7-260 of the South Carolina Code of Laws and Sections 2-13(a)(8) and 2-13(a)(4) of the Code of Ordinances for the Town of Bluffton requires that Town Council act by Ordinance to convey, lease, or authorize the conveyance or lease of any Town owned lands as well as easements and public rights-of-way.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, in accordance with the foregoing, as follows:

SECTION 1. EXECUTION AND DELIVERY OF EASEMENT AGREEMENT.

The Town Council hereby authorizes the transfer and conveyance of the necessary

easements over the Property and hereby authorizes the Town Manager to execute the Easement Agreement in substantial form to the one attached hereto as **EXHIBIT "A"**.

SECTION 2. AUTHORIZATION FOR ADDITIONAL ACTIONS. The Mayor, Town Manager, and Town Clerk are each hereby authorized to execute any and all documents necessary to consummate the transfer and conveyance of the easements on the Property from the Town, including, without limitation, the delivery and recordation of the Easement Agreement with the Office of the Register of Deeds for Beaufort County, South Carolina. The Town Manager is hereby authorized to pay such reasonable costs of the transaction as may be necessary.

SECTION 3. ORDINANCE IN FULL FORCE AND EFFECT. This entire Ordinance shall take full force and effect upon its final adoption.

DONE, RATIFIED AND ENACTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

This Ordinance was read and passed at first reading on \_\_\_\_\_, 2021.

\_\_\_\_\_  
Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

\_\_\_\_\_  
Kimberly Chapman, Clerk  
Town of Bluffton, South Carolina

This Ordinance was read and passed at second reading on \_\_\_\_\_, 2021.

\_\_\_\_\_  
Lisa Sulka, Mayor  
Town of Bluffton, South Carolina

\_\_\_\_\_  
Kimberly Chapman, Clerk  
Town of Bluffton, South Carolina

Attachment 3  
Recommended Motion

RECOMMENDED MOTION LANGUAGE

*"I move to approve the first reading of an Ordinance authorizing the Town Manager to execute an Easement Agreement providing a non-exclusive utility easement over certain real property owned by the Town of Bluffton, located at 200 New Riverside Road, in favor of Beaufort-Jasper Water & Sewer Authority for the construction and maintenance of water transmission line improvements."*



# Bluffton Police Department February 2021 Statistical Information

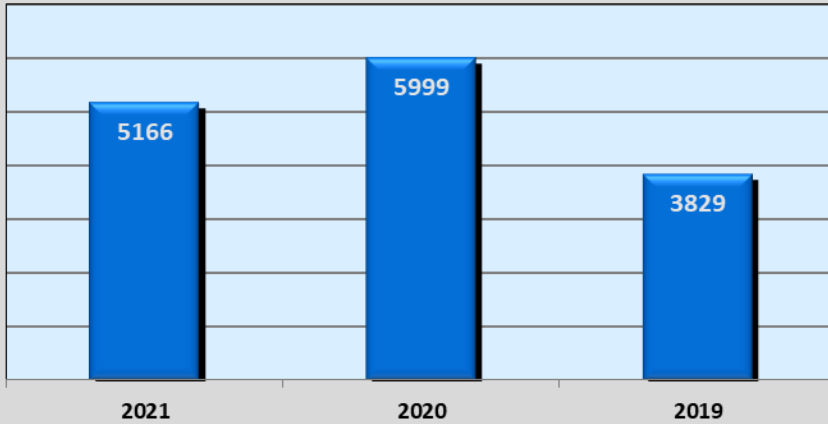
*Presented by:*  
Chief Stephenie Price

February 28, 2021

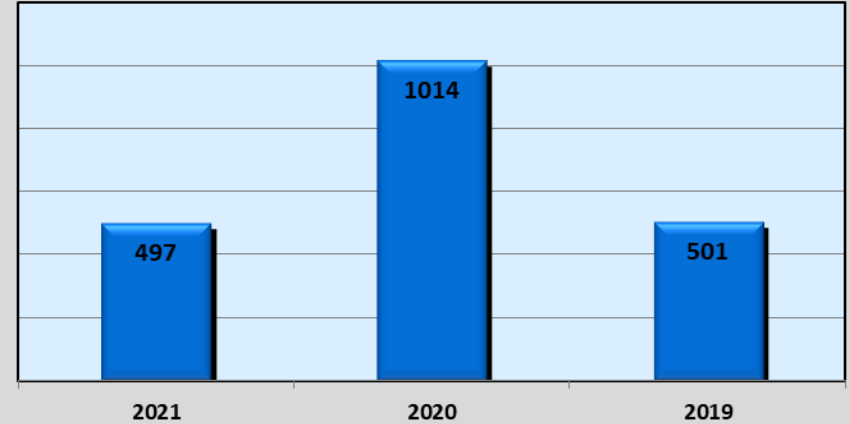
# February Trends

Section XII. Item #1.

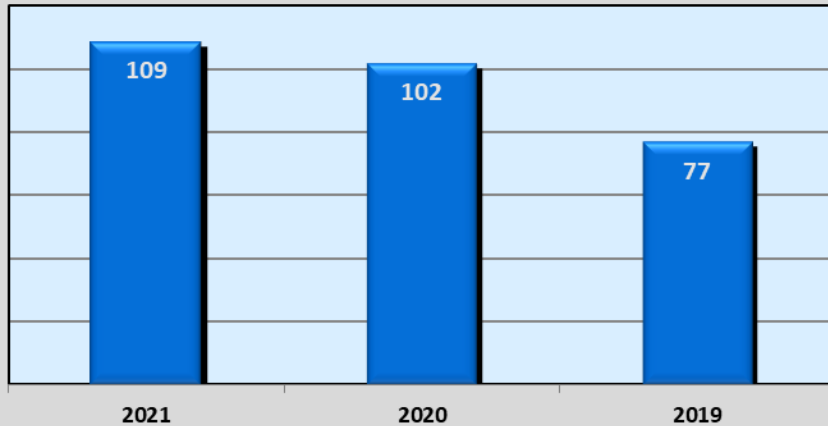
## February Calls for Service Comparison



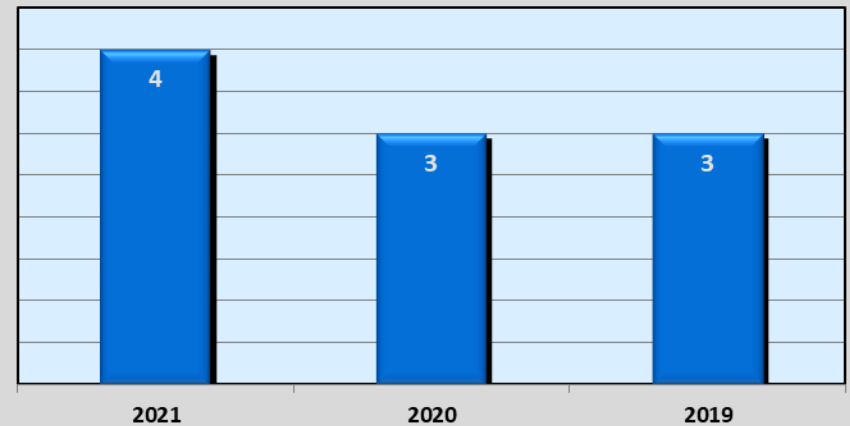
## February Traffic Citation Comparison



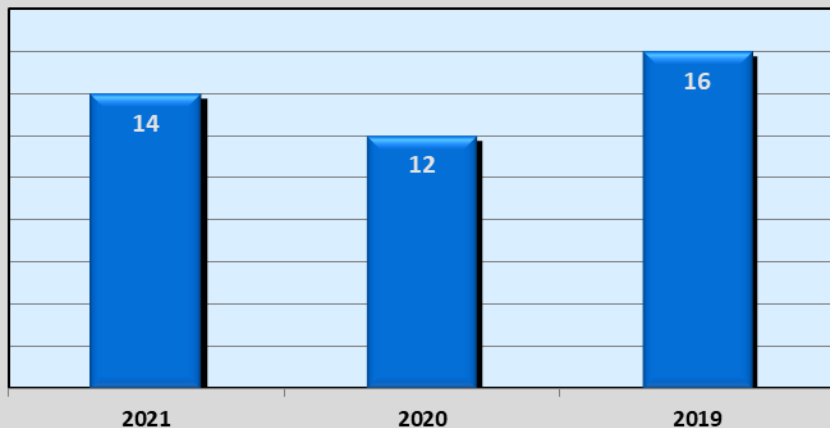
## February Collision Comparison



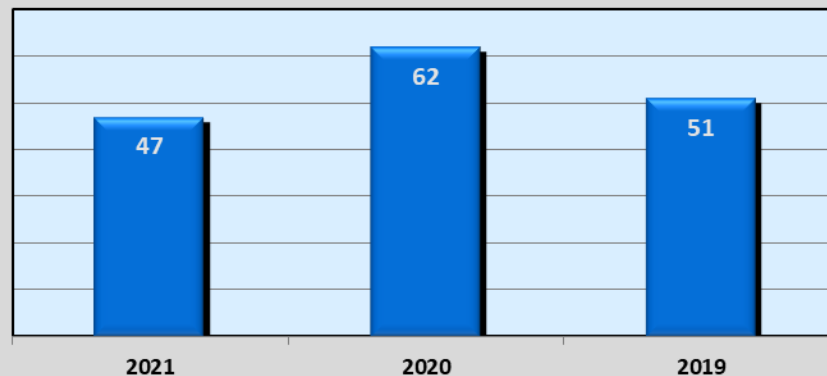
## February Burglary Comparison



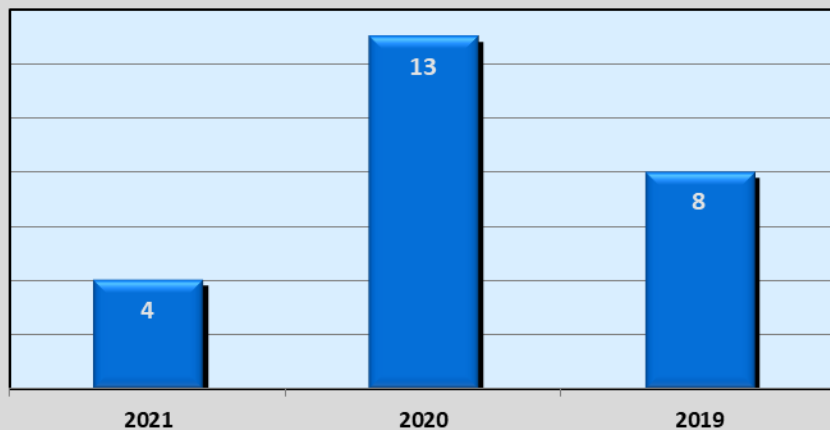
### February Theft Comparison



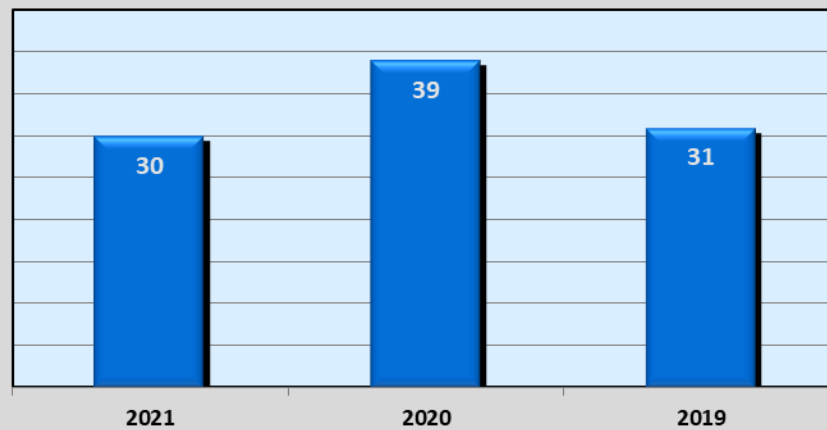
### February Domestic Calls for Service Comparison



### February Assault Comparison

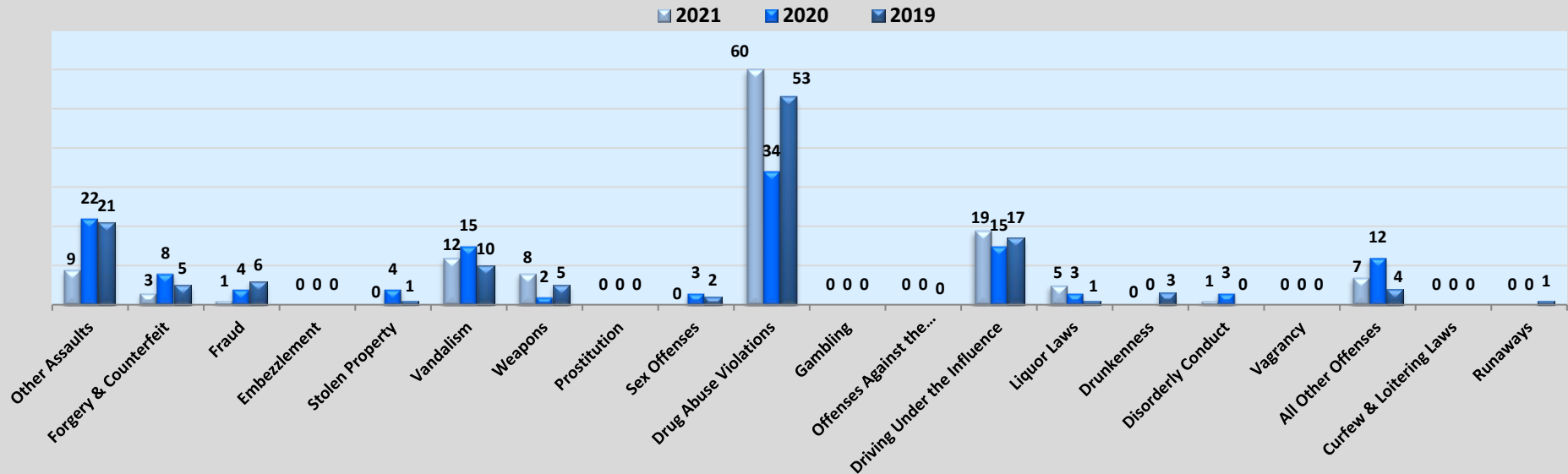
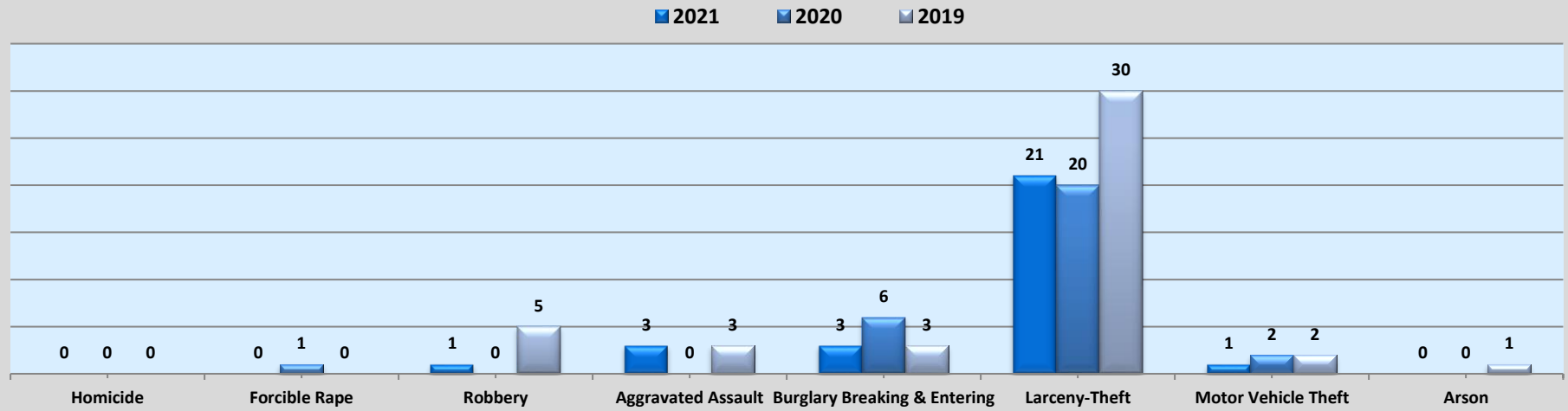


### February Arrest Comparison



# Part I and Part II Offenses

Section XII. Item #1.



# Department Highlights

Section XII. Item #1.

## Arrests

**Adult Felony:** 7

**Adult Misdemeanor:** 9

**Juvenile:** 5

**DUI:** 9

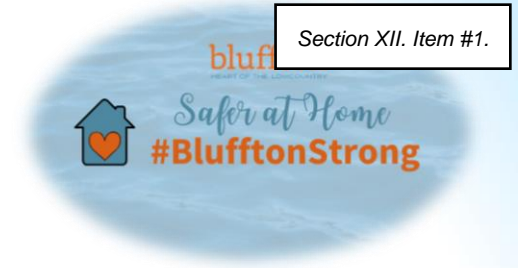
## Complaints

**Feb 21<sup>st</sup>** – Violation of Code of Conduct – Unfounded (Officer from another agency)

**Feb 22<sup>nd</sup>** – Violation of Code of Conduct - Unfounded

## Commendations

None



# Department Highlights

Section XII. Item #1.



bluffton  
Safer at Home  
#BlufftonStrong

## Law Enforcement Advisory Committee

Chief Price updated the committee with some of the new things happening at BPD.

- Firearms Training Simulator
- Internal Affairs training
- Child Passenger Safety Technicians
- AED Donation
- Chiropractic services at the LEC
- Hiring of one (1) Officer
- Virtual Police Academy coming soon
- All Hands Meeting update
- Hiring Expo – March 27th

Member Bill O'Toole presented to the committee the importance of recruitment and retention.

### Discussions:

- Frequency of meetings – members agree to discuss further internally and decide on frequency, date and time.
- Mental Health Issues
- Officer Appreciation Day
- COVID-19 Forum

## Policy Committee

### Final Review:

- SOP 066 – Body Worn Camera
- SOP 002 – Biased Based Profiling

### In Progress:

- SOP 001 – Emergency and Pursuit Operation of Police Vehicles
- SOP 032 – Internal Affairs Investigations



# Department Highlights

Section XII. Item #1.

## **Meetings Attended by Chief Stephenie Price**

**Every Wednesday** – Attended Senior Staff Communications Meeting

**Bi-Weekly** – Town Update Zoom Meeting

**Feb 1<sup>st</sup>** – Meeting with Human Resource Director

**Feb 2<sup>nd</sup>** – Commanders Meeting

**Feb 3<sup>rd</sup>** – Meeting with LCLEOA representative

**Feb 3<sup>rd</sup>** – Enterprise Rental Car zoom meeting

**Feb 3<sup>rd</sup>** – Meeting with Chaplain

**Feb 3<sup>rd</sup>** – Attend Buck Island Try-Outs meeting

**Feb 4<sup>th</sup>** – Attend Chaplains Appreciation Lunch

**Feb 5<sup>th</sup>** – Attend Town Managers Farewell Party

**Feb 8<sup>th</sup>** – Enterprise Rental Car zoom meeting

**Feb 9<sup>th</sup>** – Meeting with Police Applicant

**Feb 9<sup>th</sup>** – Lunch meeting with FBI Agent

**Feb 10<sup>th</sup>** – Commanders Meeting

**Feb 10<sup>th</sup>** – Attend All Hands Meeting

**Feb 11<sup>th</sup>** – Meeting with Finance Director

**Feb 11<sup>th</sup>** – Law Enforcement Advisory Committee zoom meeting

**Feb 15<sup>th</sup>** – Meeting with Interim Town Manager

**Feb 16<sup>th</sup>** – Attend Panhandling Ordinance meeting

**Feb 16<sup>th</sup>** – SRO meeting at Bluffton Middle School

**Feb 18<sup>th</sup>** – Meeting with Digital Communications Manager

**Feb 18<sup>th</sup>** – Maye River Quilt Guild presentation to Police

**Feb 22<sup>nd</sup> thru Feb 25<sup>th</sup>** – Homeland Defense & Security Executive Leadership  
Virtual Training

**Feb 24<sup>th</sup>** – Promenade Concerns zoom meeting

**Feb 26<sup>th</sup>** – Police Department Budget meeting

**Feb 26<sup>th</sup>** – Meeting with Interim Town Manager



## **DO THE FIVE**

Help stop coronavirus

- 1 HANDS** Wash them often
- 2 ELBOW** Cough into it
- 3 FACE** Don't touch it
- 4 SPACE** Keep safe distance
- 5 HOME** Stay if you can

### **United States: as of 2/25/2021**

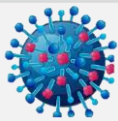
- **Cases Confirmed:** 27,993,504
- **Deaths:** 498,993

### **South Carolina:**

- **Cases Confirmed:** 506,044
- **Deaths:** 8,357

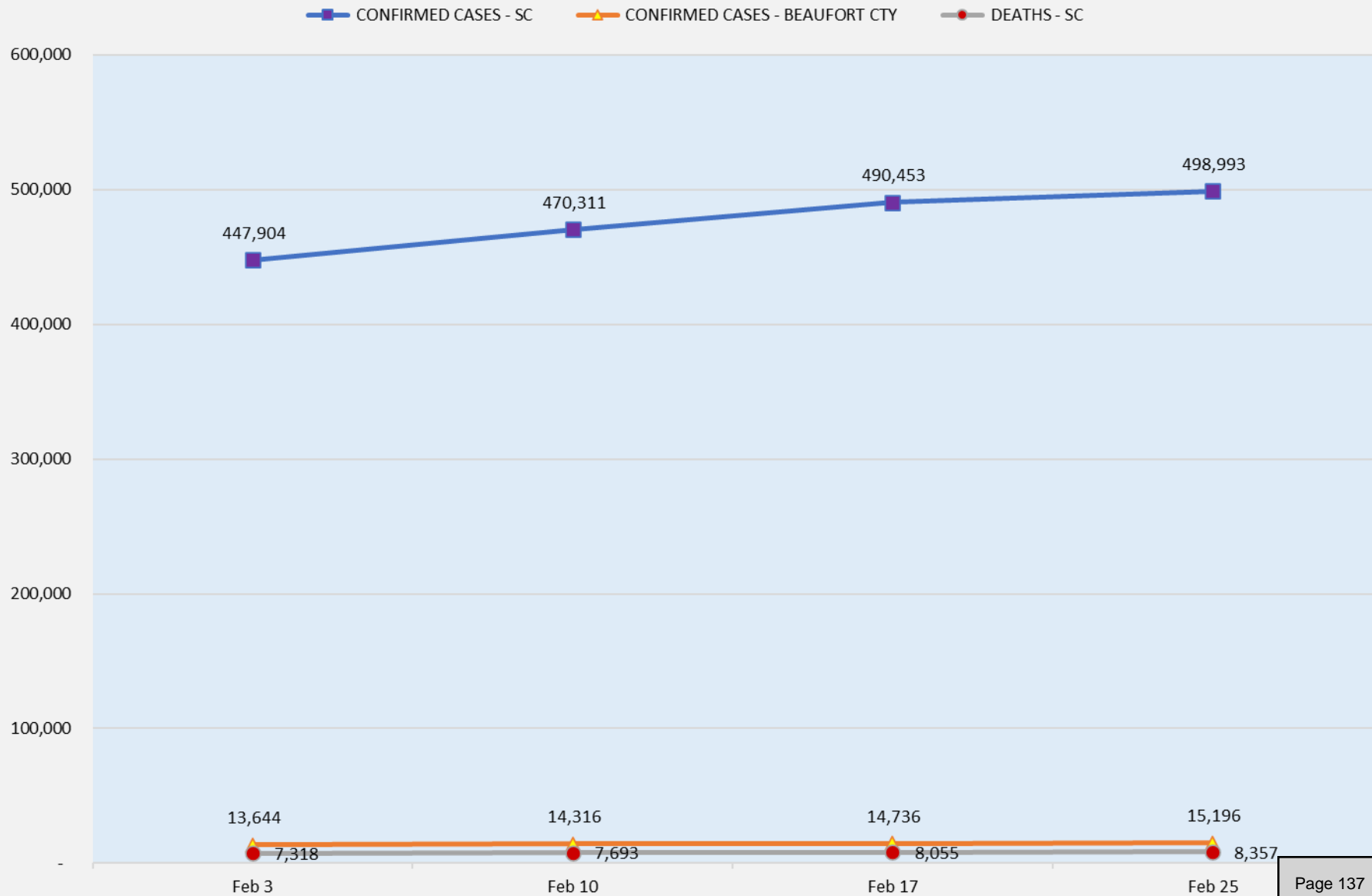
### **Beaufort County:**

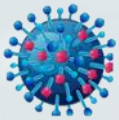
- **Cases Confirmed:** 15,196
- **Deaths:** 177



# COVID-19 Pandemic South Carolina

Section XII. Item #1.



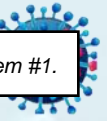


# COVID-19 Pandemic

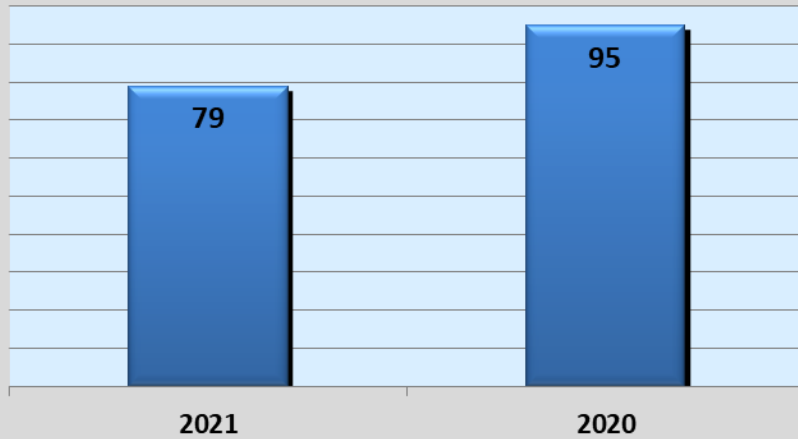
## Calls for Service Comparison Charts

January - February

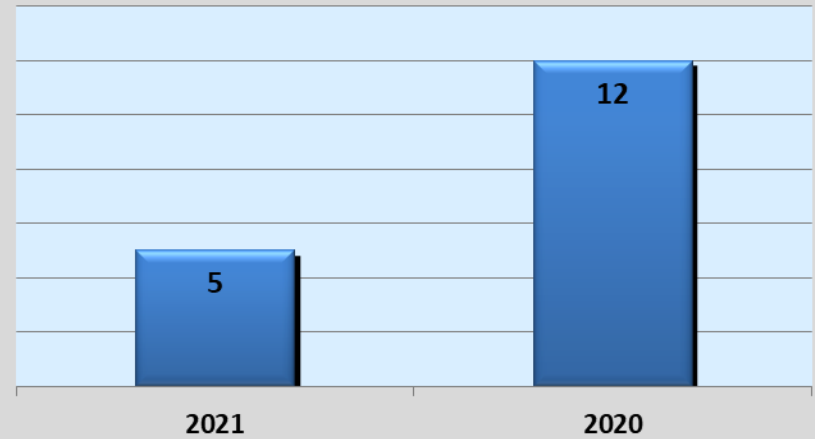
Section XII. Item #1.



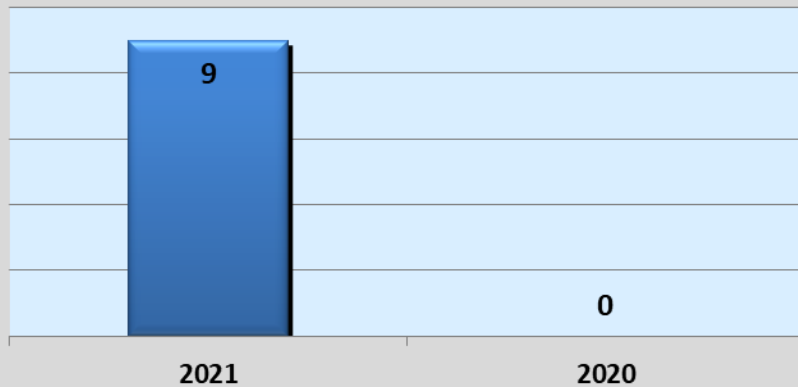
### Domestic Comparison



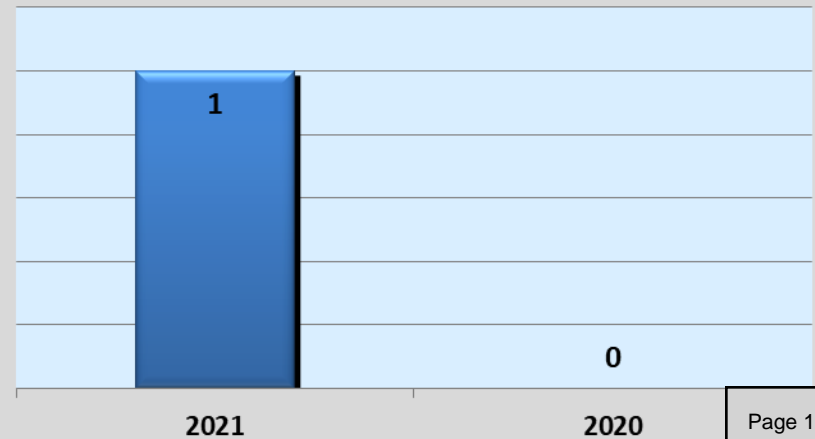
### Assault & Battery Comparison



### Mental Subject Transports Comparison



### Armed Robbery Comparison



# Department Highlights

Section XII. Item #1.

## Training – In-House

Ethics Training – 35 Officers  
Anti-Bias Based Policing – 30 Officers  
ACADIS Line-Up – 32 Officers  
ACADIS Legal Update – 11 Officers  
DV Update – 1 Officer

## Training – Outside

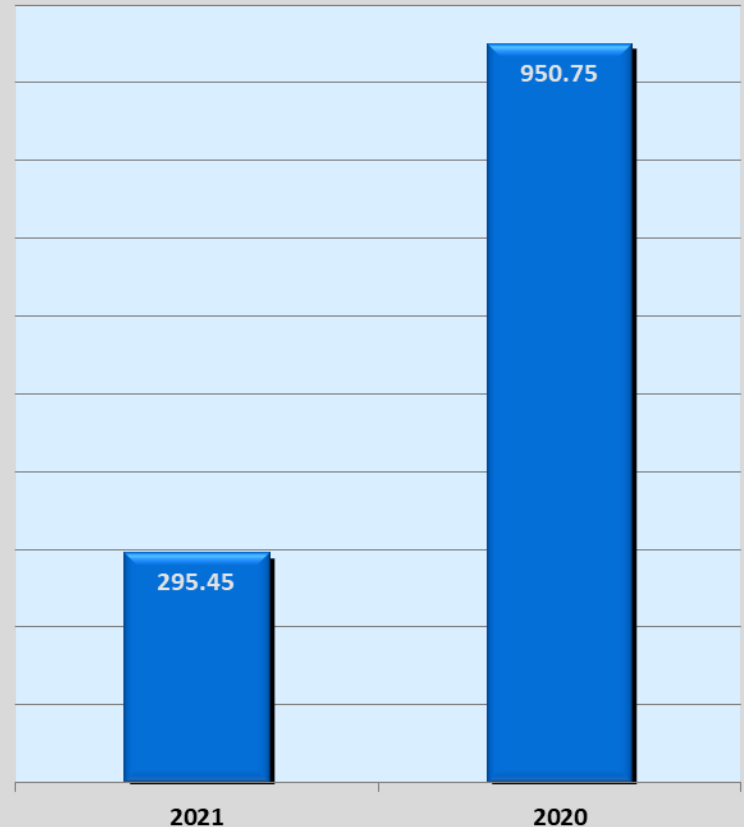
SCCJA Firearms Instructor Recertification – 1 Officer  
SCEMD ICS 300 – 2 Officers  
SCEMD ICS 400 – 2 Officers



## Marine Patrol

No Marine Patrol activity during February.

**February 2021 / 2020 Training Comparison**



# Patrol Division

Section XII. Item #1.

CALLS FOR SERVICE TOP 10 CALL TYPES	
Extra Pat Busin	2245
Extra Pat Resid	1314
Traffic Stop	532
Activated Alarm	129
911 Hang-Up	122
Community Relat	72
Accident	69
Case Follow Up	68
Disturbance	62
Domestic	44

Total Calls for Service: 5166  
Avg per day: 184

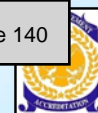
WARRANTS SERVED VIOLATION TYPES	
A&B 3rd	1
Alcohol - broken seal	1
DUS not for DUI-3rd	1
DV 3rd	1
DV of high and aggravated nature	1
Failure to yield right of way on left	1
Habitual Traffic Offender- DUS	1
Hit and run with minor personal injury	1
Pointing and presenting firearm	1
Poss less than 1 gr meth-1st	1
Poss of controlled sub schd I to V-1st	1
Poss of Sch V drugs w.i.t.d.-1st	1
Poss sub in Sch I,II,III witd-1st	1
Unlawful carrying of pistol	5

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Speeding15mph-24mph & mor	21
Exp or Unreg Lice Plate &	14
Speeding25MphOrMore & mor	9
Speeding10MphOrLess & mor	8
DUI/1st Offense & More &	8
Parking Other-In Comments	7
DUS/notsuspforDUI-1st & m	7
Driving without a License	7
Simple Possession & more	4
DisregardingTrafficContro	3

Total Traffic Citations Issued: 115  
Avg per day: 4

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Speeding	112
Vehcle Licnse Viol	56
Defective Equipmnt	53
Speeding & more	40
Improper Lane Use	20
Disregrd Stop Sign	11
Defective Equipmnt & more	11
Disrgrd Traf Signl	11
Vehcle Licnse Viol & more	8
Improper Lights & more	6

Total Warning Citations Issued: 382  
Avg per day: 13



# Criminal Investigation Division

Section XII. Item #1.

CRIMINAL INVESTIGATIONS	
Cases Assigned	20
Incident Reports Taken	3
Supplemental Reports	26
Cases Closed	13
Arrests Made	2
Arrest Warrants	4
Bond Court	5
Case Call Outs	1
Search Warrants	6

## **Main Cases February 2021:**

21BP05909 Armed Robbery

21BP07004 Alleged CSC

## **Case Call Outs February 2021:**

21BP07867 Recovered Stolen Vehicle

## **Bond Court February 2021:**

21BP06848 Pointing and Presenting Stephan Peralta

21BP07417 Use of Vehicle without Permission Angel Rosales

21BP07417 DVHAN Angel Rosales

21BP07222 DV 3rd Robert Bastian

20BP30991 Armed Robbery Anthony Paz

## **Training February 2021:**

Acadis Training - Legal Update 2021, Lineup Jan/Feb 2021, Lineup March/April 2021

Police One Training - Hazmat 1st Responder, Bloodborne Pathogens, Ethics in LE, Biased Based Policing

## **Community Training/Officer Training:**

Firearms Qualification

Defensive Tactics Instruction

# Community Action Team - February 2021

Section XII. Item #1.

## **Traffic Officer:**

Cpl. Dickson  
Tickets: 27  
Warnings: 6  
Total Citations: 33  
Collision Reports: 7  
Incident Reports: 1

## **Officer Harden**

Tickets: 16  
Warnings: 52  
Total Citations: 68  
Collision Reports: 3  
Incident Reports: 0

## **Downtown Traffic Stats:**

Tickets: 6  
Warnings: 6  
Truck Route: 0  
Parking Tickets: 0

## **Code Enforcement:**

**Sign Violations:** Multiple Business advertisement signs removed from Old Town and various locations throughout Bluffton

## **Business License Renewal / H-Tax / A-Tax**

Reviewed updated spreadsheet of both Business License and H-Tax / A-Tax compliance from Business License Department. Preparing list of entities to receive next correspondence (possible citations) from Code Office.

## **Complaints/Property Checks:**

- Lawton Station, Ann Pearce regarding feeding wild birds and neighbor issues.
- Hampton Lakes, Gerald's Lawncare – working without Town business license.
- Lawton Station, David Gordon – Ordinance pertaining to vehicles parking within rights-of-way.
- Smart Kids Co. @ Buckwalter – Had grand-opening, working without Town business license.
- Mill Creek, Great Harvest Road – Letter sent to educated owners on dog ordinance.
- Heritage, Sandy Stream Drive – Monitoring job site, complaint of working early on a Sunday.
- Permit checks @ 16 Traymore, 274 Farnsleigh Ave, 108 Buckwalter Pl, 5806 Guildford Pl
- Pinecrest, Monarch Roofing @ 2 locations, sent to Building Dept. to check job site.
- Dog Charm Mobile Pet Grooming caught in Heritage Illicit Discharge. Properly licensed, stormwater issue
- Little Oaks Property Care – complaint of working without proper Town business license. Located outside Bluffton jurisdiction
- Stormwater complaint @ 22 Lawrence Street. Assisted in hand-delivering letter and educating tenant of trash ordinance as it pertains to Illicit Discharge.
- Randy Bye, complaint of possible business moving to Bluffton and operating without business license, Oscar's Car Care and Auto Body. Caller was unsure of a location but wanted to report.

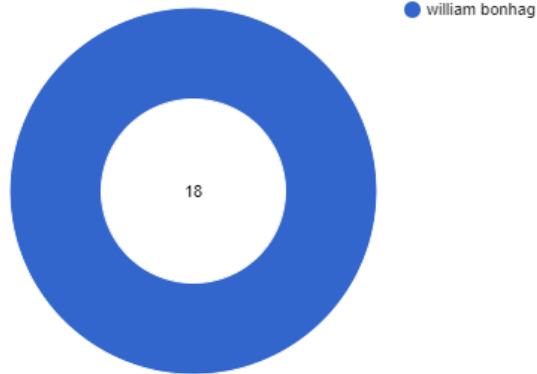
**Court:** None



# Community Service Assistants - February 2021

Section XII. Item #1.

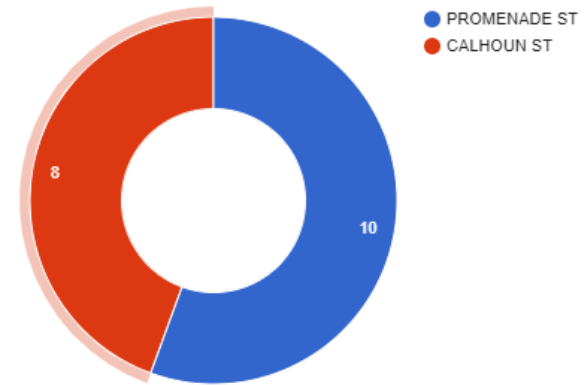
Tickets By Officer Feb. 2021



Total Count: 18

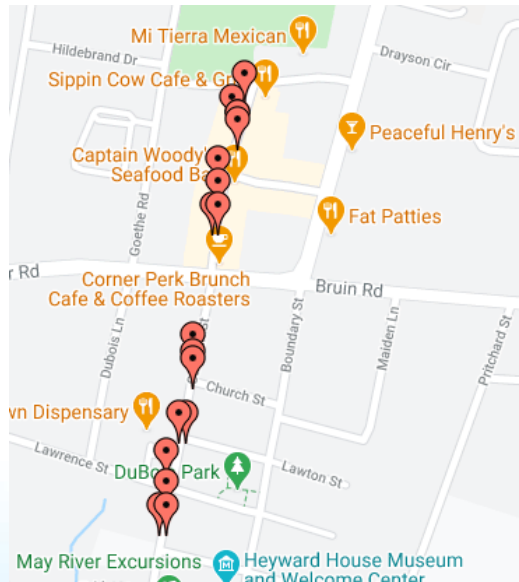
As of 3/2/2021, 12:00:00 AM

Tickets By Location Feb. 2021

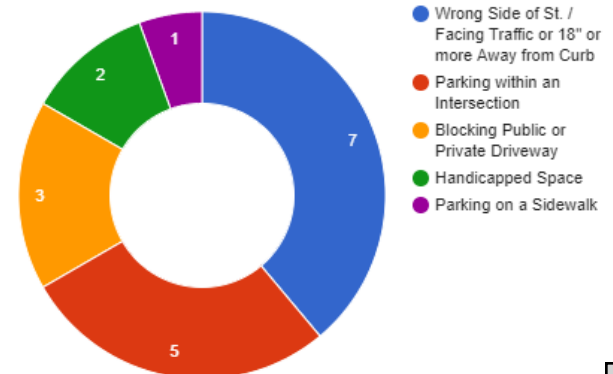


Total Count: 18

As of 3/2/2021, 12:00:00 AM



Tickets By Violation Feb. 2021



Total Count: 18

As of 3/2/2021, 12:00:00 AM



# Lutzie 43 Actions

Section XII. Item #1.

