



**TOWN OF BLUFFTON
BLUFFTON TOWN COUNCIL MEETING
ELECTRONIC MEETING**

Tuesday, November 10, 2020 | 6 PM

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

NOTE: THERE ARE TWO COMMENT SESSIONS DURING THIS MEETING

PUBLIC HEARING - CONTACT THE TOWN CLERK AT 843.706.4505 OR VIA EMAIL AT KCHAPMAN@TOWNOFBLUFFTON.COM TO RECEIVE DIAL IN INSTRUCTIONS.

**PUBLIC COMMENT - [SUBMIT FORM ELECTRONICALLY](#)
PUBLIC COMMENTS WILL BE READ ALOUD BY THE CLERK FOR THE RECORD.**

**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 – Mayor Sulka
- II. Pledge of Allegiance
- III. Invocation
- IV. Adoption of the Agenda
- V. Adoption of the Minutes

[1. Town Council Regular Meeting Minutes of October 13, 2020](#)

VI. Presentations, Celebrations and Recognitions:

- 1. Recognition of Captain Scott Chandler for Serving as Interim Chief of Police – Mayor Sulka**

“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 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.

2. Beaufort County School District Student of the Month – Mayor Sulka
3. Proclamation in Recognition of Smoke Free and Vape Free Awareness Month – Mayor Sulka
4. Proclamation in Recognition of Zonta Says No to Violence Against Women Day – Mayor Sulka
5. COVID-19 Pandemic Update – Scott Marshall, Deputy Town Manager

VII. Public Comment

VIII. Communications from Mayor and Council

IX. Workshop Agenda Items:

1. Discussion on Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Historic District Design Standards Related to Building Types, Maximum Building Footprint and Height – Heather Colin, Director of Growth Management

X. Public Hearing and Final Reading:

1. Consideration of Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts, Article 9 – Definitions and Interpretations to Add Short-Term Rental Units and Homestay Rentals and to Establish a Certification Process for Short-Term Rental Units – Public Hearing and Final Reading – Heather Colin, Director of Growth Management
2. Consideration of Amendments to the Town of Bluffton Code of Ordinances, Chapter 6 – Businesses and Business Regulations, Article V. Short-Term Rental Units to Establish a Certification Process for Short-Term Rental Units - 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 Reflect the Addition of Short-Term Rental Revenue per the Master Fee Schedule – Second and Final Reading – Chris Forster, Director of Finance and Administration

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2. Consideration of an Ordinance to Amend Certain Provisions to the Town of Bluffton Code of Ordinances to Authorize Meetings to be Held Telephonic or Other Electronic Means, and Matters Related Thereto – First Reading - Scott Marshall, Deputy Town Manager
3. Consideration of Approval of an Ordinance Authorizing the Issuance and Sale of a Not to Exceed \$5,250,000 General Obligation Bond, Series 2021 or Such Other Appropriate Series Designation, for the Purpose of Funding Sewer Projects – Second and Final Reading – Chris Forster, Director of Finance and Administration

XII. Consent Agenda Items:

1. Monthly Department Reports: Police, Finance & Administration, Municipal Court, Engineering, Don Ryan Center for Innovation, and Growth Management
2. Town Manager's Monthly Report
3. 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

XIII. Executive Session

1. Personnel Matters Regarding Town of Bluffton Appointments of Boards, Committees and Commissions (Pursuant to SC Freedom of Information Act 30-4-70 [a][1])
2. Contractual Matters Relating to Buckwalter Place (MCIP) Multi County Industrial Park (Pursuant to SC Freedom of Information Act 30-4-70 [a][5])

XIV. Action from Executive Session

XV. Adjournment

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BLUFFTON TOWN COUNCIL MEETING MINUTES

ELECTRONIC MEETING

October 13, 2020

Mayor Sulka called the meeting to order at 6:00 P.M. Council members present were Mayor Pro Tempore Fred Hamilton, Larry Toomer, Bridgette Frazier, and Dan Wood. Town Manager Marc Orlando, Deputy Town Manager Scott Marshall, Interim Chief of Police Scott Chandler, Director of Engineering Bryan McIlwee, Director of Finance and Administration Chris Forster, Director of Growth Management Heather Colin, and Town Clerk Kimberly Chapman, and Town Attorney Terry Finger were also present.

Pledge of Allegiance and Invocation were given by Councilmember Wood.

Adoption of the Agenda:

Frazier made a motion to approve the agenda as presented. Wood seconded. Roll call was taken, and the motion carried unanimously.

Adoption of Minutes:

Town Council Emergency Meeting Minutes of August 26, 2020

Wood made a motion to approve the Town Council Emergency Meeting Minutes of August 26, 2020. Toomer seconded. The motion carried unanimously.

Town Council Regular Meeting Minutes of September 8, 2020

Toomer made a motion to approve the Town Council Regular Meeting Minutes of September 8, 2020. Frazier seconded. The motion carried unanimously.

Presentations, Celebrations and Recognitions:

Mayor Sulka acknowledged the Proclamation Recognizing National Planning Month.

Destination Marketing Organization Annual Marketing Plan, Report of Progress and Actions- Ariana Pernice, Vice President of Visitor and Convention Bureau, Hilton Head Island – Bluffton Chamber of Commerce

Communication from Mayor and Council:

Public Comments:

Dawn Niebuhr, 15 South Forest Beach, HHI - We are property owners on Hilton Head Island, we are in our 60's & 70's, we are immune compromised and we DO NOT believe masks work or are warranted knowing what we know now about the Chinese virus. 99.987% NOT effected. They are basically ineffective outside and not known for inside. End the mask mandate and authoritative power grab.

Bonnie Turner, 4921 Bluffton Parkway, Bluffton - Please, it is time to make wearing masks voluntary and not mandatory!

Iva Lands, 28 Sugaree Drive, Bluffton - Please vote to do away with masks, it is time that as a community we get back to a normal routine. It is next to impossible to continue to wear a mask day in and day out. We need to build up our immune system to this or we will never beat it.

Donna Farrell, 40 Folly Field Road, HHI - While I may live in Hilton Head, I frequently do business in Bluffton, and have Many friends who live in town. I am writing to you today to urge you to truly look at the LACK OF EVIDENCE supporting the value of mask wearing in preventing viral infections. That substantive evidence simply is not there. Stop swallowing the rhetoric that has been fed to us since day 1 about how deadly this virus is—the survival rate with FULL Recovery is well over 90%. The damage to emotional wellbeing, mental health, and physical health by wearing masks is much greater and much more concerning. Covering one's face with a mask dehumanizes people. The connection between people is lost. There is a rift in our community with mask wearers on one side and non-mask wearers on the other side. Do you know who and what caused that rift? YOU won forced this unconstitutional mask mandate on us are to blame for the dissension we see in our community. Find your backbones, stop blindly swallowing the narrative, and do what is right to make Bluffton and our community the tight knit, supportive community it once was. Do the right thing by allowing INDIVIDUAL CHOICE in whether or not a person wears a mask. VOTE NO to the mask mandate.

Jodi Lester, 11 Grove Way, Bluffton - Ditch the masks.

Jill Warga, 4 Indigo Run Drive, HHI - Please vote to end the mask mandate. We need to open up our Island. The mask mandate is hurting businesses and employees who have suffered enough. Masks don't work and virus numbers are blown up. Please, let's get back to normal. I miss all the things that made HHI special - all the activities, fairs, etc. I miss seeing smiles and hugging. This has turned our home into a civil war. Most of us know the real agenda behind the mask. Promote freedom - this is the United States. Jill Warga, The Preserve, HHI

Iris Shedlock, 21 Creekstone Drive, HHI - I am still unclear as to what our goal is for keeping a mask mandate. It is completely unrealistic to believe you can eliminate SARSCOV2. As with all other viruses, it will always continue to exist. Using the PCR to diagnose is just plain stupid and irresponsible. We are using a non-diagnostic tool to diagnose.

What is your fear? The hospitals are not packed. Deaths are mostly happening in the expected age groups. Almost 100% of the infected recover. How do you improve on that? About 50% are not even reporting symptoms. If we must get tested to figure out if we are infected, how is that a dangerous virus?

COVID19 has no distinguishing symptoms and may instead be from air pollution, allergies, sinus infection, and prescription drug side effects. How easy to overlook and ignore these causes and point the finger at SARSCOV2 especially when the bogus PCR test gives you a false positive. Mask wearing can cause some of these symptoms too! We end up mistreating. And you know from what else these symptoms arise? The COVID19 vaccine! Let's get the vaccine so we can develop the same symptoms we wanted to avoid from a virus with nearly a 100% recovery rate without the vaccine. Huh? And, these reported vaccine symptoms are in study participants who are super healthy. What happens when those with 2.6 comorbidities get vaccinated? Is this what you are all waiting for to save you?

Dietary supplement makers are forbidden to make health claims but it is okay to force people to wear masks as a medical device with no required health exam and make false claims that studies prove mask effectiveness. Viral particles are too small to be blocked by a mask.

If masks work, then why did Asian countries have outbreaks where masks are customary or why does history

show disease outbreaks in hospitals where they wear surgical and N95 masks or why are the Governors of CA and NY still freaking out despite wearing masks longer than us?

You are being manipulated and weaponized by our public health agencies and drug companies. They want our silence as evidenced by the masks. Don't let the cure be worse than the disease.

Vote no to extending. End the tyranny.

Camala LaRocck, 126 Shell Hall Way, Bluffton - It is unhealthy and is proven to make you sick. I have been in Healthcare for 30 years and the only way to stop virus transmission is by boosting immune function, cleanliness and wearing a complete enclosed zip suit. If people chose to wear that is their choice but mandating is against our constitutional Rights

Toni Glick, 11 Doral Court, HHI - Please, please remove the mask mandate. Give everyone a choice so the healthy people can breathe freely. We need to be able to work out at gyms WITHOUT a mask!

Whitley Deputy, 64C Cassandra Lane - The CDC has released information confirming that the overwhelming majority of people who contract Covid are full time mask wearers. According to the CDC you are 18-23 times more likely to contract Covid when wearing masks. Not only do masks do absolutely nothing to prevent the spread of Covid, they are absolutely detrimental to health. Masks are causing skin conditions (rashes and acne). They are a petri dish for bacteria. They are causing severe respiratory infections resulting in hospitalizations. They lower oxygen intake while increasing the intake of poisonous CO2. People are breathing in mold as a mask becomes a moldy environment in as little as a half an hour. They cause stress and anxiety which have been scientifically proven to lower your immune system making you even more vulnerable to disease. People with medical conditions that can't wear masks are being harassed. The list of cons of mask wearing is a mile long. If you care about the citizens of this town at all, please listen to the science and end the mask mandate.

Dan Gause, 35 Lakeside Drive, Bluffton - Good evening. As you are well aware Beaufort County's mask ordinance has been defeated 7 to 4. It is now time for you to do the same. We have sat by over the past 6 to 7 months while you made decisions based solely off of probabilities while disregarding the facts that have been presented to you. We have watched our children and other loved ones sacrifice not only their freedom do choose but sacrificed their mental and physical health. They sacrificed these things based off of information, or lack thereof, from our councilman. We have been called selfish but yet we sacrificed those things for a very small number of people. You have made decisions for your people based off of emotions and not facts. We need more people like Mike Covert Brian Flewing Stewart Rodman and Chris Hervochon in local government. These men listened to the facts and spoke for the people. No matter what your decision is here today the silent majority will not comply. This ordinance has caused far more harm than good, and you have given us no proof at all that it has helped. I have personally seen mothers cry for their children and business owners at a loss for words when asked how they will stay open (by the way Mayor Sulka did stay true to your word and go out and speak with business owners)? For those of you who vote to keep this ridiculous ordinance in play please know you have woken a sleeping giant that will not rest until freedom prevails. I would say thank you for your time, but you have wasted months of ours with this madness. Let the people choose.

Vallee Buback, 470 Lake Bluff Drive, Bluffton - A new CDC study shows that masks do nothing to stop the spread of Covid-19. 70% of those with symptoms who tested positive for Covid-19 said they wore a mask all

the time, compared with 3.9% who said they never wore one.

https://www.cdc.gov/mmwr/volumes/69/wr/pdfs/mm6936a5-H.pdf?fbclid=IwAR1FFuBJLFYLXW44xvO_o_fZD5mmY2RnMANzf0LkghziZvK5CcLcmFW2rKI

Here's also a link to a post by a data analyst who has provided analysis to his county that led to doing away with mandates and shutdowns.

<https://www.facebook.com/781762997/posts/10157836117797998/?extid=0&d=n>

In that post a doctor discusses how people with masks are experiencing adverse health issues. The data analyst also discusses all the ways a mask further spreads the virus.

The Town of Bluffton is setting itself up for lawsuits due to ignoring the science that says masks are ineffective and cause bacterial infections of the face, mouth and lungs. They are merely a cultural tool used to instill caution in the minds of citizens and to give the at-risk group a false sense of security. Given the physical and emotional damage they cause, it is irresponsible to mandate masks on citizens.

Do any of you have medical degrees? Do you have a physician or epidemiologist on staff? If not, then you should not be dictating health practices that can be easily challenged.

Alexander Zarra, 12 Old South Ct., Bluffton - It is time you end your local government overreach of a mask mandate. As we learn more about this virus it is becoming apparent its case fatality rate is in line with the H1N1 swine flu. We did not take any of these draconian and unconstitutional measures during that and it's time we stopped them with Covid. I personally know people who have developed respiratory issues due to the masks. Continuing the mask mandate will set the town up for future legal expenses due to the harmful nature of masks. It is not only the correct thing to do but a financially sound decision to protect the town from future lawsuits. That is not even getting into how the masks are a First Amendment issue because it is against many of our religions and how harmful they are to various individuals with anxiety and sensory issues. We are lucky that there has been no mask related violence in our area and should thank our blessings for that but quit while we are head and end the mandate. Please have the courage to stand with myself, many more individuals, and Beaufort County Council with saying enough is enough and no more masks! Thank you and God bless.

Tiffany Reeder, 4 Woodland Sky Ct, HHI - You mention frequently that you're listening to the local hospital executive and SCDHEC (who has been found to make faulty statements with regard to case counts after the mask mandates were implemented, and publishing completely fraudulent case positivity rates) to make your decisions regarding the EO and the mask mandate. However, you have not provided any other expert opinions in your pronouncements—namely, experts that differ from your current approach. I encourage you to read the Great Barrington Declaration: <https://gbdeclaration.org/>.

There are now over 30,000 doctors and scientists from around the world condemning the draconian measures being used by local (and federal) governments to deal with the coronavirus. They completely oppose the locking down of communities and schools and instead recommend at risk populations be kept safe at home or understand the risk if venturing out into an unmasked community. They recommend the not at-risk population resume a normal lifestyle immediately, including children—just observing traditional hygiene practices of hand washing and staying home if you're sick. All with the goal of reaching herd immunity.

You state regularly that you support the masks to slow the spread and reduce death rates and hospitalizations. We have minimal deaths and only 2 in the hospitals as of 10/8. Why not lift the mandate? Or have you now moved the goal posts and decided that we should have no spread? You realize this is not rational, right?

Several of you have used the reasoning of “the masks will go away when we have a vaccine”. With the latest poll out, <https://www.google.com/amp/s/www.axios.com/axios-ipsos-poll-coronavirus-index-vaccine-doubts-e9205f29-8c18-4980-b920-a25b81eebd84.html> , showing over 60% of Americans will not take the vaccine when it’s released, you can see that approach is EXTREMELY flawed.

As we now know, there is no correlation between cases and deaths, in fact, the WHO now estimates the world infection rate is 10%, <https://www.google.com/amp/s/www.usnews.com/news/health-news/articles/2020-10-05/who-estimates-coronavirus-has-infected-10-of-global-population%3fcontext=amp>. That drops the infection fatality rate for COVID to .1%. For reference, the seasonal flu is .1-.2%.

You must take steps to relax the mandate now and begin the process of allowing the community to accept the reality that the masks aren’t protecting us and we can’t be afraid of this virus. Every day that goes by, this community becomes more broken.

Skip Hoagland, 61 Sparwheel Lane, HHI - Ms. Sulka, it seems you continue to mislead citizens about your activities. For example, several years back you did an illegal membership drive using Town employees, on Town time, to help profit the criminally operated Hilton Head Bluffton Chamber. This harmed your own respected, official Greater Bluffton Chamber. How was this possible without you scheming with their CEO, Bill Miles, as well Bluffton Town Manager Marc Orlando? And after you got caught, you said you would do the same membership drive for the Greater Bluffton Chamber. When exactly are you planning to do that? In fact, I received an email from Bluffton Chamber lawyer Roberts Vaux, who said, quote “... a tragic mistake, Hilton Head Chamber is not Bluffton’s chamber and Town’s employees asking taxpayers support one chamber over the other is not right. Public is in an uproar and should be”. And, to add insult to injury, we found out you and Orlando used tax dollars to join the Hilton Head-Bluffton Chamber, not your Town’s own Greater Bluffton Chamber! It was only after you got caught that you both belatedly purchased memberships.

The way I see it, the math works out to 511 new members, or \$190K in damages owed to the honestly run Greater Bluffton Chamber. Ms. Sulka, you clearly misused town resources and need to make this right, as follows:

1. Publicly announce the Greater Bluffton Chamber as the Town’s official chamber. Sell 511 memberships or pay \$190k in damages.
2. Ask the fraudulently operated Hilton Head Chamber to leave Bluffton, as having two competitive chambers in Bluffton causes confusion for local businesses. No other city in South Carolina has two official chambers.
3. Remove the Hilton Head Chamber as the Town’s recently hired DMO, which the Town favored over their Greater Bluffton Chamber, without a contract and accounting transparency.

This could not be any more corrupt than not offering this opportunity to your own Chamber versus the corruptly run Hilton Head Bluffton Chamber.

I just read you were quoted in the Island Packet as saying, when it comes to comments about executive session, that you didn't want residents "thinking we're out here making backdoor deals. ... If it's in executive session, it's a contractual matter, and I promise you that."

That's an interesting statement, given I consider your entire mayoral tenure to be one long, ongoing "back door deal". However, you can at least make things right with the Greater Bluffton Chamber of Commerce, then head back to selling real estate full time, instead of being a part-time game playing mayor, with multiple horses in every Town race.

Adam Ham, 10 Kirk Ct - Why I say no to masks- All we hear from government and medical is SLOW the spread. Not STOP the spread. I learned a long time ago that verbiage is everything. Seems they know there is nothing that can be done to stop a virus. Take New Zealand for example. They actually did stop the virus from spreading. As soon as they opened again, they had cases pop back up.

Slow the spread means keeping control for an extended period of time. The longer we keep the mask mandate the more likely it is another business will close their doors forever. I am like a lot of other people. I refuse to wear a mask. Therefore, I refuse to give my money to a business that requires me to wear a mask. I would love to go shopping and go out to eat to support the local economy.

What I'm confused about is mask in restaurants.

You have a mask on and you care about people and protecting others. When you sit down and take your mask off you are somehow in a magical bubble where a virus cannot spread. Now when you stand again there a danger. I just cannot for the life of me figure out how sitting saves everyone from virus transmission. Not to mention that unincorporated Beaufort county just set the bar for you guys to follow.

Meg Bakey, 22 Beaumont Court- As a resident of Bluffton I ask that you do not renew the mask mandate today. The number of covid cases in our area does not warrant this level of government overreach. This decision should remain up to each adult and their personal health and situation. No one is taking masks away so those that still choose to wear a mask certainly can and businesses that choose to still require them can as well.

Please keep in mind that masks do not come with zero downsides or risks. More doctors are coming out each day to share the negative effects they are seeing on a daily basis. From impetigo, staph infections, asthma, migraines, strep throat, "mask mouth", tooth and gum health deteriorating, starving off and permanent killing of brain cells, pleurisy and other lung infections. I've personally experienced two of those detrimental side effects myself. And this is without touching upon the emotional, psychological, and developmental effects they continue to have on our population. Where there is risk there must be choice!!

In all of these emergency orders and mandates you need to hear and see how children and families are being forgotten about. Children and parents are suffering! My kids and I (who are younger than the age of the mask requirement in our town) have been verbally attacked and confronted in stores on several occasions. The DMV forced me to leave my kids in the car because they would not allow them into the building even with an appointment, endangering them for a policy they didn't even make me aware of prior to arriving. However, they did allow us to stand in line outside while breathing in cigarette smoke, yet my healthy kids were the health threat.

Some employees and citizens have turned into a vicious mask mob, emboldened by these mandates and choosing to verbally or physically attack others who they determine are not following orders as they see fit. Due to this I rarely take my children out to the store with me. However, with parks closed for months (thank

you for hearing us on that issue), schools closed, and many children's activities closed this has caused a great deal of isolation, anxiety, and depression. We've had to change our lives entirely to find childcare every time we need to run an errand or have an appointment. I refuse to allow my children to be in situations where they are treated like a walking disease. The isolation and hateful situations they have experienced from the mask mandates continues to negatively affect them.

My family and I take our health very seriously. We spend more time and money nourishing and supporting our body's and health every day, paying out of pocket for preventative care that is not covered by insurance. Wearing a mask does nothing but make us sick. Bluffton is forcing a mandate upon my family and I and is hurting our health, in turn causing us to become a health threat to those around us. We already use proper distancing, hand washing, and stay home when ill. These are common sense measures that we've all been reminded of for months now, and they work. What does not work is isolating and sanitizing people and things to death and damaging our immune systems through mask wearing. These things will never achieve health. We are killing the terrain of every person, which is only creating more illness.

Please leave health up to us as free citizens, responsible for our own health and body, in conjunction with the healthcare providers we choose. Government has no place in this.