## Lutzie 43 Classes:

- H.E. McCracken Middle School – 2 classes – 8<sup>th</sup> Graders
- May River High School – 2 classes
- Bluffton High School – 1 class

### Take 43 Key Seconds to Complete the Safe Driving Checklist

- ✓ **Clear Head**  
Ensure you have a clear head - one that is not affected by alcohol, drugs, emotions or fatigue.
- ✓ **Clear Hands**  
Have clear hands - send a text, adjust the radio, and put all devices away so you can drive hands-free.
- ✓ **Clear Eyes**  
Set your sights on the road ahead. Do not look to the side at a passenger or down at a text.
- ✓ **Click It**  
Finally, click your seatbelt. It's the law and could save your life!
- ✓ **Now, Turn Your Key.**



In April 2019, the Town of Bluffton partnered with the Lutzie 43 Foundation. The objective - inspire all of us to make better decisions as drivers. According to the National Highway Traffic Safety Administration, 3,166 lives were lost in 2017 as a result of distracted driving. Join the Town of Bluffton in its efforts to make the state of South Carolina a handsfree state. **#HandsFreeSC**

The 43 Key Seconds initiative aims to produce safe and successful lifelong drivers who will serve as ambassadors for change in their communities. This reminds each driver and passenger to **TAKE 43 KEY SECONDS TO STOP AND PRIORITIZE SAFETY** before driving. It's all in an effort to **END DISTRACTED DRIVING.**

To learn more visit [www.Lutzie43.org](http://www.Lutzie43.org)



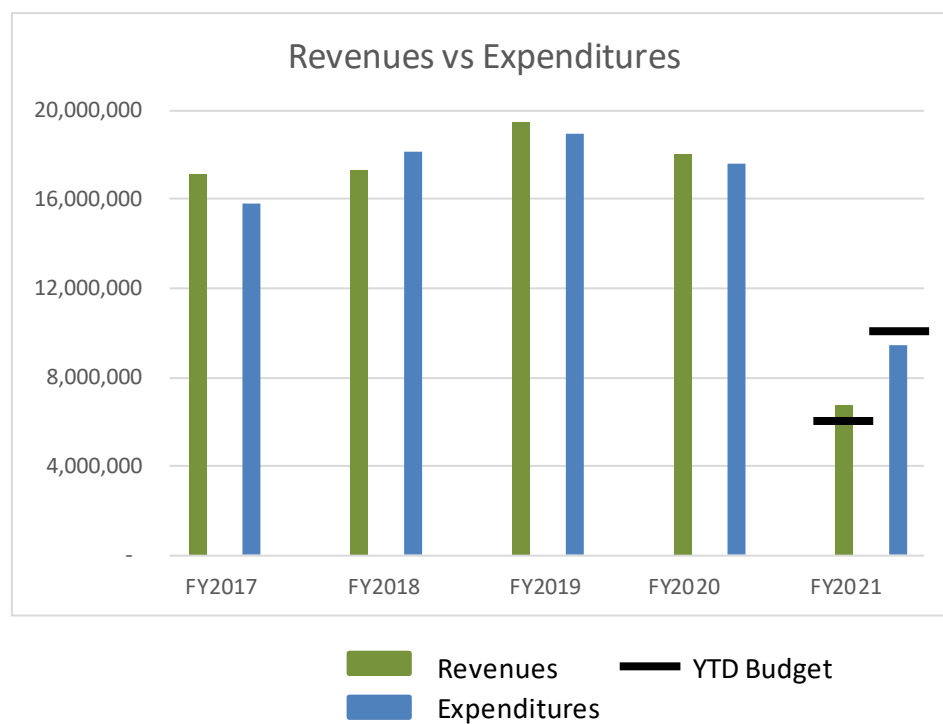
**TOWN COUNCIL  
STAFF REPORT  
Finance & Administration Department**



<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Consent Agenda: Year-to-date Financial Report
<b>PROJECT MANAGER:</b>	Chris Forster, MPA, CPFO, CGFM, Director of Finance & Administration

**General Fund Financial Overview:**

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2021 year-to-date (YTD) through January. Revenues have been higher than expenditures the last four full years except for FY2018 which reflects a budgeted use of fund balance transferred to the Capital Improvements program fund for the Town Hall renovation project.



FY2021 YTD through January shows revenues slightly above the budget amount due to higher building permits, higher business licenses and COVID-19 reimbursements partially offset by delayed property tax collections and COVID-19 impacts on contract police service and rental income revenue. YTD January expenditures are tracking slightly below the budgeted amounts.

**FY21 General Fund Financial Overview**

Revenues		Expenditures
\$6,727k	<i>YTD</i>	\$9,432k
106.7%	<i>% of Budget</i>	86.6%
\$6,304k	<i>YTD Budget</i>	\$10,896k

**ATTACHMENTS:**

1. General Fund
2. Stormwater Fund
3. Capital Improvement Program Fund
4. Debt Service Fund
5. Special Revenue Funds
6. Business License Statistics



**Town of Bluffton  
Actual Versus Budget  
General Fund**

**Section XII. Item #1.**

	Month of January					Year-to-Date thru January				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
<b>Revenues</b>										
Property Taxes	\$ 3,230,561	\$ 1,794,472	\$ (1,436,089)	\$ 3,264,730	\$ (1,470,258)	\$ 3,542,511	\$ 2,143,465	\$ (1,399,046)	\$ 3,579,978	\$ (1,436,512)
Licenses & Permits										
Business Licenses	125,634	178,490	52,856	109,756	68,734	431,930	575,241	143,311	377,342	197,899
MASC Telecommunications	-	-	-	-	-	-	22	22	-	22
MASC Insurance Tax Collection	-	-	-	-	-	-	345	345	-	345
Franchise Fees	25,666	112,385	86,719	25,600	86,785	584,323	628,309	43,986	582,819	45,490
Building Safety Permits	137,120	232,342	95,222	138,658	93,684	1,508,522	1,896,542	388,020	1,142,619	753,923
Application Fees	3,312	5,165	1,853	2,586	2,579	38,302	41,660	3,358	29,904	11,756
Administrative Fees	-	-	-	-	-	-	-	-	-	-
Total Licenses & Permits	291,732	528,382	236,650	276,600	251,782	2,563,077	3,142,119	579,042	2,132,684	1,009,435
Grants and Entitlements	-	119,336	119,336	-	119,336	95,078	284,167	189,089	268,478	15,689
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	51,396	60,846	9,450	40,786	20,060	483,685	520,426	36,741	354,664	165,762
Fines & Fees	15,965	7,824	(8,141)	19,579	(11,755)	93,891	56,474	(37,417)	114,968	(58,494)
Interest Income	-	1,050	1,050	-	1,050	23,877	10,796	(13,081)	12,856	(2,060)
Miscellaneous Revenues	6,825	14,089	7,264	7,698	6,391	120,118	100,363	(19,756)	109,111	(8,748)
<b>Total Revenues</b>	<b>3,596,479</b>	<b>2,525,999</b>	<b>(1,070,480)</b>	<b>3,609,393</b>	<b>(1,083,394)</b>	<b>6,922,237</b>	<b>6,257,810</b>	<b>(664,427)</b>	<b>6,572,740</b>	<b>(314,930)</b>
<b>Other Financing Sources</b>	-	-	-	-	-	-	-	-	-	-
Transfers In	250,000	437,414	187,414	-	437,414	280,059	469,216	189,157	-	469,216
<b>Total Other Financing Sources &amp; Transfers In</b>	<b>250,000</b>	<b>437,414</b>	<b>187,414</b>	<b>-</b>	<b>437,414</b>	<b>280,059</b>	<b>469,216</b>	<b>189,157</b>	<b>-</b>	<b>469,216</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 3,846,479</b>	<b>\$ 2,963,413</b>	<b>\$ (883,066)</b>	<b>\$ 3,609,393</b>	<b>\$ (645,980)</b>	<b>\$ 7,202,296</b>	<b>\$ 6,727,026</b>	<b>\$ (475,270)</b>	<b>\$ 6,572,740</b>	<b>\$ 154,286</b>
<b>Expenditures</b>										
Town Council	\$ 16,429	\$ 8,806	\$ (7,623)	\$ 13,222	\$ (4,416)	\$ 77,556	\$ 60,345	\$ (17,211)	\$ 62,418	\$ (2,073)
Executive	84,416	67,314	(17,102)	92,444	(25,130)	519,477	451,287	(68,190)	568,878	(117,591)
Economic Development	28,965	20,785	(8,180)	30,841	(10,056)	210,617	201,129	(9,488)	224,260	(23,131)
Human Resources	27,233	30,759	3,526	29,214	1,545	200,466	184,937	(15,529)	215,050	(30,113)
Police	548,262	510,295	(37,967)	552,280	(41,985)	4,079,000	3,549,236	(529,764)	4,098,774	(549,538)
Municipal Judges	6,329	4,167	(2,162)	7,313	(3,146)	30,988	28,584	(2,404)	35,807	(7,223)
Municipal Court	22,786	22,976	190	22,988	(12)	179,898	208,285	28,387	181,490	26,795
Finance	74,474	78,056	3,582	83,426	(5,370)	483,471	525,642	42,171	541,584	(15,942)
Information Technology	97,511	82,547	(14,964)	103,652	(21,105)	709,803	731,636	21,833	754,501	(22,865)
Customer Service	(8,220)	16,090	24,310	(10,606)	26,696	100,990	118,212	17,222	130,308	(12,096)
Planning & Community Development	76,124	78,080	1,956	101,214	(23,134)	553,636	537,338	(16,298)	736,108	(198,770)
Building Safety	45,657	45,502	(155)	47,726	(2,224)	384,939	321,201	(63,738)	402,382	(81,181)
Project Management	61,895	70,559	8,664	68,444	2,115	447,653	450,566	2,913	495,016	(44,450)
Public Works	130,260	108,878	(21,382)	174,786	(65,908)	888,300	874,916	(13,384)	1,191,940	(317,024)
Town Wide	126,104	28,032	(98,072)	161,770	(133,738)	980,052	1,188,580	208,528	1,257,243	(68,663)
<b>Total Expenditures</b>	<b>1,338,225</b>	<b>1,172,846</b>	<b>(165,379)</b>	<b>1,478,713</b>	<b>(305,867)</b>	<b>9,846,844</b>	<b>9,431,894</b>	<b>(414,950)</b>	<b>10,895,760</b>	<b>(1,463,866)</b>
<b>Other Financing Uses</b>										
Transfers Out to Capital Improvements Program Fund	58,106	-	(58,106)	-	-	59,756	-	(59,756)	-	-
Transfers Out to Special Revenue Fund	-	-	-	-	-	-	-	-	-	-
<b>Total Transfers</b>	<b>58,106</b>	<b>-</b>	<b>(58,106)</b>	<b>-</b>	<b>-</b>	<b>59,756</b>	<b>-</b>	<b>(59,756)</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 1,396,331</b>	<b>\$ 1,172,846</b>	<b>\$ (223,485)</b>	<b>\$ 1,478,713</b>	<b>\$ (305,867)</b>	<b>\$ 9,906,600</b>	<b>\$ 9,431,894</b>	<b>\$ (474,706)</b>	<b>\$ 10,895,760</b>	<b>\$ (1,463,866)</b>



Town of Bluffton  
Actual Versus Budget  
Stormwater Utility Fund

Section XII. Item #1.

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	Month of January					Year-to-Date thru January				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
<b>Revenues</b>										
Stormwater Utility Fee	\$ 774,431	\$ 640,897	\$ (133,534)	\$ 888,470	\$ (247,573)	\$ 780,795	\$ 644,224	\$ (136,571)	\$ 895,771	\$ (251,547)
Licenses & Permits										
NPDES Plan Review Fee	-	12,150	12,150	30,417	(18,267)	-	48,650	48,650	212,917	(164,267)
NPDES Inspection Fee	-	29,350	29,350	-	29,350	-	129,475	129,475	-	129,475
Total Licenses & Permits	-	41,500	41,500	30,417	11,083	-	178,125	178,125	212,917	(34,792)
Grants and Entitlements	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	-	-	-	-	-	-	-	-	-	-
Fines & Fees	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	774,431	682,397	(92,034)	918,887	(236,490)	780,795	822,349	41,554	1,108,688	(286,339)
Other Financing Sources	-	-	-	-	-	76,421	76,421	-	-	76,421
Transfers In	-	-	-	-	-	18,657	22,811	4,154	-	22,811
Total Other Financing Sources & Transfers In	-	-	-	-	-	95,078	99,232	4,154	-	99,232
Total Revenues and Other Financing Sources	\$ 774,431	\$ 682,397	\$ (92,034)	\$ 918,887	\$ (236,490)	\$ 875,873	\$ 921,581	\$ 45,708	\$ 1,108,688	\$ (187,107)
<b>Expenditures</b>										
Watershed Management	\$ 138,453	\$ 65,150	\$ (73,303)	\$ 152,354	\$ (87,204)	\$ 475,824	\$ 463,621	\$ (12,203)	\$ 523,598	\$ (59,977)
Total Expenditures	138,453	65,150	(73,303)	152,354	(87,204)	475,824	463,621	(12,203)	523,598	(59,977)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	20,709	-	(20,709)	-	-	88,699	-	(88,699)	337,407	(337,407)
Transfers Out to General Fund	-	-	-	-	-	-	-	-	39,000	(39,000)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	20,709	-	(20,709)	-	-	88,699	-	(88,699)	376,407	(376,407)
Total Expenditures and Other Financing Uses	\$ 159,162	\$ 65,150	\$ (94,012)	\$ 152,354	\$ (87,204)	\$ 564,523	\$ 463,621	\$ (100,902)	\$ 900,005	\$ (436,384)



**Town of Bluffton**  
**Budget and Actual - Capital Improvement Program Fund**  
**For Period Ending January 31, 2021**

	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
<b>Infrastructure</b>						
00040 Buckwalter Place Multi-County Commerce Park	\$ 19,447	\$ 271,492	\$ 154,149	\$ 425,641	\$ 406,194	4.6%
00042 Calhoun Street Streetscape	110	242,714	43,098	285,812	285,702	0.0%
00050 Historic District Lighting, Signage, Parking & Streetscape Enhancements	25,061	188,550	59,034	247,584	222,523	10.1%
00052 Watershed Management Facility Improvements	16,375	22,200	1,893	24,093	7,718	0.0%
00055 Goethe - Shults Neighborhood Improvements Phase 2	18,955	997,449	73,056	1,070,505	1,051,550	1.8%
00059 Oyster Factory Park	-	26,600	77,100	103,700	103,700	0.0%
00060 Don Ryan Center for Innovation Upfit	3,241	-	61,122	61,122	57,881	0.0%
00062 Calhoun Street Regional Dock	278,719	209,324	204,735	414,059	135,340	67.3%
00063 68 Boundary Street Park	8,000	-	24,433	24,433	16,433	0.0%
00064 184 Bluffton Road Parking Improvements	1,335	-	36,218	36,218	34,883	0.0%
00069 Boundary Street Lighting	-	-	48,539	48,539	48,539	0.0%
00077 Law Enforcement Center Facility Improvements	55,305	1,029,943	-	1,029,943	974,638	5.4%
00078 Public Works Facility Improvements	-	-	160	160	160	0.0%
00079 Rotary Community Center Facility Improvements	1,900	-	7,609	7,609	5,709	0.0%
00082 Bridge Street Streetscape	4,524	72,848	34,530	107,378	102,854	4.2%
00085 New Riverside Park / Barn Site	30,110	225,000	15,842	240,842	210,732	12.5%
00088 Town Hall Improvements	18,906	62,139	5,422	67,561	48,655	28.0%
00089 Ulmer Auditorium Improvements	1,030	-	7,543	7,543	6,513	0.0%
00092 New River Trail	3,941	-	10,906	10,906	6,965	0.0%
00093 Ghost Roads	1,172	20,000	4,059	24,059	22,887	0.0%
00094 Boundary Street Streetscape	314	115,000	-	115,000	114,686	100.0%
<b>Total Infrastructure</b>	<b>488,445</b>	<b>3,483,259</b>	<b>869,448</b>	<b>4,352,707</b>	<b>3,749,576</b>	<b>11.2%</b>
<b>May River &amp; Surrounding Rivers and Their Watersheds</b>						
00044 Buck Island - Simmonsville Sewer Phase 5	290,443	1,243,718	429,416	1,673,134	1,382,691	17.4%
00045 Jason-Able Sewer	106,415	-	129,178	129,178	22,763	0.0%
00054 Buck Island - Simmonsville Neighborhood Sidewalks & Lighting	75,772	405,203	155,169	560,372	484,600	13.5%
00061 Sewer Connections	700	482,000	(66)	481,934	481,234	0.1%
00070 Historic District Sewer Extension Phase 1	262,385	243,282	439,868	683,150	420,765	38.4%
00071 Historic District Sewer Extension Phase 2	1,660	348,940	35,845	384,785	383,125	0.4%
00072 Historic District Sewer Extension Phase 3	1,914	161,250	-	161,250	159,336	1.2%
00073 Historic District Sewer Extension Phase 4	1,986	141,125	-	141,125	139,139	1.4%
00074 Historic District Sewer Extension Phase 5	1,638	26,000	-	26,000	24,362	6.3%
00075 Historic District Sewer Extension Phase 6	3,416	31,250	-	31,250	27,834	10.9%
<b>Total May River &amp; Surrounding Rivers and Their Watersheds</b>	<b>746,329</b>	<b>3,082,768</b>	<b>1,189,410</b>	<b>4,272,178</b>	<b>3,175,178</b>	<b>17.5%</b>
<b>Economic Growth</b>						
00020 Land Acquisition	489,485	993,386	-	993,386	503,901	49.3%
00087 Town of Bluffton Housing Project	-	841,592	38,729	880,321	880,321	0.0%
00090 Technical College of the Lowcountry	-	500,000	-	500,000	500,000	0.0%
<b>Total Economic Growth</b>	<b>489,485</b>	<b>2,334,978</b>	<b>38,729</b>	<b>2,373,707</b>	<b>1,884,222</b>	<b>20.6%</b>
<b>Community Quality of Life</b>						
00065 Wright Family Park	187,689	104,302	313,259	417,561	229,872	44.9%
00066 Oscar Frazier Park	87,607	105,100	(1,636)	103,464	15,857	84.7%
00067 Squire Pope Carriage House Preservation	3,300	-	15,150	15,150	11,850	21.8%
00086 Park Improvements	-	-	8,197	8,197	8,197	0.0%
00091 Community Safety Cameras Phase 5	39,535	75,000	1,197	76,197	36,662	51.9%
<b>Total Community Quality of Life</b>	<b>318,131</b>	<b>284,402</b>	<b>336,167</b>	<b>620,569</b>	<b>302,438</b>	<b>51.3%</b>
<b>Total CIP Expenditures</b>	<b>\$ 2,042,390</b>	<b>\$ 9,185,407</b>	<b>\$ 2,433,754</b>	<b>\$ 11,619,161</b>	<b>\$ 9,111,414</b>	<b>17.6%</b>



**Town of Bluffton  
Actual Versus Budget  
Debt Service Fund**

Section XII. Item #1.

	Month of January					Year-to-Date thru January				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
<b>Revenues</b>										
<b>Property Taxes</b>										
Real & Personal Property Tax (TIF)	\$ 1,508,159	\$ 912,641	\$ (595,518)	\$ 1,482,505	\$ (569,864)	\$ 1,504,794	\$ 910,118	\$ (594,676)	\$ 1,479,197	\$ (569,079)
GO Bond Debt Service Property Tax	292,856	48,800	(244,056)	192,378	(143,578)	321,120	80,280	(240,840)	210,944	(130,664)
Total Property Tax	1,801,015	961,441	(839,574)	1,674,882	(713,441)	1,825,914	990,398	(835,516)	1,690,141	(699,743)
<b>Licenses &amp; Permits</b>										
Municipal Improvement District Fee	205,249	138,601	(66,648)	191,522	(52,921)	207,227	138,751	(68,476)	193,368	(54,617)
<b>Grants and Entitlements</b>	-	-	-	-	-	-	-	-	-	-
<b>Intergovernmental</b>	-	-	-	-	-	-	-	-	-	-
<b>Service Revenues</b>	-	-	-	-	-	-	-	-	-	-
<b>Fines &amp; Fees</b>	-	-	-	-	-	-	-	-	-	-
<b>Interest Income</b>	3,726	1,524	(2,202)	285	1,239	3,726	6,837	3,111	2,122	4,715
<b>Miscellaneous Revenues</b>	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<u>2,009,990</u>	<u>1,101,566</u>	<u>(908,424)</u>	<u>1,866,689</u>	<u>(765,123)</u>	<u>2,036,867</u>	<u>1,135,986</u>	<u>(900,881)</u>	<u>1,885,631</u>	<u>(749,645)</u>
<b>Other Financing Sources</b>	-	-	-	-	-	-	-	-	-	-
<b>Transfers In</b>	-	-	-	-	-	-	-	-	-	-
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 2,009,990</u>	<u>\$ 1,101,566</u>	<u>\$ (908,424)</u>	<u>\$ 1,866,689</u>	<u>\$ (765,123)</u>	<u>\$ 2,036,867</u>	<u>\$ 1,135,986</u>	<u>\$ (900,881)</u>	<u>\$ 1,885,631</u>	<u>\$ (749,645)</u>
<b>Expenditures</b>										
<b>Series 2014 TIF Bonds Debt Service</b>										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 787,895	\$ 808,488	\$ 20,593	\$ 808,488	\$ -
Interest	-	-	-	-	-	76,975	66,811	(10,164)	66,811	-
<b>Series 2020 GO Bonds Debt Service</b>										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	144,308	82,721	(61,587)	82,721	-
<b>Miscellaneous</b>	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,009,178</u>	<u>958,020</u>	<u>(51,158)</u>	<u>958,020</u>	<u>-</u>
<b>Other Financing Uses</b>										
Transfers Out to Capital Improvements Program Fund	122,462	-	(122,462)	-	-	136,790	-	(136,790)	814,083	(814,083)
<b>Total Transfers</b>	<u>122,462</u>	<u>-</u>	<u>(122,462)</u>	<u>-</u>	<u>-</u>	<u>136,790</u>	<u>-</u>	<u>(136,790)</u>	<u>814,083</u>	<u>(814,083)</u>
<b>Total Expenditures and Other Financing Uses</b>	<u>\$ 122,462</u>	<u>\$ -</u>	<u>\$ (122,462)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,145,968</u>	<u>\$ 958,020</u>	<u>\$ (187,948)</u>	<u>\$ 1,772,103</u>	<u>\$ (814,083)</u>



**Town of Bluffton**  
**Special Revenue Accounts**  
**For Period Ending January 31, 2021**

Section XII. Item #1.

	FY2021														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	
Revenues															
State Accommodations Tax	83	96	93	96	161,152	118	118							161,757	357,000
Local Accommodations Tax	703	109,748	84,408	95,168	104,684	100,989	97,936							593,636	570,000
Hospitality Tax	4,414	143,715	157,912	199,174	152,896	194,644	193,518							1,046,273	2,115,000
Vehicle Tag Fee	-	-	-	14,525	37,445	39,975	38,566							130,511	550,000
Miscellaneous	-	-	-	-	-	-	-							-	-
Total Revenues	5,200	253,559	242,413	308,963	456,177	335,726	330,138	-	-	-	-	-	-	1,932,177	3,592,000

*FY2021 Vehicle Tag Fee to begin collections in September*

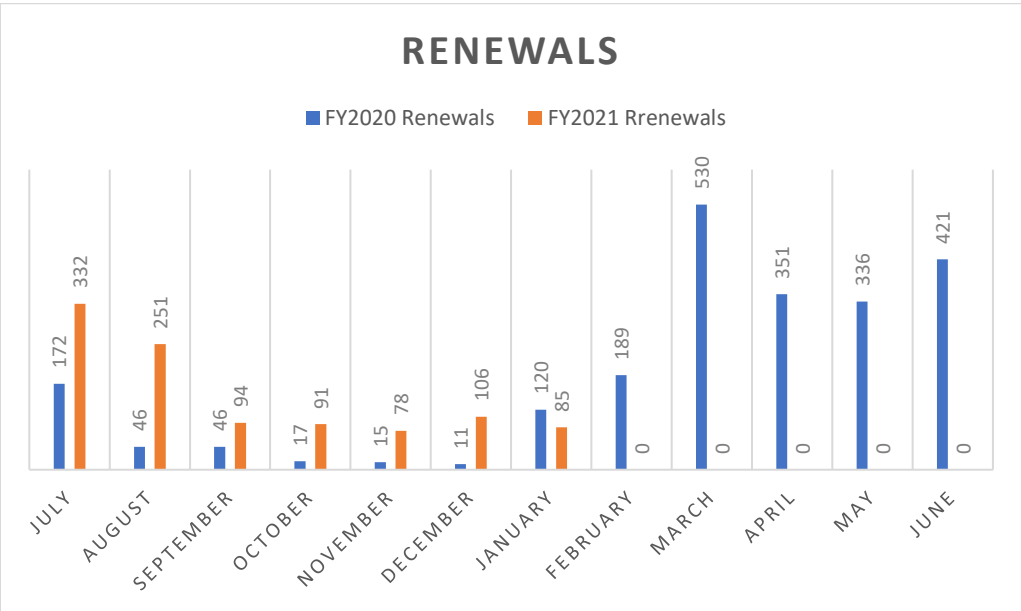
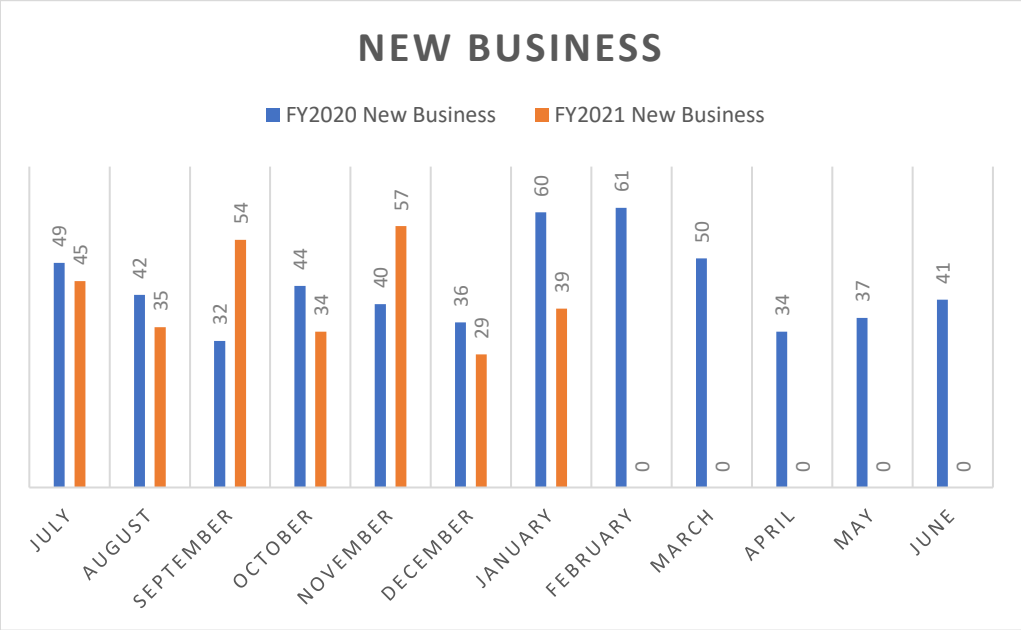
	FY2020														Revised Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	
Revenues															
State Accommodations Tax	65	98	84	65	126,264	67	63	16,219	82,212	103,665	80	80	101,167	430,129	338,000
Local Accommodations Tax	231	70,939	67,549	72,015	86,878	90,101	57,345	30,074	8,242	52,158	9,413	24,493	134,915	704,353	654,000
Hospitality Tax	270	163,652	185,507	246,036	212,605	200,201	201,746	161,402	113,507	107,614	103,756	144,364	235,032	2,075,693	1,474,000
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	567	234,689	253,140	318,117	425,747	290,370	259,155	207,695	203,960	263,437	113,249	168,936	471,113	3,210,174	2,466,000

*FY2020 Hospitality Tax and Local ATAX collections changed from Quarterly option to Monthly requirement*

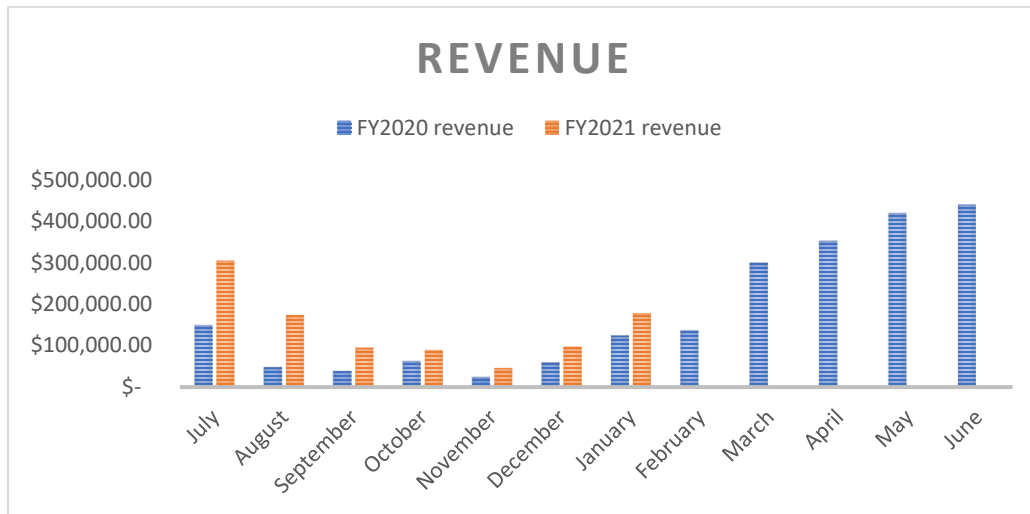
	FY2021 VS FY2020 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	18	(2)	9	31	34,888	51	55							35,050
Local Accommodations Tax	472	38,809	16,859	23,153	17,806	10,888	40,591							148,578
Hospitality Tax	4,144	(19,937)	(27,595)	(46,862)	(59,709)	(5,557)	(8,228)							(163,745)
Vehicle Tag Fee	-	-	-	14,525	37,445	39,975	38,566							130,511
Miscellaneous	-	-	-	-	-	-	-							-
Total Revenues	4,634	18,870	(10,726)	(9,153)	30,430	45,356	70,983	-	-	-	-	-	-	150,394

## Business License Statistics:

Business License applications for FY2021 through January total 1,294 (294 new business and 1,000 renewals) compared to FY2020’s total of 730 (303 new business and 427 renewals).



Business license renewals reflect a decrease of 29% and revenue collections show an increase of 44% for the month of January when comparing to last year. The increase in revenue is primarily due to the increase in permits of 121% or \$25,034.89.



The amended ordinance that went into effect January 1<sup>st</sup>, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2021 business license renewals through the end of January 2021, two (2) businesses qualified for the Town's incentives for a total revenue reduction of \$685.40.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	0	\$ 0	\$ 0
20%	1	147,784	147
40%	1	537,617	538
CAP	0	0	0
2+	0	0	0
<b>Grand Total</b>	<b>2</b>	<b>\$ 685,401</b>	<b>\$ 685</b>

Rate Class	Number of Businesses	Total Incentive Amount
1	1	\$ 147
2	0	0
3	0	0
4	0	0
5	0	0
6	0	0
7	0	0
8.1	1	538
8.5	0	0
<b>Grand Total</b>	<b>2</b>	<b>\$ 685</b>

## TOWN COUNCIL

## STAFF REPORT

## Municipal Court Department



<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	January Activity Report
<b>PROJECT MANAGER:</b>	Lisa Cunningham, Clerk of Court

**Court Summary**

Town of Bluffton Municipal Court convenes every Tuesday, typically with a morning session and an afternoon session. In January, 2021 a total of eight sessions were scheduled which included six morning sessions and two afternoon session.

Municipal Court currently has 767 cases pending which is a combination of 647 criminal/traffic cases, 86 jury trial request, and 34 defendants enrolled in alternative programs.

**Indigent Defense cases**

Town of Bluffton currently contracts with the 14<sup>th</sup> Circuit Public Defenders Office to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 255 cases which is a combination of 122 pending and 133 disposed on the docket as of January 2021.

**Alternative Programs**

Defendants are sometimes offered the opportunity to complete Alternative Programs in lieu of convictions on their traffic and/or criminal record.

There are currently 5 active participants in the Conditional Discharge Program. The Conditional Discharge Program requires the completion of 40 hours of community service as well as a drug and alcohol program. Participants must also pay a program fee of \$150.00 upon completion.

There are currently 7 active participants in the Alive@25 classes which are offered through the National Safety Council. Alive@25 classes are for traffic offenders under 25 years of age who have never had a traffic infraction and the current charge pending carries no more than 4 points.

Traffic Education Program referred to as TEP has 10 active participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

Alcohol Education Program referred to as AEP has 0 active participants. AEP is only inclusive for alcohol related charges such as minor in possession of alcohol or false identification for

offenders between the ages of 17-21. AEP costs \$250.00 plus the cost of online driving class and alcohol education classes.

Pre-Trial Intervention referred to as PTI has 12 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

TEP, AEP, and PTI are directly managed through the Solicitors office. The Court provides a referral and the Solicitors Office provides a completion or termination report upon completion date.



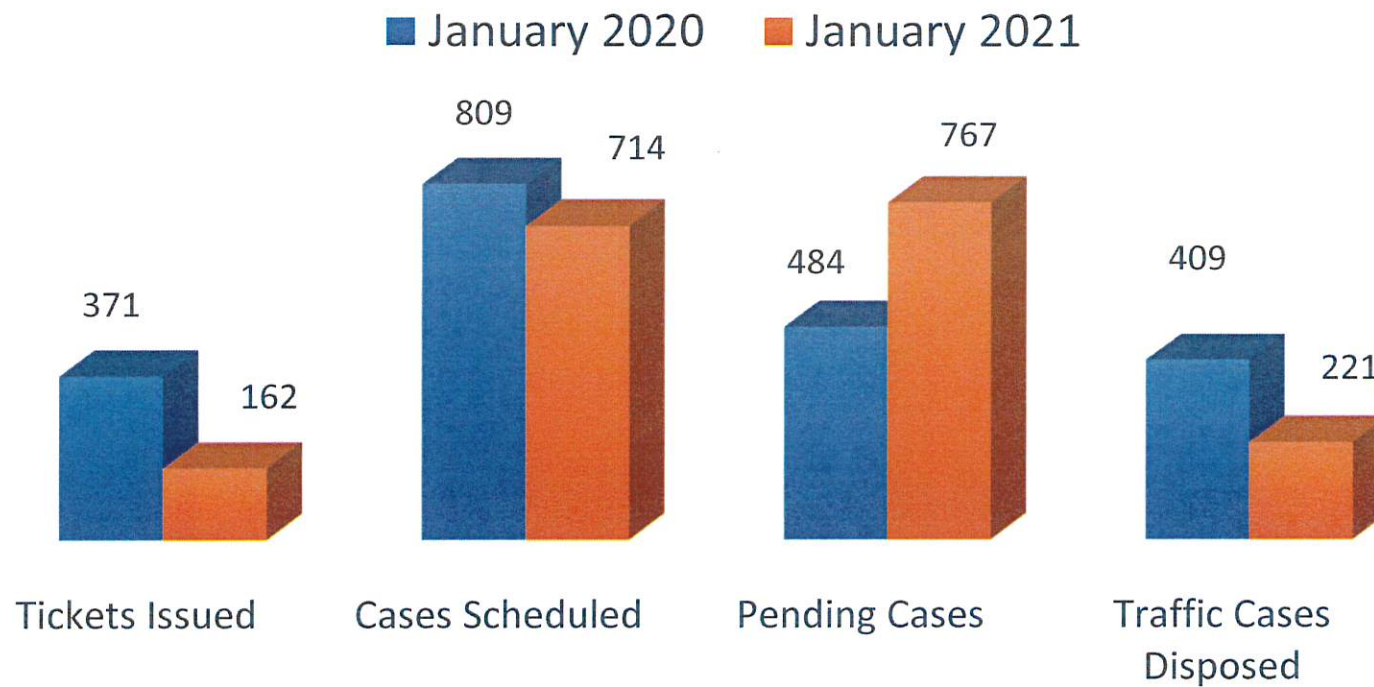
# Town of Bluffton Municipal Court

## Statistics for January 2021

Presented by:  
Lisa Cunningham, Clerk of Court

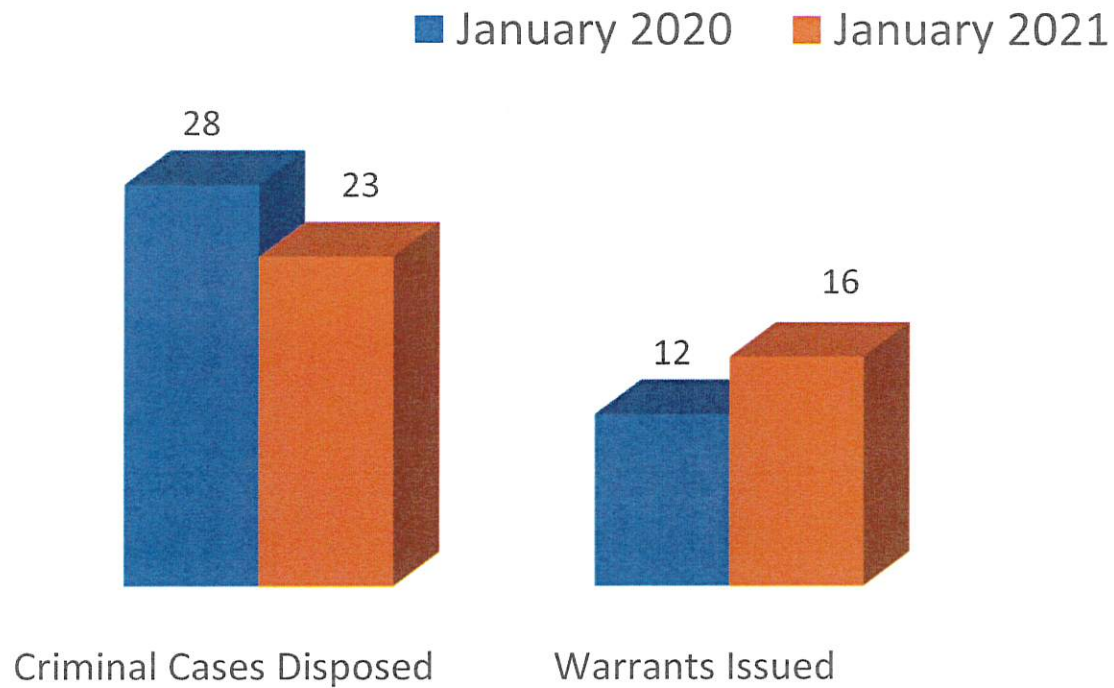


# Town of Bluffton Municipal Court



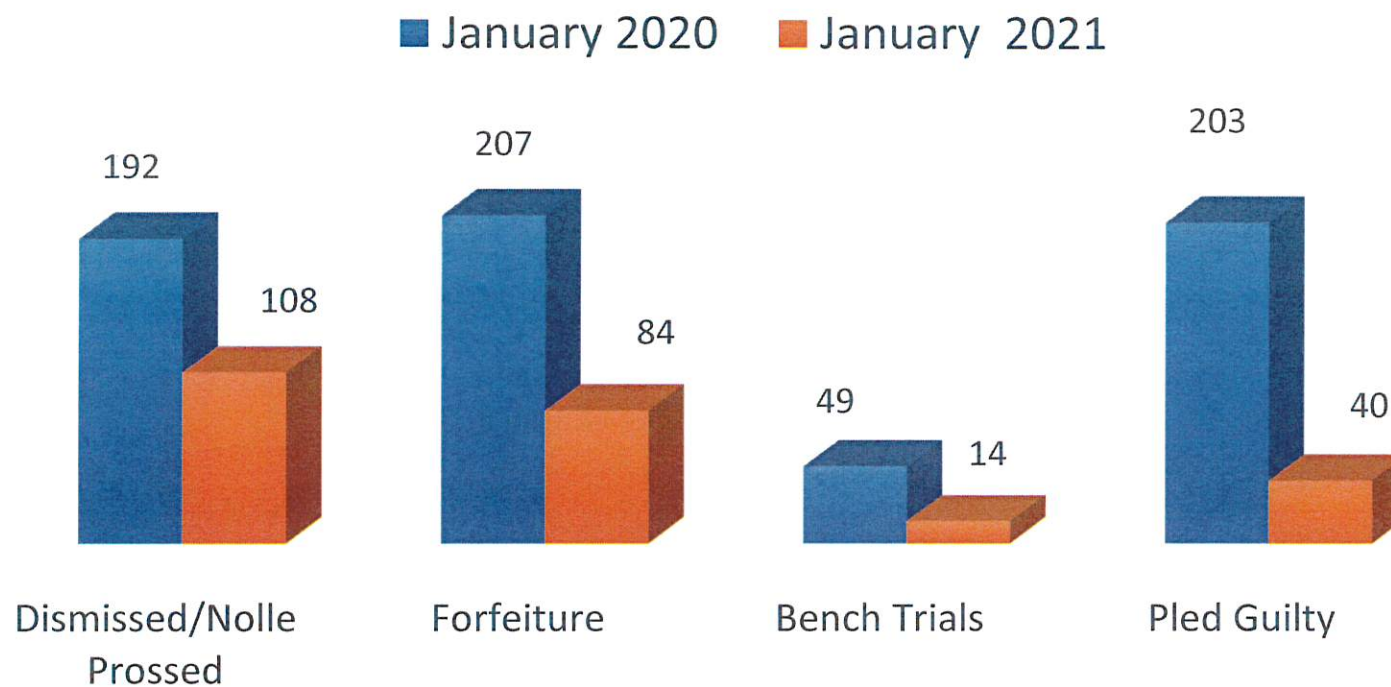


# Town of Bluffton Municipal Court





# Town of Bluffton Municipal Court



## TOWN COUNCIL

## STAFF REPORT

## Engineering Department



<b>MEETING DATE:</b>	March 9, 2021
<b>SUBJECT:</b>	Engineering Department Monthly Report
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

**CAPITAL IMPROVEMENTS PROGRAM (CIP) AND SPECIAL PROJECTS UPDATE****PATHWAYS**

1. **Goethe-Shults Sidewalks Phase 2**
  - Construction documents and easements are complete.
  - Invitation for Bids were posted on 1/8/2021
  - **Next Steps**
    - Obtain bids on 2/15/2021.
    - Submit contract for approval at the March Town Council meeting.
2. **Buck Island-Simmons ville Neighborhood Sidewalks and Lighting**
  - Phase 5 Kitty Road to 301 Buck Island Road, construction is complete. Design of street lighting is underway.
  - Phase 6A along Simmons ville Road from Grayco northward to Sugaree Drive is under design and permit review. Invitation to bid to be posted in February.
  - Phase 6B along Simmons ville Road from Sugaree Drive northward to the existing New Mustang Road sidewalks is under design.
  - **Next Steps**
    - Phase 5 from Kitty Road to lot 310 Buck Island Road inspection and permit closeout.
    - Submit Phase 5 street lighting for an SCDOT encroachment permit. Install street lighting in the second quarter of 2021.
    - Phase 6 design and construction of the remaining Simmons ville Road sidewalks, to be completed in FY 2021-2022.
3. **Bridge Street Streetscape**
  - Construction documents and permitting are underway for Phase 1 streetscape, Burnt Church Road to Calhoun Street. 70% construction drawings are complete and Staff provided plan comments to Cranston Engineering.