Tanya Maguire, 1 Fording Court, Bluffton - Please rescind the ridiculous mask mandate! In my opinion you are hurting the local economy; I know myself along with many others are shopping online rather than locally because I refuse mask up just to visit a store. People deserve a choice if they wish to wear a mask then by all means, wear one but this "mandate" is pushing us one step closer to socialism and that is not what this country is about. The south is known for hospitality and looking at people with creepy masks on is not "hospitable". Make it a CHOICE

Johnnie Garrett, 16 Lakeside Drive - I'm writing to ask that the mask mandate be lifted. I feel that wearing a mask should be a choice. I feel that it is unconstitutional to be forced to wear one especially with the fact that there is no end game in sight. What numbers do we have to have to have this listed? If the number is zero that will never happen. You have offered no clearly defined plan and I feel that masks aren't necessary.

Courtney Taylor, 57 Starshine Circle, Bluffton - Please stop the mask mandate.

Heidi Hinnenkamp, 123 9th Avenue, Bluffton - Please end this madness. Lift the forced mask wearing oppression over our town. We once had a lovely sweet town but now these masks have put a dark depressing cloud over our town. It's wearying and families are worn out. Wear a mask to protect the elderly but destroy children's developing brains in the meantime. We need to start thinking about how this effecting the children and how it's draining our town. Enough is enough. The only thing to fear is fear itself. Stand up against this and see the truth that it's not a life-threatening virus and case numbers will always fluctuate. Case numbers mean nothing. Focus on what's important and that's lifting the forced mask wearing.

Steve Young, 8 Ventura Ln, HHI - Although I am not a resident of Bluffton I shop and do business in Bluffton on a daily basis. I appreciate your time in reviewing the information below

A new CDC study shows that masks do nothing to stop the spread of Covid-19. 70% of those with symptoms who tested positive for Covid-19 said they wore a mask all the time, compared with 3.9% who said they never wore one.

https://www.cdc.gov/mmwr/volumes/69/wr/pdfs/mm6936a5-H.pdf?fbclid=IwAR1FFuBJLFYLXW44xvO_o_fZD5mmY2RnMAnzf0LkghziZvK5CcLcmFW2rKI

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In that post a doctor discusses how people with masks are experiencing adverse health issues. The data analyst also discusses all the ways a mask further spreads the virus.

The Town of Bluffton is setting itself up for lawsuits due to ignoring the science that says masks are ineffective and cause bacterial infections of the face, mouth and lungs. They are merely a cultural tool used to instill caution in the minds of citizens and to give the at-risk group a false sense of security. Given the physical and emotional damage they cause, it is irresponsible to mandate masks on citizens.

Do any of you have medical degrees? Do you have a physician or epidemiologist on staff? If not, then you should not be dictating health practices that can be easily challenged.

Please consider removing the mandate based on this information.

Jessica Kelly, 45 Folly Field Rd, HHI- It's time to move on and allow people to shop and dine and visit places indoors with NO mask. The virus has never overwhelmed our healthcare system and it has over 99% recovery rate. Give the people back their freedoms.

Hannah Hicks, 5 Nob Hill Ct - I vote NO to extending the mask mandate.

Tara Morin, 115 Rudder Run, Bluffton - I'm tired of being discriminated against. I cannot wear a mask due to numerous medical conditions. Private businesses discriminate and don't allow long standing customers to shop. If the mask ordinance (not a law) is lifted I will have a better chance at being able to shop for myself and my family. There are certain services and material necessities that are not attainable unless entering the physical store. No more masks. It is our legal right to not only breath but to choose to wear what we want. We need our freedom back, it's long overdue. Make masks an independent choice.

Sarah Colian, 109 Rudder Run, Bluffton - Do not extend the mandatory mask ordinance. Masks should be optional for those who want to wear them.

Scott Colian, 109 Rudder Run, Bluffton - Please consider voting no for the mask mandate extension. While I do believe that masks are beneficial in some cases, I also believe that there are too many double standards and loose ends with it. I think it should be optional to wear a mask. Also, I feel that you shouldn't be chastised or discriminated against for not wearing one.

Amy Mobley, 14 Lakeland Ct. - I ask that you repeal the mask mandate for Bluffton. There is no consistent science to support that it is cutting down on infections. In fact, the CDC has shown that from July 1-29, of those who had tested positive for Covid, 70% said they wore a mask all the time. Out of those who also tested positive, 3.9% said they never wore a mask. Also, the WHO just came out and said that COVID is no more dangerous than the seasonal flu. That story is at [21stcenturywire.com](https://www.21stcenturywire.com)

Where and how does this mandate, that should never have been put in place, end?

I believe you are committing fraud against the town of Bluffton. We've significantly reduced our spending in Bluffton and have taken it to Jasper county.

Please be aware that there are many lawsuits happening around the country regarding the illegal taking of people's freedoms and the medical tyranny is happening.

Please wake up and let Americans decide for themselves what is best for them and their families.

Lisa Laking, 7 Slack Tide - Please end the mask mandate and all Covid19 restrictions. A state of emerging declaration applies to emerging, uncertain, acute crises and as such grant's unusual amounts of authority to our government. We are now 8 months and scientists and the public know a great deal about coronavirus and we are not in imminent danger as Covid19 is more than 99% survivable! Continuing these restrictions under a baseless emergency declaration is abuse of power and fraud. Please restore freedoms and power back to the people where it belongs. Many people and business owners will still choose to wear masks and that is perfectly ok! Freedom to choose is all we the people are asking! Please do the right thing!

Sharon Brown - 1. A good portion of streetlights on Buck Island and Simmonsville road bulbs have been out since March 2020 in which I have reported it then and in July to Pat a town staffer and they are still out as of October 13, 2020. I would like an updated report on when will these lights be fixed in our neighborhood? 2. The Bluffton Eagles Community Action Committee has a MOA with the Town which entails maintaining the grounds (cutting the grass and ditch) correct? Why isn't the maintenance crew cutting the weed and grass inside the infield? That too is a part of the Eagles field. 2a. Who is supposed to cut the ingrown grass in the ditch? 3. The free bike taxi service being provided for the residents and tourists in the historic district: Who is paying for this service? How many taxi bikes are in service from 5pm and 9pm? Lastly in March the Buck Island/ Simmonsville community had a well-attended meeting with some of the Town Growth and Development department addressing concern on property utilization and other issues. Then Covid 19 pandemic plagued the country and our town in which there was no follow up because our issues at hand were low on the priority list to address. I would like to know where are we on the priority list now for a follow up meeting?

Christy Hale, 226 Stoney Crossing - Please end the mask mandate and unmask Bluffton! The science doesn't back this mandate, and they are doing more harm than good physically, mentally, and emotionally. A friend's teen daughter got a horrible infection from a rash on her face from wearing the masks. Respiratory infections, pleurisy, and other illnesses are also a result of masks. Please end the mask mandate as it is being ended for unincorporated Beaufort County! People should be able to make this choice for themselves.

Workshop Agenda Items:

Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 3 – Application Process, Article 5 – Design Standards, Section 5.10 Stormwater Management, and Article 9 – Definitions and Interpretations Related to Adopting the Southern Lowcountry Post Construction Stormwater Ordinance and Stormwater Design Manual – Bryan McIlwee, Director of Engineering

McIlwee stated that Staff is providing information on the development of the Southern Lowcountry Post Construction Stormwater Ordinance (SoLoCo Stormwater Ordinance) and *Southern Lowcountry Stormwater Design Manual (Design Manual)* in preparation for a formal recommendation from Planning Commission on 10/28/20 regarding proposed amendments to the Unified Development Ordinance (UDO).

Elected officials from City of Hardeeville, Towns of Bluffton, Ridgeland, and Hilton Head Island, Beaufort County, and Jasper County re-established the Southern Lowcountry Regional Board (SoLoCo) on 8/29/17. The Mission of SoLoCo is "to create a regional think tank that will identify the problems and opportunities

that face the entire southern Lowcountry, as defined by the members and regardless of municipal or county boundaries; to discuss the zoning, housing, employment, quality of life and social issues; and to propose action plans to the appropriate legislative bodies.”

SoLoCo prioritized the need for a uniform set of stormwater standards and design guidelines to meet the goal of protecting the region’s sensitive environment, residents’ quality of life, and future economic development opportunities. On 8/29/17, SoLoCo requested each jurisdiction assign a staff member to a subcommittee to investigate current stormwater standards and bring forth a recommendation for standardization. Understanding the importance of the regional approach, SoLoCo-represented staff members invited staff from other jurisdictions not part of the SoLoCo, namely the City of Beaufort and Town of Port Royal, to also participate in the evaluation.

The subcommittee delivered a report on 12/5/17 that compared the eight (8) different stormwater ordinance standards. Recognizing that existing standards may not be current with State of the Knowledge for stormwater management, the subcommittee recommended procuring a consultant team to more efficiently and expeditiously write a regional, unified stormwater ordinance and manual to meet SoLoCo’s goal. The scope of work for procurement included the following:

- Benchmark the region among similar communities in South Carolina and the southeast coast.
- Define stormwater design standards that are consistent with the goal of protecting quality of life, environment, and economic development.
- Engage stakeholders before, during, and after the standards are developed.

Following the recommendation of the subcommittee, SoLoCo voted on 3/27/18 to recommend that each SoLoCo member, as well as the City of Beaufort and Town of Port Royal, hire a consultant and cost-share in funding the project as part of their FY19 budgets. During that meeting, the Towns of Ridgeland and Hilton Head Island stated they would not be participating in the project. The Town of Bluffton’s consolidated FY19 budget included this project and prioritized it in the Strategic Plan Fiscal Years (FY) 2019 – 2020 under Focus Area “May River & Surrounding Rivers and Watersheds” with the May River Watershed Action Plan (Action Plan) Update. A component of the Action Plan Update consists of updating “Article 5.10 Stormwater” of the Unified Development Ordinance (UDO), last amended in 2011, to align stormwater design requirements with current State of the Knowledge practices.

SoLoCo recommended on 6/26/18 that Center for Watershed Protection, with support from McCormick Taylor, be awarded the contract in the amount of \$179,554 to be cost-shared based upon population. Town Council unanimously adopted a Resolution on 9/11/18 to enter into a Memorandum of Agreement with Beaufort County regarding the financing and production of the regional stormwater ordinance and design manual. Jasper County, Town of Port Royal, City of Beaufort, and City of Hardeeville each entered into their own Memorandums of Agreement with Beaufort County to participate in and fund the project.

The consultant team and project partners received local stakeholder input from the project’s outset and garnered feedback from the professional design community during statewide, regional, and national presentations. The resulting SoLoCo Stormwater Ordinance and *Design Manual* are unique in that they accomplish the following:

- Regional collaboration for consistent, effective management of stormwater at the watershed scale.

- The SoLoCo Stormwater Ordinance and *Design Manual* unify the current diversity of municipal requirements due to MS4 permits, need, and community dynamics:
 - Allows for “Special Watershed Protection Area” designations and requirements
 - Establishes post-construction criteria for volume control (quantity and quality) and design standards
 - Provides enforcement for current design through life of the development
- *Design Manual* uses a watershed-based approach, not a jurisdiction-based approach
 - Incorporates green infrastructure/low impact development
 - Protects existing natural areas & incorporates open space in new development.

Provides water quality and quantity credit for thirteen (13) Best Management Practices.

UNIFIED DEVELOPMENT ORDINANCE SECTIONS AFFECTED

Staff anticipates the following sections of the UDO to be edited as part of the SoLoCo Stormwater Ordinance and *Design Manual* adoption process which will be discussed further during the 10/28/20 Planning Commission meeting:

- UDO Article 3 – Application Process
Changes proposed relate to the stormwater permit and process,
 - Section 3.10 – Development Plan
 - Section 3.13 – Development Surety, and
- UDO Article 5 – Design Standards
 - Section 5.10 – Stormwater
For clarity and consistency with partner jurisdictions, the proposed SoLoCo Stormwater Ordinance elements have been incorporated into existing UDO Article 5.10 Stormwater with reference to the regional *Design Manual* as Appendix A.
- UDO Article 9 – Definitions and Interpretation

PROJECT TIMELINE

- 12/2018 – Project initiated by Center for Watershed Protection seeking design community input on existing stormwater ordinances.
- 1/2019 – 12/2019 – Subcommittee and consultant team technical meetings.
- 11/7/2019 – Key elements of draft SoLoCo Stormwater Ordinance and *Design Manual* presented at SC Association of Stormwater Managers quarterly meeting.
- 1/6/2020 – 2/27/2020 – Draft SoLoCo Stormwater Ordinance and *Design Manual* available online for Public Comment.
- 1/23/2020 – Jasper County and City of Hardeeville Public Meeting.
- 1/28/2020 – Beaufort County, City of Beaufort, and Town of Port Royal Public Meeting.
- 1/30/2020 – Town of Bluffton Public Meeting.
- 3/6/2020 – Staff and Consultant review of Public Comments.
- 3/20/2020 – 2nd meeting for Staff and Consultant review of Public Comments.
- 3/31/2020 – Final documents provided to all partners.

- 4/14/2020 – Key elements of draft SoLoCo Stormwater Ordinance and *Design Manual* presented at National Watershed and Stormwater Conference.
- 4/24/2020 – Key elements of draft SoLoCo Stormwater Ordinance and *Design Manual* presented at Southeast Stormwater Association Regional Spring Meeting.
- 6/25/2020 – Internal review and legal review of documents.
- 7/28/2020 – Staff update provided to SoLoCo for adoption schedules.
- 8/26/2020 – Planning Commission Workshop
- 8/27/2020 – May River Watershed Action Plan recommendation to Planning Commission

NEXT STEPS:

- 10/28/2020 – Planning Commission Public Hearing and recommendation to Town Council
- 11/7/2020 – Town Council First Reading
- 12/8/2020 – Public Hearing and Town Council Second and Final Reading
- 1/1/2021 – Implementation of SoLoCo Stormwater Ordinance and *Design Manual*

Councilman Toomer commended Staff for all their hard work and vision. McIlwee will give Town Council an update of where Beaufort County is in the process when bringing back for First Reading.

Discussion and Review of Town of Bluffton Municipal Bonds and Potential Future Municipal Bonding Options – Chris Forster, Director of Finance and Administration

Forster introduced Frannie Heizer from Burr Forman McNair and Brian Nurick from Compass Municipal Advisors, LLC, who provided information to Council.

Heizer stated that continued growth has put added demands on infrastructure and publicly available assets that support the increase in population and contribute to the quality of life for Bluffton residents. Increasing capital needs to support and promote economic growth as well as manage its impact has put added demands on funding for the Town's Capital Improvement Program (CIP). The town currently has \$3.7M in outstanding General Obligation (GO) debt with annual principal and interest payments between \$376,371 and \$381,600 over the life of the payments. Revenues for these payments are supported by a GO Debt Service Millage of 1.7. There is \$5.1M in outstanding Tax Increment Financing (TIF) debt with annual principal and interest payments of \$931,681. Revenues for these payments are derived from property taxes collected within the tax increment district at 50% of the increased assessed value from the base year established. The other 50% support revenues in the general fund.

The GO bonds were originally issued in 2010 for \$6.5M to build the Law Enforcement Center and were refunded in 2020 and are set to expire in March of 2034. The TIF bonds were issued in December 2005 and January 2006 for \$10M and \$4M respectively. These were for redevelopment project costs supporting numerous infrastructure projects within the TIF district including but not limited to; Bluffton Parkway improvements, Hampton Parkway improvements, May River Streetscape, Buck Island and Old Town sewer projects. These bonds have been refinanced twice and the last payment is due December 2025.

New Stormwater Utility Fund revenue and new sewer projects were approved in the FY 2021 budget and CIP. An increase in the Stormwater Utility Fee from \$98 per SFU to \$115 per SFU as well as a new National

Pollutant Discharge Elimination System (NPDES) plan review fee was approved and will generate an additional \$255,000 and \$365,000 respectively. This added revenue can support a new GO bond of \$5M to accelerate the completion of critical Sewer infrastructure that affects our May River and surrounding rivers watersheds and still support ongoing capital maintenance needs into the future.

The TIF bonds are set to expire in 2026. The revenue from this has contributed significantly to CIP improvements within the TIF that has helped promote continued economic growth. Community growth within the TIF continues and there are associated outstanding quality of life needs which support continued responsible growth. After discussions with Bond Counsel and our bond financial advisor an option to consider is to extend the TIF an additional 15 years to allow the town to continue to meet capital needs within the TIF as economic growth continues.

The Town can currently refinance the outstanding TIF debt and take advantage of interest rates around 1% and achieve an NPV savings of around \$146,000. In addition to refunding existing debt an additional \$10M in new dollars could be issued as tax exempt bank qualified debt. This could support additional projects and land acquisition within the TIF.

There is a tax requirement to issue bank qualified debt that states a jurisdiction reasonably expects to issue less than \$10M in debt within a calendar year. A bank qualified issuance can reduce issuance costs by a few hundred thousand dollars. To take advantage of this our timeline to issue the GO Stormwater Bonds will require us to go to market and put our bonds out for competitive bid prior to the end of calendar year 2020. The TIF refunding and potential \$10M issuance could be issued in two separate series early in calendar year 2021.

Wood asked that he would like to look at projections before final reading of when jobs will be completed.

Staff will report Beaufort County and Beaufort Jasper Waters position on utilization of Stormwater utility fee dollars; after several joint meetings, it is known that there is a strong desire to find dollars in next fiscal year's budget and that this is a priority project.

Formal Agenda Items:

Consideration of an Emergency Ordinance of the Town of Bluffton Continuing the Suspension of the Normal Operating Procedures of the Town of Bluffton Town Council Meetings and Other Town of Bluffton Public Meetings; and Modifying the Authority of 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 Outbreak; and Severability – Scott Marshall, Deputy Town Manager

Marshall gave an overview and stated that On March 16, 2020, Mayor Lisa Sulka declared that a State of Emergency existed in the Town of Bluffton because of the COVID-19 pandemic. On March 17, 2020 Town Council unanimously passed Emergency Ordinance 2020-03, a copy of which is found at Attachment 2. This Ordinance expired on May 17, 2020 and accomplished the following:

1. Section 1 provides standards for electronic meetings.
2. Section 2 provides authorization to the Town Manager, pursuant to the Town of Bluffton Code of Ordinances, Section 2-116, to develop and enact all such plans and policies intended to ensure the

continuity of delivery of government services In light of the COVID-19 outbreak and to take necessary action to protect the health, safety, and welfare of town residents, visitors, and employees and staff.

3. Section 3 suspends certain municipal deadlines.
4. Section 4, in accordance with Governor McMasters Executive Order 2020-10, extends certain municipal tax deadlines.

Sections 3 and 4 of Emergency Ordinance 2020-3 were extended and modified on April 14, 2020 by Emergency Ordinance 2020-4, extending deadlines for certain municipal taxes and business license fees.

Sections 1 and 2 of Emergency Ordinance 2020-03 were effectively extended with the adoption of the following Emergency Ordinances:

- Emergency Ordinance 2020-05 on May 12, 2020;
- Emergency Ordinance 2020-13 on July 14, 2020 ; and
- Emergency Ordinance 2020-20 on September 8, 2020.

Emergency Ordinance 2020-20, unless otherwise modified, amended, extended, or rescinded by subsequent Emergency Ordinance, will expire November 17, 2020.

As a reminder, under the authority granted under Sections 1 and 2 of Emergency Ordinance 2020-03, the following actions have been taken so far:

1. All public meetings to conduct Town business have been conducted electronically. (Section 1)
2. Under “Authorization of Town Manager:” (Section 2)
 - a. Public access to Town facilities has been restricted.
 - b. Physical staffing of Town facilities has been reduced to the minimum required to conduct Town business.
 - c. Telecommuting policies have been implemented for employees able to work remotely.
 - d. The following decisions regarding access to public facilities were made:
 - 1) Access to all Town of Bluffton docks and boat ramps was closed on April 1, 2020, consistent with Governor McMaster’s Executive Orders to close public access to beaches, public piers and parking lots associated with those activities.
 - 2) Consistent with the Governor’s subsequent Executive Order to re-open boat ramps, the Oyster Factor Boat Ramp was re-opened on April 17, 2020.
 - 3) Restrictions to Town Public Docks remained in place after the Governor’s Executive Order that such restrictions could be lifted on April 21, 2020.
 - 4) Access to parks and playgrounds was closed on April 1 to be consistent with the Governor’s Executive Order to close public playgrounds and activities that involve the use of shared sporting apparatus and equipment.
 - 5) Access to Town parks and docks was opened on June 1, 2020 simultaneous with expiration of previous Executive Order issued by the Governor; however, access to playgrounds remains closed until October 3, 2020 when they were reopened by the Town Manager.

Councilwoman Frazier stated that she would like for the Town to have protocols put in place so that when residents request to have public events, they are not completely restricted and can still have events safely.

Councilman Hamilton inquired about the numbers being used and stated that he would like to see Bluffton numbers rather than Beaufort County numbers. Marshall stated that the numbers may not be broken down in that manner, however that the 29910 zip code gives a good idea of what the numbers are in Bluffton.

Wood made a motion to approve an Emergency Ordinance Continuing the Suspension of the Normal Operating Procedures of the Town of Bluffton Town Council Meetings and Other Town of Bluffton Public Meetings; and Modifying the Authority of 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 Outbreak. Toomer seconded. Roll call was taken, and the motion passed 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, Deputy Town Manager

Marshall 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 1 (EO 2020-10) and was subsequently renewed on August 26, 2020 by Emergency Ordinance 2020-18. Emergency Ordinance 2020-18 will expire on November 1, 2020 unless otherwise renewed, amended, or rescinded by Town Council.

The Town of Bluffton Emergency Ordinance presented for consideration replicates the requirements specified in Emergency Ordinance 2020-10 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 October 13, 2020.
- c. Emergency Ordinance is terminated when rescinded by a subsequent ordinance, or on the 61st day of enactment, whichever is sooner. This means the Emergency Ordinance, in absence of further Town Council action, would expire on December 13, 2020.