- SCDHEC 319 grant application was awarded for \$179,700 for drainage and water quality improvements.
  - **Next Steps**
    - Complete engineering design in February 2021.
    - Execute contract with Cranston Engineering to complete design modifications and reporting related to the 319 Grant.
    - Prepare easement plats, appraisals, obtain easements and issue bid documents in FY 2021.
    - Construction to start in FY 2022.
- 4. Boundary Street Streetscape**
- Obtained contract approval for engineering services with Thomas and Hutton.
  - Project kick off meeting on 1/28/21
  - **Next Steps**
    - Begin Preliminary Engineering Design in February 2021.
- 5. New Riverside Linear Trail**
- **Next Steps**
    - Begin surveying and prepare a Conceptual Master Plan in FY 2022, pending budget approval.
    - Research grant opportunities to fund planning and construction of future trail improvements.

## **SEWER & WATER**

- 1. Buck Island-Simmons ville Sewer (Phases 5A-5D)**
- Construction is underway on Phase 5A-D.
  - **Next Steps**
    - Complete construction on Phase 5A-D by 7/1/21 contingent upon no extensive weather delays or unforeseen utility conflicts.
    - Start house connections after the main line is approved by DHEC.
- 2. Historic District Sewer Extension Phase 1 - Pritchard Street**
- Construction has started.
  - **Next Steps**
    - Start house connections after the main line is approved by DHEC.
- 3. Historic District Sewer Extension Phase 2 - Bridge Street**
- Received SCDHEC permit to construct.
  - Continue negotiations with property owners for right of entry agreements.

- **Next Steps**
  - Obtain road ownership from SCDOT.
  - Advertise for bids.
- 4. **Historic District Sewer Extension Phase 3 – Colcock Street**
  - Started surveying and design.
  - **Next Steps**
    - Review design drawings.
- 5. **Historic District Sewer Extension Phase 4 – Lawrence Street**
  - Started surveying and design.
  - **Next Steps**
    - Review design drawings.
- 6. **Historic District Sewer Extension Phase 5 – Green Street**
  - Started surveying and design.
  - **Next Steps**
    - Review design drawings.
- 7. **Historic District Sewer Extension Phase 6 – Water Street**
  - Started surveying and design.
  - **Next Steps**
    - Review design drawings.

## **HISTORIC DISTRICT IMPROVEMENTS**

1. **Boundary Street Lighting**
  - Phase 2 photometric plans complete.
  - Received encroachment permit from SCDOT.
  - Lighting agreements approved by Town Council in May 2020.
  - Agreement has been executed by both parties.
  - Dominion Energy is negotiating modifications to SCDOT encroachment permits.
  - SCDOT and Dominion indicated poles must be installed on Private Property due to conflicts with Sewer Force Main along Boundary Street
  - **Next Steps**
    - Obtain easements as needed for Phase 2 street lighting.
    - Begin installation of street lighting in March 2021.
2. **Historic District Enhancements**
  - Watershed Management Staff is evaluating preliminary plans to prepare drainage solutions at AME Church.
  - Traffic calming guidelines and plan are being negotiated with engineering consultant.

- **Next Steps**
  - ADA ramps and crosswalks are being mapped in Cartegraph by GIS/IT.
  - Continue planning of crosswalks and ADA improvements.
  - Complete Traffic Calming Assessment and Plan.
- 3. **Calhoun Street Streetscape**
  - Conceptual Master Planning is complete and reviewed at the July Quarterly Workshop.
  - Obtained contract approval for Engineering services at the January 2021 Town Council meeting
  - Project Kick-off meeting on 1/28/2021.
  - **Next Steps**
    - Begin Engineering design in February 2021.
- 4. **Squire Pope Carriage House Preservation**
  - Construction Documents are complete and submitted to SHPO for a courtesy review.
  - **Next Steps**
    - Finalize any modifications to the Construction Documents and prepare bid solicitation package.
    - Awaiting budget approval for future construction.
    - Coordinate design of “Coming Soon” sign.

## **PARK DEVELOPMENT**

1. **Oyster Factory Park**
  - Conceptual Master Plan has been updated and reviewed by Town Council at the January Quarterly Workshop.
  - **Next Steps**
    - Obtain ACOE and DHEC Permit for installation of salvaged dock components from Calhoun Street.
    - Begin final design of next phase of improvements per Town Council direction provided at the Workshop.
2. **68 Boundary Street Park Renovations**
  - Construction and maintenance contracts complete.
  - **Next Steps**
    - Fabricate Martin Family dedication sign prior to 4/8/2021 park dedication.
3. **Calhoun Street Dock and Public Riverfront Access Improvements**
  - Dock construction is complete.
  - **Next Steps**
    - Complete installation of Dock signage.

**4. Wright Family Park**

- Bulkhead, boardwalk, restroom building, perimeter sidewalks, landscaping and parking area are complete.
- Site signage, and furniture are 99% complete.
- **Next Steps**
  - Coordinate Ribbon Cutting Ceremony as pandemic allows.
  - Additional benches are on reorder and will be installed in February 2021.
  - Prepare change order to add a sidewalk connection from park to the hammerhead/dock.

**5. Oscar Frazier Park**

- **Next Step**
  - Sidewalk construction complete.
  - Continue planning of future improvements in FY 2022.

**6. New Riverside Barn/Park**

- Submitted grant application to LWCF for \$500,000.00 funding of the initial phase of the project. Application is under review by NPS and Staff expects to hear response in the Spring of 2021.
- Archeological Report complete as needed for Grant eligibility.
- Obtained Town Council approval of the Conceptual Master Plan at the December 2020 Council meeting.
- Obtained Proposals from Thomas and Hutton for Phase 1 Engineering design.
- **Next Steps**
  - Hart Howerton to complete Design Development drawings for Phase 1 site development and schematic design of barn improvements.
  - Complete construction drawings, cost estimating and permitting of Phase 1 development by July 2021.
  - Phase 1 bidding and construction anticipated to begin in FY 2022.

**TOWN FACILITIES AND MISCELLANEOUS PLANNING****1. Buckwalter Place Multi-County Commerce Park**

- Buckwalter Place Park and Veterans Memorial are complete. Additional work was approved to modify irrigation system conversion from irrigation pond to BJWSA system.
- Executed contracts for Buckwalter Park restroom design with Thomas and Hutton and Pearce Scott Architects.
- Site planning for future development parcel underway with Cranston Engineering.
- Prepared estimate of probable construction cost and appraisal for future development site.

- **Next Steps**
    - Complete irrigation conversion at Park by January 2021.
    - Review progress plans for restroom building and utility extensions at Buckwalter Park.
    - Continue site planning for future development parcel.
- 2. Town of Bluffton Housing Project**
- Surveying and geotechnical services complete for 1095 May River Road and 115 Bluffton Road sites.
  - **Next Steps**
    - Planning and design to begin in FY 2021 as directed by Joint Venture Agreement.
    - Assist with the preparation of a comprehensive cost estimate for planning, design and construction for the various housing projects.
- 3. Law Enforcement Center Facility Improvements**
- Parking and Service Yard Expansion construction began in December 2020 with CBG Siteworks Construction.
  - Interior paint of Substation complete.
  - **Next Steps**
    - Continue construction of LEC service yard and parking improvements. Construction anticipated to be complete by the July 2021.
    - Information Technology department coordinating upgrades to building security systems.
- 4. Ghost Roads**
- Surveying and easement exhibits are complete.
  - Pritchard Street Quit Claim Deed exhibits are 95% complete.
  - The Town Attorney is working with Bridge Street property owners to obtain Quit Claim Deeds and agreement to extend service to homes.
  - Staff is meeting with individual property owners to raise awareness of the acquisition efforts and communicate next steps.
  - **Next Steps**
    - Continue meeting with individual property owners and obtaining quit claim deeds.
- 5. Community Safety Cameras**
- Cameras have been installed at Bluffton Road Public Parking Lot, Veterans Park, Wright Family Park, Calhoun Street Dock .
  - 14 older cameras in the network have been replaced.
  - **Next Steps**
    - Continue with camera replacements and upgrades as necessary.

**6. Public Works Facility Improvements**

- Finalize the plans for expanding of Public Works yard.
- Install new plumbing/ electric for the washer and dryer.
- **Next Steps**
  - Begin permitting and bid for the expansion of the yard.
  - Bid the installation of the plumbing / electric.

**7. Rotary Community Center Facility Improvements**

- Replace the hardwood floor in the main area.
- **Next Steps**
  - Request bids for the replacement of the new floor.

**8. Watershed Management Facility Improvements**

- Remove the carpet and install new flooring in the rear office space.
- **Next Steps**
  - Request quotes on completing the new flooring in the office.

**DIVISION/STAFF UPDATES****Project Management**

Thirty-five (35) CIP projects are currently in progress. Don Ryan Center, Veteran Memorial, Buckwalter Park and BIS Phase 5 sidewalks, Wright Family Park and the Calhoun Street Dock have recently been completed. CIP projects including BIS Phase 5E sewer, and Pritchard Street sewer are currently under construction and nearing completion. The LEC Parking Expansion, BIS Phase 5A-D Sewer started construction in December 2020, and the Boundary Street Lighting projects is expected to start construction in March 2021. The remaining CIP projects are in the design phase and several are planned for construction in FY 2022.

**Watershed Management****1. Southern Lowcountry Regional Board (SoLoCo)****a. Regional Southern Lowcountry Post Construction Stormwater Ordinance and Design Manual**

- Via concurrence of the Mayor and direction by the Town Manager, staff has participated in the SoLoCo Technical Working Group to develop a regional stormwater model ordinance and design manual and investigate the viability of a regional stormwater authority.
- Beaufort County adopted the SoLoCo Stormwater ordinance and design manual and began implementation 2/1/21.
- 2/9/21 Town Council tabled the item until 4/13/21.
- **Next Steps**
  - 4/13/21 Town Council – Public Hearing and 2nd reading.
  - Anticipated implementation date of 5/1/21.

## 2. Sea Level Rise Task Force

- Following Beaufort County's presentation and request for regional participation at the 10/22/19 SoLoCo meeting, staff attended the Sea Level Rise Task Force meetings to discuss a possible No Fill Ordinance and county-wide sea level rise adaptation strategies.
- Task Force met 12/15/20 and 12/18/20 to prioritize recommendations for final document with strategies for local governments to implement policies, ordinances and projects to mitigate the potential impacts of sea level rise.
- **Next Steps**
  - Beaufort County to present and request a recommendation from SoLoCo for regional partners to adopt.

## 3. Joint Councils Meeting for Watershed Management Initiatives

- BJWSA developed their CIP list for FY 2020 sewer projects which does not include any projects in the County's jurisdiction in the May River Headwaters without cost-sharing.
- Following the Joint Councils Meeting with BJWSA, held on 2/25/20, staff from Beaufort County and Town of Bluffton met to discuss sewer extension scope and strategy on 2/27/20.
- Staff from the Town, County, and BJWSA met via Zoom 3/27/20 to confirm project scope, cost, and potential project manager. the last project cost estimate to extend, connect, and abandon septic in the Stoney Creek project area is \$4.7 million (B. Chemsak email 7/22/19) but they anticipate those numbers increasing to \$5.5 million. The proposal is 1/3 cost-share, so the Town's portion would be approximately \$1.83 million. Beaufort County has not formally agreed or committed any funding.
- Neither BJWSA nor Beaufort County have committed funds in FY 2021 to begin sewer extension.
- Town Manager, Director of Engineering and staff met with BJWSA General Manager, Engineer and staff on 6/5/20 to discuss how to move the project forward.
- The Town submitted a response on 12/18/21 to BJWSA's "call for projects" request that prioritizes May River Watershed sewer projects.
- Staff drafted a letter for the Town Manager's review requesting Beaufort County commit to cost-sharing sewer projects in the May River watershed.
- **Next Steps**
  - Staff to present another update on current status at 4/13/21 Town Council meeting.

## 4. SC Department of Health and Environmental Control May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – Attachments 1 and 1a

## 5. May River Watershed Action Plan Implementation Summary - Attachment 2

## 6. Municipal Separate Storm Sewer System (MS4) Program Update

- Staff is currently updating the Town's MS4 Stormwater Management Plan and supporting documentation. SCDHEC is currently in the process of developing a revised National Pollutant Discharge and Elimination (NPDES) Permit for Small MS4s and will re-issue to permittees, including the Town, in the future.
7. **MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MS4 MCM - #2 Public Participation and Involvement**
    - Staff attended the Beaufort County Stormwater Utility Board meeting on 2/10/21.
    - The May River Watershed Action Plan Advisory Committee met 2/25/21.

**Attachment 3**

    - Staff is working the Town Digital Communication Manager to promote a series of MS4 stormwater educational tips and reminders for the Bluffton community via the Town's Facebook page.
    - Staff has tentatively set the date for the 2021 May River Cleanup for 5/01/21. Over the next several months, staff will be working to secure partnerships and coordinate this event if conditions allow it to be held.
  8. **MS4 MCM – #3 Illicit Discharge Detection and Elimination**
    - Stormwater Infrastructure Inventory Map - **Attachment 4a**
    - *E. coli* Concentrations Trend Map - **Attachment 4b**
    - Monthly, Microbial Source Tracking (MST) Maps - **Attachments 4c and 4d**
      - Town staff coordinates with the SC Department of Health and Environmental Control (SCDHEC) to pull MST samples concurrently with the state's routine shellfish harvesting water quality sampling at stations 19-19, 19-19A, 19-19B, 19-19C, and 19-24. SCDHEC will conduct sampling on 2/22/21. Staff will notify Council and Senior Staff of any pertinent findings from this sampling event via email.
      - Town staff collected seventeen (17) MST samples on 2/15/21 following approximately 2.19 inches of rainfall over seven (7) days. Staff will notify Council and Senior Staff of any pertinent findings from this sampling event via email.
    - Illicit Discharge Investigations – **Attachment 4e**
  9. **MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5**
  10. **MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6**
  11. **MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**
    - Town Staff attended a Beaufort County Staff training on 2/11/21 regarding SoLoCo implementation to maintain consistency between the jurisdictions for the new ordinance and design manual.
    - Staff participated in a Sontek IQ-flow monitoring data training on 2/17/21.
  12. **Citizen Drainage, Maintenance, and Inspections Concerns Map – Attachment 7**
  13. **Citizen Request for Watershed Management Services & Activities – Attachment 8**

## Public Works

### 1. **MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**

- Performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, and curbs and medians on Simmonsville and Buck Island Roads.
- Performed ditch inspections
  - Arrow ditch (2,569 LF)
  - Red Cedar ditch (966 LF)
  - Buck Island roadside ditch (15,926 LF)
  - Simmonsville roadside ditch (13,792 LF)
- Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road and Eagles Field.
- Ongoing mowing of the New River side trail and field at New River barn.
- Beautification Program –Landscape Maintenance - ongoing routine.

### 2. **Facilities**

- Facilities and Parks Maintenance - ongoing routine.

### 3. **Public Works Activities Report - Attachment 10**

## Attachments

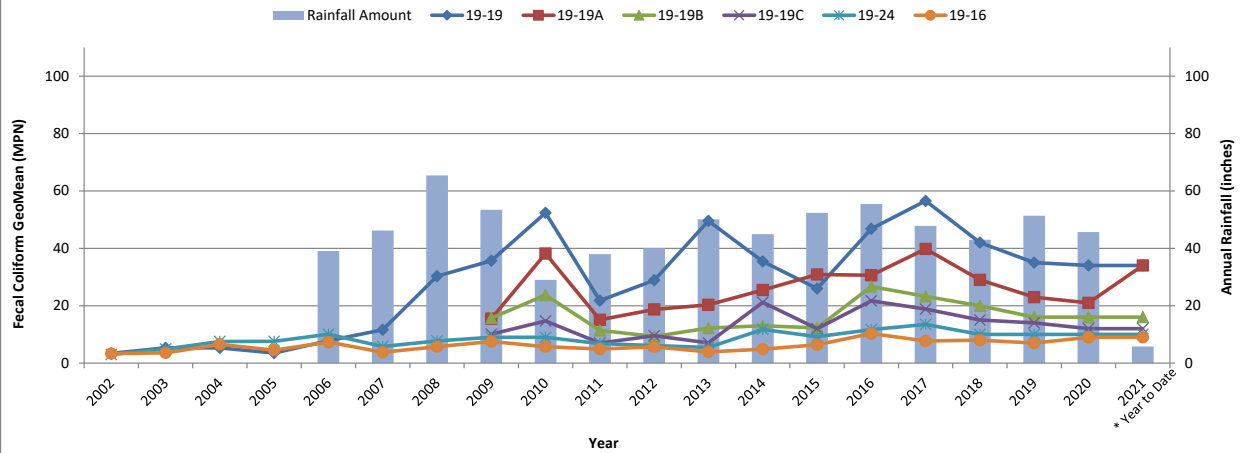
1. SCDHEC Shellfish Harvesting Monitoring Data Year-to-Date
  - a. SCDHEC May River Shellfish Harvesting Status Exhibit
2. May River Watershed Action Plan Implementation Summary\*
3. MS4 Minimum Control Measures #1 and #2 – May River Watershed Action Plan Advisory Committee Cancellation Notice
4. MS4 Minimum Control Measure #3 – Illicit Discharge Detection and Elimination
  - a. Stormwater Infrastructure Inventory Map
  - b. *E. coli* Concentrations Trend Map
  - c. Microbial Source Tracking Trend Map – Human Source
  - d. Microbial Source Tracking Map – All Sources
  - e. Illicit Discharge Investigations
5. MS4 Minimum Control Measure #4 – Construction Site Stormwater Runoff Control
6. MS4 Minimum Control Measure #5 – Stormwater Plan Review and Related Activity
7. Citizen Drainage, Maintenance and Inspections Concerns Map
8. Citizen Request for Watershed Management Services and Activities Map
9. Beautification Committee Agenda
10. Public Works Activities Report
11. CIP Project Schedules

\* Attachment noted above includes the latest updates in bold and italic font.

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)
December	79.0	170.0	17.0		49.0	33.0	22.0		33.0	140.0	17.0		46.0	33.0	4.5		23.0	13.0	4.0		21.0	110.0	11.0	
November	49.0	17.0	70.0		13.0	6.8	31.0		23.0	7.8	17.0		17.0	11.0	13.0		17.0	4.5	13.0		7.8	2.0	4.5	
October	79.0	7.8	49.0		23.0	4.5	79.0		7.8	2.0	31.0		7.8	4.5	21.0		7.8	1.8	33.0		2.0	2.0	79.0	
September	49.0	79.0	110.0		23.0	33.0	49.0		13.0	6.8	49.0		17.0	17.0	33.0		17.0	4.5	33.0		17.0	1.8	33.0	
August	70.0	70.0	49.0		23.0	49.0	49.0		13.0	33.0	23.0		4.5	22.0	23.0		7.8	7.8	17.0		17.0	17.0	22.0	
July	23.0	4.5	33.0		33.0	13.0	13.0		11.0	7.8	23.0		7.8	17.0	7.8		13.0	22.0	7.8		4.5	13.0	17.0	
June	11.0	33.0	NS		23.0	49.0	NS		23.0	49.0	NS		7.8	46.0	NS		4.5	13.0	NS		1.8	4.5	NS	
May	17.0	7.8	70.0		33.0	9.2	49.0		17.0	7.8	23.0		13.0	2.0	22.0		23.0	6.8	6.8		13.0	4.5	4.5	
April	33.0	23.0	33.0		13.0	13.0	33.0		17.0	7.8	13.0		17.0	6.8	6.8		49.0	23.0	13.0		17.0	6.8	13.0	
March	22.0	23.0	170.0		21.0	23.0	49.0		4.5	6.8	130.0		11.0	13.0	49.0		7.8	7.8	70.0		9.3	4.5	33.0	
February	17.0	64.0	17.0		7.8	33.0	7.8		17.0	23.0	21.0		17.0	31.0	4.5		2.0	6.8	4.5		7.8	13.0	6.8	
January	13.0	23.0	95.0	17.0	2.0	23.0	33.0	17.0	4.5	13.0	33.0	13.0	2.0	33.0	17.0	23.0	1.8	7.8	17.0	17.0	4.5	23.0	17.0	13.0
Additional Samples																								
Additional Samples																								
Average Annual GeoMean	30.8	26.4	51.4	17.0	17.5	19.0	31.9	17.0	13.1	13.0	27.3	13.0	10.7	14.5	14.0	23.0	9.8	8.0	13.8	17.0	7.9	7.5	15.3	13.0
** Truncated GeoMetric Mean	42.0	35.0	34.0	34.0	29.0	23.0	21.0	34.0	20.0	16.0	16.0	16.0	15.0	14.0	12.0	12.0	10.0	10.0	10.0	10.0	8.0	7.0	9.0	9.0
** Truncated 90th Percentile	176.0	168.0	106.0	106.0	115.0	89.0	59.0	106.0	71.0	63.0	50.0	50.0	56.0	52.0	37.0	37.0	44.0	38.0	31.0	31.0	30.0	32.0	35.0	35.0

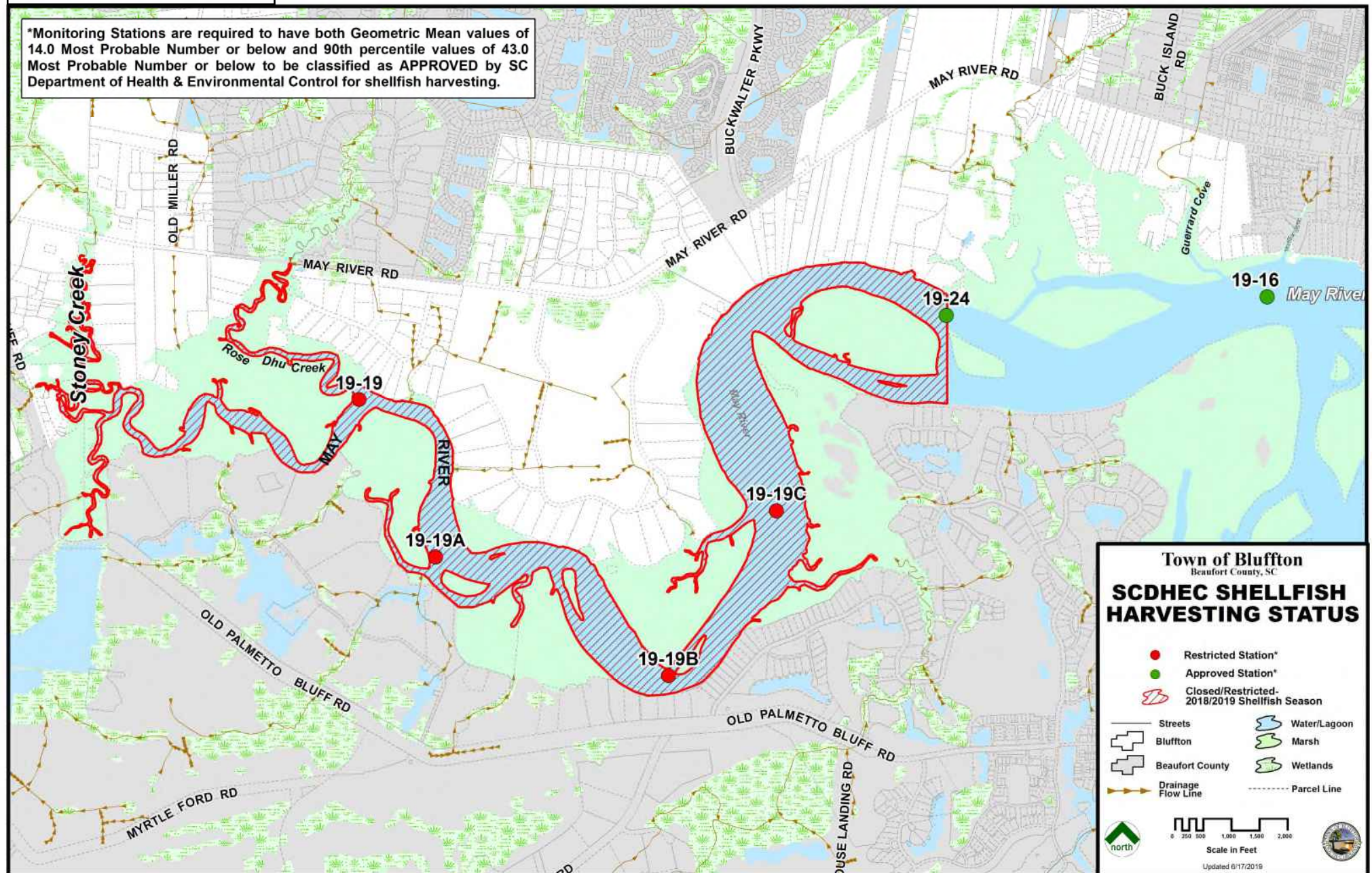
NS = No Sample  
AS = Additional Samples  
\*\* Town staff calculations utilizing DHEC statistics

SC DHEC May River Headwaters Shellfish Stations Average Annual Fecal Coliform



## May River Headwaters

\*Monitoring Stations are required to have both Geometric Mean values of 14.0 Most Probable Number or below and 90th percentile values of 43.0 Most Probable Number or below to be classified as APPROVED by SC Department of Health & Environmental Control for shellfish harvesting.



ACTIVITY - FINANCIAL	STATUS
Funding Opportunities	Council unanimously adopted \$115 SWU Fee and NPDES-related Fees on 6/9/20.
ACTIVITY - POLICIES	STATUS
Sewer Connection & Extension Policy	<i>Completed 2017.</i>
Septic to Sewer Conversion Program	<i>Completed 2018.</i>
Sewer Connection Ordinance and Ordinance Amendment	<i>Completed 2015 and 2018, respectively.</i>
Southern Lowcountry Regional Stormwater Ordinance and Design Manual	<b><i>Current project updates are included in Engineering Consent Agenda under "Southern Lowcountry Regional Board (SoLoCo)."</i></b>
ACTIVITY - PROJECTS	STATUS
Sanitary Sewer Extension	Completed Buck Island/Simmons Road (BIS) Phases I, II, III, IV; Toy Fields; Jason/Able; and Poseys Court. Six project phases of Historic District sewer extension are proposed in the 5-year Capital Improvement Program. <b><i>Current project updates are included in Engineering Consent Agenda under "Sewer &amp; Water."</i></b>
May River 319 Grant Phase 1 - New Riverside Pond (Grant award of \$483,500 in 2009)	<i>Completed 2013.</i>
May River 319 Grant Phase 2 - Pine Ridge (Grant award of \$290,000 in 2011)	<i>Completed 2016.</i>
May River 319 Grant Phase 3 - Town Hall Parking Retrofit (Grant award of \$231,350 in 2016)	<i>Completed 2019.</i>
May River 319 Grant Phase 4 - Sanitary Sewer Connections (Grant award of \$365,558.36 in 2019)	Grant to construct 49 sewer lateral connections in Poseys Court, Little Aaron and Historic District Phases 1 and 2. <b><i>Current project updates are included in Engineering Consent Agenda under "Sewer &amp; Water."</i></b>
May River 319 Grant Phase 5 - Bridge Street Streetscape (Grant award of \$179,900 in 2020)	Supports enhanced drainage and water quality improvements as part of the Bridge Street Streetscape project. <b><i>Current project updates are included in Engineering Consent Agenda under "Pathways."</i></b>
Stoney Creek Wetlands Restoration: Preliminary Design Phase	Project on hold following Council direction on 5/31/17.
May River Watershed Action Plan Update & Modeling Report	<b><i>Completed 2021. Town Council adoption of document as a supporting document to the Comprehensive Plan on 2/9/21.</i></b>
ACTIVITY - PROGRAMS	STATUS
Public Outreach/Participation/Involvement (MS4 Minimum Control Measures #1 & 2)	Outreach and involvement efforts continue through county-wide partnership with Carolina Clear as Lowcountry Stormwater Partners - Neighbors for Clean Water, through local cleanups, civic group presentations, and the May River Watershed Action Plan Advisory Committee. <b><i>Current updates are included in Engineering Consent Agenda and Attachment 3.</i></b>
Infrastructure Mapping/GIS (MS4 Minimum Control Measure #3)	Data points continue to be collected with new development to meet MS4 requirements & populate water quality model. <b><i>Current updates are included in Engineering Consent Agenda Attachment 4a.</i></b>
Water Quality Monitoring Program (MS4 Minimum Control Measure #3)	<ol style="list-style-type: none"> <li>1. SCDHEC Shellfish monitoring results and map</li> <li>2. <i>E. coli</i> bacteria "hot spot" concentrations</li> <li>3. Microbial Source Tracking of bacteria</li> <li>4. Illicit Discharge investigation and monitoring</li> <li>5. BMP efficacy monitoring</li> <li>6. MS4 monitoring</li> </ol> <b><i>Current updates are included in Engineering Consent Agenda Attachments 1, 1a, 4b - 4d.</i></b>

ACTIVITY - PROGRAMS continued	STATUS continued
Illicit Discharge Detection & Elimination (IDDE) Program (MS4 Minimum Control Measure #3)	Response to reported and observed non-stormwater discharges to the stormwater drainage system. <b><i>Current updates are included in Engineering Consent Agenda Attachment 4e.</i></b>
Construction Site Stormwater Runoff Control Program (MS4 Minimum Control Measure #4)	Sediment and erosion control inspections with escalating enforcement response. <b><i>Current updates are included in Engineering Consent Agenda Attachment 5.</i></b>
Stormwater Plan Review & Related Activity Program (MS4 Minimum Control Measure #5)	SCDHEC delegated plan review-related activities. <b><i>Current updates are included in Engineering Consent Agenda Attachment 6.</i></b>
Ditch Inspection/Maintenance Program (MS4 Minimum Control Measure #6)	Continued coordination with SCDOT, Beaufort County and Town Public Works to inspect and maintain ditches within the Town's jurisdiction. <b><i>Current updates are included in Engineering Consent Agenda Attachment 7.</i></b>
Neighborhood Assistance Program - Septic System Maintenance Program	On-going assistance offered to Town residents regardless of financial status through Neighborhood Assistance Program (NAP). <b><i>Current updates are provided in Growth Management Consent Agenda.</i></b>



## May River Watershed Action Plan Advisory Committee Meeting

Tuesday, February 25, 2021 at 9:00 AM

Electronic Meeting

### AGENDA

This meeting can be viewed on the Town of Bluffton's [Facebook page](#)

#### PUBLIC COMMENT

\*Public comments will be received via conference line provided by the Stormwater Coordinator. All requests for public comment will be accepted up to close of business (5:30 PM) the day prior to the scheduled meeting start time. Public Comments may be submitted electronically via the Town's website at

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60> or to the Stormwater Coordinator at [ldelhomme@townofbluffton.com](mailto:ldelhomme@townofbluffton.com).

- I. Call to Order
- II. Notice Regarding Posting of Meeting per South Carolina Freedom of Information (FOIA) Requirements
- III. Roll Call and Confirmation of Quorum
- IV. Adoption of the Agenda
- V. Adoption of the Minutes
  1. Meeting Minutes of January 21, 2021
- VI. Presentations, Celebrations and Recognitions
  1. Lowcountry Stormwater Partners – Ellen Comeau, Water Resources Agent, Clemson Extension
- VII. Public Comment
- VIII. Old Business
  1. Water Quality Monitoring Program (Standing Item) – Beth Lewis, Water Quality Program Administrator
    - a. Monthly Sampling Update
    - b. Microbial Source Tracking (MST) Update
    - c. SCDHEC Shellfish Data Update
- IX. Discussion
- X. Adjournment

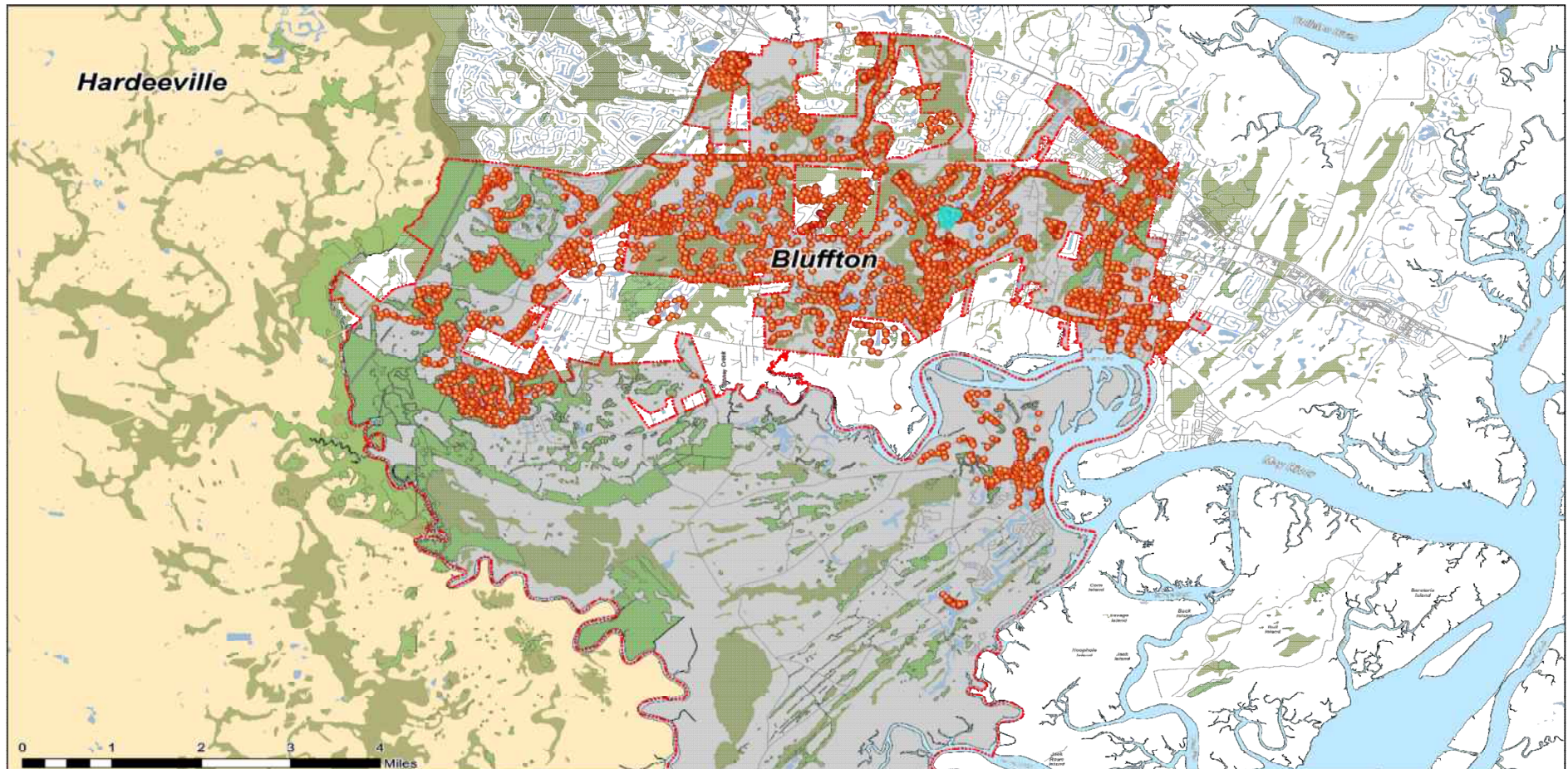
**NEXT MEETING DATE: 9:00 AM, Thursday, March 25, 2021**

*“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”*

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.*

*\*Please note that each member of the public may speak at public comment session and a form must be filled out and given to Town Staff. Public comment must not exceed three (3) minutes.*

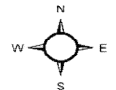
# MS4 Minimum Control Measure #3 – IDDE (Illicit Discharge Detection & Elimination): Stormwater Infrastructure Inventory



**Town of Bluffton**  
Beaufort County, SC

## STORMWATER INFRASTRUCTURE

NOTES:  
This map was prepared by the Town of Bluffton, Beaufort County, SC, for the purpose of illustrating the location of stormwater infrastructure. It is not intended to be used for any other purpose. The Town of Bluffton, Beaufort County, SC, is not responsible for any errors or omissions in this map. The Town of Bluffton, Beaufort County, SC, is not responsible for any damages or losses resulting from the use of this map. The Town of Bluffton, Beaufort County, SC, is not responsible for any claims or liabilities resulting from the use of this map. The Town of Bluffton, Beaufort County, SC, is not responsible for any claims or liabilities resulting from the use of this map.

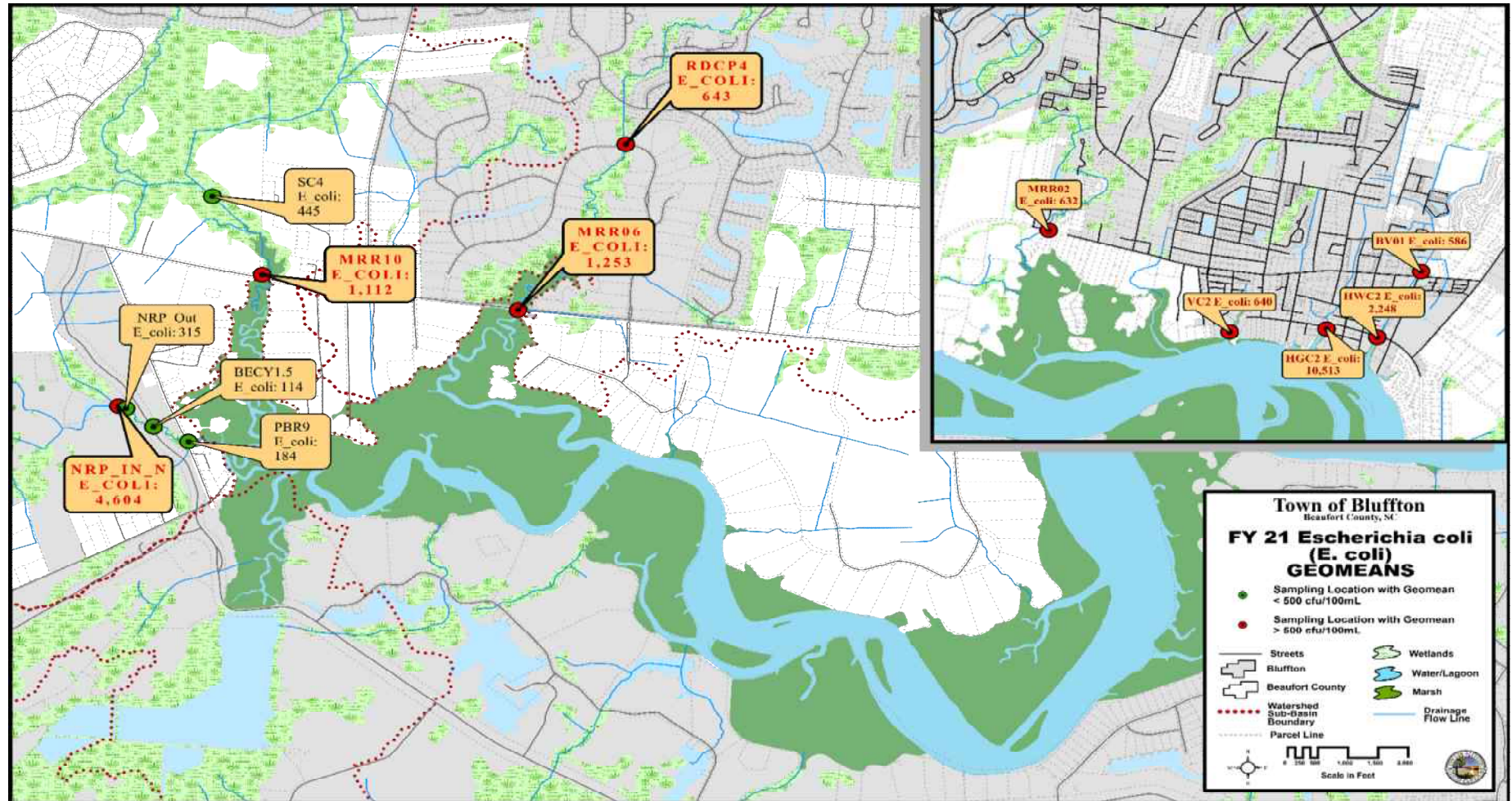


Updated Date: 1/19/2021

### Stormwater Infrastructure Inventory Collection Status

FY 2021 YTD Collection Totals	992
FY 2020 Collection Totals	4,878
FY 2019 Collection Totals	2,925
FY 2018 Collection Totals	3,777

# MS4 Minimum Control Measure #3 – IDDE: *E. coli* Concentrations Trend Map

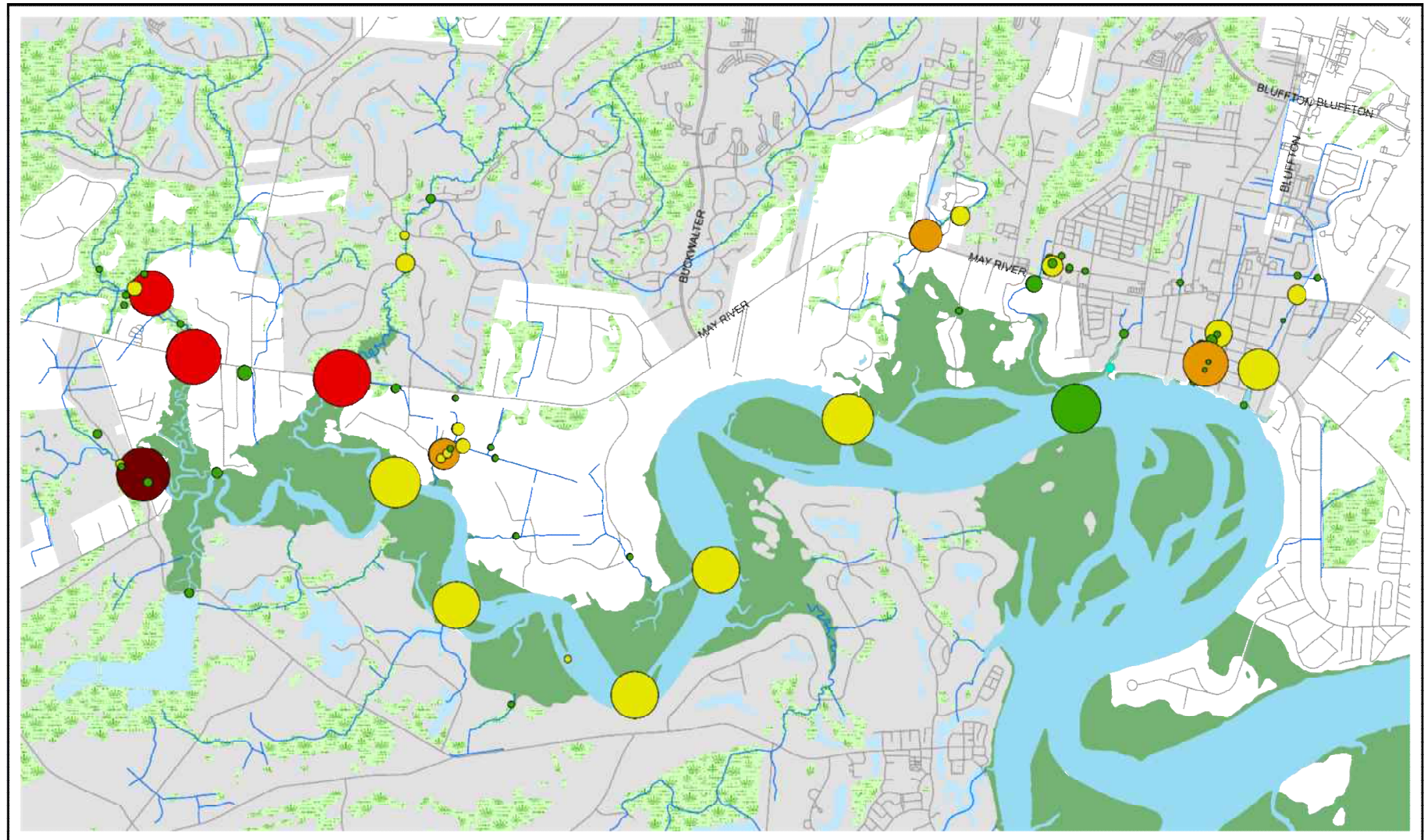


	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2021 YTD Totals	277	70	95
FY 2020 Totals	223	115	123
FY 2019 Totals	280	193	264
FY 2018 Totals	216	217	224

2/18/2021

- MST program began November 2016; MS4 Quarterly Sampling initiated 2/2017
- Totals include only samples submitted for laboratory analysis, and not *in situ* parameters.

# MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Trend Map – Human Source



 Town Jurisdiction  
 Beaufort County  
 Drainage Flow Lines

## Positive Hits

● 0 ● 1-3 ● 3-6 ● 6-9 ● >10

## Times Sampled

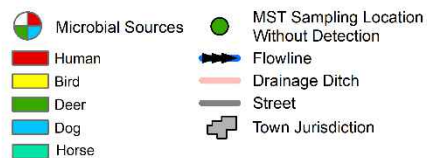
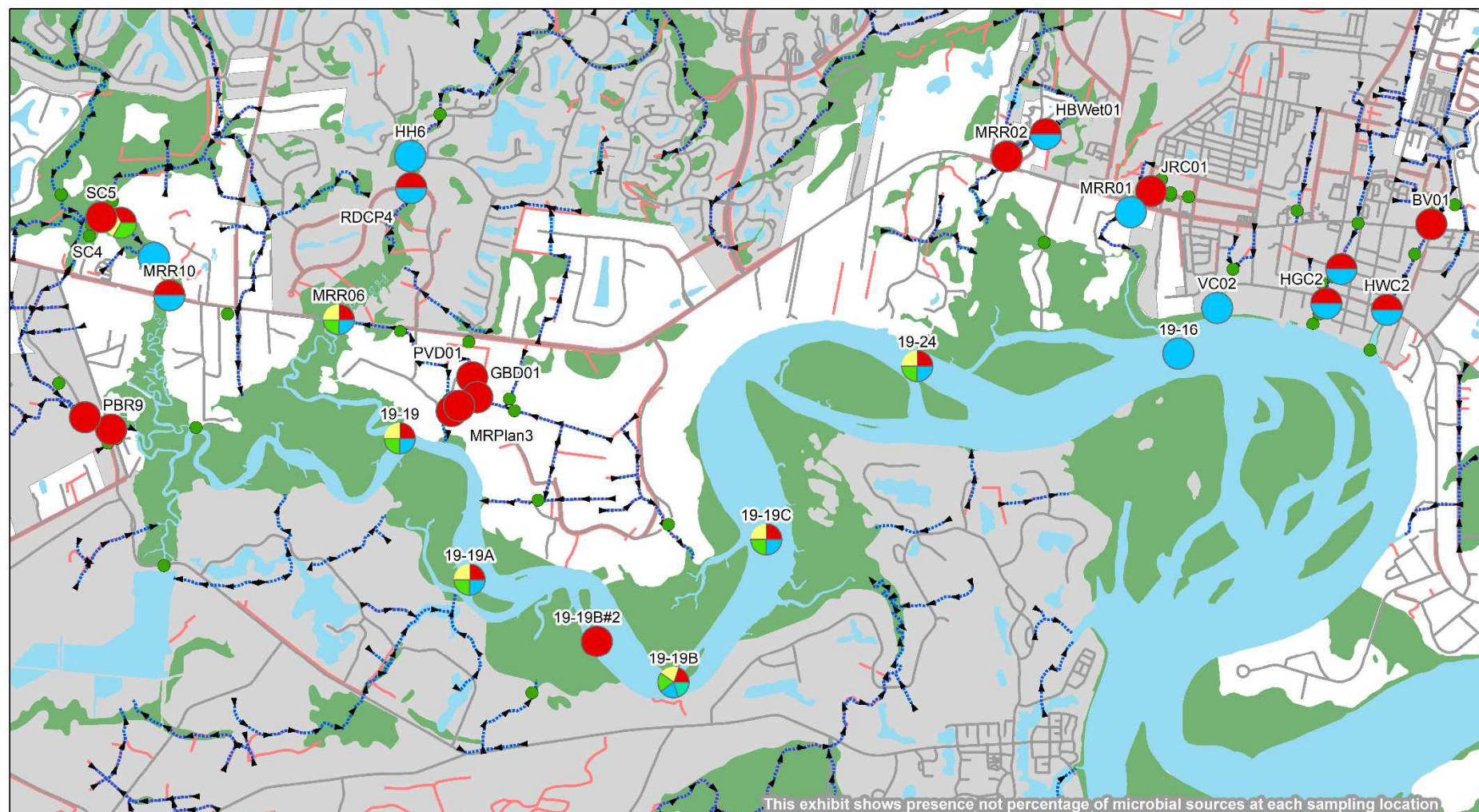
● 1 - 3 ● 4 - 6 ● 7 - 10 ● >10

Size of dot correlates to # of times the site has been sampled.

Updated Date: 1/19/2021



# MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Map – All Sources

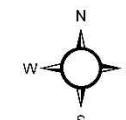


## Microbial Sources Detected Within the May River 2017 - 2021

Town of Bluffton  
Beaufort County, SC

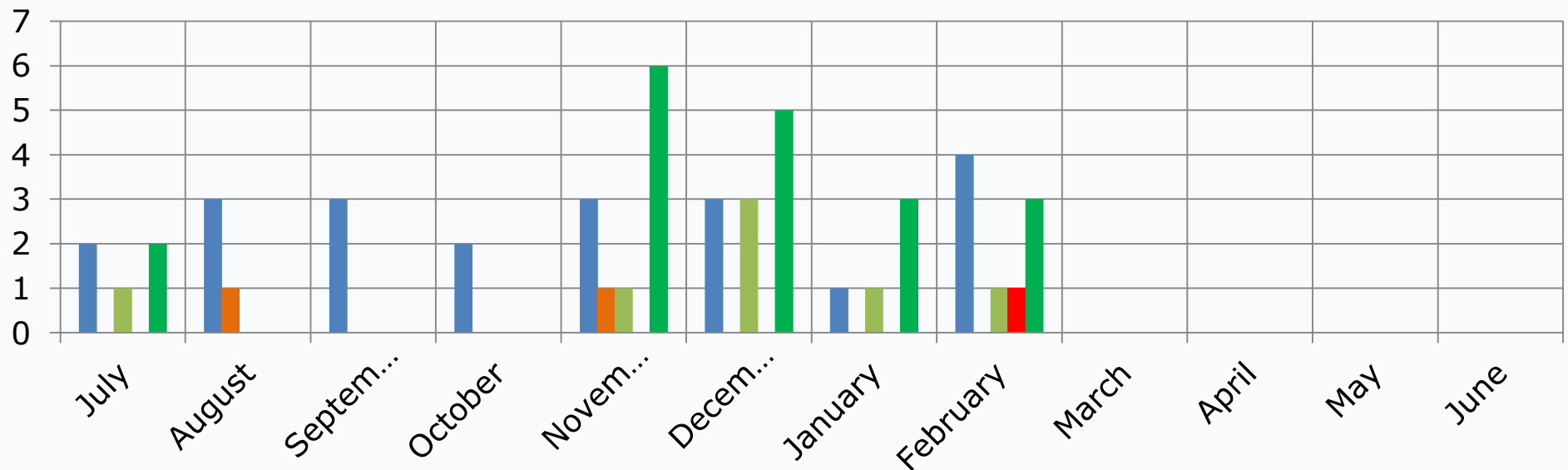
Date: 11/17/2020

DISCLAIMER:  
This map was developed by the Bluffton Water Management  
Department and is intended to provide information for the  
Town of Bluffton. The data was collected from the Town  
of Bluffton and is not intended to be used for any other  
purpose. The Town of Bluffton does not warrant the  
accuracy or completeness of the information or data  
presented on this map. The Town of Bluffton does not  
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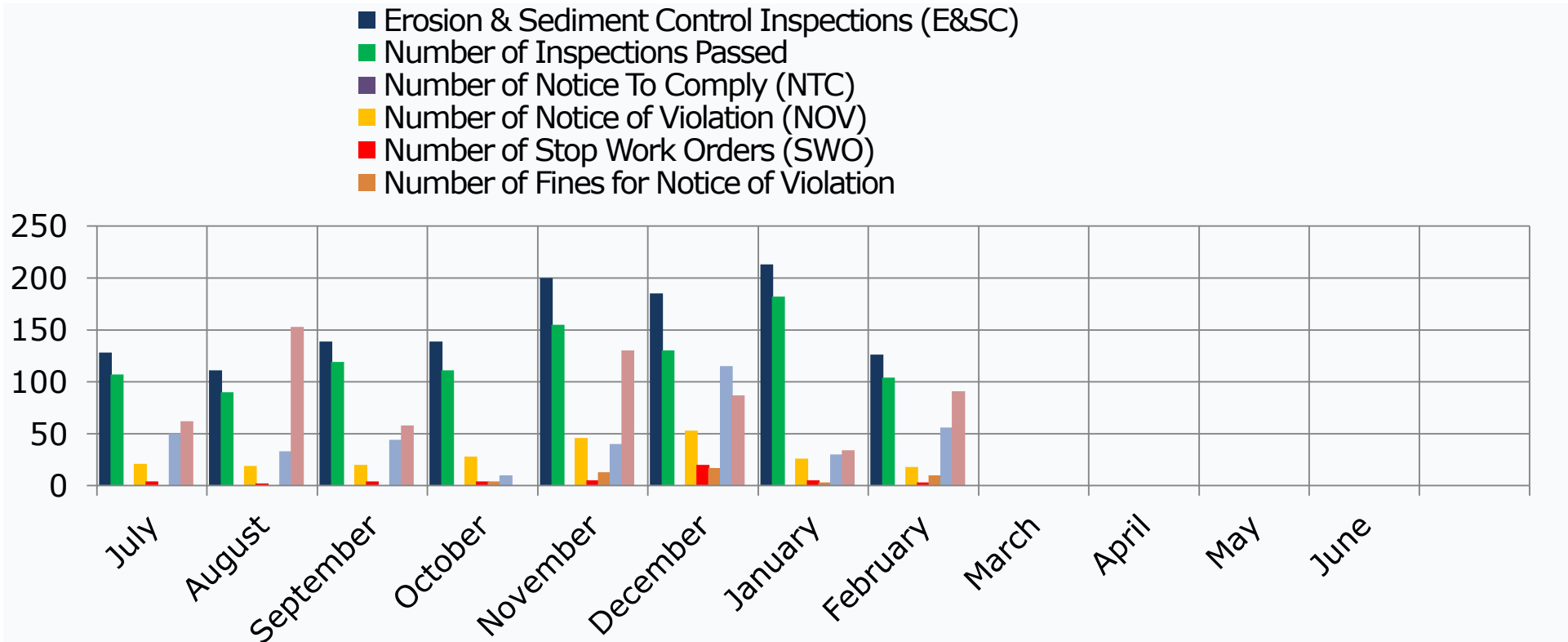
## MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations

■ Number of Illicit Discharge Investigations     ■ Number of Notice To Comply  
■ Number of Notice of Violation     ■ Number of NOV Enforcement Actions  
■ Number of Meetings



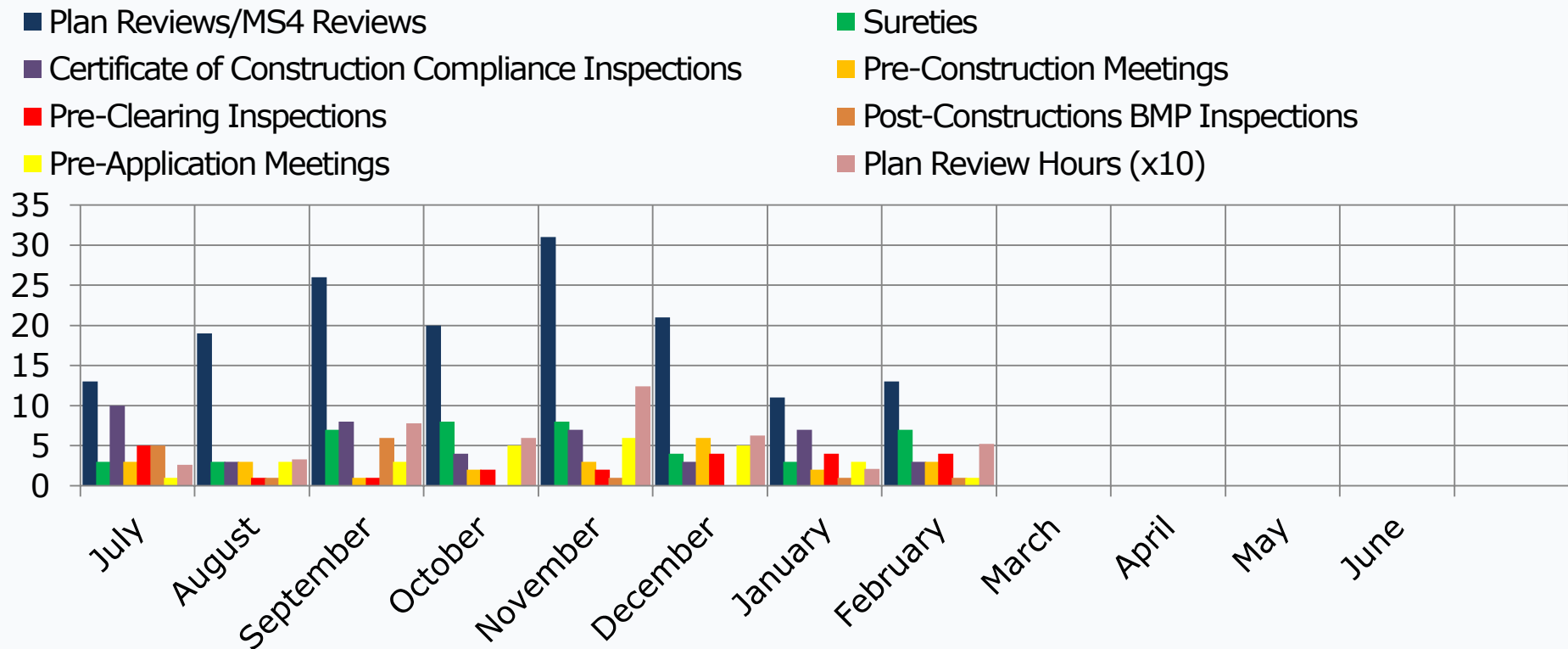
	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Number of NOV Enforcement Actions	Number of Meetings
FY 2021 YTD Totals	21	2	7	1	19
FY 2020 Totals	45	10	8	6	49
FY 2019 Totals	38	20	3	1	61
FY 2018 Totals	48	20	4	2	60

## MS4 Minimum Control Measure #4 - Construction Site Stormwater Runoff Control



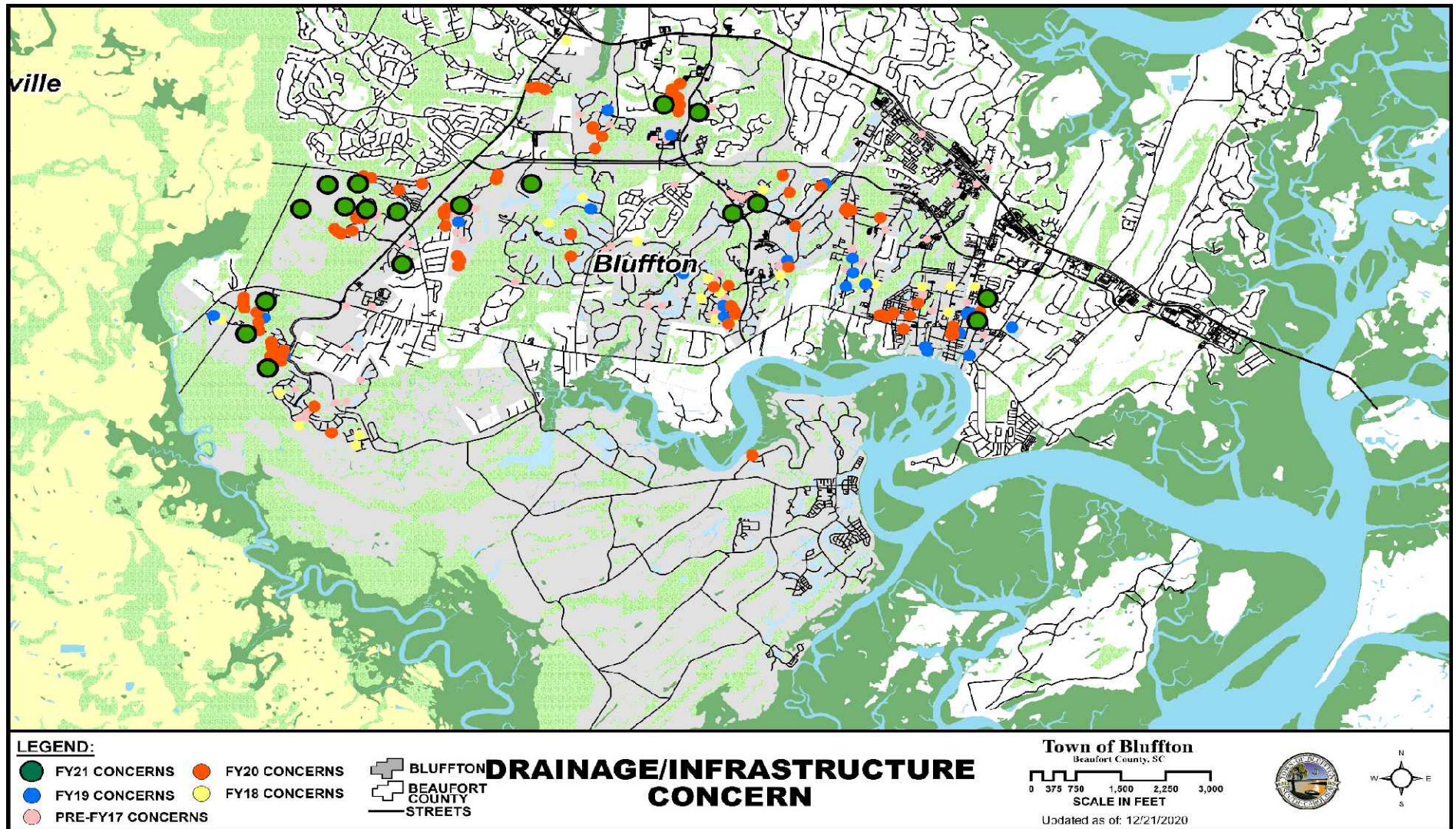
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NTC Issued	Number of NOV Issued	Number of SWO Issued	Number of NOV Enforcement Actions	Number of E&SC Meetings
FY 2021 YTD Totals	1224	1016	N/A	197	28	30	304
FY 2020 Totals	1,517	1187	128	185	16	9	496
FY 2019 Totals	1,688	1,384	254	72	N/A	7	403

## MS4 Minimum Control Measure #5 Stormwater Plan Review & Related Activity



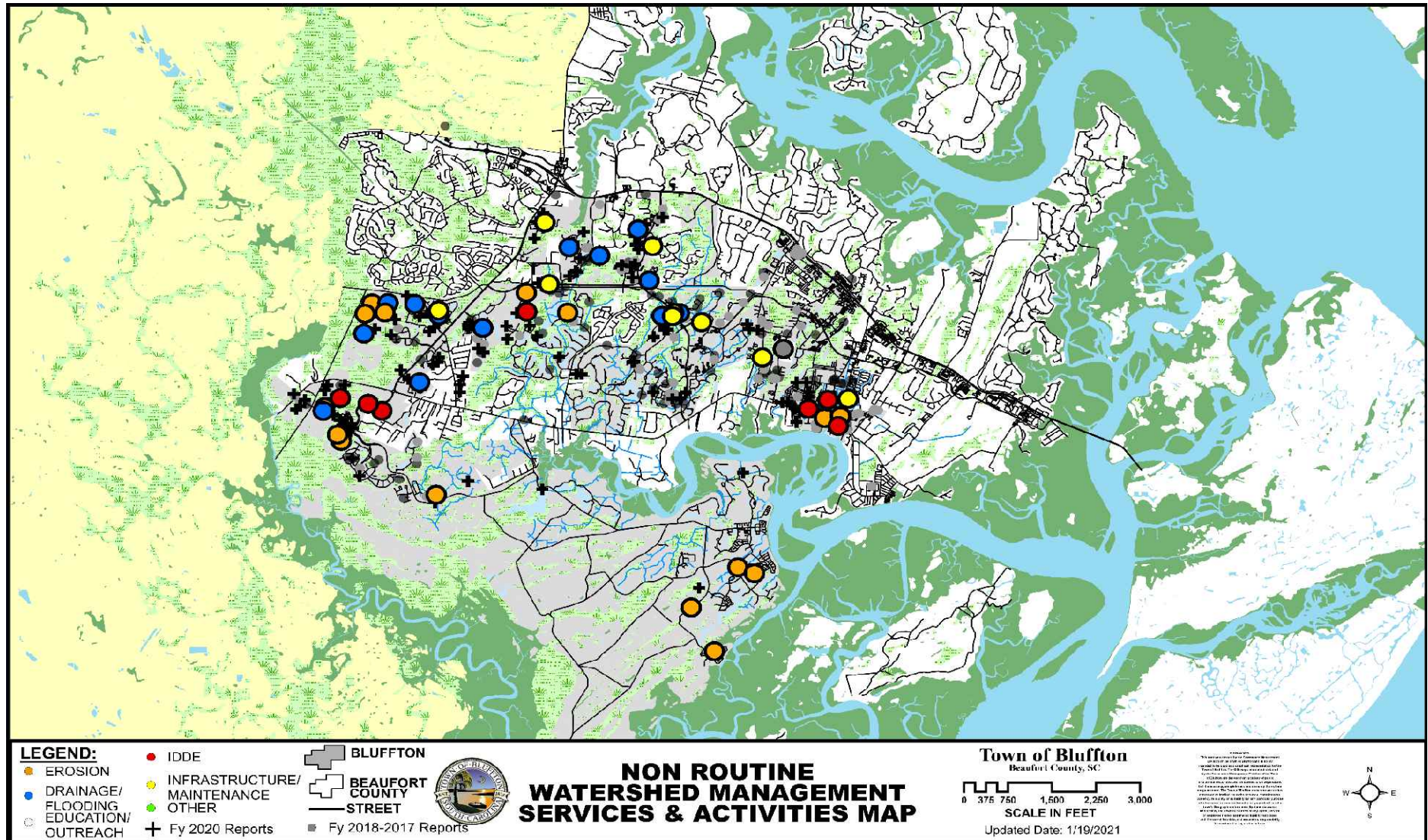
	Plan Reviews MS4 Reviews	Sureties	Certificate of Construction Compliance Inspections	Pre- Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2021 YTD Totals	120	32	39	13	15	14	21	394 Hrs.
FY 2020 Totals	176	53	46	36	17	8	36	789 Hrs.
FY 2019 Totals	208	52	53	47	37	27	63	1,040 Hrs.

# Citizen Drainage, Maintenance and Inspections Concerns Map



	Number of Drainage Concerns Investigated	Number of Meetings
FY 2021 YTD Totals	27	28
FY 2020 Totals	68	76
FY 2019 Totals	54	59

# Citizen Request for Watershed Mngt. Services & Activities Map



	Number of Citizen Requests Investigated	Number of Meetings
FY 2021 YTD Totals	31	30
FY 2020 Totals	99	102
FY 2019 Totals	75	79



No Quorum

**TOWN OF BLUFFTON**  
**BEAUTIFICATION COMMITTEE MEETING AGENDA**  
**ELECTRONIC MEETING**

Thursday, February 18, 2021, 10:00 a.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 1:00 p.m.  
<https://www.facebook.com/TownBlufftonSC/>

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF THE AGENDA
- IV. ADOPTION OF MINUTES – February 20, 2020
- V. PUBLIC COMMENTS\*
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - 1. Introduction of New Beautification Committee Member – Michael Salas
  - 2. Election of Officers
  - 3. Adoption of 2021 Meeting Dates
  - 4. Review and Approve Beautification Work Plan for FY 2022 Budget
  - 5. Update on Power Line Trimming
  - 6. Review Bench/Tree Memorial Program
  - 7. Discuss Special Project for FY 2021 – Receptacles
  - 8. Arbor Day Ceremony – Tree Planting Location
- VIII. DISCUSSION
  - 1. Wright Family Park Camellia Garden
- IX. ADJOURNMENT

**NEXT MEETING DATE: Thursday, March 18, 2021**

\* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Engineering and Public Works Coordinator at [rrexrode@townofbluffton.com](mailto:rrexrode@townofbluffton.com).

Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Development Review Committee.

*FOIA COMPLIANCE – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.*

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## Public Works Activities Report

Section XII. Item #1.

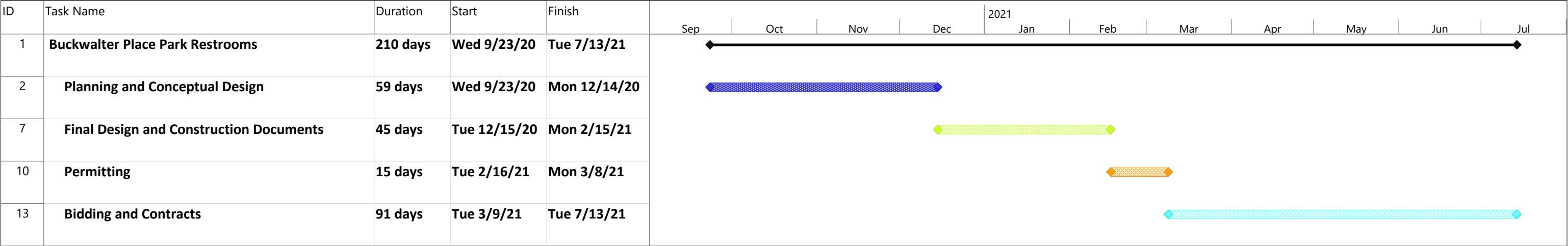
Week	# of Activities	Labor Cost	Equipment Cost	Other Cost	Total
FY21WK1	61	\$4,397.00	\$3,188.00		\$7,584.00
FY21WK2	56	\$5,474.00	\$3,574.00	\$121.00	\$9,168.00
FY21WK3	48	\$4,880.00	\$3,502.00		\$8,382.00
FY21WK4	62	\$5,828.00	\$3,970.00		\$9,799.00
FY21WK5	45	\$4,706.00	\$3,575.00		\$8,281.00
FY21WK6	54	\$5,645.00	\$3,114.00		\$9,126.00
FY21WK7	60	\$4,855.00	\$4,232.00		\$9,087.00
FY21WK8	67	\$5,118.00	\$4,221.00		\$9,339.00
FY21WK9	50	\$5,784.00	\$3,923.00		\$9,707.00
FY21WK10	54	\$6,131.00	\$4,248.00	\$21.00	\$10,400.00
FY21WK11	41	\$4,677.00	\$2,740.00		\$7,417.00
FY21WK12	70	\$5,580.00	\$2,587.00	\$326.00	\$8,494.00
FY21WK13	94	\$5,864.00	\$5,084.00		\$10,949.00
FY21WK14	49	\$6,171.00	\$4,261.00		\$10,431.00
FY21WK15	53	\$5,870.00	\$4,059.00		\$9,929.00
FY21WK16	62	\$5,239.00	\$3,531.00		\$8,771.00
FY21WK17	77	\$4,660.00	\$3,769.00	\$364.00	\$8,792.00
FY21WK18	45	\$4,679.00	\$3,417.00		\$8,096.00
FY21WK19	62	\$6,186.00	\$7,048.00		\$13,234.00
FY21WK20	41	\$4,135.00	\$2,633.00		\$6,768.00
FY21WK21	51	\$5,446.00	\$3,073.00		\$8,519.00
FY21WK22	39	\$3,229.00	\$3,599.00		\$6,828.00
FY21WK23	51	\$5,072.00	\$3,014.00		\$8,085.00
FY21WK24	76	\$6,073.00	\$5,257.00		\$11,329.00
FY21WK25	56	\$4,245.00	\$2,976.00		\$7,221.00
FY21WK26	38	\$1,890.00	\$1,936.00		\$3,826.00
FY21WK27	50	\$4,417.00	\$4,060.00		\$8,477.00
FY21WK28	69	\$5,753.00	\$4,185.00		\$9,938.00
FY21WK29	36	\$4,703.00	\$6,365.00		\$11,069.00
FY21WK30	69	\$5,100.00	\$4,540.00		\$9,640.00
FY21WK31	62	\$5,581.00	\$3,627.00		\$9,208.00
FY21WK32	89	\$5,648.00	\$3,808.00		\$9,456.00
FY21WK33	67	\$4,845.00	\$3,486.00		\$8,331.00
FY21WK34					
FY21WK35					
FY21WK36					
FY21WK37					
FY21WK38					
FY21WK39					
FY21WK40					
FY21WK41					
FY21WK42					
FY21WK43					
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FY21WK47					
FY21WK48					
FY21WK49					
FY21WK50					
FY21WK51					
FY21WK52					
<b>Total</b>	<b>1904</b>	<b>\$167,881.00</b>	<b>\$126,602.00</b>	<b>\$832.00</b>	<b>\$295,681.00</b>

## Public Works Activities Report

Section XII. Item #1.

Week	# of Activities	Labor Cost	Equipment Cost	Other Cost	Total
FY21WK1	61	\$4,397.00	\$3,188.00		\$7,584.00
FY21WK2	56	\$5,474.00	\$3,574.00	\$121.00	\$9,168.00
FY21WK3	48	\$4,880.00	\$3,502.00		\$8,382.00
FY21WK4	62	\$5,828.00	\$3,970.00		\$9,799.00
FY21WK5	45	\$4,706.00	\$3,575.00		\$8,281.00
FY21WK6	54	\$5,645.00	\$3,114.00		\$9,126.00
FY21WK7	60	\$4,855.00	\$4,232.00		\$9,087.00
FY21WK8	67	\$5,118.00	\$4,221.00		\$9,339.00
FY21WK9	50	\$5,784.00	\$3,923.00		\$9,707.00
FY21WK10	54	\$6,131.00	\$4,248.00	\$21.00	\$10,400.00
FY21WK11	41	\$4,677.00	\$2,740.00		\$7,417.00
FY21WK12	70	\$5,580.00	\$2,587.00	\$326.00	\$8,494.00
FY21WK13	94	\$5,864.00	\$5,084.00		\$10,949.00
FY21WK14	49	\$6,171.00	\$4,261.00		\$10,431.00
FY21WK15	53	\$5,870.00	\$4,059.00		\$9,929.00
FY21WK16	62	\$5,239.00	\$3,531.00		\$8,771.00
FY21WK17	77	\$4,660.00	\$3,769.00	\$364.00	\$8,792.00
FY21WK18	45	\$4,679.00	\$3,417.00		\$8,096.00
FY21WK19	62	\$6,186.00	\$7,048.00		\$13,234.00
FY21WK20	41	\$4,135.00	\$2,633.00		\$6,768.00
FY21WK21	51	\$5,446.00	\$3,073.00		\$8,519.00
FY21WK22	39	\$3,229.00	\$3,599.00		\$6,828.00
FY21WK23	51	\$5,072.00	\$3,014.00		\$8,085.00
FY21WK24	76	\$6,073.00	\$5,257.00		\$11,329.00
FY21WK25	56	\$4,245.00	\$2,976.00		\$7,221.00
FY21WK26	38	\$1,890.00	\$1,936.00		\$3,826.00
FY21WK27	50	\$4,417.00	\$4,060.00		\$8,477.00
FY21WK28	69	\$5,753.00	\$4,185.00		\$9,938.00
FY21WK29	36	\$4,703.00	\$6,365.00		\$11,069.00
FY21WK30	69	\$5,100.00	\$4,540.00		\$9,640.00
FY21WK31	62	\$5,581.00	\$3,627.00		\$9,208.00
FY21WK32	89	\$5,648.00	\$3,808.00		\$9,456.00
FY21WK33	67	\$4,845.00	\$3,486.00		\$8,331.00
FY21WK34					
FY21WK35					
FY21WK36					
FY21WK37					
FY21WK38					
FY21WK39					
FY21WK40					
FY21WK41					
FY21WK42					
FY21WK43					
FY21WK44					
FY21WK45					
FY21WK46					
FY21WK47					
FY21WK48					
FY21WK49					
FY21WK50					
FY21WK51					
FY21WK52					
<b>Total</b>	<b>1904</b>	<b>\$167,881.00</b>	<b>\$126,602.00</b>	<b>\$832.00</b>	<b>\$295,681.00</b>

BUCKWALTER PLACE PARK RESTROOMS  
PROPOSED SCHEDULE



Project: 00040  
Date: Wed 1/27/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planing and Conceptual Design

Final Design and Construction Documents

Permitting

Easements and Land Acquisitions

Bidding and Contracts

Construction

<p>BUCKWALTER MULTI-COUNTY COMMERCE PARK          PHASE II DEVELOPMENT PARCEL - PROPOSED SCHEDULE</p>		<p>Section XII. Item #1.</p>
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ID	Task Name	Duration	Start	Finish	Half 2, 2020						Half 1, 2021						Half 2, 2021						Half 1, 2022						Half 2, 2022					
					J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J					
1	PHASE II DEVELOPMENT PARCEL	481 days	Mon 8/3/20	Mon 6/6/22																														
2	Planning and Conceptual Design	120 days	Mon 8/3/20	Fri 1/15/21																														
9	Final Design and Construction Documents	75 days	Mon 1/18/21	Fri 4/30/21																														
16	Permitting	30 days	Tue 4/6/21	Mon 5/17/21																														
21	Bidding and Contracts	115 days	Mon 5/10/21	Fri 10/15/21																														
32	Construction	166 days	Mon 10/18/21	Mon 6/6/22																														

Project: 00040 Date: Tue 1/5/21	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planning and Conceptual Design	◆————◆	Easements and Land Acquisition	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		

## CALHOUN STREET STREETScape PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	May E B M E	June E B M E	July E B M E	August E B M E	Septem E B M E	October E B M E	Novem E B M E	Decemt E B M E	January E B M E	Februa E B M E	March E B M E	April E B M E	May E B M E	June E B M E	July E B M E	August E B M E	Septem E B M E	October E B M E	Novem E B M E	Decemt E B M E	January E B M E	Februa E B M E	March E B M E	April E B M E	May E B M E	June E B M E	July E B M E	A B				
1	CALHOUN STREET STREETScape	561 days	Mon 5/18/20	Mon 7/11/22																																
2	Planning and Conceptual Design	80 days	Mon 5/18/20	Fri 9/4/20																																
7	Final Planning and Construction Documents	270 days	Mon 9/7/20	Fri 9/17/21																																
27	Permitting Phase	65 days	Mon 6/7/21	Fri 9/3/21																																
32	Easements and Land Acquisition	276 days	Mon 6/21/21	Mon 7/11/22																																

Project: 00042  
Date: Wed 1/27/21

## Critical Task



### Project Duration



## Final Design and Construction Documents



## Bidding and Contract

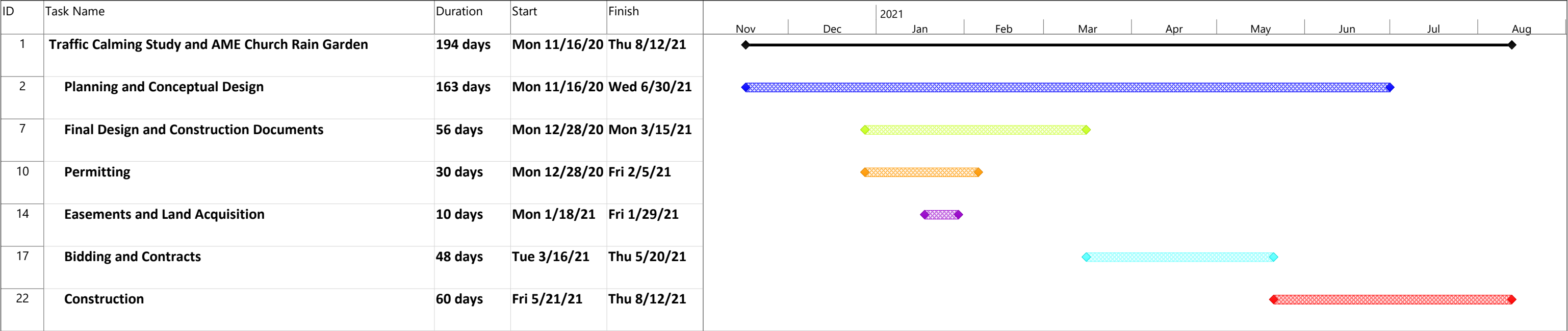


## Construction





HISTORIC DISTRICT STREETSCAPE AND DRAINAGE IMPROVEMENTS PROPOSED SCHEDULE



Project: 00050  
Date: Tue 1/5/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planing and Conceptual Design

Final Design and Construction Documents

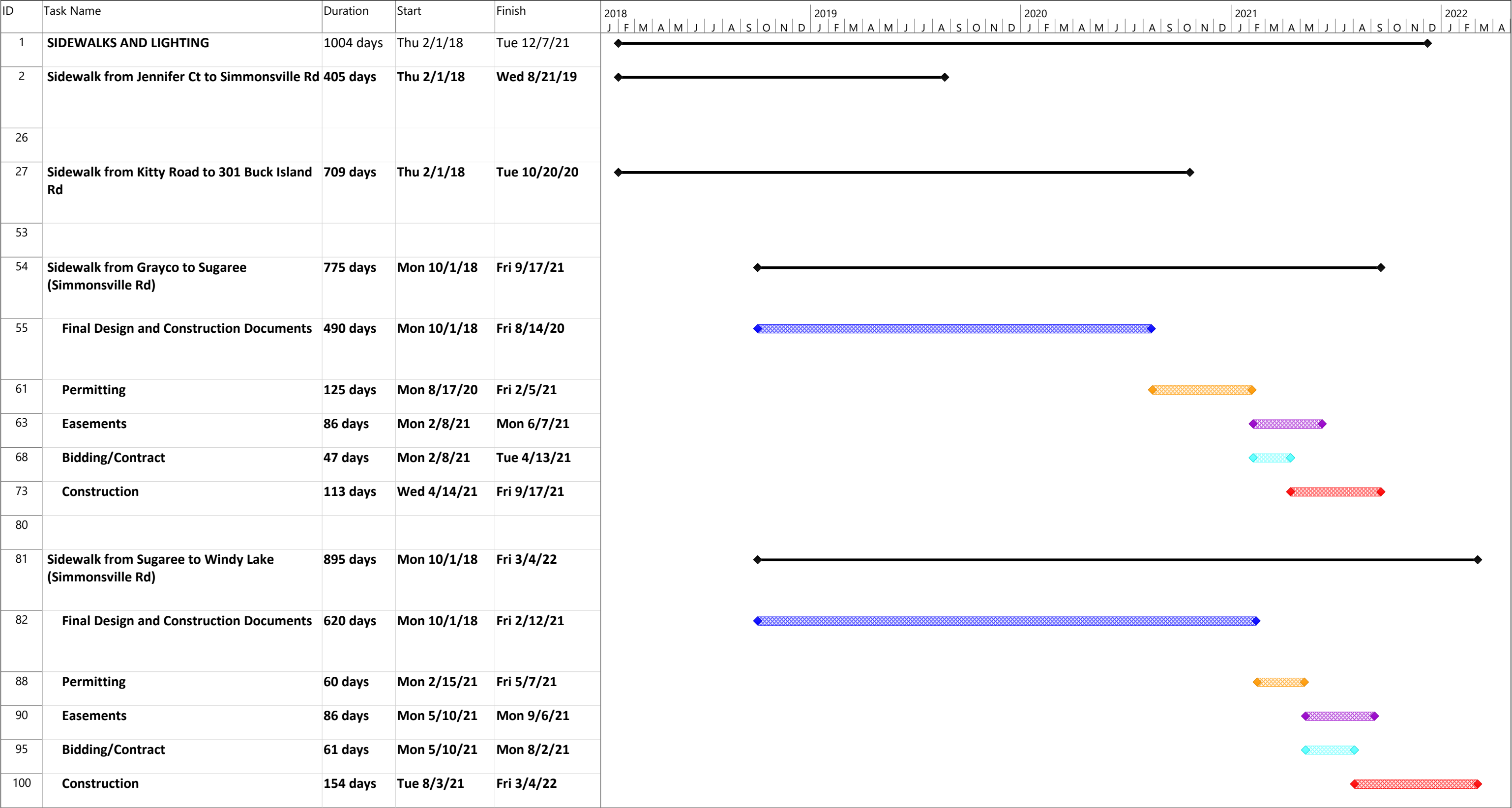
Permitting

Easements and Land Acquisitions

Bidding and Contracts

Construction

BUCK ISLAND-SIMMONSVILLE NEIGHBORHOOD SIDEWALKS  
PROPOSED SCHEDULE

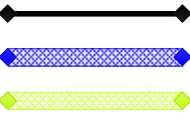


Project: 00054  
Date: Wed 1/27/21

- Milestone
- Critical Task
- Task



Project Duration  
Planning and Conceptual Design  
Final Design and Construction Documents