Hamilton made a motion to approve an Emergency Ordinance Extending the Requiring of Individuals to Wear Face Coverings in Light of COVID-19 Pandemic; and Matters Related Thereto; and Severability. Wood

seconded. Roll call was taken, and the motion passed unanimously.

Consideration of an Ordinance Amending the Town of Bluffton FY 2020 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue of Said Funds; and to Carry Forward Unspent Expenditures and Encumbrances from the FY 2020 Budget to the FY 2021 Budget – Second and Final Reading – Chris Forster, Director of Finance and Administration

Forster stated that annually, we make adjustments to the budget required by project and contractual commitments for ongoing Capital Improvement Program fund projects for unspent amounts in the prior year, as well as transferring unspent Affordable Housing budget to the CIP Housing project. This is a housekeeping matter which rolls forward committed amounts of active contracts, purchase orders, and other related funding sources to the current fiscal year.

Upon approval, the proposed ordinance will amend the FY 2021 budget by \$3,327,311 by increasing the General Fund budget by \$101,461 to reappropriate prior year unspent transfers to Capital Improvements Program Fund (CIP), increasing the Stormwater Utility Fund budget by \$402,014 to reappropriate prior year unspent transfers to CIP, increasing the CIP budget by \$2,433,754 to reappropriate prior year unspent encumbrances and expenditures, by increasing the Debt Service Fund budget by \$390,083 to reappropriate prior year unspent transfers to CIP.

Forster stated that there have been no changes since First Reading was passed at the September 8th meeting.

Toomer made a motion to approve on second and final reading an Ordinance Amending the Town of Bluffton FY 2020 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue of Said Funds; and to Carry Forward Unspent Expenditures and Encumbrances from the FY 2020 Budget to the FY 2021 Budget. Wood seconded. Roll call was taken and the motion passed unanimously.

Consideration of an Ordinance Authorizing the Issuance and Sale of a Not to Exceed \$5,250,000 General Obligation Bond, 2020 or Such Other Appropriate Series Designation, for the Purpose of Funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Projects – First Reading, Chris Forster, Director of Finance and Administration

Forster stated that the proposed Ordinance delegates to the Town Manager the authority to determine the par amount of the Bonds maturing on such dates, the maturity dates of the Bonds, the interest payment dates of the Bonds, redemption provisions, and the date and time of sale of the Bonds; and

Receive bids on behalf of the Council and to award the sale of the Bonds to the lowest bidder therefor in accordance with the terms of the Official Notice of Sale for the Bonds; and

Sell the Bonds through a bank placement if it is determined to be in the best interest of the Town upon recommendation from the Town's bond counsel and financial advisor.

Continuously improving the water quality and economic viability of the May River and surrounding rivers and watersheds is a strategic goal of the Town of Bluffton Strategic Plan. The FY 2021 budget and capital improvement plan include several sewer projects to help protect the Town's rivers and watersheds. These projects were approved contingent upon a potential general obligation bond offering. The FY 2021 budget ordinance also included an increase in Stormwater Utility fees to support the payment of the Bond's principal and interest.

Currently budgeted sewer projects include:

- Buckwalter Place Multi- County Commerce Park
- Buck Island – Simmonsville Sewer
- Historic District Sewer Extension Phase 1
- Historic District Sewer Extension Phase 2
- Historic District Sewer Extension Phase 3
- Historic District Sewer Extension Phase 4
- Historic District Sewer Extension Phase 5
- Historic District Sewer Extension Phase 6
- Bridge Street Streetscape

Additional sewer projects planned for future approval and coordination with partnering jurisdictions:

- Historic District Drainage Master Plan
- Stoney Crest Campground / Old Palmetto Bluff Rd.
- Old Town Gravity Sewer

The projected true interest cost is currently calculated at 1.66% on the planned 20-year Bond. The estimated sources and uses are as follows:

Source of Funds:

Par Amount of Bonds	\$5,080,000.00
Reoffering Premium	<u>595,874.45</u>
Total Sources	\$5,675,874.45

Uses of Funds:

Total Underwriter's Discount (0.750%)	\$ 38,100.00
Cost of Issuance	75,000.00
Deposit Net Bid Premium to DS Fund	557,774.45
Deposit to Project Fund	5,000,000.00
Rounding	<u>5,000.00</u>
Total Uses	\$5,675,874.45

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

Toomer made a motion to approve on first reading, an Ordinance Authorizing the Issuance and Sale of a Not to Exceed \$5,250,000 General Obligation Bond, 2020 or Such Other Appropriate Series Designation, for the Purpose of Funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Projects. Frazier seconded. Roll call was taken and the motion passed unanimously.

Consideration of a Resolution to Adopt Standard Operating Procedures to Support Periodic Rights of Way Maintenance and Tree Trimming by Public Utility Companies Including but not Limited to Dominion Energy – Scott Marshall, Deputy Town Manager

Marshall stated that on a five-year cycle, Dominion Energy (formerly SCE&G) performs rights-of-way (ROW) maintenance, including pruning and removing trees. The purpose of this maintenance is to trim or remove trees and tree limbs that come into contact with electrical lines, which are the leading cause of power outages, especially during storms. Palmetto Electric Cooperative performs ROW maintenance on a four-year cycle.

Dominion Energy is next scheduled to perform ROW maintenance as early as December 2020 and Palmetto Electric Cooperative is expected to perform ROW maintenance in 2021. Staff have been in contact with representatives from each utility company and will remain engaged with them until ROW maintenance is performed.

Formalizing a program to provide oversight for this process was identified by Town Council through the strategic planning process as a priority in the Fiscal Years 2019-20 Strategic Plan. It was carried over into the Fiscal Years 2021-22 Strategic Plan as an initiative to support the Community Quality of Life Strategic Focus Area.

On August 11, 2020 Staff conducted a workshop to seek Town Council's input toward establishing a program to fulfill this strategic plan action item. Items suggested and discussed have been included in the Standard Operating Procedure (SOP) which is being presented for Town Council's consideration.

Among the areas of concern from previous ROW maintenance as noted by Town Council and staff included:

- Seemingly unnecessarily exaggerated and unaesthetically appealing cuts to trees.
- Lack of communication with the Town and its residents regarding ROW maintenance.
- ROW maintenance being performed outside of normal business hours, i.e., disruption of otherwise normal quiet periods.
- Parking and/or staging of equipment on private property without property owner permission.

The purpose of The SOP presented as Exhibit A to the Resolution for Town Council's consideration is to establish expectations and guidelines to be followed by the Town of Bluffton Town Council and Town Staff for the support of periodic ROW maintenance by public utility companies. The objective of the SOP is to prescribe a protocol and activities that will mitigate negative public reaction and maximize opportunity for aesthetically appealing results when utility companies perform periodic, preventive pruning of trees and other foliage.

Elements of the SOP include the following:

- Town Council appointment of citizens to augment the Town's Beautification Committee for the purpose of overseeing ROW maintenance activities.
- Contracting with a local arborist for additional consultation and oversight assistance.
- Staff engagement with utility company performing ROW maintenance.
- Public information and education campaign.

Timeline of Action in the SOP:

- No later than 6 months prior to expected or known periodic ROW Maintenance activities:
 - Town staff will establish initial contact with utility company to establish a dialogue and express the expectation that the Town be kept informed of all ROW maintenance activity and schedules.
- No later than 2 months prior to scheduled ROW Maintenance activities:
 - Town Council will appoint an ad-hoc committee to oversee utility ROW maintenance. Committee will be comprised of the five members of Town's standing Beautification Committee, the local arborist contracted by the Town, Town staff, plus additional members of the ROW maintenance-affected communities, as deemed necessary and proper by Town Council.
 - Town Manager and/or Deputy Town Manager will meet with utility company to communicate Town areas of concern and expectations.
- No later than one month prior to scheduled ROW maintenance activities:
 - Town will contract with a local arborist.
 - Town staff will introduce an aggressive public awareness and education campaign that will address areas of operation, maintenance schedule, what to expect regarding pruning and how to contact the Town concerning ROW maintenance activity, if needed.
 - Town staff will meet with ad-hoc ROW Maintenance Committee appointed by Town Council.

Wood made a motion to approve a Resolution to Adopt Standard Operating Procedures to Support Periodic Rights of Way Maintenance and Tree Trimming by Public Utility Companies Including but not Limited to Dominion Energy. Toomer seconded. Roll call was taken, and the motion carried unanimously.

Consideration of an Ordinance to Approve the Enmark Stations, Inc. 100% Annexation Petition for 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 into the Town of Bluffton Municipal Boundary as Part of the Buckwalter Planned Unit Development– First Reading – Kevin Icard, Planning and Community Development Manager

Icard stated that on February 24, 2020 in accordance with Section 5-3-150 of the Code of Laws of South Carolina and the *Town of Bluffton Annexation Policy and Procedure Manual* ("Annexation Manual"), Walter J. Nester, III, of Burr, Forman, McNair, on behalf of Enmark Stations, Inc. and the property owner Grande Oaks II, LLC, submitted a 100% Annexation Petition Application for a 1.076 acre portion of the property located at 464 Buckwalter Parkway ("Property") into the Town of Bluffton's municipal boundary.

Pursuant to the Annexation Manual, the Applicant also submitted a concurrent Zoning Map Amendment application requesting the Property's incorporation into the Buckwalter Planned Unit Development ("Buckwalter PUD"), Concept Plan and Development Agreement as part of the Buckwalter Commons Land Use Tract, the most permissive land use designation which allows a broad mix of uses.

Per the Annexation Manual, the initial step in the public review process is an initial briefing, or "intent to annex", to Town Council for general discussion of the request and its associated applications such as the appropriate zoning classification and possible negotiation items. At the conclusion of the discussion, Town Council votes on the approval of First Reading of the Annexation Ordinance.

Town Council considered First Reading of the Ordinance for the proposed annexation at the July 14, 2020 and

voted to table the item until the August 11, 2020 meeting to allow for:

1. Posting of the property through the placement of signage on Buckwalter Parkway as a physical notification to interested citizens about the pending annexation.
2. Notify regional municipal and county governments of the pending annexation request and its concurrent applications as well as request comments pursuant to the Resolution for Joint Review of Regionally Significant Projects.

Next, the Applicant requested removal of the item from the August 11, 2020 Town Council meeting pending a request for determination from Beaufort County pertaining to the applicability of transitional areas within the Grande Oaks PUD which would allow commercial uses on the Property.

The Property contains approximately 1.076 acres located within Unincorporated Beaufort County as shown on the Aerial Location Map. The Property is currently vacant.

The Property is zoned as Grande Oaks Planned Unit Development, as shown on the Zoning Map, and designated as part of the Community Residential C-2 Land Use Tract as shown on the Grande Oaks Master Plan which allows limited uses including attached and detached single family, multi-family, community recreation, and sales center. However, the applicant requested a determination from the Beaufort County Community Development Department as to the utilization of transitioning uses which would permit commercial uses associated with the Village Commercial (VC) classification identified within the Grade Oaks PUD, copies of the correspondence are provided as Attachment 6. Following is an excerpt of the County's response:

"The narrative (excerpt below) for the Grande Oaks PUD states that land uses are to be integrated into the development with the understanding that the specific land uses identified in each category are to be transitioned from one to the other in a gradation that is appropriate to the proposed use and the adjacent use. Accordingly, and as noted in the PUD, the Village Center commercial uses may be associated with the higher density multifamily uses - which is the C-2 classification.

"The Grande Oaks PUD will provide the land uses as declared in the CLUP Plan (See Exhibit A), Community Residential (C), Business/Professional Park (BP) and Village Center (VC). These uses and the subset of uses will be integrated with the understanding that the specific land uses identified in each of the categories will be transitioned from one to the other in a gradation that is appropriate to the proposed use and the adjacent use. For example, the Village Center commercial uses may be associated with the higher density multi-family use (12 DU/AC). The multi-family then to attached single family (8 DU/AC) to the detached single family use. A similar scenario could be the transition that occurs between the Business Park to Single Family use."

As a result of this language and given the uncertainty of future uses of these properties during the initial master planning and PUD consideration, I believe enough flexibility exists with the narrative language to determine this area to have future use of either high density residential or Village Center which permits commercial uses."

Therefore, pursuant to the determination provided by Beaufort County, a gas station would be permitted.

The immediately adjacent properties vary as to jurisdiction and zoning as follows:

Direction	Jurisdiction	Zoning District	Current Use
North	Town of Bluffton	Buckwalter Planned Unit Development	Drayton-Parker Companies, LLC - 469 Buckwalter Parkway - Parker's Gast Station
	Town of Bluffton	Buckwalter Planned Unit Development	Beaufort County - Buckwalter Parkway - Road Right-of-Way
	Town of Bluffton	Buckwalter Planned Unit Development	Wappoo, LLC - 145 Carolina Bluff Drive - Vacant
	Town of Bluffton	Buckwalter Planned Unit Development	Wappoo, LLC - No Address - Carolina Bluff Drive - Road Right-of-Way
South	Beaufort County	Grande Oaks Planned Unit Development	Grande Oaks II, LLC - 454 Buckwalter Parkway - Vacant
	Beaufort County	Grande Oaks Planned Unit Development	Sandy Pointe Property Owners Association, Inc. - No Address - Sandy Pointe Open Space
East	Town of Bluffton	Buckwalter Planned Unit Development	Grande Oaks, LLC - No Address - Vacant
West	Beaufort County	Grande Oaks Planned Unit Development	Grande Oaks II, LLC - No Address - Vacant
	Beaufort County	Grande Oaks Planned Unit Development	Beaufort County - Lake Point Drive - Road Right-of-Way

The Applicant intends to utilize the Property, in conjunction with the adjacent 9.18-acre Robertson Tract consisting of 2.663 upland acres and 6.516 wetland acres which is currently within the Buckwalter PUD and Buckwalter Commons Land Use Tract, as a gas station. A preliminary draft conceptual site plan for the combined properties shows a 5,900 square foot convenience store, fuel facility with 20 vehicle fueling positions, and a 1,200 square foot car wash which are conditional uses permitted within the requested Buckwalter Commons Land Use Tract as shown in the Comparison of Current Beaufort County and Proposed Town of Bluffton Zoning District Land Uses.

The necessity for the proposed annexation to further the proposed development is due to their inability to obtain a new full access point from the Property directly to the Buckwalter Parkway since it would not meet the spacing standards of the Buckwalter Parkway Access Management Plan's standards. Once annexed, the Property will allow for an access point onto Lake Point Drive to its signalized intersection with Bluffton Parkway. However, it should be noted that Beaufort County will reassess the existing signalized intersection at Lake Point Drive and Buckwalter Parkway upon the construction of Bluffton Parkway Phase 5B which may result in its removal.

Further, the presence and configuration of significant wetlands on the 9.18 acre Robertson Tract limit its useable area thereby requiring the additional 1.076 acres proposed for annexation to accommodate the anticipated uses.

Lastly, all future development of the Property would be required to be reviewed through the applicable Town of Bluffton planning processes.

ANALYSIS

A. ANNEXATION APPLICATION

The *Town of Bluffton Annexation Policy and Procedure Manual* (Annexation Manual) provides the review criteria for annexation requests and an analysis of each is as follows:

1. The application meets the principals, policies and procedures set forth in the Annexation Manual.

Finding: Staff finds the annexation request, in conjunction with approval of the concurrent Comprehensive Plan Amendment Application, meets the principals, policies and procedures to achieve orderly growth and develop a more cohesive and less fragmented Town Boundary as set forth in the Annexation Manual.

2. The Annexation of the property is in the best interest of the Town and its citizens.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits and estimated tax revenue for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing.

3. The Property has contiguity to the Town of Bluffton Municipal Boundary.

Finding: The Property is contiguous to the Town of Bluffton's Municipal Boundary. Contiguity with the Town of Bluffton's municipal boundary is established through the adjacent parcel to the south known as the Robertson Tract and the Buckwalter Parkway to the east which are within the Buckwalter Planned Unit Development. The adjacent parcel was annexed into the Town of Bluffton's municipal boundaries upon approval of the Buckwalter Annexation by Town Council Ordinance 2000-02 on April 19, 2000.

4. The Annexation avoids creating new enclaves (or donut holes) in the Town of Bluffton Municipal Boundary.

Finding: The proposed annexation will not create new enclaves in the Town of Bluffton Municipal Boundary.

5. The Annexation is consistent with the recommendations of the Town of Bluffton Comprehensive Plan including the Future Annexation Map.

Finding: The annexation of the Property is consistent with the recommendations of the Comprehensive Plan and falls within the boundary of the Future Annexation Map (Attachment 10).

The Town of Bluffton Comprehensive Plan Map 8.3 - Future Land Use currently identifies the Properties as Medium Density Residential (Attachment 11). Though the anticipated future use is not residential, it will provide a neighborhood service to surrounding residents and aligns with the uses permitted within the requested Buckwalter Commons Land Use Tract of the Buckwalter Planned Unit Development.

Further, the Property is within the Town Center Place Type of the Town of Bluffton Growth Framework Map (Attachment 12) which are identified as the most intensely developed areas or those areas to be intensely developed consisting of compact, complete, and highly connected neighborhoods that support a larger, most intense mixed-use development condition as defined Section 6.1.2 of the Unified Development Ordinance.

6. The requested zoning district(s), land use regulations, development standards and environmental regulations is appropriate.

Finding: The criteria for the requested Buckwalter Planned Unit Development Zoning District will be discussed in detail in the analysis of the zoning map amendment in future staff reports.

7. Consideration has been given to the costs, benefits and estimated revenues for a proposed annexation before action is taken on the petition.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits and estimated tax revenue for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing. It's anticipated that there will be little to no fiscal impact for the annexation as a gas station, convenience store, and car wash are conditionally permitted uses on the Robertson Tract that the proposed annexation is supplementing.

8. The Annexation will not create a tax burden or measurably reduce the level of service(s) provided to existing citizens and property owners.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing. It's anticipated that there will be little to no fiscal impact for the annexation as a gas station, convenience store, and car wash are conditionally permitted uses on the Robertson Tract that the proposed annexation is supplementing.

9. The Fiscal impact of providing municipal services has been considered.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Property including its first year of annexation as well as at build-out prior to

Planning Commission's Public Hearing. It's anticipated that there will be little to no fiscal impact for the annexation as a gas station, convenience store, and car wash are conditionally permitted uses on the Robertson Tract that the proposed annexation is supplementing.

10. Consideration of the annexation area's existing condition of utilities, transportation, infrastructure and future needs for expansion improvements has been taken.

Finding: The Property will be served by public water & sewer, electrical, telecommunications, and natural gas services are accessible, adjacent to, or are in close proximity for tie-in at time of development. Improvements, if necessary, to infrastructure and transportation systems will be considered as part of the development review process.

11. The full impact that annexation will have on law enforcement has been considered.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Properties including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing. It's anticipated that there will be little to no fiscal impact for the annexation as a gas station, convenience store, and car wash are conditionally permitted uses on the Robertson Tract that the proposed annexation is supplementing.

12. The application demonstrates potential for the diversification of the economic base and job opportunities.

Finding: The proposed annexation demonstrates a potential to further economic development, create new job opportunities, as well as diversify the Town's economic base.

13. Petitioners understanding of all potential costs/benefits associated with annexation.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Properties including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing. It's anticipated that there will be little to no fiscal impact for the annexation as a gas station, convenience store, and car wash are conditionally permitted uses on the Robertson Tract that the proposed annexation is supplementing.

14. Input has been provided by the public and affected agencies during the review process.

Finding: There are several opportunities for the public and affected agencies to provide comment on the proposed annexation via public meetings or by contacting Staff or the Applicant directly. Notification of the Annexation and Zoning Map Amendment applications and their applicable meetings was accomplished by various methods as required by the South Carolina Freedom of Information Act, the Unified Development Ordinance, Annexation Manual, and Applications Manual as well as the Town Council Resolution for Joint Review of Regionally Significant Projects.

As of the drafting of this staff report, staff has not received any comments from the public. Comments from regional municipal and county governments received to-date are as follows:

1. Beaufort County - Responded with the following comments:
 - a. The PUD and Development Agreement amendment need to incorporate any future revisions to impact fees for roads, parks, libraries, fire, EMS, and schools.
 - b. Any development on the site should conform to the Buckwalter Parkway Access Management Plan.
 - c. There should be a vegetated buffer along Lake Point Drive to minimize the visual impact of any development at this location from the residential portions of Grande Oaks.
 - d. A traffic impact analysis should be required for any development producing more than 50 peak hour trips.
2. Town of Hilton Head Island - Responded they have no comments to submit.
3. City of Beaufort - No response to-date.
4. Town of Port Royal - No response to-date.
5. Jasper County - Responded they have no comments to submit.
6. Town of Ridgeland - No response to-date.
7. City of Hardeeville - No response to-date.

There was a consensus from Town Council that they would like to know what Beaufort County's position on the annexation is.

Wood made a motion to Approve the Enmark Stations, Inc. 100% Annexation Petition for 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 into the Town of Bluffton Municipal Boundary as Part of the Buckwalter Planned Unit Development. There was no second. The motion died for lack of a motion.

Consideration of an Ordinance Approving the Grande Oaks II, LLC 100% Annexation Petition for Certain Property Consisting of Approximately 13.933 Acres Located at the Southwest Corner of the Buckwalter Parkway and Lake Point Drive Intersection and Identified as Beaufort County Tax Map Nos. R600 029 000 2409 0000 and R600 029 000 2410 0000 into the Town of Bluffton Municipal Boundary – First Reading – Kevin Icard, Planning and Community Development Manager

Icard stated that On July 14, 2020, in accordance with Section 5-3-150 of the Code of Laws of South Carolina and the *Town of Bluffton Annexation Policy and Procedure Manual* ("Annexation Manual"), the property

owner, Grande Oaks II, LLC, submitted a 100% Annexation Petition Application for two parcels totaling 13.933 acres located at southwest corner of the Buckwalter Parkway and Lake Point Drive Intersection ("Property") into the Town of Bluffton's municipal boundary.

Pursuant to the Annexation Manual, the Applicant also submitted a concurrent Zoning Map Amendment application requesting the Property's incorporation into the Buckwalter Planned Unit Development ("Buckwalter PUD"), Concept Plan and Development Agreement as part of the Buckwalter Commons Land Use Tract, the most permissive land use designation which allows a broad mix of uses.

Per the Annexation Manual, the initial step in the public review process is an initial briefing, or "intent to annex", to Town Council for general discussion of the request and its associated applications such as the appropriate zoning classification and possible negotiation items. At the conclusion of the discussion, Town Council votes on the approval of First Reading of the Annexation Ordinance.

The Property contains approximately 13.933 acres located within Unincorporated Beaufort County as shown on the Aerial Location Map (Attachment 3). The Property is currently vacant.

The Property is zoned as Grande Oaks Planned Unit Development, as shown on the Zoning Map, and designated as part of the Village Commercial V-1 Land Use Tract as shown on the Grande Oaks Master Plan which allows a mix of residential and commercial uses such as:

1. Single Family Residential
2. Multi-Family Residential
3. Neighborhood Commercial
4. Bed and Breakfast
5. Commercial Lodging - Hotels, Motels, etc.
6. Hospitals
7. Conference Center
8. Drive Through Restaurants
9. Gasoline Service Stations
10. Office Use
11. Restaurants
12. Civic
13. Church
14. Storage

The immediately adjacent properties vary as to jurisdiction and zoning as follows:

Direction	Jurisdiction	Zoning District	Current Use
North	Town of Bluffton	Buckwalter Planned Unit Development	University Investments, LLC - Parcel 12 - Buckwalter Parkway - Vacant
South	Beaufort County	Grande Oaks Planned Unit Development	Grande Oaks II, LLC - 454 Buckwalter Parkway - Vacant
	Beaufort County	Grande Oaks Planned Unit Development	Beaufort County - Lake Point Drive - Road Right-of-Way
	Beaufort County	Grande Oaks Planned Unit Development	Sandy Pointe Property Owners Association, Inc. - No Address - Sandy Pointe Open Space
	Beaufort County	Grande Oaks Planned Unit Development	Arborwood/ Willows Homes Owners Association - Lake Point Drive - Open Space
	Beaufort County	Grande Oaks Planned Unit Development	Dustin Brandon Payne - 8 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Kyle D Potter - 14 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Julio A Martinez - 20 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Hui Lin - 10 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Shirley Lee McNally - 6 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Jeffrey D Bird & Karen L Bird JTROS - 18 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	American Homes 4 Rent Properties Ten, LLC - 4 Sunny Glen Drive - Residential Single Family Home
	Beaufort County	Grande Oaks Planned Unit Development	Laura Michelle Ward - 12 Sunny Glen Drive - Residential Single Family Home
East	Town of Bluffton	Buckwalter Planned Unit Development	Grande Oaks, LLC - No Address - Vacant
	Town of Bluffton	Buckwalter Planned Unit Development	Beaufort County - Buckwalter Parkway - Road Right-of-Way
	Town of Bluffton	Buckwalter Planned Unit Development	Wappoo, LLC - 145 Carolina Bluff Drive - Vacant

	Town of Bluffton	Buckwalter Planned Unit Development	Wappoo, LLC - No Address - Carolina Bluff Drive - Road Right-of-Way
West	Beaufort County	Grande Oaks Planned Unit Development	Grande Oaks II, LLC - No Address - Vacant

The Applicant does not have a specific plan for the Property but notes that current preliminary planning for this expanded area contemplates a mixed use, village style, development, perhaps built with residential above commercial, and including extensive medical services and commercial establishments.

A Comparison of Current Beaufort County and Proposed Town of Bluffton Zoning District Land Uses provided as Attachment 7.

The Applicant is requesting 13.933 acres of general commercial development rights, 15 residential dwelling units and an additional 120 residential dwelling units (conditionally – see below) under the Buckwalter PUD Concept Plan and Development Agreement for the Property.

University Investments, LLC has a contract with the Applicant to acquire the Property upon the approval of this proposed annexation and its associated concurrent applications. As the contract purchaser of this property, University Investments, LLC asks, as a part of this Application, that an additional 120 residential dwelling units be added to the total allowed development rights for the Buckwalter PUD Concept Plan and Development Agreement, for the benefit of University Investments, LLC and its assigns. This would give University Investments, LLC the ability and flexibility to develop a true mixed-use village type of plan. This additional 120 units will only be allowed if University Investments, LLC purchases the property from Grande Oaks II.

In summary, the Applicant's concurrent Buckwalter PUD Concept Plan and Development Agreement Amendment applications, request the following allocation of additional development rights:

1. 13.933 acres of general commercial;
2. 15 residential dwelling units; and
3. Conditional addition of 120 residential dwelling units in the event University Investments, LLC acquires the Property.

Once annexed, the Property will allow for an access point onto Lake Point Drive to its signalized intersection with Bluffton Parkway. However, it should be noted that Beaufort County will reassess the existing signalized intersection at Lake Point Drive and Buckwalter Parkway upon the construction of Bluffton Parkway Phase 5B which may result in the signal's removal.

Further, the applicant notes that this annexation and zoning will allow an additional access point, off Lake Point Drive, for existing residents of Grande Oaks PUD to reach the planned commercial area of the existing Buckwalter Commons Area owned by University Investments. This important new access will

traverse through the northernly adjacent University Investments Area and lead to signalized and unsignalized access points identified and approved as part of the Bluffton Parkway Phase 4 Access Management Plan, as amended.

Lastly, all future development of the Property would be required to be reviewed through the applicable Town of Bluffton planning processes including an Initial Master Plan, Development Plan review and Building Permits.

ANALYSIS

B. ANNEXATION APPLICATION

The *Town of Bluffton Annexation Policy and Procedure Manual* (Annexation Manual) provides the review criteria for annexation requests and an analysis of each is as follows:

15. The application meets the principals, policies and procedures set forth in the Annexation Manual.

Finding: Staff finds the annexation request, in conjunction with approval of the concurrent Comprehensive Plan Amendment Application, meets the principals, policies and procedures to achieve orderly growth and develop a more cohesive and less fragmented Town Boundary as set forth in the Annexation Manual.

16. The Annexation of the property is in the best interest of the Town and its citizens.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits and estimated tax revenue for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing.

17. The Property has contiguity to the Town of Bluffton Municipal Boundary.

Finding: The Property is contiguous to the Town of Bluffton's Municipal Boundary. Contiguity with the Town of Bluffton's municipal boundary is established through the adjacent parcel to the north known as Parcel 12, which is owned by University Investments, LLC and the Buckwalter Parkway to the east both of which are within the Buckwalter Planned Unit Development, Concept Plan, and Development Agreement. The adjacent parcels creating contiguity were annexed into the Town of Bluffton's municipal boundaries upon approval of the Buckwalter Annexation by Town Council Ordinance 2000-02 on April 19, 2000.

18. The Annexation avoids creating new enclaves (or donut holes) in the Town of Bluffton Municipal Boundary.

Finding: The proposed annexation will not create new enclaves in the Town of Bluffton Municipal Boundary.

19. The Annexation is consistent with the recommendations of the Town of Bluffton Comprehensive Plan including the Future Annexation Map.

Finding: The annexation of the Property is consistent with the recommendations of the Comprehensive Plan and falls within the boundary of the Future Annexation Map (Attachment 8).

The Town of Bluffton Comprehensive Plan Map 8.3 - Future Land Use currently identifies the Properties as Medium Density Residential (Attachment 9). This category consists of single family homes, with accessory multiple family units and densities can range from one to three units per acre. However, densities within Old Town may vary based on the Old Town District Code. Multi-family uses could be allowed as long as overall density is not exceeded.

The proposed request of 15 residential dwelling units aligns with the intent of Medium Density Residential and the 13.933 acres of general commercial will provide neighborhood services to surrounding residents and aligns with the uses permitted within the requested Buckwalter Commons Land Use Tract of the Buckwalter Planned Unit Development. The addition of the optional 120 residential dwelling units, if utilized on the Property, would equate to 9.69 dwelling units per acre which exceed the one to three dwelling units per acre identified in the Comprehensive Plan for Medium Density Residential.

However, the Town of Bluffton Comprehensive Plan Map 8.5 - Growth Framework Map (Attachment 10) identifies the Property as part of the Town Center Place Type. Section 6.1.2 of the Unified Development Ordinance defines the Town Center Place Type as the most intensely developed areas or those areas to be intensely developed consisting of compact, complete, and highly connected neighborhoods that support a larger, most intense mixed-use development condition.

20. The requested zoning district(s), land use regulations, development standards and environmental regulations is appropriate.

Finding: The criteria for the requested Buckwalter Planned Unit Development Zoning District will be discussed in detail in the analysis of the zoning map amendment in future staff reports.

21. Consideration has been given to the costs, benefits and estimated revenues for a proposed annexation before action is taken on the petition.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits and estimated tax revenue for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing.

22. The Annexation will not create a tax burden or measurably reduce the level of service(s) provided to existing citizens and property owners.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing.

23. The Fiscal impact of providing municipal services has been considered.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Property including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing.

24. Consideration of the annexation area's existing condition of utilities, transportation, infrastructure and future needs for expansion improvements has been taken.

Finding: The Property will be served by public water & sewer, electrical, telecommunications, and natural gas services are accessible, adjacent to, or are in close proximity for tie-in at time of development. Improvements, if necessary, to infrastructure and transportation systems will be considered as part of the development review process.

25. The full impact that annexation will have on law enforcement has been considered.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Properties including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing.

26. The application demonstrates potential for the diversification of the economic base and job opportunities.

Finding: The proposed annexation demonstrates a potential to further economic development, create new job opportunities, as well as diversify the Town's economic base.

27. Petitioners understanding of all potential costs/benefits associated with annexation.

Finding: In accordance with the Annexation Manual, Staff will prepare a Cost/Benefit Analysis for the proposed annexation to evaluate the costs, benefits, estimated tax revenue and impact on Law Enforcement for the Properties including its first year of annexation as well as at build-out prior to Planning Commission's Public Hearing. It's anticipated that there will be little to no fiscal impact for the annexation as a gas station, convenience store, and car wash

are conditionally permitted uses on the Robertson Tract that the proposed annexation is supplementing.

28. Input has been provided by the public and affected agencies during the review process.

Finding: There are several opportunities for the public and affected agencies to provide comment on the proposed annexation via public meetings or by contacting Staff or the Applicant directly. Notification of the Annexation and Zoning Map Amendment applications and their applicable meetings was accomplished by various methods as required by the South Carolina Freedom of Information Act, the Unified Development Ordinance, Annexation Manual, and Applications Manual as well as the Town Council Resolution for Joint Review of Regionally Significant Projects.

As of the drafting of this staff report, staff has not received any comments from the public. Comments from regional municipal and county governments received to-date are as follows:

8. Beaufort County - Responded with the following comments:

- a. The PUD master plan needs to take into consideration the potential adverse impacts of intense commercial or multi-family residential on the existing Sandy Pointe subdivision. The area along Lake Point Drive west of Sandy Pointe Drive should have the least intense and most compatible uses to the adjoining single-family residential areas.
- b. The PUD and Development Agreement amendment need to incorporate any future revisions to impact fees for roads, parks, libraries, fire, EMS, and schools.
- c. Any development on the site should conform to the Buckwalter Parkway and Bluffton Parkway Access Management Plans.

9. Town of Hilton Head Island - Responded they have no comments to submit.

10. City of Beaufort - No response to-date.

11. Town of Port Royal - No response to-date.

12. Jasper County - Responded they have no comments to submit.

13. Town of Ridgeland - No response to-date.

14. City of Hardeeville - No response to-date.

There was no motion made; therefore the agenda item died for lack of a motion.

Consideration of Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts, Article 9 – Definitions and Interpretations to Add Short-Term Rental Units and Homestay Rentals and to Establish a Permitting Process for Short-Term Rental Units – First Reading – Heather Colin, Director of Growth Management

Colin stated that presently, Short-term Rental Units are regulated as a Home Occupation use, whether the rental is a bedroom within an occupied home or the rental of an entire dwelling unit with the property owner residing elsewhere. A Home Occupation is defined as “[a]ny use of principal or accessory buildings clearly incidental and secondary to their uses for residential purposes and which does not change the character thereof, within a residential area subject to the conditions of this Ordinance.” This classification is more suited for a bedroom rental rather than a whole-house rental. However, as both uses are lodging accommodations, they should be specifically and individually identified in the UDO.

A workshop was held with Town Council on March 12, 2019 to provide an overview of Short-term Rental Units, including impacts, best practices from other communities and possible approaches the Town may want to consider if it chooses not to continue to regulate Short-term Rental Units as a home occupation use.

As the result of the workshop, a Focus Group was created with a diverse group of individuals, including residents, realtors, business owners and representatives of a Planned Unit Development that allows Short-term Rental Units. A public workshop was also held on June 6, 2019. Feedback from the Focus Group and the public, as well as best practices from other communities and State law informed the development of the proposed process and the suggested amendments.

PROPOSED AMENDMENTS: In addition to establishing the Short-term Rental Unit use, additional and related amendments are proposed below with an explanation of the purpose. Text that is shown in red and underlined is proposed text; text shown in strikethrough is proposed to be eliminated.

1. A definition for “transient guest” is proposed to provide consistent terminology in the UDO; presently, “guests” and “transients” are referenced, but neither is defined. The Transient Guest definition would also establish the maximum period of the lodging stay at no more than 29 consecutive days. Thirty (30) or fewer consecutive days is commonly used in other South Carolina communities: Beaufort, Beaufort County, Port Royal and Charleston allow 29 days; Folly Beach and Greenville allow 30 days.

The proposed definition is:

- Transient Guest:** A person who provides remuneration for lodging at a place other than his/her principal place of residence for a period of less than 30 consecutive days.
2. For the various types of lodging uses in Sec. 9.4.4 (Description of Land Uses and Buildings, Lodging), amendments are proposed for the following reasons:
 - a. To establish the Short-term Rental Unit use and definition;
 - b. To establish the Homestay Rental use and definition;

- c. To move the Lodging definition from 9.4.4.E. to the introductory paragraph for consistency with other use classifications in Sec. 9.4.4;
- d. To re-order the various lodging uses by intensity of the type of lodging (i.e., the number of rooms permitted);
- e. To indicate when ancillary facilities and services are limited to transient guests;
- f. To not require that Bed and Breakfast establishments be required to provide breakfast;
- g. To change “rooms” to “bedrooms” (the UDO parking requirement is based on bedrooms);
- h. To require that a Bed and Breakfast operate from a principal dwelling; and, To reduce the maximum number of bedrooms within a Bed and Breakfast from 6 to 5 for consistency with the State Accommodations Tax (i.e., the tax is not required for 5 or fewer rooms).

The proposed amendments to are:

Sec. 9.4.4. Lodging

The Lodging Use category provides for a variety of overnight sleeping accommodations for Transient Guests. When ancillary facilities associated with a lodging use are accessible to the general public, including those providing food and/or beverage, parking for such facilities shall be calculated separately from the lodging use.

- A. **Bed & ~~and~~ Breakfast:** ~~A dwelling, where the proprietor resides on site, may be involved in the rental of six (6) rooms or less to overnight guests and offering breakfast meals only to said guests, provided a parking place be provided for each room offered for rent.~~ A principal dwelling in which two (2) to five (5) bedrooms are rented to Transient Guests from the proprietor who resides on the property. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- B. **Homestay Rental:** A principal dwelling in which no more than one (1) bedroom is rented to Transient Guests from the proprietor who also resides within the dwelling. Meals, if provided, are available only to Transient Guests.
- C. **Inn:** ~~A structure where the rental of seven (7) to twelve (12) rooms may be offered for overnight occupation provided a parking place be provided on-site for each room for rent.~~ A building in which six (6) to 12 bedrooms are rented to Transient Guests. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- D. **Hotel:** ~~A building or portion thereof, or a group of buildings, which provides sleeping accommodations, with or without meal service, for transients on a daily or weekly basis, whether such establishment is designated as a hotel, inn, automobile court, motel, motor inn, motor lodge, tourist cabin, tourist court, or tourist home.~~ A building or group of buildings in which 13 or more bedrooms are rented to Transient Guests. Ancillary services, including food and beverage, may be provided to the general public.
- E. **Short-term Rental Unit:** A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive days. ~~Lodging: Facility or structure used for the rental of sleeping quarters for overnight guests. Available for daily and weekly renting of bedrooms. The area allocated for food service shall be calculated and provided with parking according to retail use.~~

3. The table indicating where and how certain land uses are permitted, UDO Table 4.3, must be updated for the following reasons:
- To establish the proposed lodging uses “Short-term Rental Unit” and “Homestay Rental,” including how they are to be permitted (either as a Conditional Use, which is show by the letter “C,” or as a Permitted Use designated by the letter “P”);
 - To adjust the number of bedrooms permitted within the various lodging uses because of the addition of Homestay Rental; and,
 - To change the “Inn” use from a Permitted Use rather than a Conditional Use within the Neighborhood Conservation Historic District (NCV-HD) because other sections of the UDO already (or will) address some of the use conditions, such as number of bedrooms. Additionally, removal of the maximum number of days for a lodging stay will be consistent with other lodging uses that do not have a cap. Changes to use conditions appear below in #4.

Table 4.3 Uses by District												
	Preserve (PR)	Agricultural (AG)	Rural Mixed Use (RMU)	Residential General (RG)	Neighborhood Core (NC)	General Mixed Use (GM)	Light Industrial (LI)	Riverfront Edge Historic District (RV-HD)	Neighborhood Conservation Historic District (NCV-HD)	Neighborhood General Historic District (NG-HD)	Neighborhood Center Historic District (NCE-HD)	Neighborhood Core Historic District (NC-HD)
Lodging												
<u>Short-term Rental Unit</u>	-	C	C	C	C	C	-	C	C	C	C	C
<u>Homestay Rental</u> <u>(1 bedroom)</u>	-	P	P	P	P	P	-	P	P	P	P	P
Bed and Breakfast - maximum of <u>(2-5 bedrooms)</u>	-	P	P	P	P	P	-	P	P	P	P	P
Inns - maximum of 12 guest rooms <u>(6-12 bedrooms)</u>	-	-	P	-	P	P	-	-	C P	P	P	P
Hotel (no room limit) <u>(13 or more bedrooms)</u>	-	-	-	-	-	P	P	-	-	-	-	P

4. As mentioned in #3 above, the use conditions for the “Inn” use are proposed to be eliminated as a change from a Conditional Use to a Permitted Use is proposed in the Neighborhood Conservation-HD District.

The “Short-term Rental Unit” is proposed to be a Conditional Use with several conditions, including limiting rental units to only one per lot except within the Neighborhood Core-HD District, which is primarily commercial and the most intensive of all zoning districts within Old Town

Bluffton. The Promenade, for example, is zoned Neighborhood Core-HD. As the rental unit is residential in nature, another condition is that its exterior appearance must remain non-commercial in appearance. This last condition informs the reader that a permit specific to the use will be required and provides a cross-reference to the General Code section for more information.

4.4.3 Lodging

A. Inn

- ~~1. The principal building shall be the primary and permanent legal residence of the inn operator. Meals or other services provided on the premises shall only be available to residents, employees, and overnight guests of the establishment.~~
- ~~2. Guest shall be restricted to overnight and weekly stays, not exceeding seven consecutive nights, and may stay no longer than 60 days in any one calendar year.~~
- ~~3. Off street parking areas shall be provided for guests outside of any required front yard. Stacking of more than two vehicles in a driveway is prohibited.~~
- ~~4. Screening shall be provided between adjacent residences and parking area or any outdoor eating area.~~
- ~~5. The use of exterior stairways to provide primary access to the upper floor shall be prohibited.~~

A. Short-term Rental Unit

1. A maximum of one (1) Short-term Rental Unit is permitted per lot in the following zoning districts: Agricultural (AG), Rural Mixed-Use (RMU), Residential General (RG), Neighborhood Core (NC), General Mixed-Use (GM), Riverfront Edge Historic District (RV-HD), Neighborhood Conservation Historic District (NCV-HD), Neighborhood General Historic District (NG-HD), and Neighborhood Center Historic District (NCE-HD) after [date the amendment is adopted]. This limitation shall not apply to lots within the Neighborhood Core-Historic District.
2. There shall be no visible exterior evidence that a Short-term Rental Unit use is being conducted inclusive of signage or other features of a commercial nature.
3. The Short-term Rental Unit requires a Short-term Rental Unit permit. See Chapter 6, Article V of the General Code of Ordinances of the Town of Bluffton, South Carolina.
5. A permit process specific to Short-term Rental Units is proposed and is intended to mitigate potential impacts in residential areas, require a signed life-safety affidavit, place the owner on notice that accommodation and hospitality taxes are required, and require signed authorization should the owner chose to use an agent to manager the rental unit. The permit process is discussed in more detail in a separate report also on the October 13, 2020 Town Council agenda (Agenda Item X.7.).

REVIEW CRITERIA & ANALYSIS: 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 are provided below, followed by Staff 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. The Comprehensive Plan, as adopted on September 4, 2007, balances “long-term visioning and goals” with “short-term actions.” The Action Agenda Initiatives found in the 2019-20 Strategic Plan capture non-capital improvement projects of significance, many of which emanate from the Comprehensive Plan. The proposed Text Amendments are a direct result of these Initiatives.

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

Finding. The proposed amendments are consistent with best planning practices in response to the Town’s economic trends.