Permitting  
Bidding and Contract  
Easements and Land Acquisitions



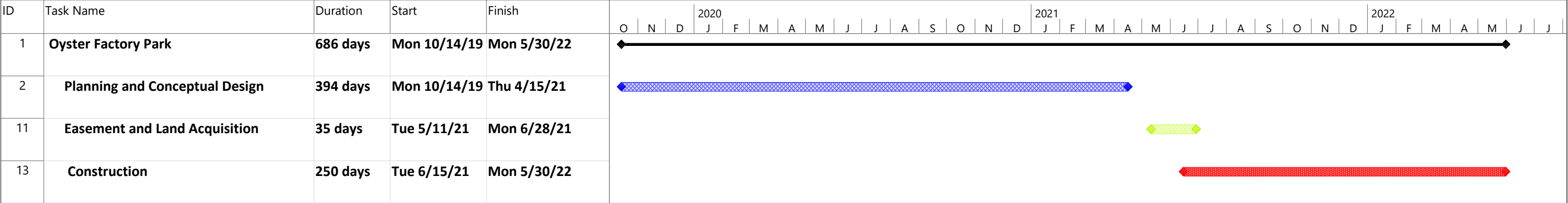
Construction



*Section XII. Item #1.*



OYSTER FACTORY PARK  
PROPOSED SCHEDULE



Project: 00059  
Date: Tue 1/5/21

- Milestone
- Critical Task
- Task

- Project Duration
- Planning and Conceptual Design
- Final Design and Construction Documents

- Permitting
- Easements and Land Acquisition
- Bidding and Contracts

- Construction

SQUIRE POPE CARRIAGE HOSUE  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	May	Jun	Jul
1	Squire Pope Carriage House	323 days	Fri 4/17/20	Tue 7/13/21																
2	Planning and Conceptual Design	10 days	Fri 4/17/20	Thu 4/30/20																
5	Final Design and Construction Documents	162 days	Fri 5/1/20	Mon 12/14/20																
10	Permitting	55 days	Mon 12/21/20	Sun 3/7/21																
13	Bidding and Contracts	91 days	Tue 3/9/21	Tue 7/13/21																

Project: 00067  
Date: Wed 1/27/21

- Milestone◆
- Critical Task★
- Task

- Project Duration
- Planing and Conceptual Design
- Final Design and Construction Documents

- Permitting
- Easements and Land Acquisitions
- Bidding and Contracts

- Construction

BOUNDARY STREET LIGHTING  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish													2020												2021	
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb						
1	BOUNDARY STREET LIGHTING PHASE 2	451 days	Mon 7/8/19	Mon 3/29/21																										
2	Planning and Conceptual Design	425 days	Mon 7/8/19	Fri 2/19/21																										
13	Permitting	90 days	Mon 1/20/20	Fri 5/22/20																										
15	Easements and Land Acquisition	210 days	Fri 5/1/20	Thu 2/18/21																										
18	Construction	206 days	Mon 6/15/20	Mon 3/29/21																										

Project: 00069  
Date: Tue 1/5/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planning and Conceptual Design

Final Design and Construction Documents

Permitting

Easements and Land Acquisition

Bidding and Contract

Construction

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 1  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish																																			
					Half 2, 2018							Half 1, 2019					Half 2, 2019					Half 1, 2020					Half 2, 2020					Half 1, 2021							
					J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
1	PHASE 1	713 days	Tue 7/3/18	Thu 3/25/21																																			
2	Planning and Conceptual Design	239 days	Tue 7/3/18	Fri 5/31/19																																			
9	Final Design and Construction Documents	65 days	Mon 6/3/19	Fri 8/30/19																																			
11	Permitting	140 days	Mon 9/2/19	Fri 3/13/20																																			
14	Easements and Land Acquisition	105 days	Mon 3/16/20	Fri 8/7/20																																			
17	Bidding and Contracts	62 days	Mon 3/16/20	Tue 6/9/20																																			
22	Construction	192 days	Wed 6/10/20	Thu 3/4/21																																			

Project: 00070  
Date: Wed 1/27/21

- Milestone◆
- Critical Task★
- Task

- Project Duration
- Planing and Conceptual Design
- Final Design and Construction Documents
- Permitting
- Easements and Land Acquisitions
- Bidding and Contracts

Construction

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 2  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	Timeline																																							
					Half 2, 2018							Half 1, 2019					Half 2, 2019					Half 1, 2020					Half 2, 2020					Half 1, 2021					Half 2, 2021							
					J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
1	PHASE 2	829 days	Mon 7/2/18	Thu 9/2/21																																								
2	Planning and Conceptual Design	185 days	Mon 7/2/18	Fri 3/15/19																																								
10	Final Design and Construction Documents	20 days	Mon 3/18/19	Fri 4/12/19																																								
12	Permitting	55 days	Mon 4/15/19	Fri 6/28/19																																								
15	Easements and Land Acquisition	420 days	Mon 7/1/19	Fri 2/5/21																																								
17	Bidding and Contracts	72 days	Mon 2/8/21	Tue 5/18/21																																								
22	Construction	77 days	Wed 5/19/21	Thu 9/2/21																																								

Project: 00071  
Date: Tue 1/5/21

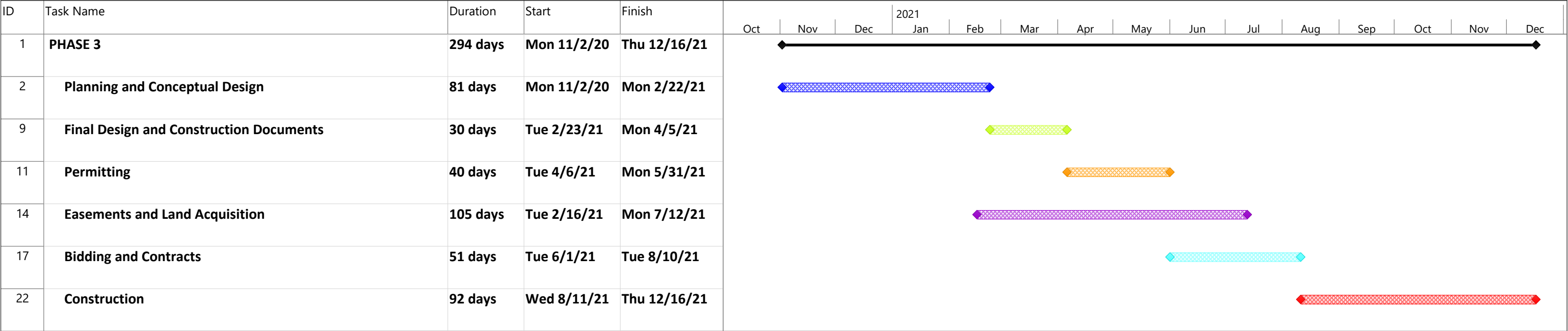
- Milestone◆
- Critical Task★
- Task

- Project Duration
- Planing and Conceptual Design
- Final Design and Construction Documents

- Permitting
- Easements and Land Acquisitions
- Bidding and Contracts

- Construction

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 3  
PROPOSED SCHEDULE



Project: 00072  
Date: Tue 1/5/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planing and Conceptual Design

Final Design and Construction Documents

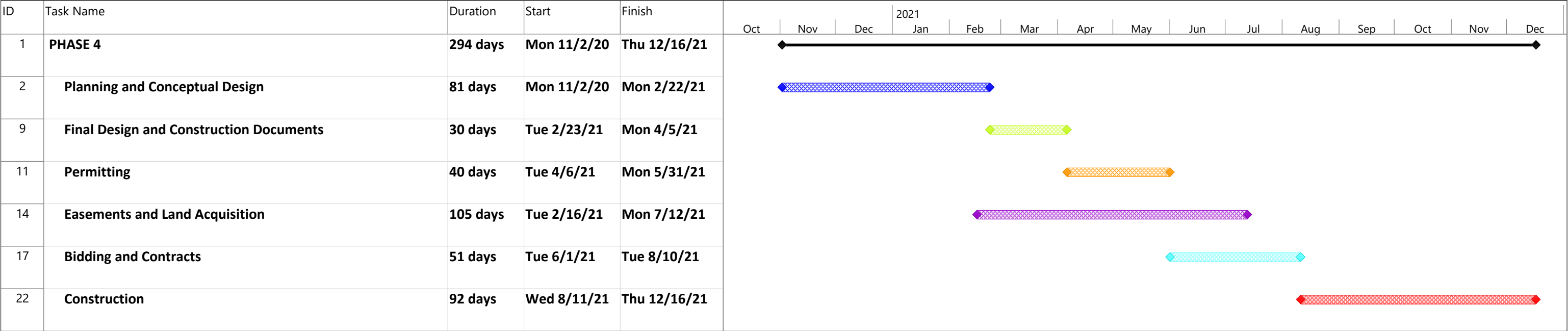
Permitting

Easements and Land Acquisitions

Bidding and Contracts

Construction

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 4  
PROPOSED SCHEDULE



Project: 00073  
Date: Tue 1/5/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planing and Conceptual Design

Final Design and Construction Documents

◆

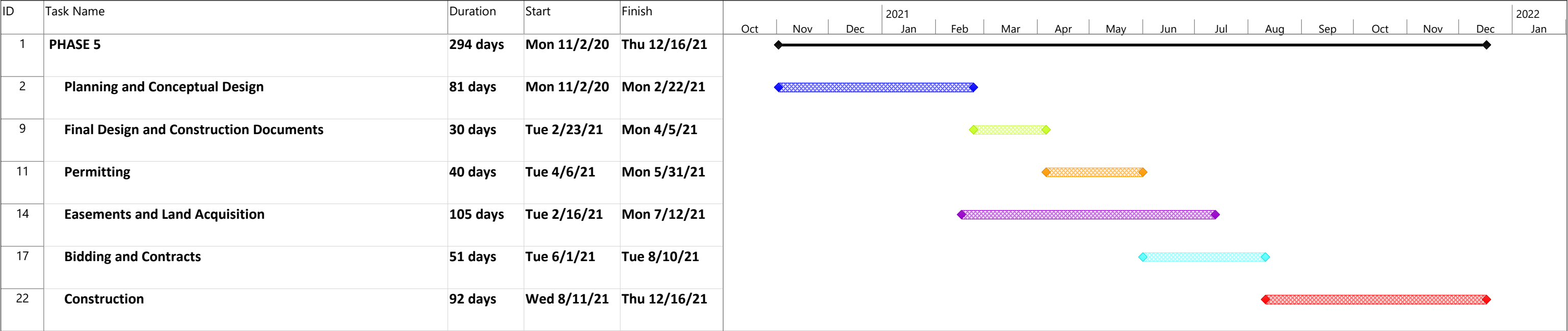
Permitting

Easements and Land Acquisitions

Bidding and Contracts

Construction

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 5  
PROPOSED SCHEDULE



Project: 00074  
Date: Tue 1/5/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planing and Conceptual Design

Final Design and Construction Documents

Permitting

Easements and Land Acquisitions

Bidding and Contracts

Construction

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 6  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Jan
1	PHASE 6	294 days	Mon 11/2/20	Thu 12/16/21																
2	Planning and Conceptual Design	81 days	Mon 11/2/20	Mon 2/22/21																
9	Final Design and Construction Documents	30 days	Tue 2/23/21	Mon 4/5/21																
11	Permitting	40 days	Tue 4/6/21	Mon 5/31/21																
14	Easements and Land Acquisition	105 days	Tue 2/16/21	Mon 7/12/21																
17	Bidding and Contracts	51 days	Tue 6/1/21	Tue 8/10/21																
22	Construction	92 days	Wed 8/11/21	Thu 12/16/21																

Project: 00075  
Date: Tue 1/5/21

- Milestone◆
- Critical Task★
- Task

- Project Duration
- Planing and Conceptual Design
- Final Design and Construction Documents
- Permitting
- Easements and Land Acquisitions
- Bidding and Contracts
- Construction

BUCKWALTER MULTI-COUNTY COMMERCE PARK  
LEC EXPANSION - PROPOSED SCHEDULE

Section XII. Item #1.

ID	Task Name	Duration	Start	Finish	November 11/1	11/15	December 11/29	12/13	January 12/27	1/10	February 1/24	2/7	2/21	March 3/7	3/21	April 4/4	4/18	May 5/2	5/16	June 5/30
1	LEC Expansion	140 days	Mon 11/9/20	Fri 5/21/21																
2	Construction	133 days	Wed 11/18/20	Fri 5/21/21																

Project: 00077 Date: Tue 1/5/21	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planning and Conceptual Design	◆————◆	Easements and Land Acquisition	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		

BRIDGE STREET STREETScape  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	2020												2021												2022																	
					A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A					
1	BRIDGE STREET STREETSCAPE	776 days	Sun 9/1/19	Fri 8/19/22																																										
2	Planning and Conceptual Design	232 days	Sun 9/1/19	Tue 7/21/20																																										
17	Final Design and Construction Documents	128 days	Wed 7/22/20	Fri 1/15/21																																										
22	Permitting	100 days	Mon 12/28/20	Fri 5/14/21																																										
27	Easements and Land Acquisition	211 days?	Mon 1/11/21	Mon 11/1/21																																										
37	Construction																																													

Project: 00082  
Date: Tue 1/5/21

Milestone

Critical Task

Task

◆

★

Project Duration

Planning and Conceptual Design

Final Design and Construction Documents

Permitting

Easements and Land Acquisition

Bidding and Contracts

Construction

NEW RIVERSIDE PARK/BARN SITE  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish																															
					J	J	A	S	O	N	D	2020												2021											
					J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S										
1	NEW RIVERSIDE PARK/BARN SITE	571 days	Mon 7/1/19	Mon 9/6/21																															
2	Planning and Conceptual Master Plan	377 days	Mon 7/1/19	Tue 12/8/20																															
27	Final Design (Phase 1)	90 days	Mon 12/14/20	Fri 4/16/21																															
36	Permitting (Phase 1)	55 days	Mon 3/22/21	Fri 6/4/21																															
40	Bidding (Phase 1)	62 days	Mon 5/17/21	Tue 8/10/21																															
46	Construction Start	1 day	Mon 9/6/21	Mon 9/6/21																															

Project: 00085  
Date: Tue 1/5/21

Milestone

Critical Task

Task

Project Duration

Planning and Conceptual Design

Final Design and Construction Documents

Permitting

Easements and Land Acquisition

Bidding and Contracts

Construction

GHOST ROADS  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	2020												2021												2022																							
					Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul													
1	GHOST ROADS	731 days	Thu 9/12/19	Thu 6/30/22																																																
2	Planning and Conceptual Design	731 days	Thu 9/12/19	Thu 6/30/22																																																

Project: 00093 Date: Tue 1/5/21	Milestone	◆	Project Duration		Permitting		Construction	
	Critical Task	★	Planning and Conceptual Design		Easements and Land Acquisition			
	Task		Final Design and Construction Documents		Bidding and Contracts			

BOUNDARY STREET STREETScape  
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	Septem B   M   E	October B   M   E	Novem B   M   E	Decemt B   M   E	January B   M   E	Februa B   M   E	March B   M   E	April B   M   E	May B   M   E	June B   M   E	July B   M   E	August B   M   E	Septem B   M   E	October B   M   E	Novem B   M   E	Decemt B   M   E	January B   M   E	Februa B   M   E	March B   M   E	April B   M   E	May B   M   E	June B   M   E	July B   M   E	August B   M   E	Septem B   M   E	October B   M   E	
1	BOUNDARY STREET STREETSCAPE	536 days	Mon 9/7/20	Mon 9/26/22																											
2	Planning and Conceptual Design	178 days	Mon 9/7/20	Wed 5/12/21																											
13	Final Planning and Construction Documents	188 days	Wed 2/17/21	Fri 11/5/21																											
27	Permitting Phase	55 days	Mon 8/9/21	Fri 10/22/21																											
32	Easements and Land Acquisition	296 days	Mon 8/9/21	Mon 9/26/22																											
41	Construction																														

Project: 00094  
Date: Wed 1/27/21

- Milestone ◆
- Critical Task ★
- Task

- Project Duration
- Planning and Conceptual Design
- Final Design and Construction Documents

- Permitting
- Bidding and Contract
- Easements and Land Acquisitions

- Construction



## Director's Report - DRCI

### February 2021

### Entrepreneur Update



Innovator	Client	Sector	Mentors	Graduation	Status	Progress
PrismUV	Warren Lynn	Business/ Industrial	• David Nelems	May 2021	• US based prototype firm • Partnership discussion	↑
RightNowHelp	Karam Tascoe	Home Svc/ SAAS	• Nick Moskowitz (LEAD) • Mike Phillips	June 2021	• Starting back up • UX testing Wave I • UX testing Wave II with DRCI Members	↑
BeachBiscuit	Melissa Christian	CPG	• Lucy Rosen • Debra Hall	July 2021	• Setting 180-day goals • Wholesaler push • Social media company engagement	↑
Robox Systems	Terence O'Connell	Business/ Industrial	• Sophia Schade • John Boyko	Sept 2021	• Prototype production • Beachhead customer identification	↑
Pourzilla	Matt Gulick	CPG	• Max Hoag • Dave Mitchell • Kevin Ryan	Sept 2021	• Wave II • Google survey • Mfg. research	↑
The Bullet	Dr. Mary Ann Childs	Healthcare	• James Biggs (LEAD) • Linda Distelrath • Michael Mathews	Jan 2022	• Value Prop • Goal Setting • Business Model Canvas	↑



Innovator	Client	Sector	Mentors	Graduation	Status	Progress
Greenbug	Louise Hodges Dan Hodges	Home/ Garden	• Jackie <u>Dout</u> (LEAD)	June 2021	• Supply Chain • "Making time" • 2021 strategic planning	↑
Old Town Bluffton Inn	Vince Harrison Danielle Harrison	Hospitality	• Brent Gresham • Randi <u>Busse</u> • Laurie <u>Lavkish</u>	August 2022	• Revenue Management • Montage feedback/suggestions • BoniourBar execution	↑

### Program KPIs

- 114 Members before Resiliency
- 461 Resiliency Plan
- **575 Total Members of DRCI**
- **23 Leads in program pipeline**

### **Economic Development**

- DRCI and BCEDC go forward strategy
  - Meeting planned in March between John O'Toole, Ashley Feaster, Berl Davis, Scott Marshall and Mike Levine
  - Determine 2021 enhanced partnership and strategy to execute
- Hardeeville Partnership
  - Presenting DRCI to Sun City – March 5<sup>th</sup>
  - Mike presented to Hardeeville City Council – February 18<sup>th</sup>
  - Ongoing weekly review meetings
- Relentless Challenge Grant
  - In process of filing application to receive \$55,000 grant
  - New Program Manager starting March 1 (Brad Barnett)
- Project Mercury
  - On hold

### **Marketing / Operations**

- DRCI Strategic Plan presented at Board Meeting
- Finalized Syllabus for DRCI Entrepreneurial programs
- DRCI V1 Budget submitted
- February newsletter was communicated to all business license holders in Bluffton
- Proceeding forward with updated website development
- Communications
  - DRCI featured in local Sun Newspapers
  - Feature in Local Biz Magazine
- Leadership event with Major General Craig Wheldon held - 36 attendees
- Boosted membership ads on Social Media to drive increased results
- Increased focus on GROWTH program marketing to drive higher participation



# GROWTH MANAGEMENT UPDATE

March 9, 2020

## 1. Town Council Appointed Boards/Commissions/Committees/Citizen Group Meetings:

- a. **Planning Commission:** February 24, 2021 meeting agenda attached. Next meeting scheduled for Wednesday, March 24, 2021.
- b. **Historic Preservation Commission:** February 3, 2021 meeting agenda attached. Next meeting scheduled for Wednesday, March 3, 2021.
- c. **Board of Zoning Appeals:** February 2, 2021 cancellation notice attached. Next meeting scheduled for Tuesday, March 2, 2021.
- d. **Development Review Committee:** February 3, 10, 17, 24 meeting agendas attached. Next meeting scheduled for Wednesday, March 3, 2021.
- e. **Historic Preservation Review Committee:** February 1, 8, 15, 22 cancellation notices attached. Next meeting scheduled for Monday, March 1, 2021.
- f. **Construction Board of Adjustment and Appeals:** Tuesday, February 23, 2021 cancellation notice attached. Next meeting scheduled for Tuesday, March 23, 2021.
- g. **Affordable Housing Committee: Community Development / Affordable Housing Committee Work Program:** February 4, 2021 meeting agenda attached. Next meeting scheduled for Thursday, March 4, 2021.

## 2. Community Development / Affordable Housing Committee Work Program:

**Neighborhood Assistance Program.** The total available budget for this FY21 Town Council funded program is \$123,233. Town Staff is continuing to process applications for assistance. As of February 23, 2021, \$31,601 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. As of February 23, 2021, we have 3 residents currently having work done and 2 residents are waiting on estimates.

### ATTACHMENTS:

1. Planning Commission meeting agenda for Wednesday, February 24, 2021.
2. Historic Preservation Commission meeting agenda for Wednesday, February 3, 2021.
3. Board of Zoning Appeals cancellation notice for Tuesday, February 2, 2021.
4. Development Review Committee agendas for February 3, 10, 17, 24 are attached.

5. Historic Preservation Review Committee cancellation notices for February 1, 8, 15, 22 are attached.
6. Construction Board of Adjustments and Appeals cancellation notice for Tuesday, February 23, 2021.
7. Affordable Housing Committee meeting agenda notice for Thursday, February 4, 2021.
8. Building Permits and Planning Applications:
  - a. Building Permits Issued 2010-2021 (to February 23, 2021).
  - b. Building Permits Issued Per Month 2010-2020 (to February 23, 2021).
  - c. Value of Construction 2010-2020 (to February 23, 2021).
  - d. New Single Family/Multi-Family Residential Building Permits Issued Per Month 2010-2020 (to February 23, 2021).
  - e. New Single Family/Multi-Family Residential Building Permits Issued by Neighborhood 2010-2020 (to February 23, 2021).
  - f. New Single Family/Multi-Family Certificates of Occupancy Issued by Neighborhood 2010-2020 (to February 23, 2021).
  - g. New Commercial Construction/Additions Heated Square Footage 2010-2020 (to February 23, 2021).
  - h. Planning and Community Development Applications Approved 2010-2020 (to February 23, 2021).
9. Planning Active Application Report



**TOWN OF BLUFFTON  
PLANNING COMMISSION MEETING AGENDA  
ELECTRONIC MEETING  
Wednesday, February 24, 2021, 6:00 PM**

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**PUBLIC COMMENT**

Public comments will be received via conference line provided by Staff. All requests for public hearing or public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.

This meeting can be viewed on the Town of Bluffton's Facebook page  
(<https://www.facebook.com/TownBlufftonSC/>)

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. NOTICE REGARDING ADJOURNMENT**

The Planning Commission will not hear new items after 9:30 P.M. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 P.M. may be continued to the next regular meeting or an additional meeting date as determined by the Commission Members.

**IV. NOTICE REGARDING PUBLIC COMMENTS\***

**V. ADOPTION OF THE AGENDA**

**VI. ADOPTION OF MINUTES – January 27, 2021**

**VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA\***

**VIII. OLD BUSINESS**

**1. FOR ACTION**

**A. Election of Chair, Vice-Chair and Development Review  
Committee Member (At-Large)**

**IX. NEW BUSINESS**

**1. FOR ACTION**

- A. Moss Subdivision (Street Naming Application):** A request by Garfield Moss for the approval of a Street Naming Application. The property is zoned Neighborhood General – Historic District and identified by tax map number R610 039 00A 0306 0000 located off Lawrence Street; approximately 160 feet east of the intersection of Lawrence & Wharf Streets. (STR-02-21-014964) (Staff - Will Howard)
- B. Parcel 10B Multi-Family (Preliminary Development Plan):** A request by SC Bodner Company, Inc on behalf of The Reed Group for approval of a Preliminary Development Plan. The project consists of the construction of 252 multi-family residential units with an amenity center and associated parking and infrastructure. The property is zoned Buckwalter Planned Unit Development and consists of approximately 45 acres identified by tax map number R610 029 000 0789 0000 located within the Parcel 10A/10B Master Plan. (DP 10-20-14645) (Staff - Will Howard)

**X. DISCUSSION**

**XI. ADJOURNMENT**

\*Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Planning Commission Board.

**NEXT MEETING DATE: Wednesday, March 24, 2021**

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Commission. Public comment must not exceed three (3) minutes.



## TOWN OF BLUFFTON HISTORIC PRESERVATION COMMISSION

### ELECTRONIC MEETING

Wednesday, February 3, 2021 6:00p.m.

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#### PUBLIC COMMENT

Public comments will be received via conference line provided by Staff. All requests for public hearing or public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.

This meeting can be viewed on the Town of Bluffton's Facebook page  
<https://www.facebook.com/TownBlufftonSC/>

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. NOTICE REGARDING ADJOURNMENT**

The Historic Preservation Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

**IV. NOTICE REGARDING PUBLIC COMMENTS\***

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to Commission, Staff, or other members of the Meeting. State your name and address when speaking for the record. **COMMENTS ARE LIMITED TO THREE (3) MINUTES.**

**V. ADOPTION OF AGENDA**

**VI. ADOPTION OF MINUTES** – January 6, 2021

**VII. ELECTION OF OFFICERS** – Election for vice-chair and Historic Preservation Review Committee Member

**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA\***

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

- A. Certificate of Appropriateness:** A request by Ansley Manuel, on behalf of the owner, Patricia Ellen Malphrus, for approval of a Certificate of Appropriateness to allow an addition of approximately 2,971 SF to the existing single-family structure of approximately 1,095 SF located at 114 Pritchard Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. (COFA-12-20-014811) (Staff-Katie Peterson)
- B. Certificate of Appropriateness:** A request by Court Atkins Architects, on behalf of the owner, Herkus, LLC, for approval of a Certificate of Appropriateness to allow the construction of a new 2 1/2 -story Mixed-Use building of approximately 5,272 heated square feet located at 6 Marianna Way, Building 4 in the Old Village Square development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. (Staff-Katie Peterson)(COFA-01-21-014892)

## XI. DISCUSSION

No discussion.

## XII. ADJOURNMENT

### NEXT MEETING DATE– Wednesday, March 3, 2021

\* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment> ) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Historic Preservation Committee.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

*EXECUTIVE SESSION - The public body may vote to go into executive session for any item identified for action on the agenda.*

Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adaordinator@townofbluffton.com](mailto:adaordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.



# **PUBLIC NOTICE**

The Board of Zoning Appeals (BZA)  
Meeting scheduled for

Tuesday, February 2, 2021 at 6:00 p.m.

Has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for Tuesday,  
March 2, 2021

If you have questions, please contact  
Growth Management at: 843-706-4522



## TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

### ELECTRONIC MEETING

Wednesday, February 3, 2021 1:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 1:00 p.m.

<https://www.facebook.com/TownBlufftonSC/>

All Applications can be viewed on the Town of Bluffton's Permit Finder page

<https://www.townofbluffton.us/permit/>

**Public comments will be received via conference line provided by Staff. All requests for public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- 1. May River Marketplace (Preliminary Development Plan):** A request by Kelly Little of Loftin-Moore, LLC on behalf of Parcel C5, LLC for approval of a preliminary development plan. The project consists of the construction of a restaurant and retail space with an outdoor pavilion. The property is zoned Buckwalter PUD and consists of approximately 12.9 acres identified by tax map number R610 022 000 1073 0000 located at 2 Parkside Drive. (DP-01-21-014870) (Staff-Will Howard).
- 2. 71 Calhoun Street (Subdivision):** A request by Ward Edwards Engineering on behalf of Cunningham South Carolina, LLC, owner, for review of a Subdivision Plan for the division of 0.903 acres into 3 mixed-use lots. The property is identified by tax map number R610 039 00A 0099 0000. (SUB-01-21-014911) (Staff-Alan Seifert)

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.

3. **Cornerstone Church (Tree Removal):** A request by Tree Wisemen on behalf of the representative, John Little of the Cornerstone Church, for approval of a permit to remove significant trees on property zoned Neighborhood Center – Historic District and identified by tax map number R610 039 00A 0089 0000 located at 7 Church Street. (Tree-12-20-2427) (Staff-Alan Seifert)

4. **DISCUSSION**

5. **ADJOURNMENT**

**NEXT MEETING DATE: February 10, 2021**

\* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment> ) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Development Review Committee.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.



## TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

### ELECTRONIC MEETING

Wednesday, February 10, 2021 1:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 1:00 p.m.  
<https://www.facebook.com/TownBlufftonSC/>

All Applications can be viewed on the Town of Bluffton's Permit Finder page  
<https://www.townofbluffton.us/permit/>

**Public comments will be received via conference line provided by Staff. All requests for public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- 1. Heritage at New Riverside Phases 8 & 9 (Preliminary Development Plan):** A request by Thomas & Hutton behalf of LSSD New Riverside, LLC for approval of a Preliminary Development Plan. The project consists of 129 single family residential lots with associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 44 acres identified by tax map number R610 035 000 1362 0000 located within the Heritage at New Riverside Master Plan. (DP-01-21-014875) (Staff-Will Howard).
- 2. Lighthouse Lagoon Miniature Golf (Preliminary Development Plan):** A request by Ward Edwards Engineering on behalf of Lighthouse Lagoon Miniature Golf, for approval of a Preliminary Development Plan. The project consists of the construction of a miniature golf course with associated infrastructure and parking.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.

The property zoned Buckwalter Planned Unit Development and identified by tax map number R610 030 000 2001 0000 located at 24 Innovation Drive. (DP-01-21-014882) (Staff- Will Howard)

3. **Parcel 7A, LLC Grading Plan (Preliminary Development Plan):** A request by Parcel 7A, LLC for approval of a Preliminary Development Plan. The project consists of grading, limited clearing, grubbing, leveling & restabilizing in the Townes at Buckwalter. The property is zoned Buckwalter Planned Unit Development and identified by tax map number R610 030 000 1857 0000. Located northeast of the intersection of Buckwalter Parkway and Buckwalter Towne Boulevard. (DP-01-21-014886) (Staff-Will Howard)

#### 4. DISCUSSION

#### 5. ADJOURNMENT

**NEXT MEETING DATE: February 17, 2021**

\*Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Development Review Committee.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.



## TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

### ELECTRONIC MEETING

Wednesday, February 17, 2021 1:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 1:00 p.m.  
<https://www.facebook.com/TownBlufftonSC/>

All Applications can be viewed on the Town of Bluffton's Permit Finder page  
<https://www.townofbluffton.us/permit/>

**Public comments will be received via conference line provided by Staff. All requests for public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENTS**

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- 1. Parcel 12-A-1 (Subdivision Plan):** A request by Thomas & Hutton behalf of University Investments, LLC, for approval of a Subdivision Plan. The property is zoned Buckwalter Planned Unit Development and consists of approximately 0.155 acres identified by tax map number R610 029 000 0611 0000 located along the Buckwalter Parkway. (SUB-01-21-014905) (Staff - Alan Seifert)
- 2. Moss Subdivision (Street Naming Application):** A request by Garfield Moss for the approval of a Street Naming Application. The property is zoned Neighborhood General – Historic District and identified by tax map number R610 039 00A 0306 0000 Located off Lawrence Street; Approximately 160' East of the intersection of Lawrence & Wharf Streets. (STR-02-21-014964) (Staff - Will Howard)

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.

### 3. DISCUSSION

### 4. ADJOURNMENT

**NEXT MEETING DATE: February 24, 2021**

\* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment> ) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Development Review Committee.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.



## TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

### ELECTRONIC MEETING

Wednesday, February 24, 2021 1:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 1:00 p.m.  
<https://www.facebook.com/TownBlufftonSC/>

All Applications can be viewed on the Town of Bluffton's Permit Finder page  
<https://www.townofbluffton.us/permit/>

**Public comments will be received via conference line provided by Staff. All requests for public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS
- IV. OLD BUSINESS
- V. NEW BUSINESS

- 1. **Citadel Palmetto Bluff (Final Development Plan):** A request by Dan Kunau on behalf of Dallas Wood, owner of May River Forrest, LLC for the approval of a Final Development Plan. The project consists of flex space buildings, storage buildings, and gravel/boat trailer parking. The property is zoned Palmetto Bluff Planned Unit Development and identified by tax map number R610 045 000 0643 0000 located within the Palmetto Bluff Master Plan. (DP-08-20-014530) (Staff - Will Howard)

- VI. DISCUSSION
- VII. ADJOURNMENT

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.

**NEXT MEETING DATE: March 3, 2021**

\* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment> ) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Development Review Committee.

"FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies."

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, February 1, 2021 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Monday, February 8, 2021

If you have questions, please contact  
Growth Management at: 843-706-4500



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, February 8, 2021 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Monday, February 15, 2021

If you have questions, please contact  
Growth Management at: 843-706-4500



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, February 15, 2021 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Monday, February 22, 2021

If you have questions, please contact  
Growth Management at: 843-706-4500



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, February 22, 2021 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items

The next meeting is scheduled for  
Monday, March 1, 2021

If you have questions, please contact  
Growth Management at: 843-706-4500



# **PUBLIC NOTICE**

The Construction Board of  
Adjustments and Appeals (CBAA)  
Meeting scheduled for

Tuesday, February 23, 2021 at 6:00 P.M.

has been CANCELED.  
due to lack of agenda items.

The next meeting is scheduled for.  
Tuesday, March 23, 2021

If you have questions, please contact.  
Growth Management at: 843-706-4522



**TOWN OF BLUFFTON**  
**AFFORDABLE HOUSING COMMITTEE MEETING AGENDA**  
**ELECTRONIC MEETING**

Thursday, February 4, 2021 10:00 a.m.

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This meeting can be viewed on the Town of Bluffton's Facebook page starting at 10:00 a.m.  
<https://www.facebook.com/TownBlufftonSC/>

**PUBLIC COMMENT**

Public comments will be received via conference line provided by Staff. All requests for public hearing or public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – January 7, 2021
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - 1. Neighborhood Assistance Program Budget Update
  - 2. Request for additional funds for current home repair project
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

\*Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at [dmclain@townofbluffton.com](mailto:dmclain@townofbluffton.com). Comments will be accepted up 2 hours prior to the scheduled meeting start time. All comments will be provided to the Affordable Housing Committee.

**NEXT MEETING DATE: Thursday, March 4, 2021**

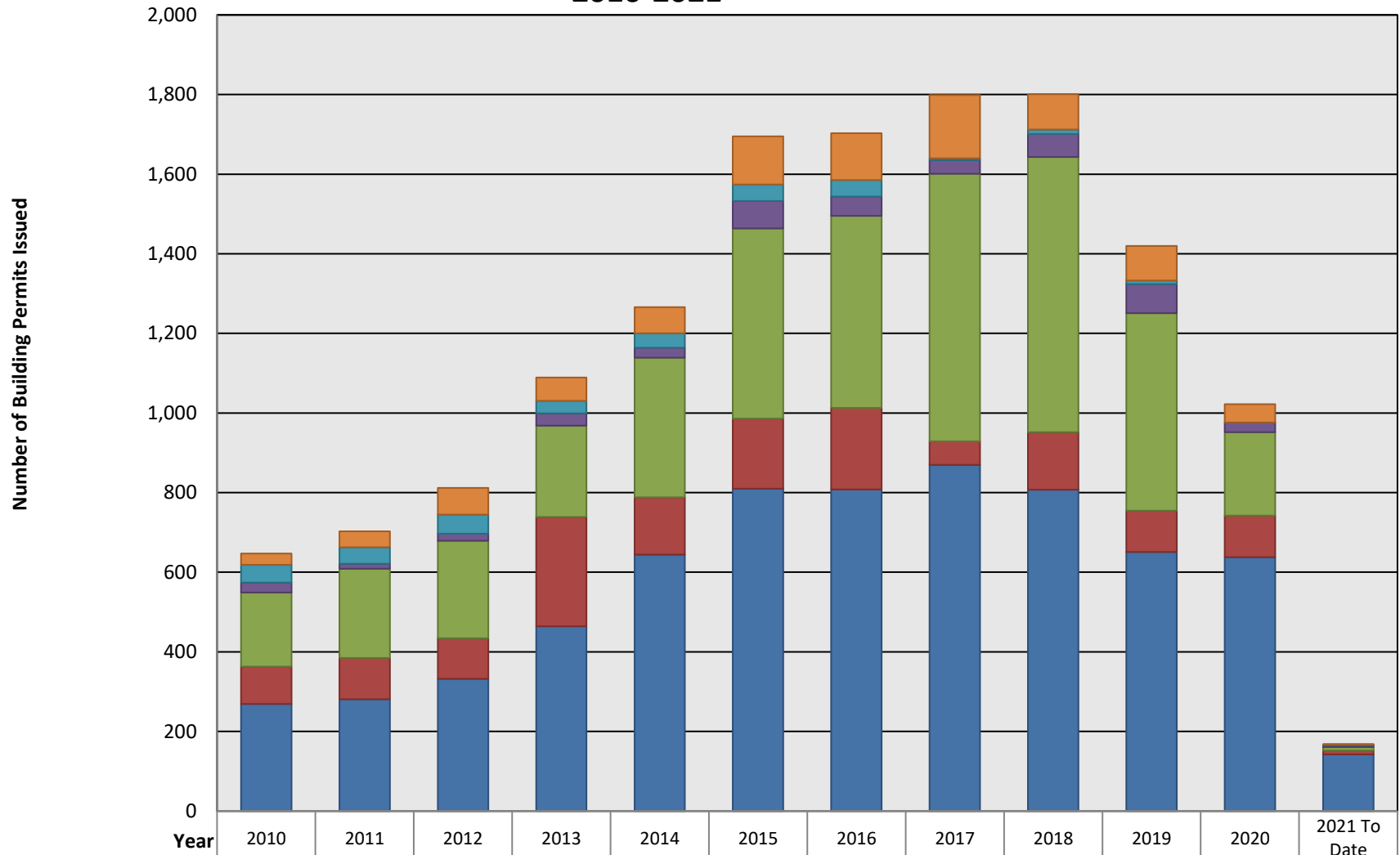
“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”

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\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Chairperson of the Committee. Public comment must not exceed three (3) minutes.

# Town of Bluffton Building Permits Issued 2010-2021

Attachment Section XII. Item #1.



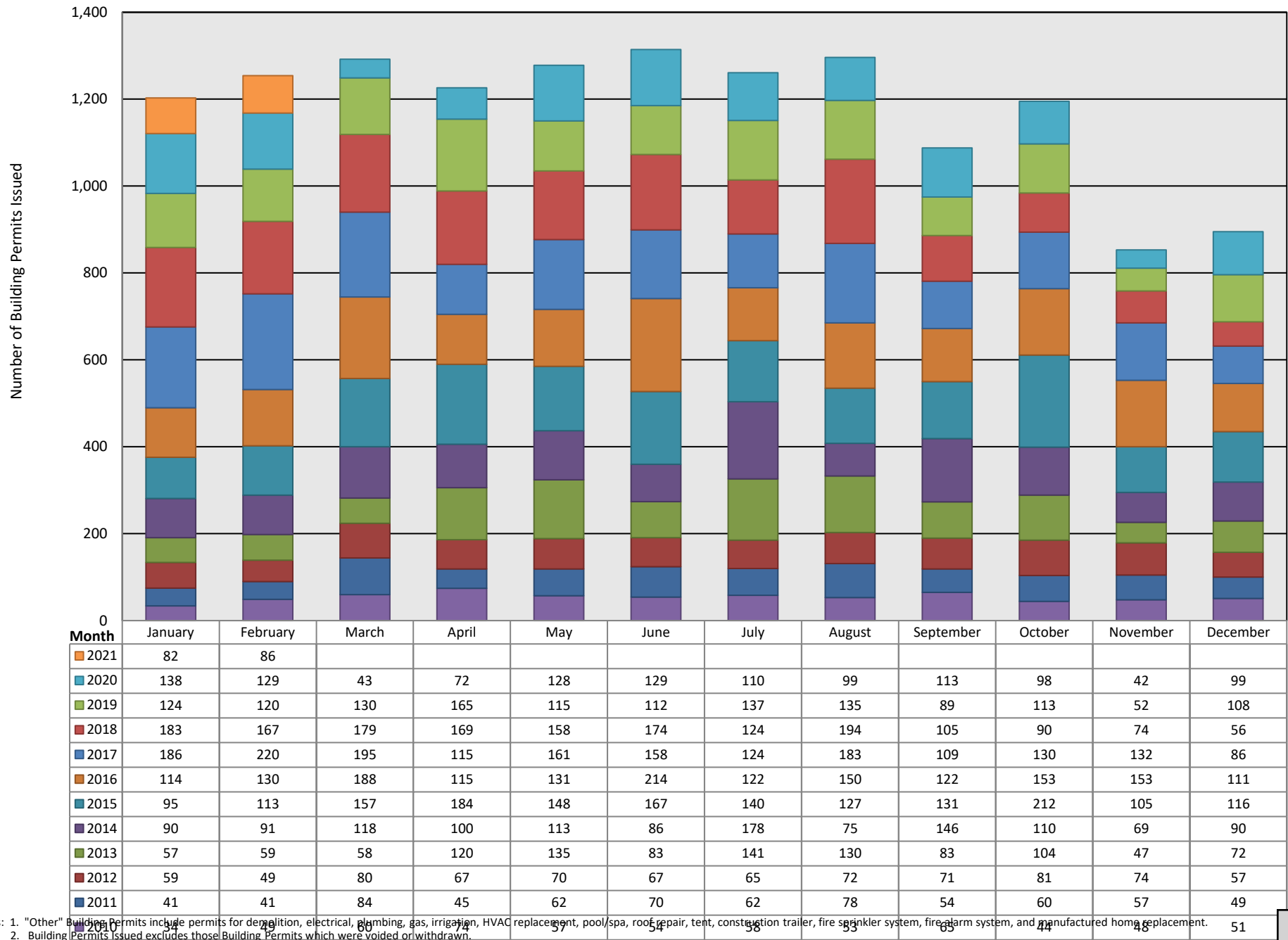
Notes: 1. "Other" Building Permits include permits for demolition, electrical, plumbing, gas, irrigation, HVAC replacement, pool/spa, roof repair, tent, construction trailer, fire sprinkler system, fire alarm system, and manufactured home replacement.