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

Finding. The proposed changes, together with a permitting process, are in line with best practices and will allow Town Staff to better regulate Short-term Rental Units without creating an onerous process for current and future owners, or for Town staff.

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.

Wood made a motion to approve First Reading of Amendments to Chapter 23, Unified Development Ordinance Article 4 – Zoning Districts and Article 9 – Definitions Relating to Certain Lodging Uses, Including Establishing Short-term Rental Units and Homestay Rentals. Toomer seconded. Roll call was taken, and the motion carried unanimously.

Consideration of Amendments to the Town of Bluffton Code of Ordinances, Chapter 6 – Businesses and Business Regulations, Article V. Short Term Rental Units to Establish a Permitting Process for Short Term Rental Units – First Reading – Heather Colin, Director of Growth Management

Colin stated that The Strategic Plan for Fiscal Year 2019-20 (“Strategic Plan”) specifically identifies the need for a short-term rental policy, an initiative that falls under the Strategic Plan’s Economic Growth Focus Area. To support this effort, amendments to the Unified Development Ordinance (UDO) and General Code of Ordinances to regulate this use are proposed. The UDO will address zoning for the use, including zoning districts where Short-term Rental Units would be allowed, as well as use conditions. The General Code would create a permit process. Presently, this type of accommodation is allowed with a Home Occupation Permit, which does not adequately address the use.

The permit process is intended for, but is not limited to, the following:

- Mitigation of potential impacts that may arise when a dwelling unit is rented as a lodging accommodation without on-site management (e.g., a Short-term Rental Unit agent would be required and must be available to be contacted at any time by the Town and reside within a one hour drive of the property).
- Requiring a signed checklist acknowledging that certain life-safety measures will be in place such as smoke alarms, fire extinguishers and windows in each bedroom. An independent inspection of the dwelling will be required as Town staff will not conduct a home inspection.
- Requiring the permit number to be included in digital and print advertisements of the rental unit. This alerts potential renters that the advertised rental unit is legal, and it also allows the Town to distinguish rental units that may not be legally permitted.
- Informing the owner that accommodation and hospitality taxes are required to be remitted.

To initiate the process for obtaining a Short-term Rental Unit Permit, the owner or agent must submit a Short-term Rental Application. Town Staff would evaluate the application to review whether all required items have been provided and comply with the ordinance. If approved, the owner must also obtain a Town of Bluffton business license. Likewise, if the owner chooses to use an agent to manage the rental unit, the agent must also have a Town of Bluffton business license.

The application includes a “responsibilities and acknowledgements” affidavit, an inspections checklist, and a Short-term Rental Agent authorization form if the property owner will not manage the rental unit. The draft application is provided as Attachment 2. The “responsibilities and acknowledgments” affidavit is a checklist of items that the applicant must sign to acknowledge awareness and compliance with specific requirements.

Because a Short-term Rental Unit is considered to be residential construction, Town of Bluffton staff does not propose to conduct an initial inspection of the property. Instead, the owner or agent must provide a completed Life-Safety affidavit to indicate whether certain safety measures are in place, such as smoke detectors and fire extinguishers. While some communities require inspections (City of Beaufort), other do not (City of Savannah).

The Short-term Rental Unit Permit will require annual renewal. It is anticipated that renewals will occur within a specified date rather than a year from the date of the initial application. The implementation of a Short-term Rental Permit is proposed to be developed and monitored using a specific software program which will be demonstrated to Town Council at Second and Final Reading.

Violations of the permit are subject to penalties as specified in Section 6-38 of the Town of Bluffton Code of Ordinances.

PROPOSED AMENDMENTS: The proposed changes are in line with best practices and will allow Town Staff to better regulate Short-term Rental Units without creating an onerous process for current and future owners, or for Town staff.

If the First Reading is approved by Town Council on October 13th, 2020, followed by a Public Hearing and Final Reading on November 10th, 2020, it is proposed that the effective date of the ordinance be January 1, 2021. This will provide time to notify all existing Short-term Rental Unit operators that a new permitting process will be in place and that, at the time of renewal of the Home Occupation permit, a Short-term Rental Unit permit will be required instead and to come into compliance with the Ordinance. This provides time to implement the necessary software that will effectively monitor and track the permits.

Toomer made a motion to approve on First Reading, the Amendments to the Town of Bluffton Code of Ordinances, Chapter 6 – Businesses and Business Regulations, Article V. Short Term Rental Units to Establish a Permitting for Short Term Rental Units. Hamilton seconded. Roll call was taken, and the motion carried unanimously.

Consideration of an Ordinance Amending the Town of Bluffton FY 2021 Budget to Reflect the Addition of Short-Term Rental Revenue per the Master Fee Schedule – First Reading- Chris Forster, Director of Finance and Administration

Forster stated that the Town of Bluffton anticipates additional FY 2021 revenue of \$55,250 from the annual Short-Term rental fee. A portion of this revenue will be used for the estimated \$28,000 annual fee for compliance service to track and monitor short term rentals within Bluffton and manage registration and fee payments. The additional \$27,250 of revenue will replace the previously budgeted use of fund balance.

Toomer made a motion to approve on First Reading, an Ordinance Amending the Town of Bluffton FY 2021 Budget to Reflect the Addition of Short-Term Rental Revenue per the Master Fee Schedule. Frazier seconded. Roll call was taken, and the motion carried unanimously.

Consent Agenda Items:

1. Monthly Department Reports: Police, Finance & 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 1.47 Acres of Real Property in Bluffton, South Carolina, Commonly Known as a Portion of New Riverside Road Located at 200 New Riverside Road, a Portion of TMS No. R610 036 000 1319 0000 from New Riverside, LLC to the Town of Bluffton, South Carolina; and Authorizing the Execution and Recordation of Certain Documents in Connection Therewith – Heather Colin, Director of Growth Management

Wood made a motion to approve the Consent Agenda as presented. Toomer seconded. The motion carried unanimously.

Executive Session

4. Receipt of Legal Advice Relating to the Development Approvals in the Bluffton Historic District (Pursuant to SC Freedom of Information Act 30-4-70[a][2])
5. Receipt of Legal Advice Pertaining to the Acquisition of Real Property and Other Terms Associated with the Development Agreement for the Village at Verdier (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

Hamilton made a motion to move into Executive Session at 10:18 PM to discuss the aforementioned items. Toomer seconded. The motion was unanimous.

Town Council exited Executive Session at 10:35 PM. No motions were made, and no votes were taken during Executive Session.

Frazier made a motion to adjourn at 10:38 PM. Wood seconded. The motion carried unanimously.

Lisa Sulka, Mayor

Kimberly Chapman, Town Clerk



TOWN OF BLUFFTON

PROCLAMATION IN RECOGNITION OF SMOKE-FREE AND VAPE-FREE AWARENESS MONTH

WHEREAS, smoking remains the leading cause of preventable death in the United States; and

WHEREAS, many youth who start smoking by age 11 are addicted by age 14; and

WHEREAS, e-cigarette use, also called vaping, has become increasingly common among youth and has increased among all adolescent demographic groups; and

WHEREAS, e-cigarettes contain nicotine and other harmful substances to the developing brain leading to negative impacts on attention and learning; and

WHEREAS, nicotine exposure during adolescence can harm brain development and lead to addiction.

WHEREAS, many of the e-cigarette particles contain toxic chemicals, which have been linked to heart and respiratory diseases and cancer; and

WHEREAS, studies show that vaping and smoking significantly increase the likelihood of a COVID-19 diagnosis; and

WHEREAS, the US Surgeon General, the American Heart Association, American Lung Association, and the American Cancer Association have proclaimed vaping a serious public health issue among youth; and

WHEREAS, the youth e-cigarette use epidemic created an urgent need for education and resources to prevent and reduce youth vaping; and


WHEREAS, the Lowcountry Alliance for Healthy Youth and Teens for Healthy Youth are working to educate and increase awareness about the dangers of youth vaping; and

WHEREAS, the Town Council of Bluffton, South Carolina approved including vaping to their Smoking Ordinance in 2019; and

WHEREAS, all of us have the power to effect change to prevent and reduce youth vaping use and to be the best advocates for promoting positive choices and healthy lifestyles for our youth; and

NOW, THEREFORE I, Lisa Sulka, Mayor of the Town of Bluffton, South Carolina, on behalf of Bluffton Town Council do hereby proclaim November to be Smoke-Free and Vape-Free Awareness Month in Bluffton, South Carolina. I urge all community members to support our youth in making positive decisions and to take appropriate measures to prevent smoking and vaping.




Lisa Sulka, Mayor



TOWN OF BLUFFTON
BLUFFTON, SOUTH CAROLINA

**Zonta Says No to Violence Against Women Day
Proclamation**

WHEREAS, the crime of violence against women and girls

- continues to be the most pervasive human rights violation and a global epidemic
- is due to systemic use of physical, emotional, verbal, sexual, psychological and economic control and/or abuse
- does not know any national nor cultural barriers and affects millions of women and girls of all races and socioeconomic backgrounds, in peacetime and conflict
- violates an individual's privacy, dignity, security, and humanity
- results in serious short-term and long-term physical, sexual and reproductive, and mental health problems, including increased vulnerability to HIV; and

WHEREAS, according to UN Women, "As COVID-19 cases continue to strain health services, essential services, such as domestic violence shelters and helplines, have reached capacity [and] more needs to be done to prioritize addressing violence against women in COVID-19 response and recovery efforts"; and

WHEREAS, the World Health Organization estimates that one in three (35% of) women worldwide have experienced physical and/or sexual violence; and

WHEREAS, according to UNICEF, "around 120 million girls under the age of 20 worldwide (about one in 10) have experienced forced intercourse or other forced sexual acts and more than 650 million women alive today were married as children and 12 million girls are married before the age of 18 each year; and

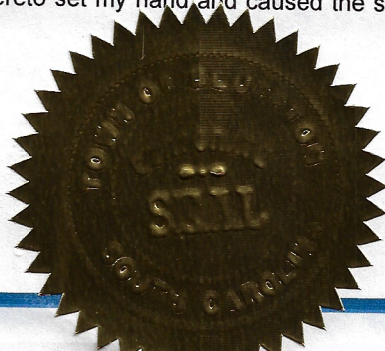
WHEREAS, according to the Global Report on Trafficking in Persons by the United Nations Office on Drugs and Crime, "the most common form of human trafficking (79%) is sexual exploitation" and more than 200 million girls and women alive today have undergone female genital mutilation in the countries where the practice is concentrated, the World Health Organization estimates; and


WHEREAS, Zonta International is a leading global organization of professionals with more than 28,000 members in 62 countries working together to make gender equality a worldwide reality for women and girls and has contributed to help achieve a world free of violence against women and girls for more than 100 years; and

WHEREAS, during the 16 Days of Activism, 25 November-10 December, the Z Club of Bluffton—along with all Zonta clubs—is encouraged to take part in the Zonta Says NO to Violence Against Women campaign and to take local, national and international actions to influence the making and implementation of laws, as well as changing gender-based attitudes and behaviors to end violence against women.

NOW THEREFORE BE IT RESOLVED, that I Lisa Sulka, Mayor of the Town of Bluffton, South Carolina, along with Bluffton Town Council, do hereby proclaim November 10, 2020 as Zonta Says No to Violence Against Women Day in the Town of Bluffton and encourage all residents to prevent gender-based violence by educating the community on its harm, to advocate for survivors of gender-based violence and to act in service on their behalf.

IN WITNESS WHEREOF, I have hereto set my hand and caused the seal of the Town of Bluffton to be affixed this 10th day of November 2020.





Lisa Sulka, Mayor

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	November 10, 2020
PROJECT:	Discussion on Amending the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Historic District Design Standards Related to Building Types, Maximum Building Footprint and Building Size
PROJECT MANAGER:	Heather Colin, AICP, Director of Growth Management

REQUEST: Discussion and direction regarding building types and size in the Old Town Bluffton Historic District, and whether amendments to the Unified Development Ordinance (UDO) are in order.

BACKGROUND: With the increase in commercial and mixed-used infill development within Old Town Bluffton, public concern regarding the mass and scale of such buildings has also increased. Both the Historic Preservation Commission (HPC) and Town Staff have received emails, letters and phone calls from citizens expressing concern that some new buildings appear to be too large for Old Town. The purpose of this workshop, therefore, is to provide an overview of building size and determine if amendments to the UDO are necessary.

Old Town Bluffton, also known as the Old Town Bluffton Historic District and shown in Attachment 2, 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 vary by zoning district. The zoning district map is provided as Attachment 3; the various building types are shown in Attachment 4.

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.

Recently, the Town "calibrated" land uses, as well as some general and architectural standards for the Old Town Bluffton Historic District. However, concern has been expressed that these amendments may not have been substantial enough as it relates to 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 workshop is to provide an overview of processes and regulations that may play a role. Based on the workshop discussion, changes and amendments may be sought by Town Council.

CURRENT REGULATIONS AND POLICIES:

1. The type of development or use of land permitted in the Old Town Bluffton Historic District is determined by the specific zoning district for each property. There are five zoning districts in Old Town Bluffton: Neighborhood Core-Historic District (NC-HD), Neighborhood Center-Historic District (NCE-HD), Neighborhood General-Historic District (NG-HD), Neighborhood Conservation-Historic District (NCV-HD) and Riverfront Edge-Historic District (RV-HD). The most intensive in terms of land uses permitted and building size are the NC-HD and NCE-HD districts.

The UDO describes the NC-HD districts as the "[c]ommercial heart of the Historic District with the greatest potential for mixed-use within multi-story buildings." The Promenade is zoned NC-HD. The NCE-HD district is described as "[m]oderate-intensity, mixed use development within the Historic District." The area Both districts allow the Main Street Building Type, which allows the largest building footprint (up to 3,500 sq ft), size range (2,000 – 8,000 sq ft) and height (2-3 stories) of all building types. Development standards for these districts are provided in Attachment 5.

2. Although it is not a building type specified in UDO Sec. 5.15.8. A-O (Building Types), "Additional Building Types" are permitted in each of Old Town Bluffton's zoning districts. The UDO does not define what an Additional Building Type is, nor does it indicate when or why the Additional Building Type may be allowed. Likely, this building type is intended to allow for flexibility and is reviewed on a case-by-case basis. The UDO identifies the following development standards for this building type: front build-to zone range, lot width range, building frontage (which is determined by the UDO Administrator), rear and side yard setbacks, and height. There is no building size range or maximum building footprint provided in the UDO for this building type.

3. In UDO Sec. 5.15.5. A. (Neighborhood Core -HD) and UDO Sec. 5.15.5.B (Neighborhood Center-HD), a graphic of the regulating plan is provided (Attachment 3). A red line is shown on the plan where "shopfront" buildings are required on certain streets. These buildings include Main Street Buildings, Commercial Cottages and Live-Work Sideyard Buildings. In the NC-HD District, civic buildings are also permitted. These buildings may also be located elsewhere in the district, which because of their type and size, may not be in keeping with Old Town's character. Additionally, economics may cause the Main Street Buildings type to be developed more so than other building types, which could create a somewhat homogeneous built environment in portions of Old Town that may not be intended.
4. The UDO provides standards for "large footprint buildings," which the UDO does not define. Because building types are specified for the Neighborhood Core district, the only district where large footprint buildings are allowed, and site and architectural standards are already in place, the purpose of the standards unclear. The standards from UDO Sec. 5.15.5.F.11 (Large Footprint Buildings) include:
 - a. Large footprint buildings can only be located in the Neighborhood Core Historic District Zoning District.
 - b. Buildings may be one story in height but shall be at least 24 feet in height. This may be accomplished with Liner Buildings or higher ceiling heights and/ or parapets.
 - c. To encourage use by pedestrians and decrease the need for solely auto-oriented patronage, Large Footprint Buildings must reinforce the character of the Old Town Bluffton Historic District and shall therefore front the buildings to the sidewalks, providing windows and doors at frequent intervals. Operable doorways should occur on an average of every 50 feet for the whole length of the street frontage.
 - d. Building footprints shall not be larger than a single block. Floor area of buildings shall not cantilever over public rights-of-way.
 - e. Loading docks, service areas and trash disposal facilities shall not face streets, parks, squares, waterways, or significant pedestrian spaces.

NEXT STEPS: Based on the information provided, as well as discussion of this matter, Town Council may seek to have Town Staff revisit the various building types and where they are permitted in Old Town. Similarly, Town Council may wish for Town Staff to evaluate the maximum building size range and footprint. If proposed UDO amendments are requested, Town Staff will incorporate discussion and recommendations of both the Historic Preservation Commission and the Planning Commission.

ATTACHMENTS

1. Presentation
2. Old Town Bluffton Historic District Map
3. Zoning Map
4. Building Types (UDO Sec. 5.5.18 A-O)
5. NC-HD and NCE-HD Zoning Districts (UDO Sec. 5.15.5.A and B)



Building Size in Old Town Bluffton Historic District – Workshop

Presentation to Town Council

November 10, 2020

Department of Growth Management

Heather Colin, AICP, Director of Growth Management

Concern



With the increase in commercial and mixed-used infill development within Old Town Bluffton (Old Town Bluffton Historic District), public concern regarding the mass and scale of such buildings has also increased. Both the Historic Preservation Commission and Town Staff have received emails, letters and phone calls from citizens expressing concern that some new buildings appear to be too large for Old Town. The purpose of this workshop, therefore, is to provide an overview of building size and determine if amendments to the UDO may be necessary.

Old Town Bluffton Historic District



Background



- Old Town 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

Background



- Allowed building types are specified in each of Old Town's five (5) zoning districts
- Concern that some building types may allow for building footprints and building sizes that are too large for Old Town
- A review of regulations and policies from time-to-time can help determine if they are achieving the vision of the Old Town Master Plan
- Town Staff has identified certain UDO regulations that have a relationship to building size
- The following will be discussed: 1) Zoning Districts and Main Street Building Type; 2) Additional Building Type; 3) "Shopfront Areas"; and 4) "Large Footprint Buildings"

Zoning Districts & Main Street Buildings

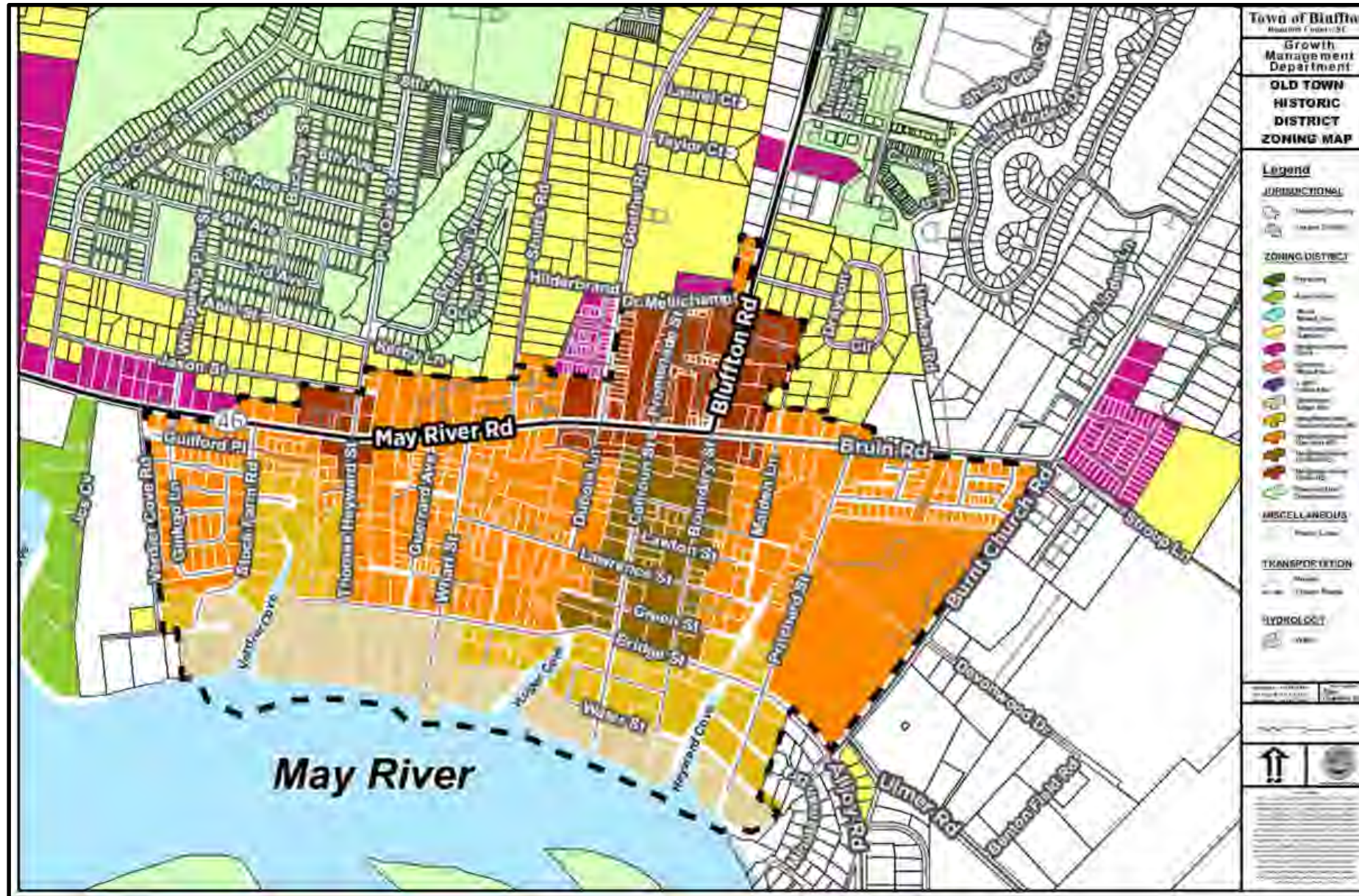
ATTACHMENT 1



- 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 five (5) districts are: 1) Neighborhood Core-HD; 2) Neighborhood Center-HD; 3) Neighborhood General-HD; 4) Neighborhood Conservation-HD; and 5) Riverfront Edge-HD.
- The Neighborhood Core-HD and Neighborhood-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 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.