2. Building Permits Issued excludes those Building Permits which were voided or withdrawn.

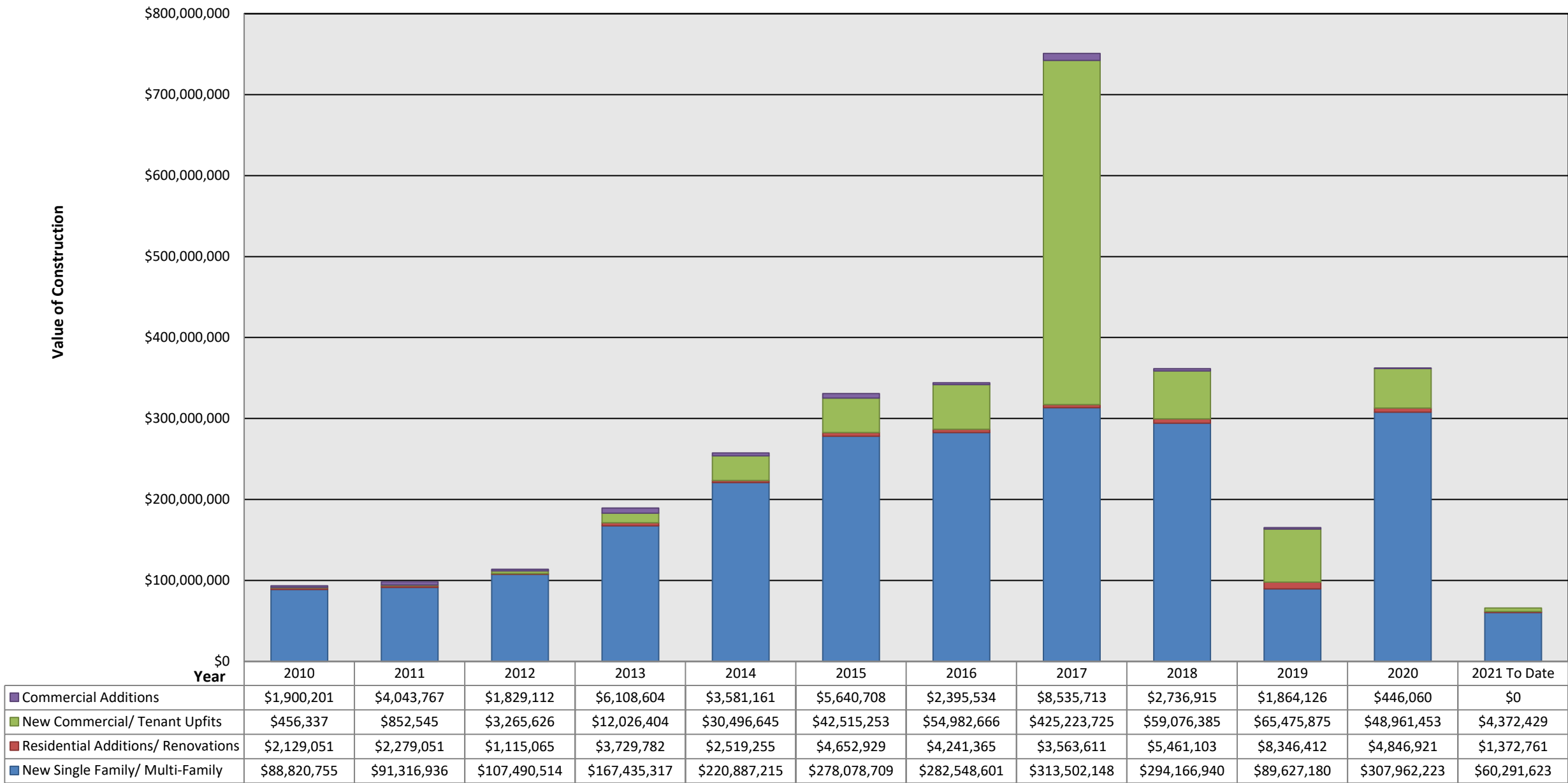
3. The monthly average of building permits issued in 2018 (year to 12/01/2018) is 150 per month which is a 1.5% increase of building permits issued on a monthly basis from 2017.

# Town of Bluffton Building Permits Issued Per Month 2010-2021

Attachment Section XII. Item #1.

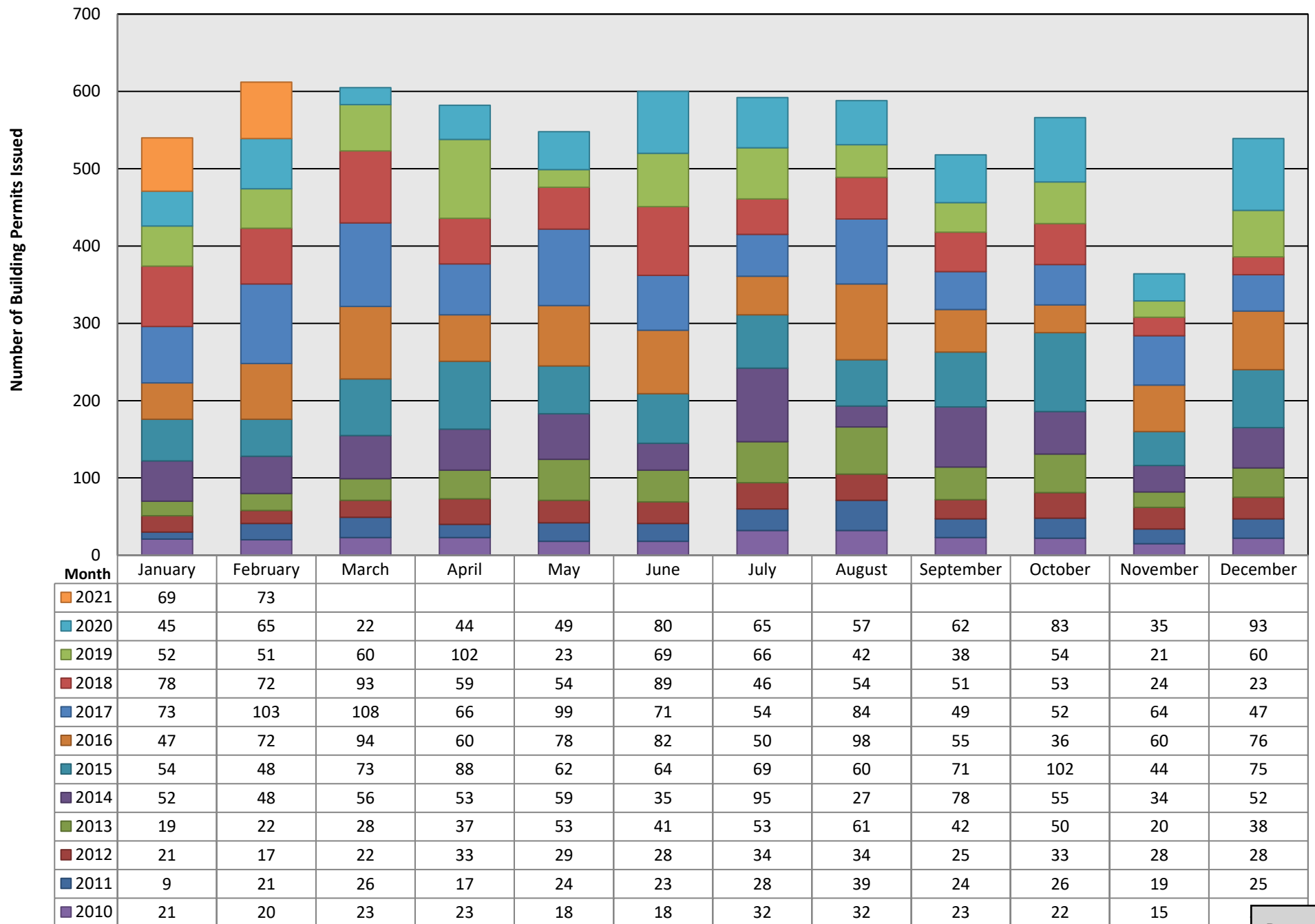


Town of Bluffton  
Value of Construction  
2010-2021



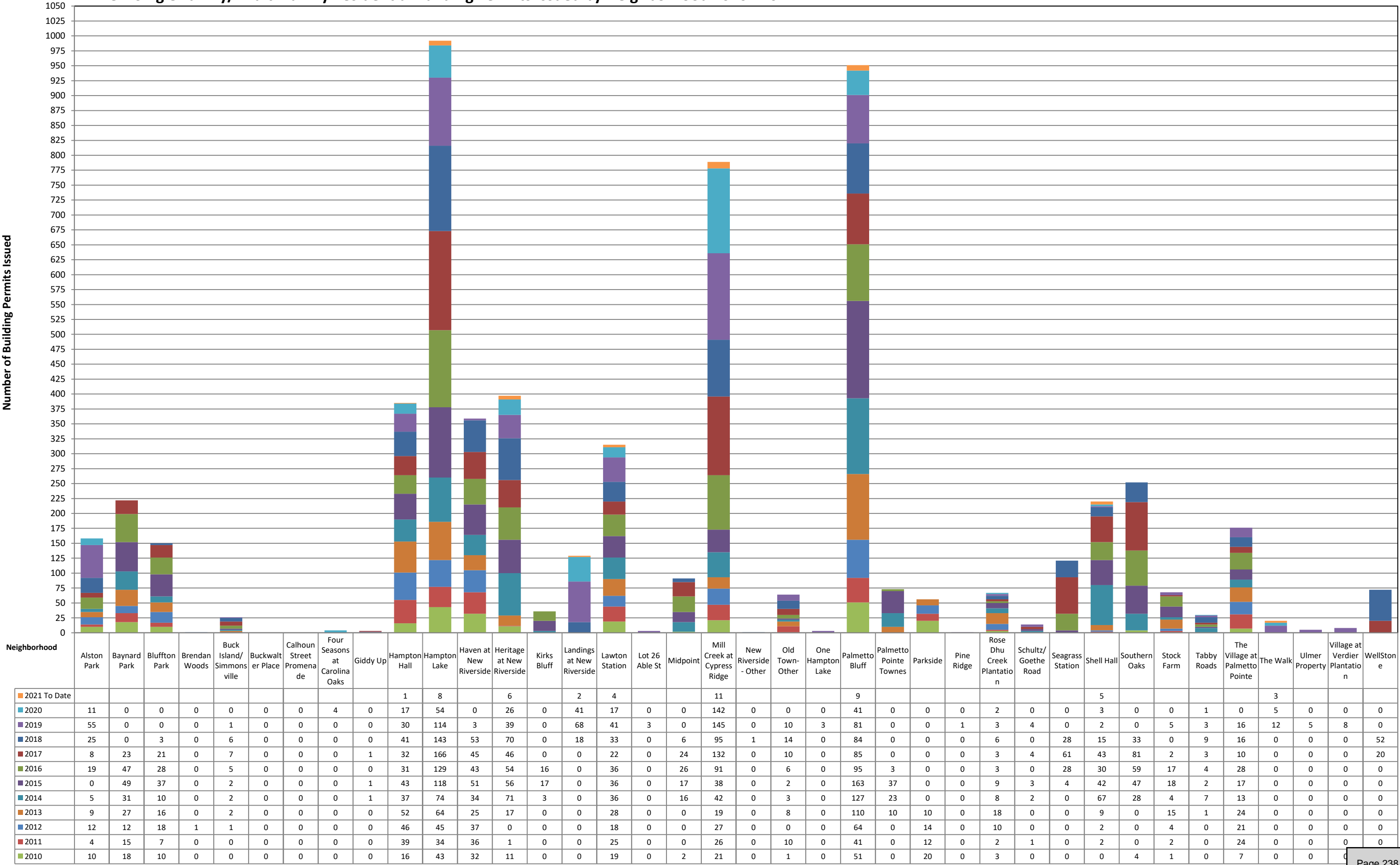
Note: The Value of Construction is added to each respective property where the improvement was constructed. This increases the overall value, also referred to as market value, of the property used to which is used determine its assessed value which is subject to Town Millage. This increased value is realized in the following year's tax roll.

**Town of Bluffton**  
**New Single Family/ Multi-Family Residential Building Permits Issued Per Month**  
**2010-2021**

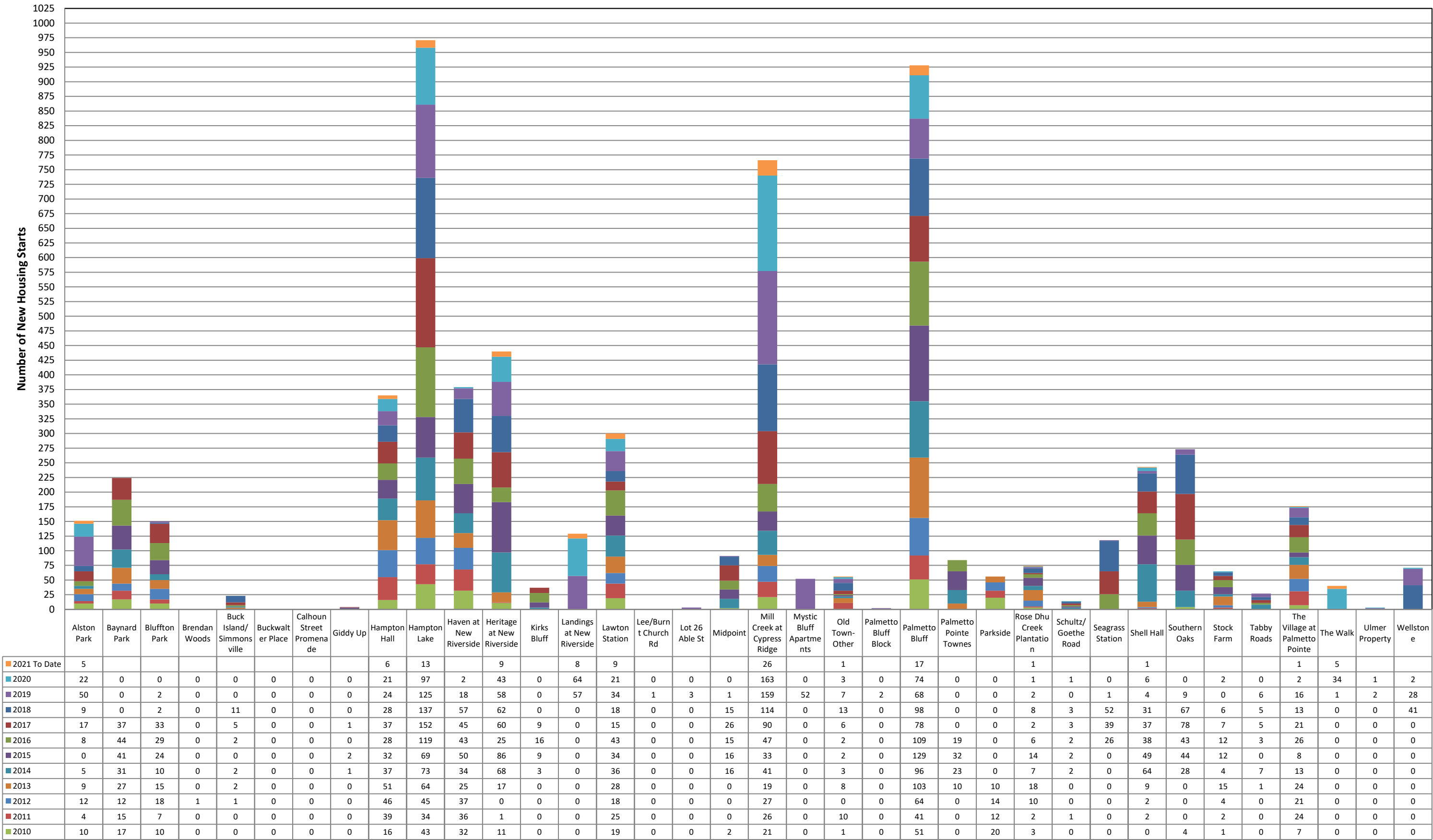


Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.

New Single Family/ Multi-Family Residential Building Permits Issued by Neighborhood 2010 - 2021

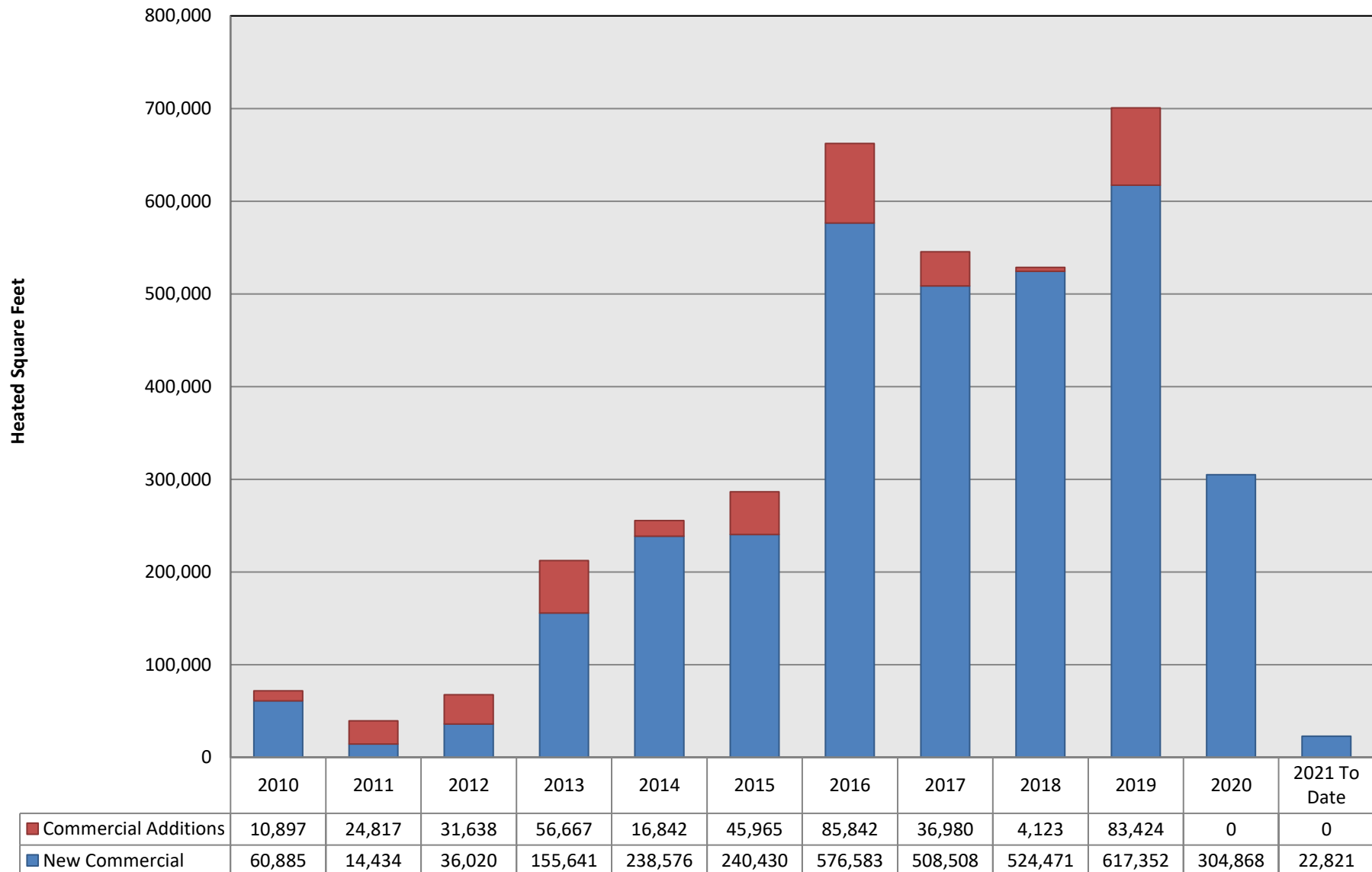


Town of Bluffton  
New Single Family/ Multi-Family Certificates of Occupancy Issued by Neighborhood 2010 - 2021



# Town of Bluffton

## New Commercial Construction and Additions Heated Square Footage 2010 - 2021

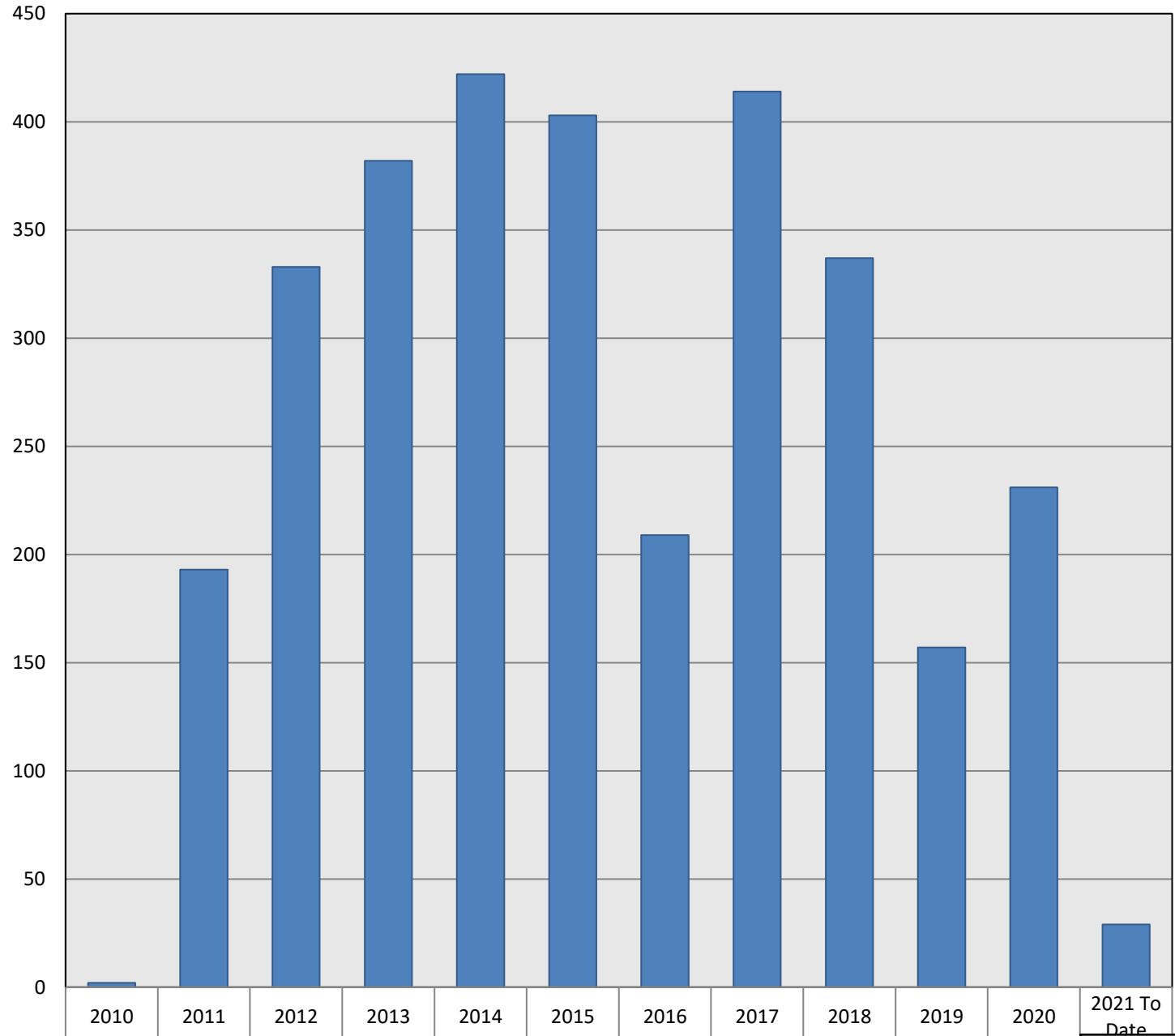


**Town of Bluffton**  
**Planning & Community Development Applications Approved**  
**2010 - 2021**

**Attach**

Section XII. Item #1.

Number of Applications Approved



■ Planning & Community Development Applications

2

193

333

382

422

403

209

414

337

157

231

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# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

#### Highway Corridor Overlay District

COFA-08-20-014496	08/25/2020		Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** AVTEX Commercial Properties, INC

**Owner:** MFH LAND, LLC

**PLAN DESCRIPTION:** A request by Thomas and Hutton on behalf the owners, Town of Bluffton and MFH Land, LLC for approval of a Certificate of Appropriateness -HCOD. The project consists of the infrastructure, landscaping, and lighting for future development. The property is zoned New Riverside Planned Unit Development and consists of approximately 35.4 acres identified by tax map numbers R610 036 000 1258 0000 and R610 036 000 3214 0000, commonly known as Parcel 4B-2 and 4B-3 located at the southeast corner of the SC Highway 46 and SC Highway 170 intersection.

STATUS 9-24-2020: The application was reviewed at the September 23, 2020 Planning Commission meeting and approved with conditions. Staff is awaiting resubmitted documents addressing Planning Commission Conditions. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

**PROJECT NAME:** NEW RIVERSIDE VILLAGE

COFA-10-20-014686	10/20/2020	35 PONDBERRY ST STREET	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Tarr Group, LLC

**Owner:** HEPBLUFF LLC

**PLAN DESCRIPTION:** A request by WMG Development, LLC on behalf the owner, Hepbluff, LLC for approval of a Certificate of Appropriateness -HCOD. The project consists of a 4,200 SF professional dental office with the associated infrastructure, landscaping, and lighting. The property is zoned Jones Estate Planned Unit Development and consists of approximately 1.43 acres identified by tax map numbers R610 036 000 3210 0000, located at the northeast corner of the SC Highway 170 and Pondberry Street in the May River Crossing development.

STATUS 10-27-2020: The application is currently being reviewed by Staff for conformance with the [Unified Development Ordinance (UDO), or Development Agreement and Planned Unit Development documents], and any development plans associated with the parcel and was reviewed by the Planning Commission at the November 18, 2020 meeting and approved with conditions. Staff is awaiting resubmitted materials addressing the Planning Commission's conditions. Once submitted and satisfactorily reviewed a final Certificate of Appropriateness will be issued.

**PROJECT NAME:** TOWNE CENTRE AT NEW RIVERSIDE



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-03-18-011754	03/02/2018		Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Dan Keefer

**Owner:** Michael Bradley Holdings, LLC

**PLAN DESCRIPTION:** A request by Dan Keefer, on behalf of the property owner, Michael Bradley Holdings, LLC., for a Certificate of Appropriateness – HCO for a 5.18 acre development consisting of a brewery/restaurant building of approximately 37,000 SF, an outdoor beer garden area and the associated parking, driveways, lighting and landscaping. The property is identified by tax map numbers R610-039-000-0021-0000, R610-039-000-0756-0000, R610-039-000-0757-0000 and is located adjacent to May River Road (SC Highway 46), Buck Island Road and Jennifer Court. It falls within the Town of Bluffton Highway Corridor Overlay District, and is zoned Neighborhood Core.

STATUS: The application was reviewed at the March 28th PC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

STATUS 3-19-2020: An email was sent to the Owner and Applicant as listed on the application notifying them of the impending expiration of the application.

STATUS 3-26-2020: Applicant response with plans to provide plans for resubmittal. Active.

**PROJECT NAME:** BUCK ISLAND/SIMMONSVILLE

COFA-09-20-014549	09/02/2020		Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Thomas & Hutton

**Owner:** HEPBLUFF LLC

**PLAN DESCRIPTION:** A request by Thomas and Hutton on behalf the owner, HEPBLUFF, LLC for approval of a Certificate of Appropriateness -HCOD. The project consists of Building B, a commercial structure of approximately 2,965 SF and Building D, an unenclosed pavilion of approximately 385 SF within the May River Crossing Master Plan. The property is zoned Jones Estate Planned Unit Development and consists of approximately 17.7 acres identified by tax map numbers R610 036 000 0386 0000, R610 036 000 3209 0000, R610 036 000 3210 0000, R610 036 000 3211 0000, R610 036 000 3212 0000, and R610 036 000 3213 0000, located at the northeast corner of the SC Highway 46 and SC Highway 170 intersection.

STATUS 9-24-2020: The application was reviewed at the September 23, 2020 Planning Commission meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

**PROJECT NAME:** May River Crossing



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-01-21-014930	01/21/2021		Certificate of Appropriateness	Active	Alan Seifert
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**Applicant:** Witmer Jones Keefer Ltd.

**Owner:** David Carpio

**PLAN DESCRIPTION:** A request by Wallace Milling of Witmer Jones Keefer, Ltd. on behalf the owner, David Carpio of Brixmor, for approval of a Certificate of Appropriateness -HCOD. The project consists of the modification of the existing landscape plan to remove trees. The property is zoned Belfair Planned Unit Development and consists of approximately 10 acres identified by tax map numbers R610 031 000 0194 0000, located within the Belfair Towne Village development.  
STATUS 01-25-2021: The application is currently being reviewed by Staff for conformance with the [Unified Development Ordinance (UDO), or Development Agreement and Planned Unit Development documents], and any development plans associated with the parcel and is scheduled for review by the Planning Commission at the January 27th meeting.

**PROJECT NAME:** BELFAIR TOWNE VILLAGE

### Historic District

COFA-10-20-014637	10/05/2020	22 STOCK FARM RD ROAD	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** DH ABNEY COMPANY

**Owner:** James & Donna Brancato

**PLAN DESCRIPTION:** A request by DH Abney Company, on behalf of owners, Donna and James Brancato, for review of a Certificate of Appropriateness Application to allow for the construction of a new single-family residential structure of approximately 2,373 SF and a Carriage House of approximately 1,093 SF located at 22 Stock Farm Road, in the Stock Farm Development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD.  
STATUS 10-27-2020: The application was reviewed at the October 26, 2020 HPRC meeting and comments were provided to the Applicant.  
STATUS 2-9-2021: A Final Application has been submitted and has been placed on the March 3, 2021 HPC Agenda.

**PROJECT NAME:** STOCK FARM



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-01-21-014892	01/11/2021	6 MARIANNA WAY WAY	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Court Atkins Architects, Inc.

**Owner:** Herkus, LLC

**PLAN DESCRIPTION:** A request by Court Atkins Architects, on behalf of the owner, Herkus, LLC, for review of a Certificate of Appropriateness to allow the construction of a new 2 1/2 -story multifamily residential building of approximately 5,328 SF located at 6 Marianna Way, Building 4 in the Old Village Square development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. [[Building 4-OVS]]  
STATUS [1-12-2021]: The application received 1-11-2021 is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the 1-20-2021 meeting. Please note all comments provided at this meeting reflect the 1-11 submittal and do not take into consideration the revised drawings submitted 1-19-2021.

**PROJECT NAME:** OLD TOWN

COFA-03-20-014097	03/09/2020	32 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Southern Coastal Homes, LLC

**Owner:** Scott Ready

**PLAN DESCRIPTION:** A request by Southern Coastal Homes, on behalf of the owner, Scott Ready, for review of a Certificate of Appropriateness to allow the construction of a new 1 1/2-story single-family residential structure of approximately 1,813 SF located at 32 Tabby Shell Road (Lot 17) in the Tabby Roads Development and is zoned Neighborhood General – HD.  
STATUS: The application was reviewed at the May 4, 2020 HPRC meeting and the June 3, 2020 HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

**PROJECT NAME:** TABBY ROADS PHASE 1

COFA-07-20-014386	07/13/2020	75 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** James Guscio

**Owner:** James Guscio

**PLAN DESCRIPTION:** A request by James Guscio, for review of a Certificate of Appropriateness to allow the construction of a new 2.5-story single-family building of approximately 2,310 SF located at 75 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.  
STATUS 9-24-2020: The application was reviewed at the August 3, 2020 HPRC meeting and comments were provided to the Applicant. A final application has been submitted and is being reviewed for conformance with the UDO and is scheduled for review by the full HPC at the October 7, 2020 meeting.  
STATUS 10-8-2020: The Application was approved with conditions at the Oct. 7, 2020 HPC meeting Staff is awaiting resubmitted documents addressing conditions. Once recieved, they will be reviewed and if satisfactory, staff will stamp the plans and issue the final Certificate of Appropriateness.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-07-19-013313	07/02/2019	215 GOETHE RD	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** The Bluffton Breeze, LLC

**Owner:** Leonex Construction Group Inc.

**PLAN DESCRIPTION:** A request by Randolph Stewart, on behalf of Leonex Construction Group, for review of a Certificate of Appropriateness to allow the construction of a 3-story mixed use building of approximately 2,900 SF and a Carriage House of approximately 1,060 SF located at 215 Goethe Road within the May River Road development plan in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD.

STATUS: The Application was heard at the July 15th meeting of the HPRC. A Final Application has been submitted and was approved with conditions at the November 6th meeting of the HPC. Staff is awaiting resubmittal materials addressing HPC Conditions.

STATUS 11-27-19: Preliminary Approval Letter discussed with Applicant. Awaiting resubmitted materials.

**PROJECT NAME:** Schultz/Goethe

COFA-12-20-014811	12/04/2020	114 PRITCHARD ST STREET	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Manuel Studio, LLC

**Owner:** P. Ellen Malphrus

**PLAN DESCRIPTION:** A request by Ansley Manuel, on behalf of the owner, Patricia Ellen Malphrus, for review of a Certificate of Appropriateness to allow an addition of approximately 2,971 SF to the existing single-family structure of approximately 1,095 SF located at 114 Pritchard Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.

STATUS: The Application was heard at the January 4, 2021 HPRC meeting where comments were provided to the Applicant. A Final Application was submitted and has been placed on the February 3rd Historic Preservation Commission meeting agenda.

**PROJECT NAME:** OLD TOWN

COFA-10-20-014694	10/21/2020	20 MERIWETHER CT COURT	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Webb Construction Inc

**Owner:** Ernie Suozzi

**PLAN DESCRIPTION:** A request by Brian Webb, on behalf of owner, Ernie Suozzi, for review of a Certificate of Appropriateness Application to allow the construction of a new 1 ½ story single family residence of approximately 1,955 SF and a Carriage House of approximately 352 SF to be located at 20 Meriweather Court, in the Landon Oaks development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD.

STATUS [11-4-2020]: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and was reviewed by the HPRC at the November 16, 2020 meeting where comments were provided to the Applicant. A final application was submitted and heard at the January 6, 2021 HPC meeting and approved with conditions. Staff is awaiting the submittal of revised materials addressing the HPC conditions. Once received, and satisfactorily reviewed, Staff will issue the Final Certificate of Appropriateness.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-11-19-013711	11/21/2019	7 BLUE CRAB ST	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Ernest Suozzi

**Owner:** Ernest Suozzi

**PLAN DESCRIPTION:** A request by Ernest Suozzi, for review of a Certificate of Appropriateness to allow the construction of a 2-story single family residential structure of approximately 1920 SF and a Carriage House of approximately 986 SF located on the property at 7 Blue Crab Street in the Tabby Roads development in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD.

STATUS 3-24-2020: The application was heard at the December 9th meeting of the HPRC and comments provided to the Applicant. A final application was approved with conditions at the February 5, 2020 HPC meeting. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

**PROJECT NAME:** TABBY ROADS PHASE 1

COFA-02-21-014972	02/09/2021	7 PEARL ST STREET	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Sawyer/ Preston Graham- Glover

**Owner:** William Glover

**PLAN DESCRIPTION:** We propose to build a two-story cottage style home with approximately 2,500 heated square feet along with a matching carriage house with approximately 440 heated square feet.

**PROJECT NAME:** OLD TOWN

COFA-09-20-014565	09/08/2020	7 GUERRARD AVE AVENUE	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Buckwalter Place

**Owner:** Curry Road Investments, LLC

**PLAN DESCRIPTION:** A request by Randy Brown and Matt Green, for review of a Certificate of Appropriateness to allow the construction of a new 1 ½ story single-family structure of approximately 1,952 SF and a Carriage House of approximately 286 SF located at 7 Guerrard Avenue in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.

STATUS 9-24-2020: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the September 28, 2020 meeting.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-06-20-014321	06/18/2020	29 LAWTON ST	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Keith Koobs

**Owner:** Keith & Mary Koobs

**PLAN DESCRIPTION:** A request by Keith and Mary Koobs, for review of a Certificate of Appropriateness to allow the construction of a new 1-story single-family structure of approximately 1,415 SF located at 29 Lawton Street and zoned Neighborhood General – HD.

STATUS 9-24-2020: The application was reviewed at the June 29, 2020 HPRC meeting and the August 5, 2020 HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

AMENDMENT{11-17-2020}: New build of house - addition of 2 doors on front elevation of house (front porch).

**PROJECT NAME:** OLD TOWN

COFA-11-18-012562	11/14/2018	1268 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
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**Applicant:** Kevin Farruggo

**Owner:** McClure Real Estate LLC

**PLAN DESCRIPTION:** A request by Grady L Woods Architects on behalf of McClure Real Estate, LLC, for review of a Certificate of Appropriateness to allow the renovation of the existing contributing structure (known as the Nathaniel Brown House) into a commercial office space of approximately 1,325 SF. The renovation includes: the removal of the gabled east wing of approximately 210 SF; installation of new windows, doors, and roof materials; and an interior upfit of the structure located at 1268 May River Road in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.

STATUS: The application was reviewed at the November 19th HPRC meeting and the January 9th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

STATUS 3-30-20: An email was sent to the applicant and owner as listed on the application notifying them of the impending expiration of the application.

STATUS 4-27-20: The applicant has responded that they are working on submittal information. Active.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Certificate of Appropriateness

COFA-01-20-013886	01/21/2020	36 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** James Guscio

**Owner:** Riverside Retreats, Inc

**PLAN DESCRIPTION:** A request by James Guscio, on behalf of Riverside Retreats, for review of a Certificate of Appropriateness to allow the construction of a new 2-story single-family building of approximately 2,243 SF located at 36 Tabby Shell Road in the Tabby Roads development in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD.  
STATUS 3-30-20: The application was reviewed and was heard at the February 3, 2020 HPRC meeting where comments were provided to the Applicant. A Final Application was submitted and was approved with conditions at the March 4, 2020 meeting of the HPC. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.

**PROJECT NAME:** TABBY ROADS PHASE 1

COFA-09-20-014597	09/16/2020	5806 YAUPON RD ROAD	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Pearce Scott Architects

**Owner:** Gerard & Beth Ronski

**PLAN DESCRIPTION:** A request by Pearce Scott Architects, on behalf of owners Gerard and Beth Ronski, for review of a Certificate of Appropriateness to allow the addition of a 120 SF outdoor shower area and landscaping revisions to the existing 2-story residential structure of approximately 2,850 SF located at 5806 Yaupon Road in the Old Town Bluffton Historic District, within the Stock Farm Development and zoned Neighborhood General-HD.  
STATUS 9-16-2020: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the October 12, 2020 meeting.

STATUS [11-4-2020]: The application was reviewed at the October 12, 2020 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.

STATUS [11-9-2020] FINAL APPLICATION SUBMITTED - Adding dog door with steps to right side of the elevation.

**PROJECT NAME:** OLD TOWN



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-12-18-012652	12/12/2018	6 HEAD OF THE TIDE	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Manuel Studio, LLC		Owner: Deidre Jurgensen			
<p><b>PLAN DESCRIPTION:</b> A request by Ansley Manuel, on behalf of Deidre Jurgensen, for review of a Certificate of Appropriateness to allow the construction of a new Carriage House of approximately 1,424 SF located at 6 Head of the Tide in the Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD.</p> <p>STATUS: The application was reviewed at the January 2nd HPRC meeting and the May 1st HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.</p> <p>STATUS 3-30-20: A permit has been pulled for 5 Head of Tide to remove the Carriage House from this site, as one of the conditions on this permit. Once the work associated with that permit has been complete, this COFA will be able to be approved. RNEW-10-19-2005</p>					
PROJECT NAME: OLD TOWN					
COFA-07-18-012236	07/25/2018	81 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Pearce Scott Architects, Inc.		Owner: 81 Calhoun Street LLC			
<p><b>PLAN DESCRIPTION:</b> A request by Pearce Scott Architects on behalf of Chris Shoemaker, for review of a Certificate of Appropriateness to allow the construction of a mixed-use accessory Carriage House of approximately 1,200 SF located at 55 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.</p> <p>STATUS: The application was reviewed at the July 30th HPRC meeting and comments were provided to the Applicant. A final applications as approved with conditions at the November 9th meeting. Staff is awaiting resubmittal documents addressing HPC Conditions. Awaiting fees to be paid.</p>					
PROJECT NAME: OLD TOWN					
COFA-06-19-013223	06/05/2019	127 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: R. Stewart Design, LLC		Owner: Spartina449			
<p><b>PLAN DESCRIPTION:</b> A request by Randolph Stewart of R. Stewart Design, LLC., on behalf of Kay Stanley, for review of a Certificate of Appropriateness to allow for the renovation and construction of a new addition to the existing structure in the Old Town Bluffton Historic District located at 127 Bridge Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge-HD.</p> <p>The application was heard at the June 24th HPRC Meeting where comments were provided to the Applicant.</p> <p>STATUS 3-24-2020: The Applicant submitted additional information and requested to be placed on the August 7th HPC Agenda as discussion only for their conceptual application. The Application was heard and comments provided. A final application was submitted and approved with conditions by the HPC at their October 2nd meeting. Staff is awaiting the submittal of revised materials addressing the HPC conditions. Awaiting window detail as final item for approval.</p> <p>STATUS 9-24-2020: A window detail was submitted for review by the HPRC. It has been placed on the September 28, 2020 HPRC Agenda.</p>					
PROJECT NAME: OLD TOWN					



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-12-20-014812	12/07/2020	38 LAWRENCE ST STREET	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Manuel Studio, LLC		Owner: James Mitchell & Laurie Brown			
PLAN DESCRIPTION: A request by Ansley Manuel, on behalf of James Mitchell and Laurie Brown for review of a Certificate of Appropriateness to an addition of approximately 1,034 SF to the existing single-family structure of approximately 1,545 SF located at 38 Lawrence Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS: The Application was heard at the January 4, 2021 HPRC meeting where comments were provided to the applicant. A Final Application has been submitted and is slated to be heard at the March 3, 2021 meeting of the Historic Preservation Commission.					
PROJECT NAME: OLD TOWN					
COFA-09-20-014595	09/15/2020	23 PRITCHARD ST STREET	Certificate of Appropriateness	Active	Katie Peterson
Applicant: InCircle Architecture		Owner: Trudy Eaton			
PLAN DESCRIPTION: A request by Christopher Epps, on behalf of owner Trudy J Eaton Trust, for review of a Certificate of Appropriateness to allow the addition of a 578 SF second story to the existing 1-story Carriage House of approximately 514 SF located at 23 Pritchard Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS 9-15-2020: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the October 12, 2020 meeting. STATUS [11-04-2020]: The application was reviewed at the 10-12-2020 HPRC meeting and comments were provided to the Applicant. A final application has been submitted and is being reviewed for conformance with the UDO and is scheduled for review by the full HPC at the 12-2-2020 meeting.					
PROJECT NAME: OLD TOWN					
COFA-07-20-014375	07/07/2020	56 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Vicky Cowen		Owner: Vicky Cowen			
PLAN DESCRIPTION: A request by Vicky Cowen, for review of a Certificate of Appropriateness to allow the construction of a new 1.5-story single-family building of approximately 2,728 SF and a Carriage House of approximately 575 SF located at 56 Pritchard Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS 9-24-2020: The application was reviewed at the August 3, 2020 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.					
PROJECT NAME:					



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## Active Cases

### Certificate of Appropriateness

COFA-01-21-014894	01/11/2021	10 MARIANNA WAY WAY	Certificate of Appropriateness	Active	Katie Peterson
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**Applicant:** Court Atkins Architects, Inc.

**Owner:** Herkus, LLC

**PLAN DESCRIPTION:** A request by Court Atkins Architects, on behalf of the owner, Herkus, LLC, for review of a Certificate of Appropriateness to allow the construction of a new 2 1/2 -story multifamily residential building of approximately 5,328 SF located at 10 Marianna Way, Building 5 in the Old Village Square development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD.  
STATUS [1-12-2021]: The application received 1-11-2021 is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the 1-20-2021 meeting. Please note all comments provided at this meeting reflect the 1-11 submittal and do not take into consideration the revised drawings submitted 1-19-2021.

**PROJECT NAME:** OLD TOWN

### Historic District - Demolition

COFA-11-18-012563	11/14/2018	1268 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
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**Applicant:** Kevin Farruggo

**Owner:** McClure Real Estate LLC

**PLAN DESCRIPTION:** A request by Grady L Woods Architects on behalf of McClure Real Estate, LLC, for review of a Certificate of Appropriateness - Demolition to allow the demolition of a 1-story cmu block building with an attached wooden structure with a shed roof of approximately 800 SF and a small wood shed of approximately 80 SF located at 1268 May River Road in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD.  
STATUS: The application was reviewed at the November 19th HPRC meeting, the December 3rd DRC meeting, and the January 9th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.  
STATUS 4-27-20: The Applicant is preparing revised plans for resubmittal. Active.

**PROJECT NAME:** OLD TOWN

**Total Certificate of Appropriateness Cases: 27**

### Comprehensive Plan Amendment

### Comprehensive Plan Amendment



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Active Cases					
Comprehensive Plan Amendment					
COMP-07-19-013329	07/10/2019		Comprehensive Plan Amendment	Active	Aubrie Giroux
Applicant: Walter J Nester III		Owner: Bishop of Charleston			
<p><b>PLAN DESCRIPTION:</b> Request for an Ordinance to amend the Town of Bluffton Comprehensive Plan to extend the boundary shown on Map 8.1, Future Annexation Area to include the Saint Gregory the Great property consisting of approximately 61.093 Acres of land located at 323 Fording Island Road and identified as Beaufort County Tax Map No. R600 022 000 0125 0000 &amp; R660 022 000 1120 0000, as well as change the subject properties future land use designation from Civic/Institutional to Medium Intensity Commercial. STATUS: Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant previously requested to place this application on hold so they can prepare updated materials to reflect the Town's desire for them to pursue incorporating the property into the Buckwalter Planned Unit Development Concept Plan Development Agreement as a new planning tract instead of General-Mixed use as requested. To bring the property into Buckwalter, amendments to the Planned Unit Development, Concept Plan, and Development Agreement are necessary which will require the submittal of additional applications and materials. Applicant submitted revised materials and the necessary additional applications on February 21, 2020. Additional revisions including a reduction of the requested number of residential development rights from 449 to 150 were submitted following Planning Commission's Workshop on the proposed Annexation and Zoning Map Amendment held on July 22, 2020. Planning Commission will hold a Public Hearing and Recommendation to Town Council on October 28, 2020. Town Council is scheduled to hold Ordinance First Readings at their January 6, 2021 meeting. Town Council is then scheduled to hold Public Hearings and Ordinance Second and Final Readings at their February 9, 2021 meeting.</p>					
PROJECT NAME:		SAINT GREGORY THE GREAT CATHOLIC CHURCH			
COMP-12-20-014814	12/07/2020		Comprehensive Plan Amendment	Active	Aubrie Giroux
Applicant: Ward Edwards, Inc.		Owner: PKP Group LLC			
<p><b>PLAN DESCRIPTION:</b> Rezoning to allow multi family use with six (6) units per acre.</p>					
PROJECT NAME:		OLD CAROLINA			
COMP-12-20-014851	12/21/2020		Comprehensive Plan Amendment	Active	Kevin Icard
Applicant: J. K. Tiller & Associates, Inc.		Owner: Year Round Pool Co			
<p><b>PLAN DESCRIPTION:</b> Amendment to the Old Carolina PUD to include BPC Planning area and associated densities and uses.</p>					
PROJECT NAME:		OLD CAROLINA			



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## Active Cases

**Total Comprehensive Plan Amendment Cases: 3**

### Concept Plan Amendment

### Concept Plan Amendment

CPA-02-20-014047      02/26/2020      Concept Plan Amendment      Active      Aubrie Giroux

**Applicant:** McNair Law Firm, P.A.

**Owner:** Bishop of Charleston

**PLAN DESCRIPTION:** 1A request for an Ordinance to approve an amendment to the Buckwalter Planned Unit Development Concept Plan to incorporate approximately 61.093 Acres of land located at 323 Fording Island Road, Beaufort County Tax Map Nos. R600 022 000 0125 0000 and R600 022 000 1120 0000 subject to a new Saint Gregory the Great Land Use Tract. STATUS: Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant previously requested to place this application on hold so they can prepare updated materials to reflect the Town's desire for them to pursue incorporating the property into the Buckwalter Planned Unit Development Concept Plan Development Agreement as a new planning tract instead of General-Mixed use as requested. To bring the property into Buckwalter, amendments to the Planned Unit Development, Concept Plan, and Development Agreement are necessary which will require the submittal of additional applications and materials. Applicant submitted revised materials and the necessary additional applications on February 21, 2020. Additional revisions including a reduction of the requested number of residential development rights from 449 to 150 were submitted following Planning Commission's Workshop on the proposed Annexation and Zoning Map Amendment held on July 22, 2020. Planning Commission will hold a Public Hearing and Recommendation to Town Council on October 28, 2020. Town Council is scheduled to hold Ordinance First Readings at their January 6, 2021 meeting. Town Council is then scheduled to hold Public Hearings and Ordinance Second and Final Readings at their February 9, 2021 meeting.

**PROJECT NAME:** SAINT GREGORY THE GREAT CATHOLIC CHURCH

**Total Concept Plan Amendment Cases: 1**

### Dev Agreement Amendment

### PUD



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## Active Cases

### Dev Agreement Amendment

DAA-02-20-014041 02/25/2020 Dev Agreement Amendment Active Aubrie Giroux

**Applicant:** McNair Law Firm, P.A. **Owner:** Bishop of Charleston

**PLAN DESCRIPTION:** Request for an Ordinance to amend the Buckwalter Development Agreement to incorporate the Saint Gregory the Great property consisting of approximately 61.093 Acres of land located at 323 Fording Island Road and identified as Beaufort County Tax Map Nos. R600 022 000 0125 0000 & R660 022 000 1120 0000 and identify necessary terms and conditions such as designation of the property as the Saint Gregory the Great Land Use Tract, allowed land uses for the Land Use Tract, any increase in the overall total allowed development rights for Buckwalter allocated to the property, obligations, special provisions, etc. as necessary.  
STATUS: Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant previously requested to place this application on hold so they can prepare updated materials to reflect the Town's desire for them to pursue incorporating the property into the Buckwalter Planned Unit Development Concept Plan Development Agreement as a new planning tract instead of General-Mixed use as requested. To bring the property into Buckwalter, amendments to the Planned Unit Development, Concept Plan, and Development Agreement are necessary which will require the submittal of additional applications and materials. Applicant submitted revised materials and the necessary additional applications on February 21, 2020. Additional revisions including a reduction of the requested number of residential development rights from 449 to 150 were submitted following Planning Commission's Workshop on the proposed Annexation and Zoning Map Amendment held on July 22, 2020. Planning Commission will hold a Public Hearing and Recommendation to Town Council on October 28, 2020. Town Council is scheduled to hold Ordinance First Readings at their January 6, 2021 meeting. Town Council is then scheduled to hold Public Hearings and Ordinance Second and Final Readings at their February 9, 2021 meeting.

**PROJECT NAME:** SAINT GREGORY THE GREAT CATHOLIC CHURCH

Total Dev Agreement Amendment Cases: 1

### Development Plan

#### Development Plan

DP-08-20-014530 08/31/2020 700E MOUNT PELIA RD ROAD Development Plan Active William Howard

**Applicant:** Dan Kunau **Owner:** May River Forest, LLC

**PLAN DESCRIPTION:** PB Citadel - Site development for flex space buildings, storage buildings, and gravel boat/trailer parking

**PROJECT NAME:** PALMETTO BLUFF PHASE 2



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Active Cases					
Development Plan					
DP-03-19-012966	03/27/2019		Development Plan	Active	William Howard
Applicant: New South Living, LLC		Owner:			
<p><b>PLAN DESCRIPTION:</b> The Applicant is proposing to construct a two lane, 200 foot extension of Able Street from its terminus with Red Cedar Street to provide access to the adjacent parcel. STATUS: Comments on the Preliminary Development Plan were reviewed at the April 9, 2019 meeting of the DRC. Awaiting Final Development Plan. STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 10 days that that they intend to pursue approval, the application will expire. STATUS 04/23/2020: The Applicant has confirmed they intend to proceed with Development Plan Approval and will be re-submitting applications accordingly.</p>					
PROJECT NAME:					
DP-10-18-012476	10/15/2018	1268 MAY RIVER RD	Development Plan	Active	William Howard
Applicant: Kevin Farruggo		Owner: McClure Real Estate LLC			
<p><b>PLAN DESCRIPTION:</b> The Applicant is proposing to subdivide and use parcel and develop as mixed use at 1268 May River Road, Tax Map Number R610 039 00A 0147 0000. STATUS 10/31/2018: Comments on the Preliminary Development Plan were provided at the Oct. 30 meeting of the DRC. Awaiting re-submittal and a response to comments before placing the Preliminary Plan on the agenda for review by the Planning Commission. STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 10 days that that they intend to pursue approval, the application will expire. STATUS 04/23/2020: The Applicant has confirmed they intend to proceed with Development Plan Approval and will be re-submitting applications accordingly.</p>					
PROJECT NAME: OLD TOWN					
DP-01-21-014870	01/04/2021	2 PARKSIDE DR DRIVE	Development Plan	Active	William Howard
Applicant: Loftin-Moore, LLC		Owner: Parcel C5 LLC			
<p><b>PLAN DESCRIPTION:</b> The project proposes to construct a restaurant and retial space with an outdoor pavilion and amphitheater with associated infrastructure.</p>					
PROJECT NAME: Buckwalter					



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Active Cases					
Development Plan					
DP-06-19-013224	06/05/2019		Development Plan	Active	William Howard
Applicant: Watercrest Development LLC		Owner: Speyside			
PLAN DESCRIPTION: The Applicant is proposing to construct an assisted living facility within Washington Square.					
STATUS 06/20/2019: Comments on the Preliminary Plan will be provided at the June 25 meeting of the DRC.					
STATUS 08/26/2019: The Preliminary Plan will be reviewed by the Planning Commission at its August 28 meeting.					
08/29/2019: The Preliminary Plan was approved by the Planning Commission. Awaiting Final Development Plan.					
STATUS: The Final Development Plan has been submitted. Comments were reviewed at the November 13, 2019 DRC meeting. Awaiting re-submittal.					
PROJECT NAME: Buckwalter					
DP-01-21-014875	01/05/2021		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: LSSD NEW RIVERSIDE LLC			
PLAN DESCRIPTION: 129 Single family residential lots with infrastructure.					
PROJECT NAME: HERITAGE AT NEW RIVERSIDE PHASE 8 & 9					
DP-01-21-014882	01/06/2021	24 INNOVATION DR DRIVE	Development Plan	Active	William Howard
Applicant: Ward Edwards Engineering		Owner: Lighthouse Lagoon Miniature Golf			
PLAN DESCRIPTION: Miniature golf facility in Buckwalter Place.					
PROJECT NAME: BUCKWALTER PLACE					



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Development Plan					
DP-09-18-012409	09/21/2018		Development Plan	Active	William Howard
Applicant: Village Park Communities		Owner: Village Park Communities			
<p><b>PLAN DESCRIPTION:</b> The Applicant is proposing a new residential subdivision located within New Riverside on Parcel 4A1. The residential subdivision will consist of 113 single family homes with a clubhouse. Tax Map Number R614 036 000 1318 0000 .</p> <p>STATUS: Comments on the Preliminary Plan were reviewed at the Oct. 09 meeting of the DRC. Awaiting Final Development Plan.</p> <p>STATUS 03/12/2019: The Final DP was reviewed at the March 5 meeting of the DRC. Re-submittal materials to address comments provided at DRC were received March 8, 2019. The Final Development Plan is APPROVED with the following condition:</p> <p>* The walking trails shown on the exhibits provided to address Staff Comments on the Final Development Plan show walking trails as mulched or grass trails. The walking trails shall be constructed and maintained as mulched trails per the Approved Master Plan, and will be verified at the time of Final CCC inspection.</p> <p>STATUS 10/18/2019: A development Plan Amendment to re-configure the site layout was reviewed at the Oct. 23 meeting of the DRC. Awaiting SC DHECC final approval of the Stormwater Plan for Final approval.</p> <p>STATUS 12/18/2019: The SC DHEC NPDES Final Approval was provided. The Development Plan Amendment is APPROVED.</p>					
PROJECT NAME:		NEW RIVERSIDE PARCEL 4A-1			
DP-09-20-014617	09/29/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
<p><b>PLAN DESCRIPTION:</b> 117 single family lots and infrastructure.</p> <p>Palmetto Bluff - Block M2 &amp; 3</p>					
PROJECT NAME:		PALMETTO BLUFF PHASE 2			
DP-08-20-014483	08/18/2020		Development Plan	Active	William Howard
Applicant: Vulcan Property Group LLC		Owner: Parcel 9A, LLC			
<p><b>PLAN DESCRIPTION:</b> The applicant proposes to develop an office building, daycare, and all required infrastructure improvements.</p>					
PROJECT NAME:		BUCKWALTER COMMONS			



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## Active Cases

### Development Plan

DP-11-18-012564 11/14/2018 1217 MAY RIVER RD Development Plan Active William Howard

**Applicant:** Dan Keefer **Owner:** May River Development LLC

**PLAN DESCRIPTION:** The Applicant is proposing to develop 5 existing parcels into a mixed use development consisting of 5 single family residences and 5 commercial buildings to include the site infrastructure, internal street-scape, drives, parking, walks, utilities, drainage, and stormwater BMPs .

STATUS 11/27/2018:

STATUS 12/18/2018: Comments on the Preliminary Development Plan were reviewed at the Dec. 4 meeting of the DRC. Awaiting Final Development Plan.

STATUS 05/14/2019: Comments on the Final Development Plan were reviewed at the May 14 meeting of the DRC. Awaiting re-submittal.

STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 10 days that they intend to pursue approval, the application will expire.

STATUS 04/23/2020: The Applicant has confirmed they intend to proceed with Development Plan Approval and will be re-submitting applications accordingly.

**PROJECT NAME:** OLD TOWN

DP-11-16-010264 11/10/2016 Development Plan Active William Howard

**Applicant:** Coleman Company Inc. **Owner:** WWH PALMETTO PT DEVELOPERS

**PLAN DESCRIPTION:** The applicant is requesting approval for a Preliminary Development Plan to construct 19 single family homes and associated infrastructure on 5.99 acres.

STATUS: Plan is scheduled for 11/29 DRC Meeting.

STATUS: The Preliminary Development Plan was heard at the December 6, 2016 DRC Meeting. A Final Development Plan was submitted, reviewed, and heard at the March 14th DRC meeting and comments provided to the Applicant.

STATUS: Awaiting resubmittal materials addressing staff comments.

STATUS: 04/03/17: APPROVED

STATUS: 7/19/17: Plan was reactivated for Certificate of Construction Compliance approval.

**PROJECT NAME:** VILLAGES AT PALMETTO POINTE PHASE 4B

DP-04-17-010873 04/27/2017 1195 MAY RIVER RD Development Plan Active William Howard

**Applicant:** Manuel Studio, LLC **Owner:** Trever Wells

**PLAN DESCRIPTION:** The Applicant is requesting approval of a new commercial building with 4 units.

STATUS 5/18/17: Comments were reviewed at the May 16 meeting of the DRC. Awaiting submittal of Final Development Plan.

STATUS 05/10/2019: Comments on the Final Development Plan were reviewed at the May 7 meeting of the DRC. Awaiting re-submittal.

**PROJECT NAME:** BUCK ISLAND/SIMMONSVILLE



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Active Cases					
Development Plan					
DP-10-20-014720	10/30/2020	6 ARLEY WAY WAY	Development Plan	Active	William Howard
Applicant: Eric Hoover		Owner: Ceagull Investments, LLC			
PLAN DESCRIPTION: 12,000 SF commercial building and associated infrastructure in Westbury Park: Lot 20B					
PROJECT NAME:		WESTBURY PARK COMMERCIAL			
DP-01-21-014886	01/08/2021		Development Plan	Active	William Howard
Applicant: Parcel 7A llc		Owner: Parcel 7A llc			
PLAN DESCRIPTION: Grading permit only - limited clearing, grubbing, leveling & re-stabilizing on site.					
PROJECT NAME:		Buckwalter			
DP-05-19-013149	05/09/2019	335 BUCKWALTER PKWY	Development Plan	Active	William Howard
Applicant: Ryan Lyle PE		Owner: St. Andrew by the Sea			
PLAN DESCRIPTION: The Applicant is proposing to construct a 12,250 square foot building, an athletic field and the associated parking, sidewalks, BMPs, utilities and all other infrastructure for Phase 1 of this development located at 335 Buckwalter Parkway, Tax Map Number R610 030 000 0712 0000 & R610 030 000 0513 0000. STATUS 05/28/2019: Comments on the Preliminary Plan were reviewed at the May 28 meeting of the DRC. A re-submittal of the Preliminary Plan is required for review and approval. STATUS 10/23/2019: The Preliminary Development Plan was resubmitted and will be placed on the November 6, 2019 DRC agenda. STATUS 11/19/2019: Comments were reviewed at the Nov. 6 DRC meeting. Awaiting re-submittal to address comments for presentation to the Planning Commission. STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 10 days that that they intend to pursue approval, the application will expire. STATUS 04/23/2020: The Applicant has confirmed they intend to proceed with Development Plan Approval and will be re-submitting applications accordingly.					
PROJECT NAME:		Buckwalter			



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Active Cases					
Development Plan					
DP-10-20-014676	10/19/2020	441 PALMETTO BLUFF ROAD	Development Plan	Active	William Howard
Applicant: Grandview Care, Inc.		Owner: MAY RIVER FOREST			
PLAN DESCRIPTION: Construction of a new Wellness Center, office buildings, and independent living units.					
PROJECT NAME:		PALMETTO BLUFF PHASE 1			
DP-10-17-011380	10/05/2017		Development Plan	Active	William Howard
Applicant: Andrews Engineering Co.		Owner: Micheal Bradley Holdings LLC			
PLAN DESCRIPTION: The Applicant is requesting approval to construct a 37,000 SF building to house a brewery, retail sales area, a restaurant and bar space and associated infrastructure. Located on Jennifer Court near the intersection of Highway 46 and Buck Island Road. STATUS 10/18/2017: The Preliminary Development Plan is under review and scheduled for the Oct. 24 meeting of the DRC. STATUS 11/14/2017: Comments on the Preliminary Development Plan were reviewed at the Oct 24 meeting of the DRC. Awaiting submittal of the Final Development Plan. STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 10 days that that they intend to pursue approval, the application will expire. STATUS 04/23/2020: The Applicant has confirmed they intend to proceed with Development Plan Approval and will be re-submitting applications accordingly.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
DP-08-20-014478	08/18/2020	42 LAUREL OAK BAY RD	Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
PLAN DESCRIPTION: The project consists of the construction of 41 single family lots aqnd associated infrastructure within Block J2 of Palmetto Bluff.					
PROJECT NAME:		Palmetto Bluff			
DP-08-20-014525	08/31/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
PLAN DESCRIPTION: General clearing, installation of utilities, drainage, grading and paving for +/- 4.2 miles of road					
PROJECT NAME:					



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Active Cases					
Development Plan					
DP-01-21-014926	01/20/2021	41 CALHOUN ST STREET	Development Plan	Active	William Howard
Applicant: R. Stewart Design, LLC		Owner: Windsong Investments, LLC			
PLAN DESCRIPTION: Restoration, Remodel, Addition to Contributing structure					
PROJECT NAME: OLD TOWN					
DP-09-20-014563	09/08/2020	35 PONDBERRY ST STREET	Development Plan	Active	William Howard
Applicant: Tarr Group, LLC		Owner: HEPBLUFF LLC			
PLAN DESCRIPTION: 4,200 SF professional dental office with parking and landscaping improvements.					
PROJECT NAME: TOWNE CENTRE AT NEW RIVERSIDE					
DP-05-20-014246	05/21/2020		Development Plan	Active	William Howard
Applicant: Thomas and Hutton		Owner: MFH LAND, LLC			
PLAN DESCRIPTION: A request by Thomas and Hutton on behalf of MFH Land LLC & Town of Bluffton for the review of the grading, roads, utilities, parks and related infrastructure for Phase 1 of New Riverside Village.					
PROJECT NAME: NEW RIVERSIDE VILLAGE					
DP-08-20-014479	08/18/2020	38 LAUREL OAK BAY RD ROAD	Development Plan	Active	William Howard
Applicant: Mike Hughes		Owner: May River Forest, LLC			
PLAN DESCRIPTION: The project scope shall consist of general clearing, installation of utilities, storm drainage infrastructure, grading and paving to serve the proposed 41 lots. The tax map number for the proposed development is R614 046 000 0062 0000. {Palmetto Bluff - Shooting Club}					
PROJECT NAME: PALMETTO BLUFF PHASE 2					



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## Active Cases

### Development Plan

DP-10-20-014645 10/06/2020 Development Plan Active William Howard

**Applicant:** Mike Klein **Owner:** Reed Group Consulting, LLC

**PLAN DESCRIPTION:** 280 multifamily residential units and amenity center on Buckwalter Parcel 10B

**PROJECT NAME:**

### Preliminary Development Plan

DP-08-20-014463 08/11/2020 115 PERSIMMON ST Development Plan Active William Howard

**Applicant:** Sam Connor **Owner:** May River Commercial Properties LLC

**PLAN DESCRIPTION:** Commercial office and warehouse space to serve as Contractors office.

**PROJECT NAME:** SHULTZ TRACT

DP-03-20-014061 03/02/2020 Development Plan Active William Howard

**Applicant:** Thomas & Hutton **Owner:** LSSD NEW RIVERSIDE LLC

**PLAN DESCRIPTION:** The Applicant is requesting approval to construct 60 residential homes and associated infrastructure as Phase 6 of Heritage at New Riverside. The Preliminary Plan has been placed on the agenda for the May 6 meeting of the DRC.

**PROJECT NAME:** HERITAGE AT NEW RIVERSIDE PHASE 6

DP-07-20-014377 07/07/2020 2E MILL CREEK BLVD Development Plan Active William Howard

**Applicant:** Thomas & Hutton **Owner:** DR HORTON

**PLAN DESCRIPTION:** Cypress Ridge Phase 19 is a 44 single family residential lots with infrastructure

**PROJECT NAME:** CYPRESS RIDGE PHASE 19



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Active Cases					
Development Plan					
DP-07-20-014434	07/29/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: Lamar Smith Signature HOMes, LLC			
PLAN DESCRIPTION: 60 single family residential lots with infrastructure					
PROJECT NAME:		HERITAGE AT NEW RIVERSIDE PHASE 7			
DP-10-19-013630	10/24/2019		Development Plan	Active	William Howard
Applicant: JK Tiller Associates Inc		Owner: Speyside			
PLAN DESCRIPTION: The applicant is requesting Preliminary Development Plan approval for a mixed-use development (Washington Square) consisting of office space, 36 residential apartments, 52,000 square feet of retail, 7,000 square feet of restaurant, and 80-unit boutique hotel, an assisted living home, and greenspace. STATUS: The Preliminary Plan will be reviewed at the November 27 DRC meeting. STATUS 12/12/2019: Awaiting re-submittal to address comments provided on Preliminary Development Plan. STATUS 02/20/2020: Re-submittal materials have satisfied staff comments. The Preliminary Plan is scheduled for Planning Commission review Feb. 26, 2020. STATUS 03/02/2020: Planning Commission approved the Preliminary Development Plan. Awaiting Final Plan.					
PROJECT NAME:		WASHINGTON SQUARE			
DP-07-19-013387	07/30/2019	4407 BLUFFTON PKWY	Development Plan	Active	William Howard
Applicant: Thomas and Hutton		Owner: STOPNSTOR			
PLAN DESCRIPTION: The applicant is requesting approval of a development plan to construct an additional 7,500 SF 1 story storage building and stormwater infrastructure on approximately .5 acres.  STATUS 08/26/2019: The Preliminary Development Plan was reviewed at the August21 meeting of the DRC. Awaiting re-submittal to address comments provided to present to the Planning Commission for approval. STATUS 10/22/2019: Comments on the re-submittal of the Preliminary Plan will be reviewed at the Oct. 30 meeting of the DRC. STATUS 11/19/2019: Comments were provided at Oct. 30 DRC. Awaiting re-submittal to address comments to present to the Planning Commission. STATUS 03/02/2020: The Preliminary Plan was approved at the Feb. 26 meeting of the DRC. Awaiting Final Development Plan.					
PROJECT NAME:		SHULTZ TRACT			



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Active Cases					
Development Plan					
DP-01-20-013911	01/23/2020	48 LAWRENCE ST	Development Plan	Active	William Howard
Applicant: Dolnik Properties		Owner: Dolnik Properties			
PLAN DESCRIPTION: The applicant is requesting approval of a development plan to allow a change of use from residential to commercial for a clothing boutique on the ground floor. Comments on the Preliminary Development Plan will be reviewed at the Feb. 5 meeting of the DRC. STATUS 02/20/2026: The Preliminary Plan was approved by DRC and will be presented to the Planning Commission 02/26/2020. STATUS 03/02/02020: The Preliminary Plan was approved by the Planning Commission. Awaiting Final Development Plan.					
PROJECT NAME:					
DP-08-19-013460	08/19/2019		Development Plan	Active	William Howard
Applicant: O'Reilly Auto Parts		Owner: O'Reilly Auto Parts			
PLAN DESCRIPTION: The applicant is requesting approval of a development plan for the construction of a new commercial building and infrastructure for the purpose of the retail sale of automotive parts and related accessories. The Preliminary Plan will be reviewed at the September 18 meeting of the DRC. STATUS: 9/20/2019 Awaiting for resubmittal of plans prior to bringing it to the Planning Commission for approval. STATUS UPDATE 03/31/2020: E-mailed the applicant to notify that their application has been inactive for more than 120 days and if the Town does not receive notification within 10 days that that they intend to pursue approval, the application will expire. STATUS UPDATE 09/11/2020: A Preliminary Plan has been re-submitted for review. Comments will be reviewed at the Sept. 16 meeting of the DRC.					
PROJECT NAME: SHULTZ TRACT					
DP-01-20-013861	01/13/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: The Applicant is prosing to construct 79 single family lots with associated infrastructure as Phase 2 of Four Seasons at Carolina Oaks.  STATUS 01/22/2020: The plan review has placed on "Hold" and the applicant has been contacted for additional information related to land clearing. The plan review will be re-activated when the additional information and plan changes have been submitted.					
PROJECT NAME: Four Seasons at Carolina Oaks					



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## Active Cases

### Development Plan

DP-07-20-014412 07/21/2020 2 PARKSIDE DR Development Plan Active William Howard

**Applicant:** Kelly Little **Owner:** Parcel C5 LLC

**PLAN DESCRIPTION:** The project proposes to construct a restaurant and retail space with an outdoor pavilion and amphitheater with associated infrastructure.

**PROJECT NAME:**

DP-11-19-013727 11/26/2019 Development Plan Active William Howard

**Applicant:** Thomas & Hutton **Owner:** May River Forest, LLC

**PLAN DESCRIPTION:** \*\*Final Development Plan 03/02/2020\*\*

The Applicant is proposing to construct 71 single family lots and infrastructure within Block L5 of Palmetto Bluff.

STATUS 12/18/2019: Comments on the Preliminary Plan were reviewed at the Dec. 18 meeting of the DRC. Awaiting Final Development Plan.

STATUS 03/23/2020: The Final Development Plan is under review and will be placed on the agenda of the next meeting of the DRC. The date of the meeting is TBD.

STATUS 04/22/2020: Comments on the Final Plan will be reviewed at the May 6 meeting of the DRC.

**PROJECT NAME:** PALMETTO BLUFF PHASE 2

### Public Project

DP-12-19-013803 12/20/2019 Development Plan Active William Howard

**Applicant:** Town of Bluffton **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** The town is seeking permits to add pathways along Goethe Rd and Shults Rd in Bluffton, SC. The proposed project will disturb approximately 3.9 acres and occur within the Goethe Rd right of way (from Hwy 46 to Hilderbrand Rd) and Shults Rd right of way (from Eighth Avenue to Hilderbrand Road). Improvements to the roadside swales and drainage infrastructure are also proposed as well as the replacement of some driveways, as necessary to accommodate the proposed walkways.

STATUS 01/23/2020: The Public Project was reviewed at the Jan. 15 meeting of the DRC revisions are required. Awaiting re-submittal.

**PROJECT NAME:**



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Active Cases					
Development Plan					
DP-11-20-014756	11/13/2020	25 PERSIMMON ST STREET	Development Plan	Active	William Howard
Applicant: WK Dickson		Owner: Dominion Energy South Carolina, Inc.			
PLAN DESCRIPTION: Dominion Energy is proposing to construct a new electric transmission substation and gravel access road located along Persimmon Street.					
PROJECT NAME:		BLUFFTON PARK PHASE C-1			
DP-06-20-014293	06/08/2020		Development Plan	Active	William Howard
Applicant: Cranston Engineering Group		Owner: Town of Bluffton			
PLAN DESCRIPTION: New 5' concrete sidewalk in the Simmonsville Rd r/w, minor grading, stormwater infrastructure.					
PROJECT NAME:					
DP-01-19-012790	01/29/2019		Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: The Applicant is proposing side walks and related infrastructure along Buck Island Road from the intersection of Kitty Road to 289 Buck Island Road. STATUS 02/18/2019: Comments on the Public Project were provided at the Feb. 12 meeting of the DRC. The project is Approved with Conditions pending SCDHEC NPDES approval letter.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
DP-10-20-014674	10/15/2020		Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: Proposed sidewalk along Goethe Road & Shults Road ROW with associated stormwater infrastructure.					
PROJECT NAME:		Schultz/Goethe			



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## Active Cases

### Development Plan

DP-02-19-012875      02/26/2019      52 WHARF ST      Development Plan      Active      William Howard

**Applicant:** Cranston Engineering Group      **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** New sanitary sewer gravity main in unserved area of Bridge Street.  
STATUS 03/21/2019: The Application for Public Project has been entered and is awaiting review and approval of the Stormwater Management Plan. The project will receive review by the DRC upon Stormwater approval.  
STATUS 06/20/2019: Comments were provided at the June 18 meeting of the DRC. Awaiting re-submittal for Final Approval.

**PROJECT NAME:** OLD TOWN

DP-06-19-013227      06/06/2019      125 PRITCHARD ST      Development Plan      Active      William Howard

**Applicant:** Town of Bluffton      **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** The Applicant is proposing to provide sewer mains on unserved areas of Pritchard Street.  
Comments will be reviewed at the June 25 meeting of the DRC.  
  
STATUS 07/22/2019: Comments were reviewed at the June 25 meeting of the DRC. A re-submittal of the design is required that will minimize the impact to significant oak trees in the project area.

**PROJECT NAME:** OLD TOWN

**Total Development Plan Cases: 43**

### Development Plan Amendment

NA



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## Active Cases

### Development Plan Amendment

DPA-06-20-014304 06/12/2020 15 CAPTAINS CV Development Plan Amendment Active William Howard

**Applicant:** Old Town Dispensary

**Owner:** Old Town Dispensary

**PLAN DESCRIPTION:** Approve revised site plan.

**PROJECT NAME:**

**Total Development Plan Amendment Cases: 1**

### Master Plan

#### NA

MP-02-20-014050 02/27/2020 Master Plan Active Aubrie Giroux

**Applicant:** McNair Law Firm, P.A.

**Owner:** Bishop of Charleston

**PLAN DESCRIPTION:** Request for approval of a Master Plan for the Saint Gregory the Great property consisting of approximately 62.80 Acres of land located at 323 Fording Island Road and identified as Beaufort County Tax Map Nos. R600 022 000 0125 0000 & R660 022 000 1120 0000 for a mix of civic, institutional, residential, and commercial uses.  
**STATUS:** Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant previously requested to place this application on hold so they can prepare updated materials to reflect the Town's desire for them to pursue incorporating the property into the Buckwalter Planned Unit Development Concept Plan Development Agreement as a new planning tract instead of General-Mixed use as requested. To bring the property into Buckwalter, amendments to the Planned Unit Development, Concept Plan, and Development Agreement are necessary which will require the submittal of additional applications and materials. Applicant submitted revised materials and the necessary additional applications on February 21, 2020. Staff is currently reviewing the materials and applications for clarity, content, and completeness. Once Staff's notes and comments are addressed, the request will be placed on the next available regularly scheduled Planning Commission agenda as a workshop item.

**PROJECT NAME:** SAINT GREGORY THE GREAT CATHOLIC CHURCH

**Total Master Plan Cases: 1**



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Active Cases					
Master Plan Amendment					
Major					
MPA-09-19-013530	09/16/2019		Master Plan Amendment	Active	William Howard
Applicant: Thomas and Hutton		Owner: D.R. Horton			
<p><b>PLAN DESCRIPTION:</b> A request by D.R. Horton, Inc. to amend the Cypress Ridge Master Plan to update the transportation network by adding roads and service lanes to the commercial village area of Mill Creek. The development is zoned Jones Estate Planned Unit Development and is identified by Tax Map ID parcel R614-028-000-1138-0000, located at the intersection of Highway 170 and Mill Creek Blvd. This amendment request is associated with the previous amendment (PD-04-08-363).</p> <p>STATUS: 9/27/2019 - The request is currently under staff review and is anticipated to be on the October 23, 2019 Development Review Committee meeting agenda.</p> <p>STATUS 10/23/2019: Comments were provided at the Oct. 16 DRC meeting. A re-submittal to address comments provided is required before presentation to the Planning Commission. Awaiting re-submittal.</p> <p>STATUS 11/19/2019: The Master Plan Amendment will be presented to the Planning Commission 11/20/2019.</p> <p>STATUS 12/19/2019: The Master Plan Amendment was approved by the Planning Commission and will be presented at the Jan. 14 meeting of Town Council.</p> <p>STATUS 01/15/2020: The Master Plan Amendment was presented to the Town Council on Jan. 14. The Amendment was tabled and the Applicant was asked to provide a tree and topo survey of the area where townhomes are proposed for construction</p>					
PROJECT NAME:		CYPRESS RIDGE			
MPA-12-20-014852	12/21/2020		Master Plan Amendment	Active	Kevin Icard
Applicant: J. K. Tiller & Associates, Inc.		Owner: Year Round Pool Co			
<p><b>PLAN DESCRIPTION:</b> Amendment to the Old Carolina PUD to include BPC Planning area and associated densities and uses.</p>					
PROJECT NAME:		OLD CAROLINA			



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## Active Cases

### Master Plan Amendment

MPA-03-20-014070 03/02/2020 Master Plan Amendment Active Aubrie Giroux

**Applicant:** Enmarket

**Owner:** Grande Oaks II, LLC

**PLAN DESCRIPTION:** A request by Walter J. Nester, III on behalf of Enmark Station, Inc. for consideration of an amendment to the Buckwalter Commons Phase 1 Master Plan to incorporate certain property consisting of approximately 1.076 Acres of land located at 464 Buckwalter Parkway and identified as a portion of Beaufort County Tax Map No. R600 029 000 0014 0000 to supplement the development of the 9.18 acre Robertson site.

**STATUS:** Staff is currently reviewing the concurrent applications for Annexation, Zoning Map Amendment, Buckwalter Development Agreement Amendment, Buckwalter Concept Plan Amendment, and Buckwalter Commons Phase 1 Master Plan Amendment and their associated materials for clarity, content, and completeness. Once Staff's notes and comments are addressed, the request will be placed on the next available regularly scheduled Planning Commission agenda as a workshop item.

**PROJECT NAME:** ROBERTSON SITE

MPA-12-20-014813 12/07/2020 Master Plan Amendment Active William Howard

**Applicant:** Ward Edwards, Inc.

**Owner:** PKP Group LLC

**PLAN DESCRIPTION:** Rezoning to Planned Unit Development, Old Carolina PUD to authorize multi family use with six (6) units per acre.