Zoning Map

ATTACHMENT 1



Zoning Districts & Main Street Buildings

ATTACHMENT 1



- The Main Street Building Type is permitted in both the Neighborhood Core and Neighborhood Center districts.
- The Main Street Building allows the largest building footprint of all building types
- Building footprint up to 3,500 square feet
- Building size ranges varies from 2,000 square feet to 8,000 square feet

“Shop Front Areas”



- The Neighborhood Core and Neighborhood Center districts include a regulating plan that require “shopfront” buildings in certain areas of Old Town Bluffton. (Staff Report Attachment 3)
- Shop front buildings include Main Street buildings, Commercial Cottages and Live-Work Sideyard buildings. The Neighborhood Core district also allows civic buildings.
- Shopfront buildings, including Main Street buildings, can be located outside of the Shopfront Area. However, the Main Street building type and its size may not be in keeping with the character of some areas of each district.
- Escalating land and construction costs could cause the Main Street building type to become more attractive to develop than other building types as its size may allow a greater economic return.
- If one building type becomes prevalent, the character of Old Town could change.

“Large Footprint Buildings”



- UDO Sec. 5.15.5.F.11 provides criteria for “large footprint buildings” but does not define what they are. The criteria include:
 - a. Large footprint buildings can only be located in the Neighborhood Core Historic District Zoning District.
 - b. Buildings may be one story in height but shall be at least 24 feet in height. This may be accomplished with Liner Buildings or higher ceiling heights and/ or parapets.
 - c. To encourage use by pedestrians and decrease the need for solely auto-oriented patronage, Large Footprint Buildings must reinforce the character of the Old Town Bluffton Historic District and shall therefore front the buildings to the sidewalks, providing windows and doors at frequent intervals. Operable doorways should occur on an average of every 50 feet for the whole length of the street frontage.
 - d. Building footprints shall not be larger than a single block. Floor area of buildings shall not cantilever over public rights-of-way.
 - e. Loading docks, service areas and trash disposal facilities shall not face streets, parks, squares, waterways, or significant pedestrian spaces.

Next Steps

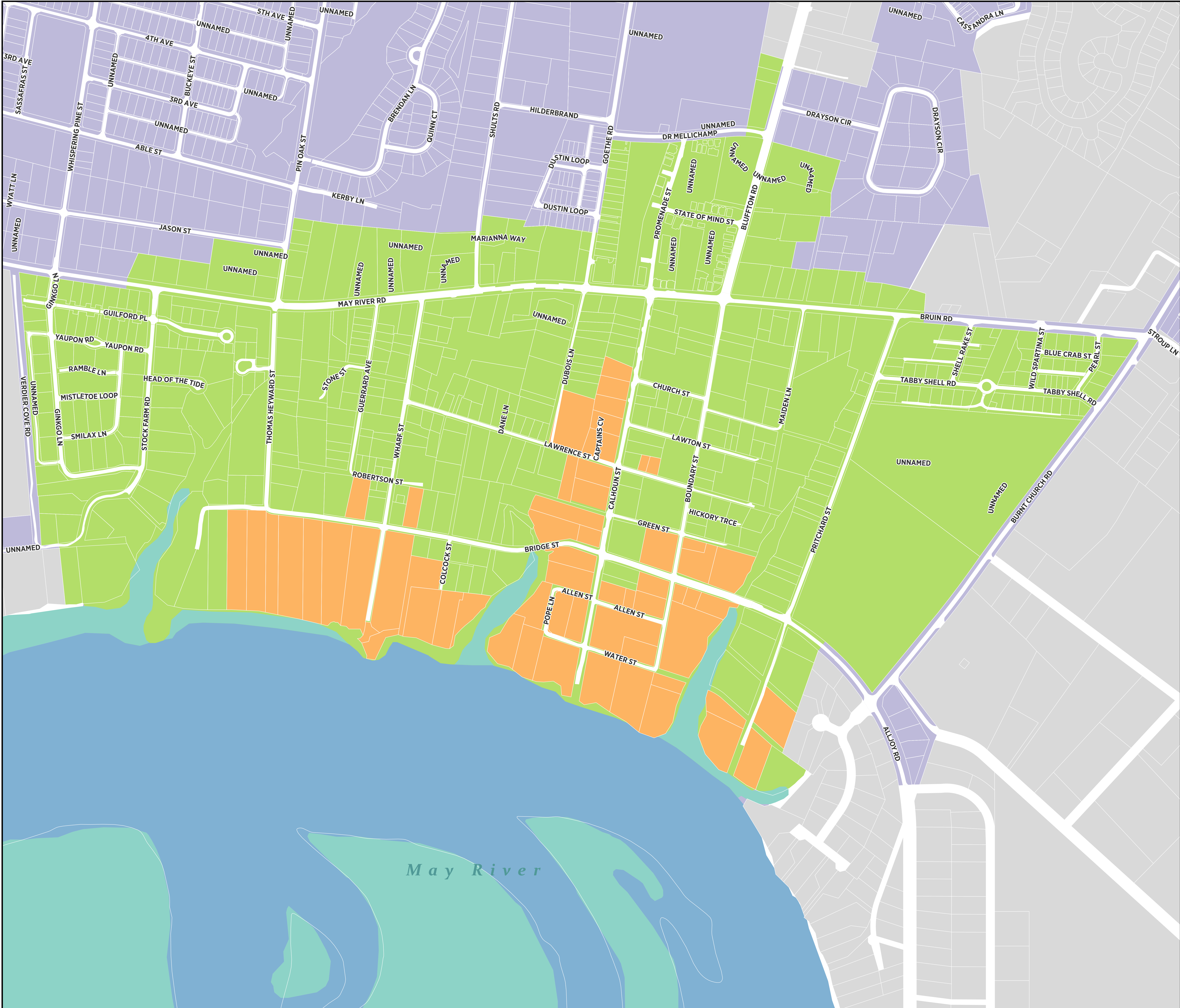


Based on discussion, Town Council could request Town Staff to revisit various building types and where they are permitted within in Old Town, as well as their maximum permitted size and footprint.

If UDO amendments are desired, discussion would continue with the Historic Preservation Commission and the Planning Commission. The Planning Commission would be responsible for a recommendation to Town Council.



QUESTIONS



Town of Bluffton
Beaufort County, SC

**INFORMATION
TECHNOLOGY
DEPARTMENT**

**Old Town
Historic
District
Zoning Map**

Legend

JURISDICTIONAL

- Bluffton National Register Historic District
- Old Town Bluffton Historic District
- Town of Bluffton outside of HD
- Beaufort County


HYDROLOGY


- Marsh
- Water

Current: 10/29/2020

0162.5325650 Feet

Map Prepared By:
Ryan J. Coleman, GISP





DISCLAIMER:
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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





www.townofbluffton.sc.gov

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.

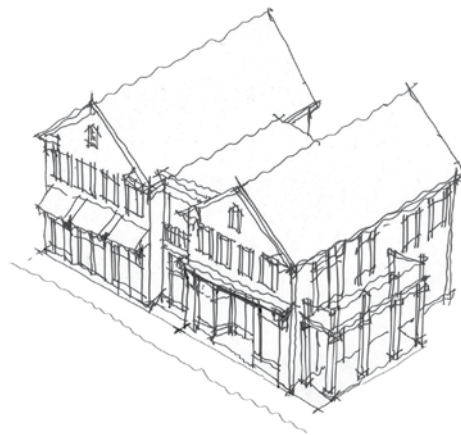
Notes:

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).



CORE



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CONSERVE

RIVER EDGE

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.

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

*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.

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:

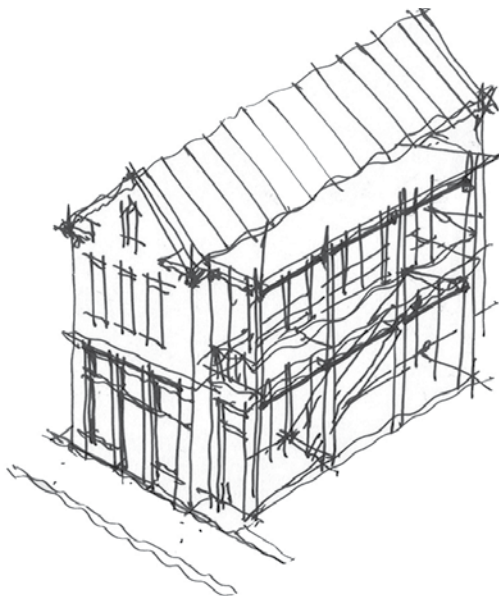
A shopfront building.

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.

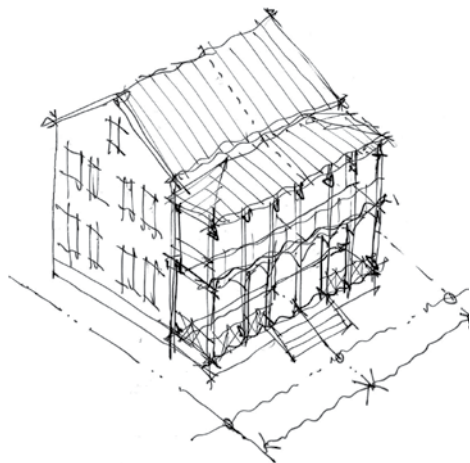
Units may be rentals or condominiums.

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.

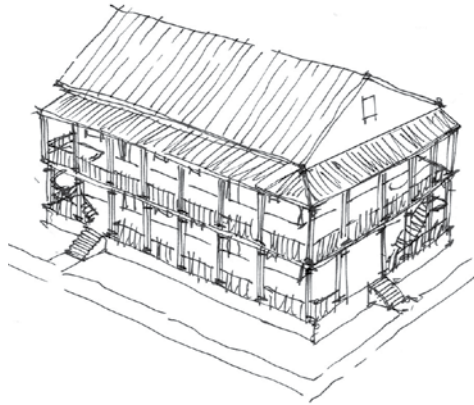
Shall have a shared front porch.

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.

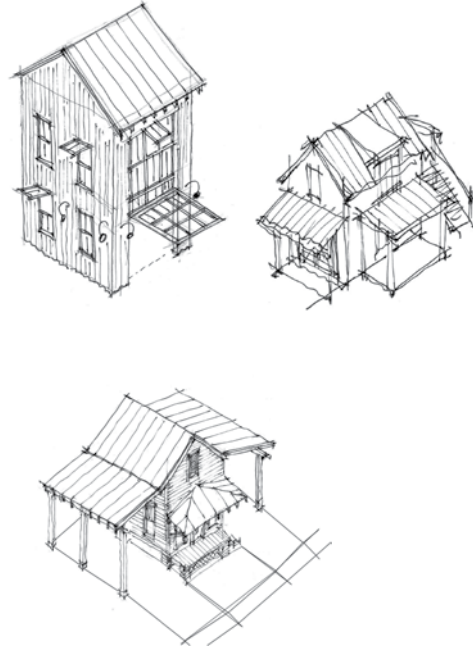
May be used as a garage, living unit or home business (or combination).

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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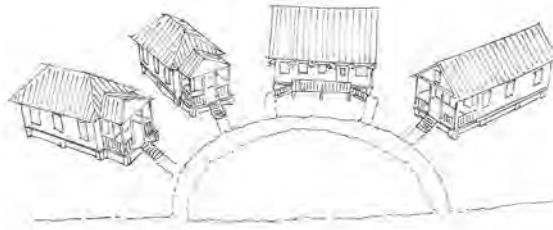
G. Bungalow Court

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.

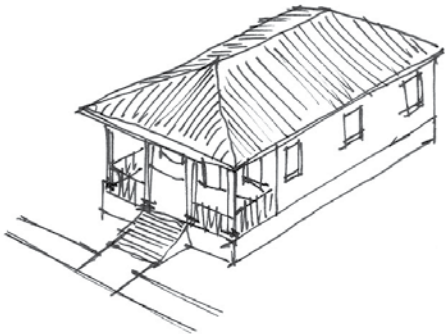
Schemes for courts in which any of the bungalows face the back of adjacent buildings or turn their back on an adjacent street shall not be permitted.

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



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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:

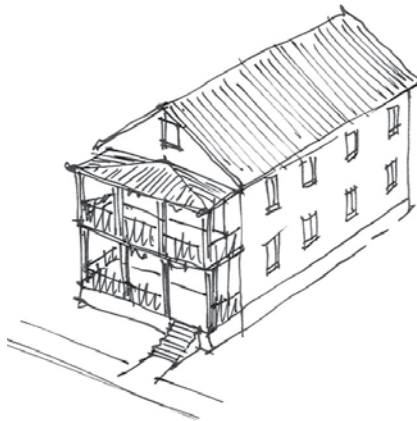
Almost always has a front porch.

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



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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

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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.

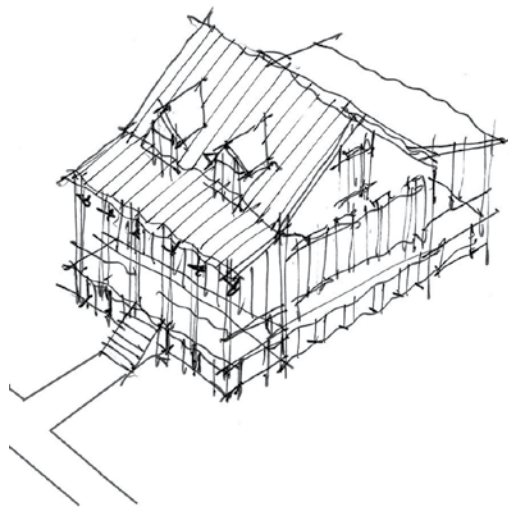
Must have a full-length front porch.

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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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.

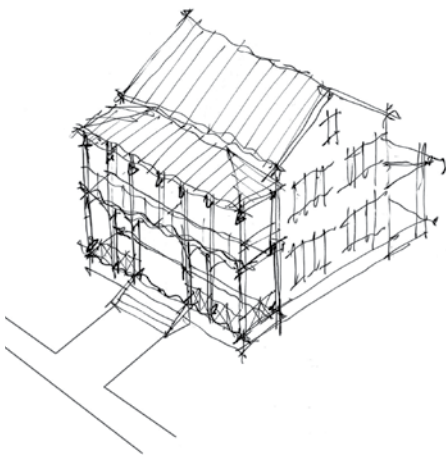
Notes:

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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RIVER EDGE



Center Hall House Precedent Imagery.



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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.

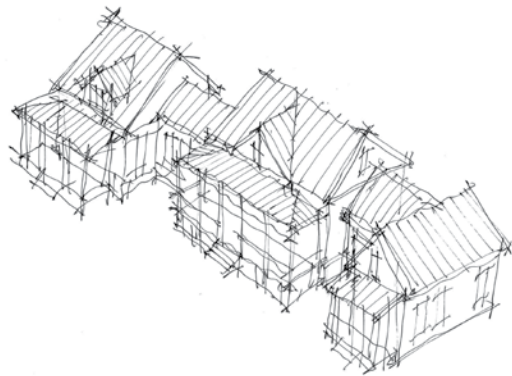
Notes:

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.



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RIVER EDGE



River House Precedent Imagery



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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

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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

- | | |
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| CORE | ● |
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| GENERAL | ● |
| CONSERVE | ● |
| RIVER EDGE | ● |
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)

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| CONSERVE |
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| RIVER EDGE |
| ● |
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.

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

A. Neighborhood Core Historic District (NC-HD)



NC-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 shopfront buildings, civic structures are allowed within these areas.



NC-HD Regulating Plan

Neighborhood Core Building Type Requirements:

Neighborhood Core 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)	
Main Street Building	0'-10'	50'-100'	70% - 90%	25'	5'	2-3	
Commercial Cottage	5'-15'	50'-75'	40% - 70%	25'	8'	1-1.5	
Live-Work Sideyard	0'-5'	50'-65'	50% - 75%	25'	5'	2-2.5	
Duplex	5'-15'	50'-70'	N/A	25'	5'	2-3	
Triplex		70'-100'					
Mansion Apartment House	5'-15'	50'-80'	N/A	25'	5'	2-2.5	
Civic Building	5'-25'	N/A	N/A	N/A	5'	2.5	
Carriage House	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 5.15.8.F for a full description of this type.			5'	5'	1-2	
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 Core-HD 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'	2 - 3

B. Neighborhood Center Historic District (NCE-HD)




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.



NCE-HD Regulating Plan

NCE-HD Precedent Imagery

Neighborhood Center-HD Building Type Requirements:



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)
Main Street Building	0'-10'	50'-80'	75% - 90%	25'	8'	2-2.5
Commercial Cottage	5'-20'	50'-60'	50% - 70%	25'	8'	1-1.5
Live-Work Sideyard	0'-5'	50'-60'	40% - 75%	25'	5'	1.5-2.5
Duplex	10'-20'	55'-70'	N/A	25'	8'	1.5-2.5
Triplex		70'-100'				
Mansion Apartment House	10'-20'	60'-80'	N/A	25'	10'	2-2.5
Carriage House	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 5.15.8.F for a full description of this type.			5'	5'	1-2
Cottage	5'-15'	50'-60'	N/A	25'	5'	1-1.5
Village House	5'-15'	50'-60'	N/A	25'	5'	2-2.5
Sideyard House	5'-10'	50'-65'	N/A	25'	8'	2-2.5
Vernacular House	10'-20'	60'-80'	N/A	25'	10'	1.5
Civic Building	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

C. Neighborhood General Historic District (NG-HD)

1. Mandatory: Mixed Use: The Neighborhood General-HD zoning district shall be primarily residential in nature. All commercial and mixed-use development within this zoning district must maintain a predominantly residential character.

2. A waiver of the mandatory residential component may be granted by the UDO Administrator for commercial properties with direct frontage on SC Highway 46 or Bruin Road. While these commercial properties may have retail shopfronts or awnings/marquees or colonnades/arcades and be at grade, in accordance with this Ordinance, they must still maintain a residential scale.



NG-HD Regulating Plan



NG-HD Precedent Imagery



Neighborhood General 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)
<i>Carriage House</i>	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 5.15.8.F for a full description of this type.				5'	5'	1-2
<i>Bungalow Court</i>		10'-20' (for foremost bungalow)	60'-100'	N/A	25'	15'	1-1.5
<i>Cottage</i>		10'-20'	50'-60'	N/A	25'	10'	1-1.5
<i>Village House</i>		10'-15'	50'-65'	N/A	30'	15'	2-2.5
<i>Sideyard House</i>		10'-15'	50'-65'	N/A	30'	5'	2
<i>Vernacular House</i>		10'-20'	60'-100'	N/A	30'	15'	1.5
<i>Center Hall House</i>		15'-25'	70'-100'	N/A	30'	15'	2-2.5
<i>Civic Building</i>		10'-35'	N/A	N/A	N/A	10'	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 General -HD zoning district. Building types not specifically listed shall be regulated by the following general requirements:		10'-20'	50'-100'	N/A	25'	10'	1 - 2.5

* Does not include Commercial Cottage and Live-Work Side Yard building types approved by Town Council on 8-11-2020.

D. Neighborhood Conservation Historic District (NCV-HD)



NCV-HD Precedent Imagery



NCV-HD Regulating Plan

Neighborhood Conservation Building Type Requirements:

Neighborhood Conservation 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)
Carriage House	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 5.15.8.F for a full description of this type.				5'	5'	1-2
Cottage		10'-20'	50'-60'	N/A	30'	10'	1-1.5
Village House		10'-20'	50'-70'	N/A	30'	10'	2-2.5
Vernacular House		15'-25'	60'-100'	N/A	30'	10'	1.5
Center Hall House		20'-35'	80'-100'	N/A	30'	15'	2-2.5
Civic Building		15'-40'	N/A	N/A	N/A	10'	1.5
Additional Building Types							
As approved by the UDO Administrator or Commission /Board with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Neighborhood Conservation-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements:		10'-35'	50'-100'	N/A	30'	10'	1 - 2.5

E. Riverfront Edge Historic District (RV-HD)

In the Riverfront Edge Transect Zone, the river shall be the focus of each lot abutting it and therefore acts as the “front” of the lot.



RV-HD Precedent Imagery



RV-HD Regulating Plan

Riverfront Edge Building Type Requirements:

Riverfront Edge Building Type Requirements:		Riverfront Build-to Zone	Lot Width	Frontage Requirement	Rear Setback (from streetside property line)	Side Setback (from side property lines)	Height (in stories)
Carriage House	Two Carriage Houses may be built per primary structure and may have a maximum footprint of 800 sq. ft. each. They must be placed between the primary structure and the street.				5'	10'	1-2
Cottage	Perpendicular to, and in a horizontal plane from, the OCRM line	≥150'	≥60'	N/A	20'	10'	1-1.5
Vernacular House			≥75'	N/A	20'	20'	1.5
Center Hall House			≥75'	N/A	20'	20'	2-2.5
River House			≥75'	N/A	20'	20'	1.5
Civic Building		15'-50'	N/A	N/A	N/A	15'	1.5
Additional Building Types							
As approved by the UDO Administrator or Commission / Board with approval authority in accordance with Article 2 of this Ordinance, additional building types may be allowed in the Riverfront Edge-HD zoning district. Building types not specifically listed shall be regulated by the following general requirements:		≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥60'	N/A	20'	20'	1 - 2.5

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	November 10, 2020
PROJECT:	Amendments to the Town of Bluffton Code of Ordinances Relating to Certain Lodging Use Amendments, Including Establishing Short-Term Rental Units and Homestay Rentals, Specifically to Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts and Article 9 – Definitions
PROJECT MANAGER:	Heather Colin, AICP Director of Growth Management

REQUEST: Approve Final Reading of an Ordinance to amend the Town of Bluffton Code of Ordinances Relating to Certain Lodging Use Amendments, Including Establishing Short-Term Rental Units and Homestay Rentals, Specifically to Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts and Article 9 – Definitions.

BACKGROUND: On May 8, 2018, Town Council approved a Resolution adopting a Strategic Plan for Fiscal Year 2019-20 (“Strategic Plan”). The Strategic Plan serves as a road map for activities and initiatives to implement the Town’s Vision and Mission Statement and ensures that Bluffton is poised to capitalize on opportunities that advance key goals.

The Strategic Plan identifies seven Strategic Focus Areas and establishes an Action Agenda with specific “Initiatives” for implementation. Strategic Focus Areas include: Community Quality of Life, Fiscal Sustainability, Town Organization, Infrastructure, Economic Growth, Affordable and / or Workforce, and the May River & Surrounding Rivers and Watersheds.

Action Agenda Initiative #6 corresponds to the “Community Quality of Life” Focus Area and calls for a review of the Town’s Unified Development Ordinance (UDO) in order to make necessary amendments to better guide the Town’s priorities and to manage growth. In addition, Action Agenda item #14 specifically calls out short-term rental policy as an initiative that falls under the Strategic Plan’s Economic Growth Focus Area. In keeping with these Initiatives, potential amendments to the Unified Development Ordinance and General Code of Ordinances to regulate this use are proposed.

Presently, Short-term Rental Units are regulated as a Home Occupation use, whether the rental is a bedroom within an occupied home or the rental of an entire dwelling unit with the property owner residing elsewhere. A Home Occupation is defined as “[a]ny use of principal or accessory buildings clearly incidental and secondary to their uses for residential purposes and which does not change the character thereof, within a residential area subject to the conditions of this Ordinance.” This classification is more suited for a bedroom rental rather than a whole-house rental. However, as both uses are lodging accommodations, they should be specifically and individually identified in the UDO.

A workshop was held with Town Council on March 12, 2019 to provide an overview of Short-term Rental Units, including impacts, best practices from other communities and possible approaches the Town may want to consider if it chooses not to continue to regulate Short-term Rental Units as a home occupation use.

As the result of the workshop, a Focus Group was created with a diverse group of individuals, including residents, realtors, business owners and representatives of a Planned Unit Development that allows Short-term Rental Units. A public workshop was also held on June 6, 2019. Feedback from the Focus Group and the public, as well as best practices from other communities and State law informed the development of the proposed process and the suggested amendments.

PROPOSED AMENDMENTS: In addition to establishing the Short-term Rental Unit use, additional and related amendments are proposed below with an explanation of the purpose. Text that is shown in red and underlined is proposed text; text shown in strikethrough is proposed to be eliminated.

1. A definition for “transient guest” is proposed to provide consistent terminology in the UDO; presently, “guests” and “transients” are referenced, but neither is defined. The Transient Guest definition would also establish the maximum period of the lodging stay at no more than 29 consecutive days. Thirty (30) or fewer consecutive days is commonly used in other South Carolina communities: Beaufort, Beaufort County, Port Royal and Charleston allow 29 days; Folly Beach and Greenville allow 30 days.

The proposed definition is:

Transient Guest: A person who provides remuneration for lodging at a place other than his/her principal place of residence for a period of less than 30 consecutive days.

2. For the various types of lodging uses in Sec. 9.4.4 (Description of Land Uses and Buildings, Lodging), amendments are proposed for the following reasons:
 - a. To establish the Short-term Rental Unit use and definition;
 - b. To establish the Homestay Rental use and definition;
 - c. To move the Lodging definition from 9.4.4.E. to the introductory paragraph for consistency with other use classifications in Sec. 9.4.4;
 - d. To re-order the various lodging uses by intensity of the type of lodging (i.e., the number of rooms permitted);
 - e. To indicate when ancillary facilities and services are limited to transient guests;
 - f. To not require that Bed and Breakfast establishments be required to provide breakfast;
 - g. To change “rooms” to “bedrooms” (the UDO parking requirement is based on bedrooms);
 - h. To require that a Bed and Breakfast operate from a principal dwelling; and,

- i. To reduce the maximum number of bedrooms within a Bed and Breakfast from 6 to 5 for consistency with the State Accommodations Tax (i.e., the tax is not required for 5 or fewer rooms).

The proposed amendments to are:

Sec. 9.4.4. Lodging

The Lodging Use category provides for a variety of overnight sleeping accommodations for Transient Guests. When ancillary facilities associated with a lodging use are accessible to the general public, including those providing food and/or beverage, parking for such facilities shall be calculated separately from the lodging use.

- A. **Bed & and Breakfast:** ~~A dwelling, where the proprietor resides on-site, may be involved in the rental of six (6) rooms or less to overnight guests and offering breakfast meals only to said guests, provided a parking place be provided for each room offered for rent.~~ A principal dwelling in which two (2) to five (5) bedrooms are rented to Transient Guests from the proprietor who resides on the property. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- B. **Homestay Rental:** A principal dwelling in which no more than one (1) bedroom is rented to Transient Guests from the proprietor who also resides within the dwelling. Meals, if provided, are available only to Transient Guests.
- C. **Inn:** ~~A structure where the rental of seven (7) to twelve (12) rooms may be offered for overnight occupation provided a parking place be provided on-site for each room for rent.~~ A building in which six (6) to 12 bedrooms are rented to Transient Guests. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- D. **Hotel:** ~~A building or portion thereof, or a group of buildings, which provides sleeping accommodations, with or without meal service, for transients on a daily or weekly basis, whether such establishment is designated as a hotel, inn, automobile court, motel, motor inn, motor lodge, tourist cabin, tourist court, or tourist home.~~ A building or group of buildings in which 13 or more bedrooms are rented to Transient Guests. Ancillary services, including food and beverage, may be provided to the general public.
- E. **Short-term Rental Unit:** A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive

days. Lodging: Facility or structure used for the rental of sleeping quarters for overnight guests. Available for daily and weekly renting of bedrooms. The area allocated for food service shall be calculated and provided with parking according to retail use.

3. The table indicating where and how certain land uses are permitted, UDO Table 4.3, must be updated for the following reasons:
 - a. To establish the proposed lodging uses "Short-term Rental Unit" and "Homestay Rental," including how they are to be permitted (either as a Conditional Use, which is show by the letter "C," or as a Permitted Use designated by the letter "P");
 - b. To adjust the number of bedrooms permitted within the various lodging uses because of the addition of Homestay Rental; and,
 - c. To change the "Inn" use from a Permitted Use rather than a Conditional Use within the Neighborhood Conservation Historic District (NCV-HD) because other sections of the UDO already (or will) address some of the use conditions, such as number of bedrooms. Additionally, removal of the maximum number of days for a lodging stay will be consistent with other lodging uses that do not have a cap. Changes to use conditions appear below in #4.

Table 4.3 Uses by District												
	Preserve (PR)	Agricultural (AG)	Rural Mixed Use (RMU)	Residential General (RG)	Neighborhood Core (NC)	General Mixed Use (GM)	Light Industrial (LI)	Riverfront Edge Historic District (RV-HD)	Neighborhood Conservation Historic District (NCV-HD)	Neighborhood General Historic District (NG-HD)	Neighborhood Center Historic District (NCF-HD)	Neighborhood Core Historic District (NC-HD)
Lodging												
<u>Short-term Rental Unit</u>	-	C	C	C	C	C	-	C	C	C	C	C
<u>Homestay Rental (1 bedroom)</u>	-	P	P	P	P	P	-	P	P	P	P	P
Bed and Breakfast - maximum of <u>(2-5 bedrooms)</u>	-	P	P	P	P	P	-	P	P	P	P	P
Inns - maximum of 12 guest rooms <u>(6-12 bedrooms)</u>	-	-	P	-	P	P	-	-	C P	P	P	P
Hotel (no room limit) <u>(13 or more bedrooms)</u>	-	-	-	-	-	P	P	-	-	-	-	P

4. As mentioned in #3 above, the use conditions for the “Inn” use are proposed to be eliminated as a change from a Conditional Use to a Permitted Use is proposed in the Neighborhood Conservation-HD District.

The “Short-term Rental Unit” is proposed to be a Conditional Use with several conditions, including limiting rental units to only one per lot except within the Neighborhood Core-HD District, which is primarily commercial and the most intensive of all zoning districts within Old Town Bluffton. The Promenade, for example, is zoned Neighborhood Core-HD. As the rental unit is residential in nature, another condition is that its exterior appearance must remain non-commercial in appearance. This last condition informs the reader that a permit specific to the use will be required and provides a cross-reference to the General Code section for more information.

4.4.3 Lodging

A. Inn

- ~~1. The principal building shall be the primary and permanent legal residence of the inn operator. Meals or other services provided on the premises shall only be available to residents, employees, and overnight guests of the establishment.~~
- ~~2. Guest shall be restricted to overnight and weekly stays, not exceeding seven consecutive nights, and may stay no longer than 60 days in any one calendar year.~~
- ~~3. Off-street parking areas shall be provided for guests outside of any required front yard. Stacking of more than two vehicles in a driveway is prohibited.~~
- ~~4. Screening shall be provided between adjacent residences and parking area or any outdoor eating area.~~
- ~~5. The use of exterior stairways to provide primary access to the upper floor shall be prohibited.~~

A. Short-term Rental Unit

1. As of January 1, 2021, new Short-term Rental Units are limited to one (1) per lot in the following zoning districts: Agricultural (AG), Rural Mixed-Use (RMU), Residential General (RG), Neighborhood Core (NC), General Mixed-Use (GM), Riverfront Edge Historic District (RV-HD), Neighborhood Conservation Historic District (NCV-HD), Neighborhood General Historic District (NG-HD), and Neighborhood Center Historic District (NCE-HD). This limitation shall not apply to lots within the Neighborhood Core-Historic District.
 2. There shall be no visible exterior evidence that a Short-term Rental Unit use is being conducted inclusive of signage or other features of a commercial nature.
 3. The Short-term Rental Unit requires a Short-term Rental Unit permit. See Chapter 6, Article V of the General Code of Ordinances of the Town of Bluffton, South Carolina.
5. A permit process specific to Short-term Rental Units is proposed and is intended to mitigate potential impacts in residential areas, require a signed life-safety affidavit, place the owner on notice that accommodation and hospitality taxes are required,

and require signed authorization should the owner chose to use an agent to manager the rental unit. The permit process is discussed in more detail in a separate report also on the October 13, 2020 Town Council agenda (Agenda Item X.7.).

REVIEW CRITERIA & ANALYSIS: 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 are provided below, followed by Staff 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. The Comprehensive Plan, as adopted on September 4, 2007, balances “long-term visioning and goals” with “short-term actions.” The Action Agenda Initiatives found in the 2019-20 Strategic Plan capture non-capital improvement projects of significance, many of which emanate from the Comprehensive Plan. The proposed Text Amendments are a direct result of these Initiatives.

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

Finding. The proposed amendments are consistent with best planning practices in response to the Town’s economic trends.

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

Finding. The proposed changes, together with a permitting process, are in line with best practices and will allow Town Staff to better regulate Short-term Rental Units without creating an onerous process for current and future owners, or for Town staff.

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.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission made a recommendation at their September 23, 2020 meeting to unanimously approve the proposed amendments to the Unified Development Ordinance.

TOWN COUNCIL ACTIONS: 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 the following actions with respect to this application:

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

NEXT STEPS: Should Town Council approve the Final Reading of the Ordinance at the November 10, 2020 meeting, the effective date would be January 1, 2021.

UDO Text Amendment Procedure	Date	Complete
Step 1. Town Council Workshop	July 14, 2020	✓
Step 2. Planning Commission Public Hearing and Recommendation	September 23, 2020	✓
Step 3. Town Council – 1st Reading	October 13, 2020	✓
Step 4. Town Council Meeting – Final Reading and Public Hearing * <i>*Effective date would be January 1, 2021 (Short-term rental permit would be initiated on the same date)</i>	November 10, 2020	✓

ATTACHMENTS:

1. Presentation
2. Proposed Short-term Rental Unit Permit Ordinance and Application
3. Proposed Motion



Short-term Rental Units, Homestay Rentals and Other Lodging Amendments – 2nd and Final Reading

Presentation to Town Council

November 10, 2020

Department of Growth Management

Heather Colin, AICP, Director of Growth Management

Proposed Amendment



Amendments to the Town of Bluffton Code of Ordinances Relating to
Certain Lodging Use Amendments, Including Establishing Short-Term
Rental Units and Homestay Rentals, Specifically to Chapter 23 –
Unified Development Ordinance, Article 4 – Zoning Districts and Article
9 – Definitions

No changes since First Reading.

Background



- FY2018-2019 Strategic Action Plan, Town Council included an initiative to address the Community of Life Focus Area which includes creating a Short-term Rental policy.
- March 12, 2019: Town Council Workshop providing an overview of short-term rental units, impacts, best practices and possible approaches
- Focus Group Created (residents, realtors, business owner and PUD representatives)
- June 6, 2019: Public Workshop
- June 24, 2019: Focus Group Meeting to discuss draft
- July 14, 2020: Town Council Workshop providing overview of short-term rental units based on focus group and public workshop
- September 23, 2020: Planning Commission unanimously recommends proposed amendments to Town Council
- October 13, 2020: Town Council unanimously approved proposed amendments at First Reading

Overview of Proposed UDO Amendments



- Establish the Short-term Rental Unit use and definition;
- Establish the Homestay Rental use and definition;
- Adjustments to Sec. 9.4.4.E, Lodging Uses, to: 1) to move lodging definition to introductory paragraph for consistency with other use classifications; and, 2) re-order uses by intensity and type of lodging (i.e., the number of rooms permitted).
- To indicate when ancillary facilities and services are limited to transient guests;
- To not require that Bed and Breakfast establishments be required to provide breakfast;
- To change “rooms” to “bedrooms” (the UDO parking requirement is based on bedrooms);
- To require that a Bed and Breakfast operate from a principal dwelling; and,
- To reduce the maximum number of bedrooms within a Bed and Breakfast from 6 to 5 for consistency with the State Accommodations Tax (i.e., the tax is not required for 5 or fewer rooms).

Short-term Rental Unit



Proposed Definition

A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive days.

Note: Short-term rental units are presently allowed as a Home Occupation use.

Homestay Rental



Proposed Definition

A principal dwelling in which no more than one (1) bedroom is rented to Transient Guests from the proprietor who also resides within the dwelling. Meals, if provided, are available only to Transient Guests.

Note: Presently allowed as a Home Occupation use.

Transient Guest



Proposed Definition

A person who provides remuneration for lodging at a place other than his/her principal place of residence for a period of less than 30 consecutive days.

Lodging Use Adjustments



Sec. 9.4.4. Lodging

The Lodging Use category provides for a variety of overnight sleeping accommodations for Transient Guests. When ancillary facilities associated with a lodging use are accessible to the general public, including those providing food and/or beverage, parking for such facilities shall be calculated separately from the lodging use.

- A. **Bed & and Breakfast:** ~~A dwelling, where the proprietor resides on site, may be involved in the rental of six (6) rooms or less to overnight guests and offering breakfast meals only to said guests, provided a parking place be provided for each room offered for rent.~~ A principal dwelling in which two (2) to five (5) bedrooms are rented to Transient Guests from the proprietor who resides on the property. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- B. **Homestay Rental:** A principal dwelling in which no more than one (1) bedroom is rented to Transient Guests from the proprietor who also resides within the dwelling. Meals, if provided, are available only to Transient Guests.

Lodging Use Adjustments (Continued)



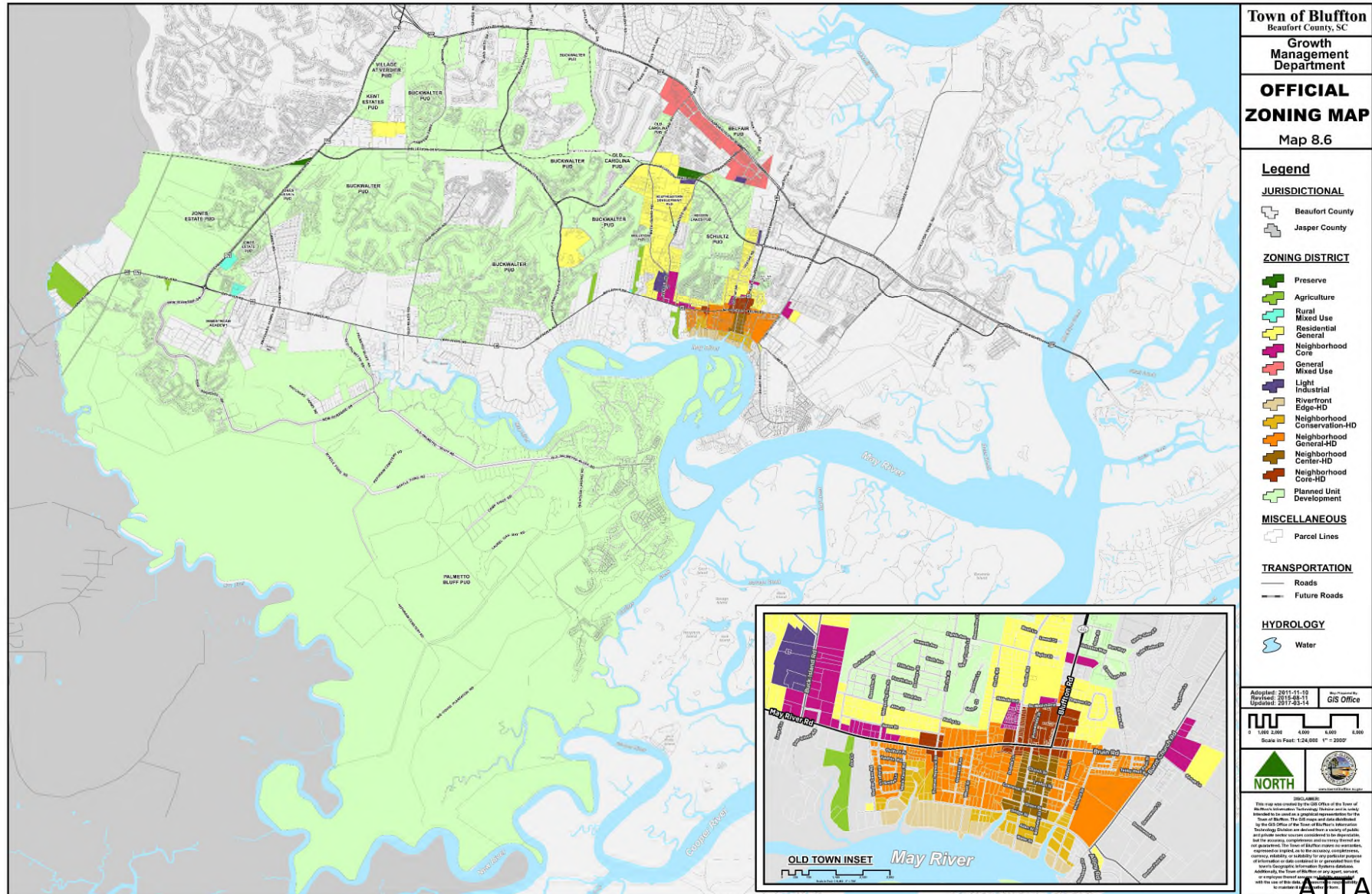
- C. ~~Inn: A structure where the rental of seven (7) to twelve (12) rooms may be offered for overnight occupation provided a parking place be provided on site for each room for rent.~~ A building in which six (6) to 12 bedrooms are rented to Transient Guests. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- D. ~~Hotel: A building or portion thereof, or a group of buildings, which provides sleeping accommodations, with or without meal service, for transients on a daily or weekly basis, whether such establishment is designated as a hotel, inn, automobile court, motel, motor inn, motor lodge, tourist cabin, tourist court, or tourist home.~~ A building or group of buildings in which 13 or more bedrooms are rented to Transient Guests. Ancillary services, including food and beverage, may be provided to the general public.
- E. **Short-term Rental Unit:** A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive days. ~~Lodging: Facility or structure used for the rental of sleeping quarters for overnight guests. Available for daily and weekly renting of bedrooms. The area allocated for food service shall be calculated and provided with parking according to retail use.~~

Proposed Use Changes



Table 4.3 Uses by District												
	Preserve (PR)	Agricultural (AG)	Rural Mixed Use (RMU)	Residential General (RG)	Neighborhood Core (NC)	General Mixed Use (GM)	Light Industrial (LI)	Riverfront Edge Historic District (RV-HD)	Neighborhood Conservation Historic District (NCV-HD)	Neighborhood General Historic District (NG-HD)	Neighborhood Center Historic District (NCF-HD)	Neighborhood Core Historic District (NC-HD)
Lodging												
<u>Short-term Rental Unit</u>	-	C	C	C	C	C	-	C	C	C	C	C
<u>Homestay Rental (1 bedroom)</u>	-	P	P	P	P	P	-	P	P	P	P	P
<u>Bed and Breakfast - maximum of (2-5 bedrooms)</u>	-	P	P	P	P	P	-	P	P	P	P	P
<u>Inns - maximum of 12 guest rooms (6-12 bedrooms)</u>	-	-	P	-	P	P	-	-	P	P	P	P
<u>Hotel (no room limit) (13 or more bedrooms)</u>	-	-	-	-	-	P	P	-	-	-	-	P