**PROJECT NAME:** OLD CAROLINA

**Total Master Plan Amendment Cases: 4**

### Subdivision Plan

### General



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Active Cases					
Subdivision Plan					
SUB-01-21-014911	01/19/2021	71 CALHOUN ST STREET	Subdivision Plan	Active	Alan Seifert
Applicant: Ward Edwards, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: 71 Calhoun Street (Subdivision): A request by Ward Edwards Engineering on behalf of Cunningham South Carolina, LLC, owner, for review of a Subdivision Plan for the division of 0.903 acres into 3 mixed-use lots. The property is identified by tax map number R610 039 00A 0099 0000. The property is zoned Neighborhood Center-Hd and therefore, should be reviewed based on the requirements set forth in the Town of Bluffton Unified Development Ordinance and Stormwater Design Manual. STATUS [01/25/2021]: The application is being reviewed by Staff for conformance with the Town of Bluffton Unified Development Ordinance and will be reviewed by the DRC at the February 3rd meeting.					
PROJECT NAME:		OLD TOWN			
SUB-11-20-014778	11/23/2020	28 DUBOIS LN LANE	Subdivision Plan	Active	Alan Seifert
Applicant: Carol Healy		Owner: Carol Healy			
PLAN DESCRIPTION: 28 Dubois Lane (Subdivision): A request by C & C Preservation on behalf of Carol Healy and Cathy Cockman, owners, for review of a Subdivision Plan for the division of .49 acres into 2 single-family lots along with an associated access easement. The property is identified by tax map number R610 039 00A 0256 0000. The property is zoned Neighborhood General-Hd and therefore, should be reviewed based on the requirements set forth in the Town of Bluffton Unified Development Ordinance and Stormwater Design Manual. STATUS [01/06/2021]: The application was reviewed by Staff for conformance with the Town of Bluffton Unified Development Ordinance and reviewed by the DRC at the December 30th meeting. Town Staff are currently awaiting a re-submittal to address comments from DRC.					
PROJECT NAME:		OLD TOWN			
SUB-04-17-010766	04/03/2017		Subdivision Plan	Active	Katie Peterson
Applicant: Armando Servin		Owner: Armando Servin			
PLAN DESCRIPTION: A request by Armando Servin Rosales, for the approval of a Subdivision Plan. The proposed subdivision will divide the existing parcel into two parcels. The property is located on Buck Island Road within the Residential General Zoning District. The property is identified by tax map number R640 031 000 016A 0000. The application was heard at the April 25, 2017 DRC meeting and comments were provided to the applicant. STATUS: Awaiting Applicant submittal of sewer connection confirmation.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			



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Active Cases					
Subdivision Plan					
SUB-08-19-013391	08/01/2019	21 LITTLE POSSUM LN	Subdivision Plan	Active	Katie Peterson
Applicant: Progressive Tax Services		Owner: Progressive Tax Services			
PLAN DESCRIPTION: A request by James Barnwell for approval of a Subdivision Plan. The project consists of subdividing one lot into seven lots. The property is zoned Residential General and consists of approximately 1.5 acres identified by tax map numbers R610 039 000 210B 0000 and R610 039 000 210A 0000 located at 21 and 33 Little Possum Lane. STATUS: The application was reviewed at the August 21st meeting of the DRC where comments were provided to the Applicant. Staff is awaiting revised materials addressing comments.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
SUB-11-20-014745	11/09/2020		Subdivision Plan	Active	Alan Seifert
Applicant: John Paul Moore		Owner: K Hovananian			
PLAN DESCRIPTION: The Lakes at New Riverside - Phase 1D (Subdivision): A request by Mike Hughes of Thomas & Hutton on behalf of K. Hovnanian, Jeff Wiggins, owner, for review of a Subdivision Plan for the division of 12.180 acres into 32 single-family lots along with associated right of way and common areas. The property is identified by tax map number R610 044 000 0140 0000 and is located within the New Riverside Parcel 9 Master Plan. The property is zoned New Riverside PUD and therefore, should be reviewed based on the requirements set forth in the DSO 90/3 and its modifications and Town of Bluffton Stormwater Design Manual. STATUS [12/4/2020]: The application is currently being reviewed by Staff for conformance with the New Riverside Development Agreement and Planned Unit Development documents and is scheduled for review by the DRC at the December 9th meeting. STATUS [1-25-2021]: Awaiting submittal and approval of the required surety bond. Once approved, the application may be stamped and recorded.					
PROJECT NAME:		NEW RIVERSIDE -PARCEL 9			
SUB-02-17-010618	02/24/2017	22 PHOENIX RD	Subdivision Plan	Active	Katie Peterson
Applicant: Leona Woodard		Owner: Terry Johnson			
PLAN DESCRIPTION: The applicant is requesting approval to create a second lot from tax map number R610 031 000 0102 0000. The application was on the March 14th DRC meeting agenda, but no applicant was present. The item was tabled to the March 21st DRC meeting. The application was heard at the March 21st DRC meeting and comments provided to the Applicant. STATUS: Awaiting applicant resubmittal addressing watershed and BJWSA comments.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			



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## Active Cases

### Subdivision Plan

SUB-08-20-014458	08/10/2020		Subdivision Plan	Active	Alan Seifert
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**Applicant:** Carrie's Fun World

**Owner:** Carrie's Fun World

**PLAN DESCRIPTION:** 158 Simmonsville Road (Subdivision): A request by Carolyn Brown, applicant, on behalf of the Heirs of Frazier, owner, for review of a Subdivision Plan for the division of 9.21 acres into 11 single-family lots. The property is identified by tax map number R610 031 000 0019 0000 & R610 031 000 0168 0000. The property is zoned Residential General and, therefore, should be reviewed based on the requirements set forth in the Town of Bluffton Unified Development Ordinance and Town of Bluffton Stormwater Design Manual. STATUS [09/04/2020]: The application was reviewed by Staff for conformance with the UDO documents and was reviewed by the DRC at the September 9th meeting. STATUS [09/24/2020]: Staff is currently awaiting a resubmittal of the plat to address comments received during the DRC meeting.

**PROJECT NAME:**

SUB-11-18-012584	11/19/2018		Subdivision Plan	Active	Katie Peterson
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**Applicant:** Thomas & Hutton

**Owner:** HL Development

**PLAN DESCRIPTION:** A request by Thomas and Hutton, on behalf of HL Development, LLC, for approval of a Subdivision Plan. The project consists of 4 commercial parcels and associated infrastructure to be located on approximately 15 acres. The property is zoned Planned Unit Development, located within the Buckwalter PUD and is identified by tax map number R614 029 000 2050 0000, located west of the existing Hampton Lake community and east of Lawton Station. STATUS: The application was reviewed by Staff and was placed on the December 12th DRC Agenda for review where comments were provided to the applicant. Awaiting updated materials addressing staff comment.

**PROJECT NAME:** Buckwalter

### Historic District

SUB-08-19-013427	08/12/2019	6 SHELL RAKE ST	Subdivision Plan	Active	Katie Peterson
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**Applicant:** Sunshine Living Properties, LLC

**Owner:**

**PLAN DESCRIPTION:** This application is to divide Lot 31 Shell Rake into two lots, Lot 31 A and Lot 31 B Barnacle Cut Lane and create two future building sites.

Both lots meet UDO lot and road standards and complies with Article 3 of the UDO. The 911 address will also be changed to the addresses shown above. Once the subdivision has been approved the applicant will provide surveyor sealed copies to be recorded. The Application was heard by the DRC at their September 11th meeting where comments were provided to the applicant. STATUS: Staff is awaiting the submittal of a Development Plan amendment and revised plans.

**PROJECT NAME:** OLD TOWN



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## Active Cases

### Subdivision Plan

Total Subdivision Plan Cases: 9

### Zoning Action

#### Special Exception

ZONE-05-20-014229	05/13/2020	70 10 PENNINGTON DR	Zoning Action	Active	Kevin Icard
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**Applicant:** Nelson Pinto

**Owner:** Mathesoya Mgt Corp

**PLAN DESCRIPTION:** Veterinary clinic specialized in ophthalmology (Outpatient only no over night care)

**PROJECT NAME:**

### UDO Text Amendment



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## Active Cases

### Zoning Action

ZONE-03-18-011836 03/26/2018 Zoning Action Active Kevin Icard

**Applicant:** Town of Bluffton **Owner:** Town of Bluffton

**PLAN DESCRIPTION:** A request by the Unified Development Ordinance Administrator for consideration of revisions to the following sections of the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance:

1.1.8 Activities That Do Not Constitute Development; 2.2 Establishment; 3.2 General Application Approval Process; 3.9 PUD Master Plan; 3.18 Certificate of Appropriateness – Historic District (HD); 3.19 Site Feature – Historic District (HD); 3.20.2 Applicability; 3.25 Designation of Contributing Structure; 3.26 Appeals; 4.4 Conditional Use Standards; 5.3.7 Specific Landscaping Standards; 5.15 Old Town Bluffton Historic District; 7.2.2. Illegal Nonconformities; 7.9 Nonconforming Sites Resulting from Right-Of-Way Dedication or Acquisition; 9.2 Definitions; 9.3 Interpretation of Dimensional Standards; and, 9.4 Description of Uses of Land and Buildings  
STATUS: 1/29/2019 The Application was heard at the January 23, 2019 Planning Commission meeting where it was recommended for approval to Town Council with conditions related specifically to Public Projects, Minor and Major PUD Master Plans, Development Plans, requiring public notice for various projects and to include language related to appeals.  
STATUS: 2/18/2019 The Application will be heard at the March 12th Town Council meeting.  
STATUS: 5/28/2019 A portion of the text amendments were approved by Town Council at their March 12, meeting. Additional items will be presented to Town Council at a future date.  
STATUS: 4/21/2020 Various UDO text amendments are being reviewed by Planning Commission, and Town Council over the coming months.

**PROJECT NAME:**

### Zoning Appeal

ZONE-03-20-014108 03/11/2020 Zoning Action Active William Howard

**Applicant:** Sarah Kepple **Owner:** Jim Merli

**PLAN DESCRIPTION:** Review of the Buckwalter PUD interpretation; was it written to protect adjacent Beaufort Co. property or do adjacent wetlands and rural residential setback requirements provide enough buffer for our property use?  
STATUS 4/21/2020 Due to COVID-19, this project is being held until such time that staff can hold an in-person Public Hearing.

**PROJECT NAME:**

### Zoning Map Amendment



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Active Cases					
Zoning Action					
ZONE-12-20-014855	12/21/2020		Zoning Action	Active	Kevin Icard
Applicant: Ward Edwards, Inc.		Owner: PKP Group LLC			
PLAN DESCRIPTION: Rezoning to PUD, Old Carolina PUD to authorize multi family use with six (6) units per acre.					
PROJECT NAME: OLD CAROLINA					
ZONE-12-20-014853	12/21/2020		Zoning Action	Active	Kevin Icard
Applicant: J. K. Tiller & Associates, Inc.		Owner: Year Round Pool Co			
PLAN DESCRIPTION: Amendment to the Old Carolina PUD to include BPC Planning area and associated densities and uses.					
PROJECT NAME: OLD CAROLINA					
ZONE-07-19-013331	07/10/2019		Zoning Action	Active	William Howard
Applicant: Walter J Nester III		Owner: Bishop of Charleston			
PLAN DESCRIPTION: 1)A request for an Ordinance to approve an amendment to the Buckwalter Planned Unit Development Text to incorporate provisions for a New Land Use Tract to be Known as the Saint Gregory the Great Tract; and 2) A request for an Ordinance approving Zoning Map Amendment for approximately 61.093 acres located at 323 Fording Island Road and identified by Beaufort County Tax Map Nos. R600 022 000 0125 0000 and R600 022 000 1120 0000 to rezone the subject property to Buckwalter Planned Unit Development (PUD) subject to a new Saint Gregory the Great Land Use Tract STATUS: Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant previously requested to place this application on hold so they can prepare updated materials to reflect the Town's desire for them to pursue incorporating the property into the Buckwalter Planned Unit Development Concept Plan Development Agreement as a new planning tract instead of General-Mixed use as requested. To bring the property into Buckwalter, amendments to the Planned Unit Development, Concept Plan, and Development Agreement are necessary which will require the submittal of additional applications and materials. Applicant submitted revised materials and the necessary additional applications on February 21, 2020. Additional revisions including a reduction of the requested number of residential development rights from 449 to 150 were submitted following Planning Commission's Workshop on the proposed Annexation and Zoning Map Amendment held on July 22, 2020. Planning Commission will hold a Public Hearing and Recommendation to Town Council on October 28, 2020. Town Council is scheduled to hold Ordinance First Readings at their January 6, 2021 meeting. Town Council is then scheduled to hold Public Hearings and Ordinance Second and Final Readings at their February 9, 2021 meeting.					
PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH					



# Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Section XII. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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## Active Cases

### Zoning Action

ZONE-08-20-014518      08/28/2020      Zoning Action      Active      Kevin Icard

**Applicant:** JK Tiller Associates Inc

**Owner:** Huggins Hollow LLC

**PLAN DESCRIPTION:** Request for an Ordinance for a Zoning Map Amendment to designate the annexation of the Huggins Hollow properties consisting of approximately 36.26 acres located on Gibbet Road and identified as Beaufort County Tax Map Nos. R600 036 000 001F 0000, R600 036 000 001D 0000, R600 036 000 0364 0000, R600 036 000 001H 0000, R600 036 000 0001 0000, and R600 036 000 0439 0000 as Agricultural (AG) pursuant to the Town of Bluffton Unified Development Ordinance, as amended.

**STATUS:** Staff is currently reviewing the materials and applications for clarity, content, and completeness before scheduling Town Council Annexation Ordinance First Reading "Intent to Annex".

**PROJECT NAME:** HUGGINS HOLLOW

Total Zoning Action Cases: 7

Total Active Cases: 97

Total Plan Cases: 97

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**INTEROFFICE MEMORANDUM**

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**TO:** MEMBERS OF TOWN COUNCIL

**FROM:** SCOTT M. MARSHALL, INTERIM TOWN MANAGER

**SUBJECT:** INTERIM TOWN MANAGER MONTHLY REPORT – FEBRUARY 2021

**DATE:** MARCH 1, 2021

**CC:** KIM CHAPMAN, TOWN CLERK

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**Town Operations / Community Meetings**

- February 1
  - Budget preparation meeting with Chris Forster and Vickie Isaacs
  - Meeting with Matt Greene, Heather Colin, Lt Danyov, et al to discuss movement of wide-load modular units through Historic District for delivery to Guerrard Street
- February 2
  - Budget detail discussion with Chris Forster and Vicki Isaacs
- February 3
  - Budget review with Chris Forster and Vickie Isaacs
  - Affordable Housing contract discussion with Mayor Pro-Tem Hamilton, Terry Finger and Heather Colin
  - Meeting with Mayor Sulka and Marc Orlando
- February 4
  - Police Department Chaplains Appreciation Lunch
  - Review fund balance policy workshop presentation with Chris Forster
  - Interview Building Inspector applicant
  - Meeting with Marc Orlando
- February 8
  - Beaufort Memorial Hospital Weekly COVID-19 Call
  - Meeting with Lynn Hall (General Manager, Hargray Communications, Tommy Sunday and Rusty Batey (Hargray Communications)
- February 9
  - Meeting with Kimberly Hall, Bluffton Self Help
  - Telecon with Mike Levine re: LowcountryWorks
- February 10
  - Senior Staff Meeting
  - Meeting with Lindsay Housaman re: Social Media and DMO issues
  - Meeting with Kimberly Chapman re: Executive Office structure
  - Meeting with Bryan McIlwee re: Engineering issues
- February 11, 2021
  - WebEx Meeting with County officials, municipalities, Jeremy Clark (Tenet) and Russell Baxley (BMH) regarding potential for COVID-19 mass vaccination event
- February 12: Tour of Island Rec Facility with Frank Seoule
- February 15
  - Meet with Chris Forster and Vickie Isaacs for FY22 Draft Budget Review
  - Meet with Chief Price re: PD matters

- February 16
  - Meet with Lindsay Housaman re: DMO update
  - Meet with Billy Watterson at Burnt Church Distillery
  - Meet with Sheriff P.J. Tanner re: miscellaneous items
- February 17
  - Meet with Heather Colin re: Growth Management Department
  - Senior Staff Meeting
  - Meet with Pearce Scott re: UDO / HD questions
  - Meet with Chief Price re: Budget requests
  - Meet with Katherine Robinson and Christine Smith re: HR updates
- February 18
  - Meet with Lee Levesque re: Emergency Management priorities
  - Telecon with John O'Toole, et al re: Project Mercury
- February 19: Meet with Interim County Administrator Eric Greenway
- February 22
  - Meet with Finance and Engineering Directors re: CIP funding for FY22
  - Beaufort Memorial Hospital Weekly COVID-19 Call
  - Meet with Heather Colin re: Growth Management items
  - Meet with Interim Assistant Town Manager
  - Attend OneBlood Board of Ambassadors quarterly meeting
- February 23
  - SOLOCO Regional Board
  - Meet with Lisa Cunningham and Finance regarding Municipal Court budget
- February 24
  - Guest Speaker at Bluffton Rotary Club meeting
  - HHI-Bluffton Chamber Tele-Town Hall
  - Senior Staff Meeting
  - Meet with Promenade POA leadership re: their concerns with Corks
  - Meet with Emergency Manager and HR on Employee Return to Work Plan
  - Meet with Mary Lou Franzoni re: Palmetto Breeze FY22 Budget Request
  - Meet with Bryan McIlwee and Finance re: Engineering Budget
- February 25
  - Meeting with Matt Cunningham and Heather Colin re: HD development project
  - Meet with Katherine Robinson and Finance re: FY22 budget request for HR
- February 26
  - Meet with Tommy Sunday and Finance re: FY22 budget request for IT
  - Meet with Heather Colin and Finance re: FY22 budget request for Growth Management
  - Meet with Chief Price and Finance re: FY22 budget request for Police Department

#### **Town Council / Attorney Related Meetings**

- February 1
  - Facebook Live Bi-Weekly Town Update with Mayor Sulka and Bluffton Self-Help
- February 4: Weekly meeting with Mayor
- February 8, 2021
  - Met with Councilman Wood, at his request, with Chris Forster to discuss fund balance questions
- February 9: Monthly Town Council Meeting
- February 11
  - Weekly meeting with Mayor, Mayor Pro-Tem Hamilton and Bryan McIlwee
  - Meeting with Councilman Dan Wood re: misc. items
- February 15
  - Facebook Live Bi-Weekly Town Update with Mayor Sulka and Chief Price
  - Lunch with Terry Finger to discuss several topics
- February 16

- Meet with Dan Wood, Chief Price and Lisa Cunningham re: Town of Bluffton Panhandling Ordinance provisions
- February 18: Weekly Meeting with Mayor
- February 25
  - Weekly meeting with Mayor and Mayor Pro-Tem
  - Meeting with Municipal Mayors and Managers

**Other Activities of Note**

- February 1 – 5: Viewing/participation in MASC Hometown Legislative Action Days
- February 25: Participation in Public Relations Committee Meeting of the ICMA Veterans Advisory Board

## TOWN COUNCIL

**STAFF REPORT**  
**Engineering Department**


<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Consideration of a Resolution Authorizing the Acceptance of a Donation and Conveyance of Approximately 0.15 Acres of Real Property in Bluffton, South Carolina, Commonly Known as a Portion of Campbell Chapel AME Church Located at 23 and 25 Boundary Street, a Portion of TMS Nos. R610 039 00A 0080 0000 and R610 039 00A 0079 0000 and from Campbell AME Church and Board of Trustees of Campbell AME Church to the Town of Bluffton, South Carolina; and Authorizing the Execution and Recordation of Certain Documents in Connection Therewith
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

**RECOMMENDATION:**

Town Council adopt the attached Resolution (Attachment 1) authorizing the acceptance of a donation of Stormwater and Drainage Easements for two (2) parcels associated with Campbell AME Church located in the Town of Bluffton for the purpose of installing a rain garden and associated drainage appurtenances to improve water quality of stormwater runoff and improve localized drainage condition within property and the Boundary Street right-of-way adjacent to 23 and 25 Boundary Street (R610-039-00A-0080-0000 and R610-039-00A-0079-0000, respectively).

**BACKGROUND/DISCUSSION:**

With the approval of the FY 2021-2022 Strategic Plan and FY 2021 Consolidated Budget, Town staff continued with planned water quality and drainage improvements in the Historic District of Bluffton. This effort is being performed under CIP 00050 – Historic District Streetscape and Drainage Improvements.

**NEXT STEPS:**

1. Execution of stormwater and drainage easements and recording.
2. Finalize project design and permitting tasks.
3. Construct project beginning in the fourth quarter of FY 2021 with anticipated completion in first quarter of FY 2022.

**SUMMARY:**

Construction of the proposed AME Church Rain Garden project is consistent with the Comprehensive Plan. Water quality and drainage improvements are considered Town of Bluffton Strategic Action Plan 2018-2019 Infrastructure and May River and Surrounding Watersheds action items.

Town Staff recommends Town Council accepts the donation of the stormwater and drainage easements and authorizes the Town Manager and Town Staff to take such actions as are necessary to complete the acceptance of the donation.

**ATTACHMENTS:**

1. Resolution and Easement Exhibits
  - a. 23 Boundary Street (R610-039-00A-0080-0000) Stormwater and Drainage Easement
  - b. 25 Boundary Street (R610-039-00A-0079-0000) Stormwater and Drainage Easement
2. Proposed Motion

## TOWN COUNCIL

### STAFF REPORT Engineering Department



<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Consideration of a Proposed Contractual Agreement Relating to the Construction of Goethe Shults Sidewalk Phase 2
<b>PROJECT MANAGER:</b>	Bryan McIlwee, Director of Engineering

#### **RECOMMENDATION:**

Town Council authorize the Town Manager to approve a contract for Goethe Shults Neighborhood Improvements Phase 2 Sidewalks, with the lowest responsive and responsible bidder (Attachment 1). JS Construction Services, Inc. has been determined to be the lowest qualified bidder with a bid of Seven Hundred Seventy-One Thousand, One Hundred Eleven dollars and Twenty cents (\$771,111.20). In addition, Staff requests a 10% contingency allowance to cover any unforeseen changes that may arise during construction.

#### **BACKGROUND/DISCUSSION:**

The contract will include the construction of the second phase of sidewalks within the Goethe Shults Neighborhood. (Attachment 2). The project consists of approximately 8,300 linear feet of sidewalk, and 4,500 linear feet of stormwater pipe. The project consists of Shults Road and sections of Goethe Road north and south of the Bluffton Parkway (Attachment 3).

Staff received four (4) bids for the construction from AOS Specialty Contractors, APAC Atlantic JS Construction, and Sandhill ALS Construction, on the advertised due date of February 15, 2021 (Attachment 4).

This project includes funds awarded from a CDBG grant (\$500,000).

#### **NEXT STEPS:**

Town Council approval and execution of this contract with JS Construction Services in the amount of \$771,111.20, which authorizes them to complete the sidewalk and stormwater infrastructure installation for this project.

#### **SUMMARY:**

This project originated out of the Goethe Shults Neighborhood Infrastructure Plan adopted by Town Council in 2018, the Transportation Chapter of the 2014 Comprehensive Plan, and the FY

2019-2020 Strategic Plan. It is supportive of the following guiding principles as provided in the document:

Infrastructure Guiding Principle #2. Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.

Community Quality of Life Guiding Principle #2. Create and enhanced connection with neighborhoods throughout the Town through focused outreach and strategic utilization of various communication methods.

Due to these reasons, staff is requesting Town Council authorize the execution of the proposed construction contract with JS Construction Services, Inc. to install sidewalks and stormwater piping within Goethe Shults Neighborhood.

**ATTACHMENTS:**

1. Draft Contract
2. Project Data Sheet
3. Project Map
4. Bid Tabulation
5. Recommended Motion

**AGREEMENT  
BETWEEN OWNER AND CONTRACTOR  
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between \_\_\_\_\_ Town of Bluffton (“Owner”) and  
\_\_\_\_\_ JS Construction Services, Inc. (“Contractor”).

Owner and Contractor hereby agree as follows:

**ARTICLE 1 – WORK**

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Installation of sidewalk to the Goethe Shults neighborhood as shown on the Ward Edwards drawings referenced herein.

**ARTICLE 2 – THE PROJECT**

- 2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

The construction of pathways along Goethe Road and Shults Road in Bluffton, SC. The project will disturb approximately 3.9 acres in the Goethe Road right of way (from Hwy 46 to Hilderbrand Road) and Shults Road right of way (from Eight Avenue to Hilderbrand Road). In addition to the proposed walkways, the project includes the replacement of driveways and improvements to the roadside swales and drainage infrastructure.

**ARTICLE 3 – ENGINEER**

- 3.01 The Project has been designed by Ward Edwards Engineering (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 – CONTRACT TIMES**

- 4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Days to Achieve Substantial Completion and Final Payment

- A. The Work will be substantially completed within 177 days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 200 days after the date when the Contract Times commence to run.

4.03 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, 5.01.B, and 5.01.C below:

- A. For all Work other than Unit Price Work, a lump sum of: \$           n/a

All specific cash allowances are included in the above price in accordance with Paragraph 11.02 of the General Conditions.

- B. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item:

UNIT PRICE WORK					
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
SEE SCHEDULE	ATTACHED	PRICE			

Total of all Bid Prices (Unit Price Work)

\$711,111.20

The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

C. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

## **ARTICLE 6 – PAYMENT PROCEDURES**

### **6.01 *Submittal and Processing of Payments***

A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

### **6.02 *Progress Payments; Retainage***

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the n/a day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

- a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
- b. 10 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on

the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

### 6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

## **ARTICLE 7 – INTEREST**

- 7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0 percent per annum.

## **ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS**

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
  - A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
  - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  - C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
  - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
  - E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
  - F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data

are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## ARTICLE 9 – CONTRACT DOCUMENTS

### 9.01 *Contents*

- A. The Contract Documents consist of the following:
  - 1. This Agreement
  - 2. Performance bond
  - 3. Payment bond.
  - 4. EJCDC Standard General Conditions
  - 5. EJCDC Supplemental Conditions
  - 6. CDBG Contract Special Provisions
  - 7. EJCDC Standard Addendum to Agreement
  - 8. EJCDC Special Conditions (specifications)
  - 9. Drawings
  - 10. Addenda (numbers 1 to 2, inclusive).
  - 11. Exhibits to this Agreement (enumerated as follows):
    - a. Contractor's Bid
    - b. Documentation submitted by Contractor prior to Notice of Award
  - 12. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
    - a. Notice to Proceed

- b. Work Change Directives.
- c. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

## ARTICLE 10 – MISCELLANEOUS

### 10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

### 10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### 10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### 10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

### 10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### 10.06 *Compliance*

A. Offerors, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Offerors will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

B. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- i. Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- iii. The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- iv. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- v. The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);

- vi. Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
  - vii. The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
  - viii. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
  - ix. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - x. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - xi. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
  - xii. Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).
- C. Offerors shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O’Hara Service Contract act (41 U.S.C. 351 et seq);
- D. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).
- E. Offerors shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.
- F. Offerors shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

G. In accordance with 40 CFR 1505.2(c), parties to this Agreement must enact the below mitigation measures to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents:

To comply with the Historic Preservation, National Historic Preservation Act of 1966, including but not limited to Section 106 and Section 110; 36 CFR Part 800, contact the following authorities:

Catawba – the Catawba Indian Nation, THPO stated that the Catawba are to be notified if Native American artifacts and/or human remains are located during the ground disturbance phase of this project.

Muscogee – the Muscogee THPO letter dated 12/07/17 stated no concerns, however if any cultural material or human remains be encountered during any construction or demolition, the Muscogee request notification.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Agreement).

OWNER:

Town of Bluffton

By: \_\_\_\_\_

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

Attest: \_\_\_\_\_

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

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR

\_\_\_\_\_

By: \_\_\_\_\_

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

Attest: \_\_\_\_\_

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

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License No.: \_\_\_\_\_

**Capital Improvements Program Fund Project Data Sheet**

<b>Project Name</b>	Goethe-Shults Neighborhood Improvements Phase 2	<b>Project #</b>	00055
<b>Project Manager</b>	Mark Maxwell	<b>Start to End</b>	FY 2017 - FY 2022

**Project Scope**

**Project Photo or Map**

This project provides for the design, permitting, easement acquisition and construction of Phase 2 sidewalks and street lighting in the Goethe Road Neighborhood area including Goethe, Shults and Hildebrand Roads and portions of Eighth Avenue. This second phase consists of sidewalks along the opposite side of the road from recently completed Phase 1 sidewalks and will complete pedestrian connections to schools, parks and the Historic District, while improving pedestrian safety for the neighborhood. In addition, the scope of the project includes sidewalks on Goethe Road north of Bluffton Parkway. A \$500,000 CDBG was awarded in December of 2018.



**Project Budget**

	Prior Years' Expended	FY2021 Revised Budget	FY2021 Estimate	FY2022 Proposed Budget	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	Total Project Forecast
Planning	\$ 8,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,750
Design	83,310	4,200	-	-	-	-	-	-	83,310
Construction	12,615	1,011,130	532,308	538,197	-	-	-	-	1,083,120
Other	9,728	55,175	-	-	-	-	-	-	9,728
<b>Total</b>	<b>\$ 114,403</b>	<b>\$ 1,070,505</b>	<b>\$ 532,308</b>	<b>\$ 538,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,184,908</b>

**Project Funding Sources**

	Prior Years' Expended	FY2021 Revised Budget	FY2021 Estimate	FY2022 Proposed Budget	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	Total Project Forecast
TIF Debt Service	\$ 84,191	\$ 502,346	\$ 394,707	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 478,898
Hospitality Tax	3,325	68,159	68,159	107,639	-	-	-	-	179,123
CDBG Grant	26,887	500,000	69,442	430,558	-	-	-	-	526,887
				-	-	-	-	-	-
<b>Total</b>	<b>\$ 114,403</b>	<b>\$ 1,070,505</b>	<b>\$ 532,308</b>	<b>\$ 538,197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,184,908</b>

**Strategic Focus Area & Guiding Principle**

**Project Status**

*Infrastructure*  
Guiding Principle #2 Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.  
*Community Quality of Life*  
Guiding Principle #2 Create an enhanced connection with neighborhoods throughout the Town through focused outreach and strategic utilization of various communication methods.

Phase 1 sidewalk and lighting improvements were constructed, and a Goethe Road Neighborhood - Infrastructure Plan was completed in FY 2018. In addition, a \$500,000 grant award was obtained in December of 2018. Surveying and engineering design will commence in 2019 with construction beginning in 2021.

**Project Origination**

**Project Performance Measures**

1) Goethe Shults Neighborhood Infrastructure Plan adopted by Town Council in 2018, 2) Transportation Chapter of the 2014 Comprehensive Plan, and 3) FY 2019 - 2020 Strategic Plan.

Performance measures for the project will include monitoring of pedestrian traffic along new sidewalks and citizen feedback. Project goal is to increase the Town's walk score and improve public safety.

**General Fund Operations & Maintenance (O&M) Costs**

	Description	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	Total Forecast
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance		-	-	2,500	2,500	2,500	7,500
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 7,500</b>

**Method for Estimating Costs:** Construction cost estimates are based on the Engineer's estimate of probable construction cost. Design costs estimates are based on similar consultant proposals from Phase 1. O&M costs include sidewalk and landscape maintenance.



PROJECT START

2,463 LINEAR FEET SECTION OF NEW 5' SIDEWALKS ALONG SHULTS RD..

1,120 LINEAR FEET SECTION OF NEW GOETHE RD. SIDEWALKS ALONG GOETHE RD..

2,719 LINEAR FEET SECTION OF NEW GOETHE RD. SIDEWALKS ALONG GOETHE RD..

SECTION OF NEW GOETHE RD. SIDEWALKS CONTINUE ON NORTH SIDE OF BLUFFTON PARKWAY FOR ANOTHER 1,971 LF.

END OF PROJECT

Scope of work includes:  
8,273 LF of 5' sidewalks  
Additional drainage  
Signage and pavement markings



TOWN OF BLUFFTON CIP PROJECT  
GOETHE/SHULTS NEIGHBORHOOD SIDEWALKS PHASE II

SUBJECT TO CHANGE

TOWN OF BLUFFTON  
BID SUMMARY  
IFB # 2021-31  
Goethe Shults Neighborhood Improvements Phase 2 Sidewalks

VENDOR NAME	BASE BID	ALTERNATE(S) ACCEPTED	comments
AOS Specialty Contractors	no price sheet uploaded	n/a	bid incomplete, non-compliant
APAC Atlantic	\$1,458,336.00	n/a	
JS Construction	\$771,111.20	n/a	
Sandhill ALS Construction	\$878,190.00	n/a	

**Recommended Motion****RECOMMENDED MOTION LANGUAGE**

**"I move to authorize the Town Manager to execute a contract for utility construction to complete the Goethe Shults Neighborhood Improvements Phase 2 Sidewalks, with JS Construction. The contract amount includes the base bid of \$771,111.20, and a contingency of 10% of the contract amount to address unforeseen changes that may arise during construction."**

# TOWN COUNCIL



## STAFF REPORT

### Department of Growth Management

<b>MEETING DATE:</b>	March 9, 2021
<b>PROJECT:</b>	Appointment of a Community Steering Committee to Assist with the Drafting of the Comprehensive Plan
<b>PROJECT MANAGER:</b>	Heather Colin, AICP Director of Growth Management

**REQUEST:** Approval of appointments to the Comprehensive Plan Community Steering Committee to assist with the drafting of the Comprehensive Plan rewrite as outlined below.

**BACKGROUND:** The purpose of the Steering Committee is to guide and advise the Project Team which consists of Town Staff and MKSK during the development of the Comprehensive Plan. The appointment and initial kick off meeting of the Steering Committee is an integral first step to the process which cannot truly begin until the establishment of the Committee.

The Committee will serve as a sounding board to review the findings, concepts, strategies and recommendations created throughout the planning process to ensure that the Plan content reflects the values identified by stakeholder groups and the larger Bluffton community. It is anticipated that the Committee will meet approximately four times over the course of the next 12-18 months to obtain feedback and guidance throughout the process and as outlined in Attachment 1 in order to complete the project no later than June 2022.

The following citizens were identified by Town Council members for consideration to serve on the Committee as representatives of the Town and community based on diverse background and experience. Each has provided their consent to participate if selected by Town Council:

- Sharon Brown
- Emily Burden
- Rich Delcore
- Eric Esquivel
- Frank Gadson
- Kim Hamm
- Terry Hannock
- Dan Keefer
- Harry Lutz
- Emmett McCracken
- Nate Pringle
- Sarah Reed
- Scott Schroeder
- Haley Sulka
- Josh Tiller
- Josh Cooke
- Dennis Nielsen

In addition to the steering committee, additional stakeholder groups will be invited to participate that are focused on specific topics, such as development, housing, utilities, education, historic preservation and others.

The following citizens have requested and been recommended by Town Council to participate in the stakeholder groups:

- Corrine Reeves
- Joannie Heyward
- Brenda Dunaway

**NEXT STEPS:** Once the steering committee has been appointed, Town staff will communicate with all members. MKSK and the Town's project manager, Charlotte Moore, will schedule an initial meeting via zoom no later than March 31, 2021.

**ATTACHMENTS:**

1. Timeline
2. Proposed Motion

[illegible]

## Proposed Motion

### Appointment of a Community Steering Committee to Assist with the Drafting of the Comprehensive Plan– Heather Colin, Director of Growth Management

*“I move to approve the appointment of the Community Steering Committee to include the following:*

- *Sharon Brown*
- *Emily Burden*
- *Rich Delcore*
- *Eric Esquivel*
- *Frank Gadson*
- *Kim Hamm*
- *Terry Hannock*
- *Dan Keefer*
- *Harry Lutz*
- *Emmett McCracken*
- *Nate Pringle*
- *Sarah Reed*
- *Scott Schroeder*
- *Haley Sulka*
- *Josh Tiller*
- *Josh Cooke*
- *Dennis Nielsen*

*.”*



# TOWN COUNCIL

## STAFF REPORT

### Emergency Management Office

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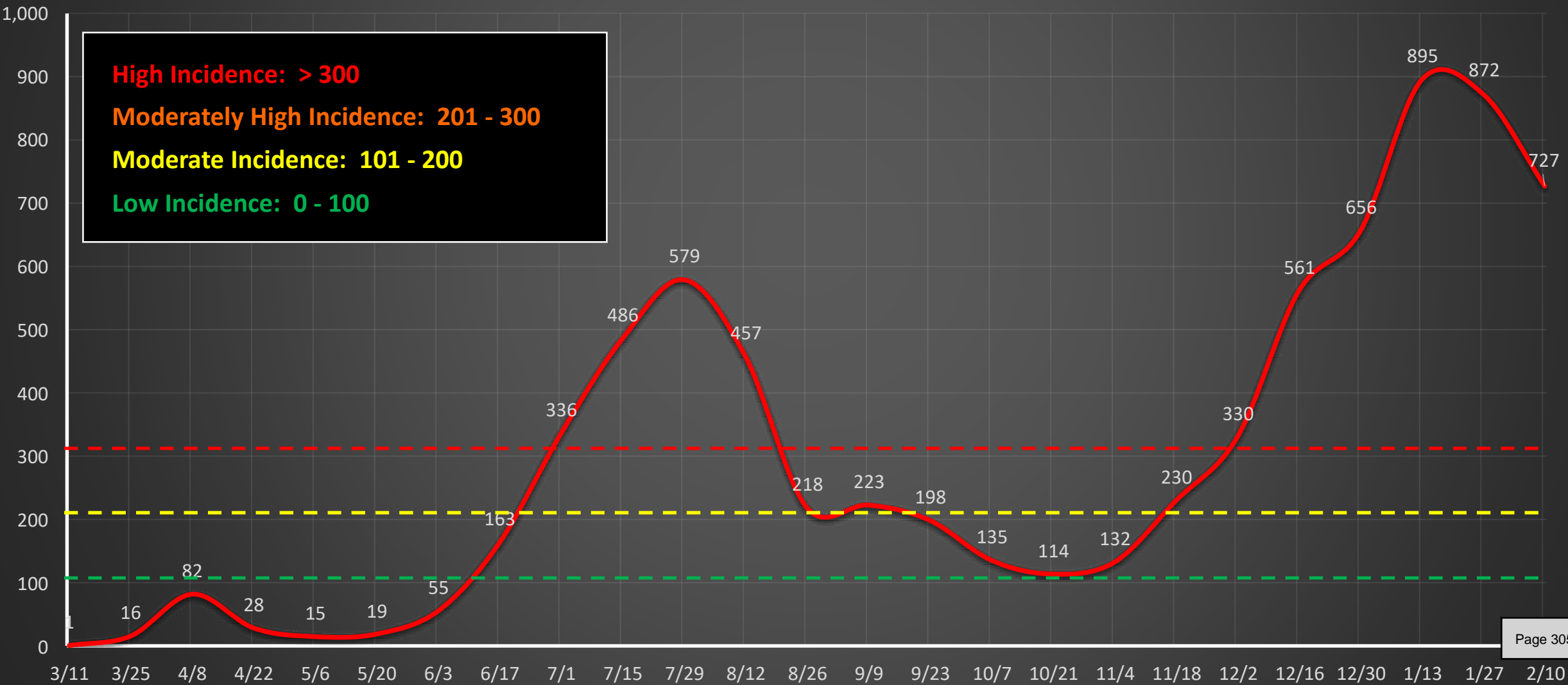
<b>MEETING DATE:</b>	Tuesday March 9, 2021
<b>ISSUE:</b>	COVID-19 Update
<b>PROJECT MANAGER:</b>	Lee Levesque

This report is provided to fulfill the request of Town Council to receive monthly updates regarding local COVID-19 infection rates. Attached are the charts with which you are already familiar from previous presentations.

The latest two-week reporting period available as of the drafting of this memo was for **the reporting period ending February 10, 2021**. On these charts, the following is depicted:

- Beaufort County Two-Week Incidence Rate
  - Cases Reported: 727 cases per 100,000 in population
  - Incidence Rate: High
  - Change from Previous Reporting Period: 16.7% Decrease
- 29909 / 29910 Combined Cases Reported
  - Number of Cases Reported: 439
  - Change from Previous Reporting Period: 26.5% Decrease

Two-Week Incidence Rate – Beaufort County, SC  
COVID-19 Cases Reported per 100,000 population  
Source: SC Dept of Health and Environmental Control

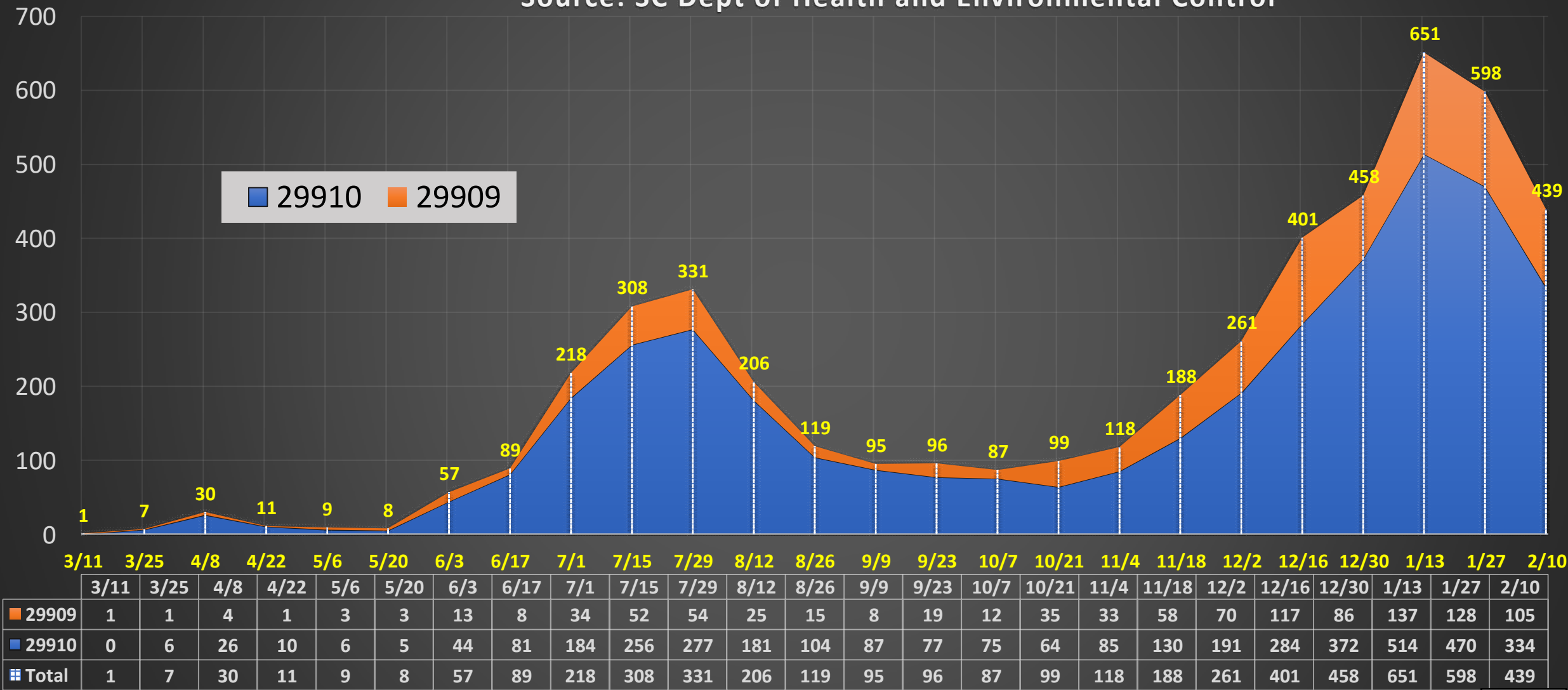


# Number of COVID-19 Reported Cases per 2-Week Period

## Bluffton Zip Codes 29909 and 29910

Section XII. Item #6.

Source: SC Dept of Health and Environmental Control



# ZIP CODES

Updated: 10/28/2020

## Legend

- 29909
- 29910
- 29927

## JURISDICTIONAL

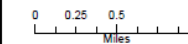
- Town of Bluffton
- Bluffton Town Limits

## TRANSPORTATION

- Roads
- Future Road
- Future Parkway

## HYDROLOGY

- Water



Map Prepared By:  
Ryan J. Coleman, GISP



**DISCLAIMER:**  
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