Zoning Map



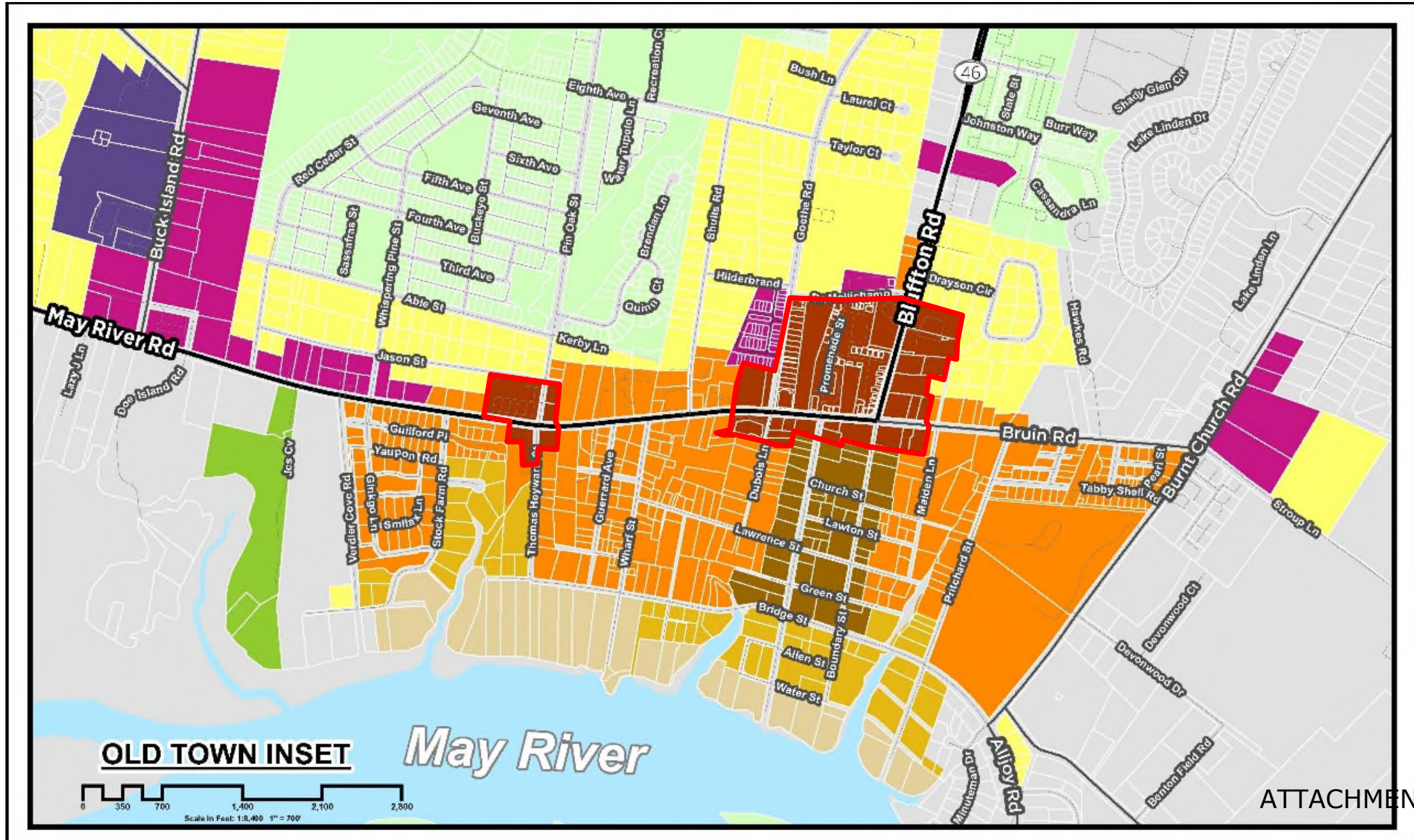
Short-term Rental Conditions



1. A maximum of one (1) Short-term Rental Unit is permitted per lot in the following zoning districts: Agricultural (AG) Rural Mixed-Use (RMU), Residential General (RG), Neighborhood Core (NC), General Mixed-Use (GM), Riverfront Edge Historic District (RV-HD), Neighborhood Conservation Historic District (NCV-HD), Neighborhood General Historic District (NG- HD), and Neighborhood Center Historic District (NCE-HD) after [date the amendment is adopted]. This limitation shall not apply to lots within the Neighborhood Core-Historic District.
2. There shall be no visible exterior evidence that a Short-term Rental Unit use is being conducted inclusive of signage or other features of a commercial nature.
3. The Short-term Rental Unit requires a Short-term Rental Unit permit. See Chapter 6, Article V of the General Code of Ordinances of the Town of Bluffton, South Carolina.

[Note: The Short-term Rental Unit Permit is a separate ordinance also proposed on the October 13 Town Council agenda.]

Neighborhood Core (HD) - Exception



Elimination of Use Conditions for Inns



The following use conditions for “Inns” are proposed to be eliminated as they apply only to the Neighborhood Conservation-HD District and are addressed in other Articles in the UDO.

1. The principal building shall be the primary and permanent legal residence of the inn operator. Meals or other services provided on the premises shall only be available to residents, employees, and overnight guests of the establishment.
2. Guest shall be restricted to overnight and weekly stays, not exceeding seven consecutive nights, and may stay no longer than 60 days in any one calendar year.
3. Off-street parking areas shall be provided for guests outside of any required front yard. Stacking of more than two vehicles in a driveway is prohibited.
4. Screening shall be provided between adjacent residences and parking area or any outdoor eating area.
5. The use of exterior stairways to provide primary access to the upper floor shall be prohibited.

Short-term Rental Permit



For the Short-term Rental Unit, a separate permit process is proposed to mitigate potential impacts and address operational matters, such as life-safety issues, licensing and property management.

The permit is proposed as an ordinance to the General Code and will be discussed under Agenda Item X.9.

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 are provided below, followed by Staff 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.
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 September 23, 2020 meeting to unanimously approve the proposed amendments to the Unified Development Ordinance.

Town Council Actions



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.

Next Steps



UDO Text Amendment Procedure	Date	Complete
Step 1. Town Council Workshop	July 14, 2020	✓
Step 2. Planning Commission Public Hearing and Recommendation	September 23, 2020	✓
Step 3. Town Council – 1st Reading	October 13, 2020	✓
Step 4. Town Council Meeting – Final Reading and Public Hearing <i>*Effective date would be January 1, 2021 (Short-term rental permit would be initiated on the same date)</i>	November 10, 2020	✓



QUESTIONS

Proposed Motion



Consideration of Approval of Amendments to the Town of Bluffton Code of Ordinances Relating to Certain Lodging Use Amendments, Including Establishing Short-Term Rental Units and Homestay Rentals, Specifically to Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts and Article 9 – Definitions – Second and Final Reading

“I move to approve Second and Final Reading of Amendments to Chapter 23, Unified Development Ordinance Article 4 – Zoning Districts and Article 9 – Definitions Relating to Certain Lodging Uses, Including Establishing Short-term Rental Units and Homestay Rentals – Second and Final Reading.”

ORDINANCE NO. 2020 – _____

TOWN OF BLUFFTON, SOUTH CAROLINA

AN ORDINANCE AMENDING THE TOWN OF BLUFFTON'S MUNICIPAL CODE OF ORDINANCES, CHAPTER 23, UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 4 – ZONING DISTRICTS, AND ARTICLE 9 – DEFINITIONS AND INTERPRETATION, RELATING TO CERTAIN LODGING USE AMENDMENTS, INCLUDING ESTABLISHING SHORT-TERM RENTAL UNITS AND HOME STAY RENTALS

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 4 – Zoning Districts, to establish Short Term Rental and Homestay Rental uses, amend the number of permitted bedrooms for certain lodging uses, to establish use conditions for Short Term Rental and Homestay Rental

uses, and to eliminate use conditions for Inns; and, Article 9 – Definitions and Interpretation to establish and amend definitions for certain lodging uses.

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 4 – Zoning Districts; and, Article 9 – Definitions and Interpretation 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 January 1, 2021.

DONE, RATIFIED AND ENACTED this _____ day of _____, 2020.

This Ordinance was read and passed at first reading on _____, 2020.

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 _____, 2020.

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 _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Kimberly Chapman
Town Clerk, Town of Bluffton, South Carolina

EXHIBIT A

I. Article 9 (Definitions and Interpretation), Sec. 9.2 (Defined Terms)

Transient Guest: A person who provides remuneration for lodging at a place other than his/her principal place of residence for a period of less than 30 consecutive days.

II. Article 9 (Definitions and Interpretation), Sec. 9.4.4 (Description of Land Uses and Buildings, Lodging)

The Lodging Use category provides for a variety of overnight sleeping accommodations for Transient Guests. When ancillary facilities associated with a lodging use are accessible to the general public, including those providing food and/or beverage, parking for such facilities shall be calculated separately from the lodging use.

- A. **Bed & Breakfast:** ~~A dwelling, where the proprietor resides on site, may be involved in the rental of six (6) rooms or less to overnight guests and offering breakfast meals only to said guests, provided a parking place be provided for each room offered for rent.~~ A principal dwelling in which two (2) to five (5) bedrooms are rented to Transient Guests from the proprietor who resides on the property. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- B. **Homestay Rental:** A principal dwelling in which no more than one (1) bedroom is rented to Transient Guests from the proprietor who also resides within the dwelling. Meals, if provided, are available only to Transient Guests.
- C. **Inn:** ~~A structure where the rental of seven (7) to twelve (12) rooms may be offered for overnight occupation provided a parking place be provided on site for each room for rent.~~ A building in which six (6) to 12 bedrooms are rented to Transient Guests from the proprietor who resides on the property. If provided, ancillary facilities and services, including food and beverage, are available only to Transient Guests.
- D. **Hotel:** ~~A building or portion thereof, or a group of buildings, which provides sleeping accommodations, with or without meal service, for transients on a daily or weekly basis, whether such establishment is designated as a hotel, inn, automobile court, motel, motor inn, motor lodge, tourist cabin, tourist court, or tourist home.~~ A building or group of buildings in which 13 or more bedrooms are rented to Transient Guests. Ancillary services, including food and beverage, may be provided to the general public.
- E. **Short-term Rental Unit:** A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive days.

Lodging: Facility or structure used for the rental of sleeping quarters for overnight guests. Available for daily and weekly renting of bedrooms. The area allocated for food service shall be calculated and provided with parking according to retail use.

III. Article 4 (Zoning Districts), Sec. 4.3 (Uses by Districts)

Table 4.3 Uses by District												
	Preserve (PR)	Agricultural (AG)	Rural Mixed Use (RMU)	Residential General (RG)	Neighborhood Core (NC)	General Mixed Use (GM)	Light Industrial (LI)	Riverfront Edge Historic District (RV-HD)	Neighborhood Conservation Historic District (NCV-HD)	Neighborhood General Historic District (NG-HD)	Neighborhood Center Historic District (NCF-HD)	Neighborhood Core Historic District (NC-HD)
Lodging												
<u>Short-term Rental Unit</u>	-	C	C	C	C	C	-	C	C	C	C	C
<u>Homestay Rental (1 bedroom)</u>	-	P	P	P	P	P	-	P	P	P	P	P
Bed and Breakfast - <u>maximum of (2-5 bedrooms)</u>	-	P	P	P	P	P	-	P	P	P	P	P
Inns - <u>maximum of 12 guest rooms (6-12 bedrooms)</u>	-	-	P	-	P	P	-	-	C P	P	P	P
Hotel <u>(no room limit) (13 or more bedrooms)</u>	-	-	-	-	-	P	P	-	-	-	-	P

IV. Article 4 (Zoning Districts), Sec. 4.3 (Uses by Districts)

4.4.3 Lodging

A. Inn

1. ~~The principal building shall be the primary and permanent legal residence of the inn operator. Meals or other services provided on the premises shall only be available to residents, employees, and overnight guests of the establishment.~~

- ~~2. Guest shall be restricted to overnight and weekly stays, not exceeding seven consecutive nights, and may stay no longer than 60 days in any one calendar year.~~
- ~~3. Off-street parking areas shall be provided for guests outside of any required front yard. Stacking of more than two vehicles in a driveway is prohibited.~~
- ~~4. Screening shall be provided between adjacent residences and parking area or any outdoor eating area.~~
- ~~5. The use of exterior stairways to provide primary access to the upper floor shall be prohibited.~~

A. Short-term Rental Unit

1. As of January 1, 2021, new Short-term Rental Units are limited to one (1) per lot in the following zoning districts: Agricultural (AG), Rural Mixed-Use (RMU), Residential General (RG), Neighborhood Core (NC), General Mixed-Use (GM), Riverfront Edge Historic District (RV-HD), Neighborhood Conservation Historic District (NCV-HD), Neighborhood General Historic District (NG-HD), and Neighborhood Center Historic District (NCE-HD). This limitation shall not apply to lots within the Neighborhood Core-Historic District.
2. There shall be no visible exterior evidence that a Short-term Rental Unit use is being conducted inclusive of signage or other features of a commercial nature.
3. The Short-term Rental Unit requires a Short-term Rental Unit permit. See Chapter 6, Article V of the General Code of Ordinances of the Town of Bluffton, South Carolina.

Attachment 3

Proposed Motion – Consideration of Approval of Amendments to the Town of Bluffton Code of Ordinances Relating to Certain Lodging Use Amendments, Including Establishing Short-Term Rental Units and Homestay Rentals, Specifically to Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts and Article 9 – Definitions – Second and Final Reading

“I move to approve Second and Final Reading of Amendments to Chapter 23, Unified Development Ordinance Article 4 – Zoning Districts and Article 9 – Definitions Relating to Certain Lodging Uses, Including Establishing Short-term Rental Units and Homestay Rentals – Second and Final Reading.”

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	November 10, 2020
PROJECT:	Amendments to the Town of Bluffton Code of Ordinances Relating to Permitting for Short-Term Rental Units, Specifically to Chapter 6 – Business and Business Regulations, to Establish Article 5 – Short-term Rental Units – Second and Final Reading (Public Hearing)
PROJECT MANAGER:	Heather Colin, AICP Director of Growth Management

REQUEST: Approve Second and Final Reading (Public Hearing) of an Ordinance to amend the Town of Bluffton Code of Ordinances Relating to Permitting for Short-term Rental Units, Specifically to Chapter 6– Business and Business Regulations, to Establish Article 5 – Short-term Rental Units.

No changes were made as a result of Town Council’s approval of the Ordinance at First Reading.

BACKGROUND: This item relates to the amendments to the Unified Development Ordinance (UDO) that, in part, would establish a Short-term Rental Unit use.

The Strategic Plan for Fiscal Year 2019-20 (“Strategic Plan”) specifically identifies the need for a short-term rental policy, an initiative that falls under the Strategic Plan’s Economic Growth Focus Area. To support this effort, amendments to the Unified Development Ordinance (UDO) and General Code of Ordinances to regulate this use are proposed. The UDO will address zoning for the use, including zoning districts where Short-term Rental Units would be allowed, as well as use conditions. The General Code would create a permit process (Attachment 1-Exhibit A). Presently, this type of accommodation is allowed with a Home Occupation Permit, which does not adequately address the use.

The permit process is intended for, but is not limited to, the following:

- Mitigation of potential impacts that may arise when a dwelling unit is rented as a lodging accommodation without on-site management (e.g., a Short-term Rental Unit agent would be required and must be available to be contacted at any time by the Town and reside within a one hour drive of the property).
- Requiring a signed checklist acknowledging that certain life-safety measures will be in place such as smoke alarms, fire extinguishers and windows in each bedroom. An independent inspection of the dwelling will be required as Town staff will not conduct a home inspection.

- Requiring the permit number to be included in digital and print advertisements of the rental unit. This alerts potential renters that the advertised rental unit is legal, and it also allows the Town to distinguish rental units that may not be legally permitted.
- Informing the owner that accommodation and hospitality taxes are required to be remitted.

To initiate the process for obtaining a Short-term Rental Unit Permit, the owner or agent must submit a Short-term Rental Application. Town Staff would evaluate the application to review whether all required items have been provided and comply with the ordinance. If approved, the owner must also obtain a Town of Bluffton business license. Likewise, if the owner chooses to use an agent to manage the rental unit, the agent must also have a Town of Bluffton business license.

The application includes a "responsibilities and acknowledgements" affidavit, an inspections checklist, and a Short-term Rental Agent authorization form if the property owner will not manage the rental unit. The draft application is provided as Attachment 2. The "responsibilities and acknowledgments" affidavit is a checklist of items that the applicant must sign to acknowledge awareness and compliance with specific requirements.

Because a Short-term Rental Unit is considered to be residential construction, Town of Bluffton staff does not propose to conduct an initial inspection of the property. Instead, the owner or agent must provide a completed Life-Safety affidavit to indicate whether certain safety measures are in place, such as smoke detectors and fire extinguishers. While some communities require inspections (City of Beaufort), other do not (City of Savannah).

The Short-term Rental Unit Permit will require annual renewal. It is anticipated that renewals will occur within a specified date rather than a year from the date of the initial application. The implementation of a Short-term Rental Permit is proposed to be developed and monitored using a specific software program which will be demonstrated to Town Council at Second and Final Reading.

Violations of the permit are subject to penalties as specified in Section 6-38 of the Town of Bluffton Code of Ordinances.

PROPOSED AMENDMENTS: The proposed changes are in line with best practices and will allow Town Staff to better regulate Short-term Rental Units without creating an onerous process for current and future owners, or for Town staff.

If the Second and Final Reading is approved by Town Council it is proposed that the effective date of the ordinance be January 1, 2021. This will provide time to notify all existing Short-term Rental Unit operators that a new permitting process will be in place and that, at the time of renewal of the Home Occupation permit, a Short-term Rental Unit permit will be required instead and to come into compliance with the Ordinance. This provides time to implement the necessary software that will effectively monitor and track the permits.

TOWN COUNCIL ACTIONS: The Town Council has the authority to take the following actions with respect to this application:

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

NEXT STEPS: Should Town Council approve the First Reading of the Ordinance at the October 13, 2020 meeting, Staff will present the Second and Final Reading at the November 10, 2020 meeting.

UDO Text Amendment Procedure	Date	Complete
Step 1. Town Council Workshop	July 14, 2020	✓
Step 2. Planning Commission (Discussion Only)	September 23, 2020	✓
Step 3. Town Council – 1st Reading	October 13, 2020	✓
Step 4. Town Council Meeting – Final Reading and Public Hearing * <i>*Effective date would be January 1, 2021</i>	November 10, 2020	✓

ATTACHMENTS:

1. Presentation
2. Proposed Short-term Rental Permit Ordinance
3. Proposed Short-term Rental Application
4. Proposed Motion



Short-term Rental Unit Permit

(Public Hearing)

Presentation to Town Council

November 10, 2020

Department of Growth Management

Heather Colin, AICP, Director of Growth Management

Proposed Amendment

ATTACHMENT 1



Amendments to the Town of Bluffton Code of Ordinances Relating to
Permitting for Short-Term Rental Units, Specifically to Chapter 6 –
Business and Business Regulations, to Establish Article 5 – Short-term
Rental Units

Background



- Relates to UDO Amendments to Establish the Short-term Rental Unit Use
- Would create a specific permit and application process
- Application includes an agent authorization form (needed if owner will not manage); a life-safety checklist; a responsibilities and acknowledgement checklist of items that require compliance; and a list of items to be included with the submitted application
- Master Fee Schedule proposed to be revised to establish a permit fee (both the initial fee and a yearly renewal)
- Permit suggested to take effect January 1, 2021, if adopted

Town Council Actions

ATTACHMENT 1



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

ATTACHMENT 1



“I move to approve Second and Final Reading of Amendments to the Town of Bluffton General Code of Ordinances, Chapter 6 – Business and Business Regulations, Article 5 – Short-term Rental Units”



QUESTIONS

ORDINANCE NO. 2020 – _____

TOWN OF BLUFFTON, SOUTH CAROLINA

AN ORDINANCE AMENDING THE TOWN OF BLUFFTON'S MUNICIPAL CODE OF ORDINANCES, CHAPTER 6, BUSINESS AND BUSINESS REGULATIONS, ARTICLE V. – SHORT-TERM RENTAL UNITS, TO ESTABLISH A SHORT-TERM RENTAL UNIT PERMIT

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 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 Council desires to ensure that the integrity of residential neighborhoods is not compromised; minimum life-safety measures are provided; property management is in place and responsive; licenses, permits and taxes are identified; violations specified and penalties established; and,

WHEREAS, the Town Council desires to establish a permitting process for Short-term Rental Units; and,

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 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 6 – Business and Business Regulations, Article V. – Short-term Rental Units 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 on January 1, 2021.

ATTACHMENT 2

DONE, RATIFIED AND ENACTED this _____ day of _____, 2020.

This Ordinance was read and passed at first reading on _____, 2020.

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 _____, 2020.

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 _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Kimberly Chapman
Town Clerk, Town of Bluffton, South Carolina

EXHIBIT A

Chapter 6. Business and Business Regulations.

Article V. Short-term Rental Units.

Sec. 6-100. - Purpose and intent.

It is the purpose of this article to establish uniform regulations for the operation of Short-term Rental Units; to protect the public health, safety and general welfare of individuals and the community at large; to provide reasonable means to mitigate potential impacts that may be created by occupancy of Short-term Rental Units; and, to establish appropriate regulations to protect the integrity of residential neighborhoods.

Sec. 6-101. - Definitions.

- (a) **Short-term Rental Unit.** A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive days.
- (b) **Short-term Rental Unit Agent.** A natural person designated by the owner of a Short-term Rental Unit on the Short-term Rental Unit permit application who can perform the duties described within this Article.
- (c) **Transient Guest.** A person who provides remuneration for lodging at a place other than his/her principal place of residence for a period of less than 30 consecutive days.

Sec. 6-102. – Permitted locations.

- (a) Short-term Rental Units shall be permitted in zoning districts as provided in Section 4.4.3 of the Unified Development Ordinance, as defined in Chapter 23 of the Code of Ordinances for the Town of Bluffton.
- (b) Within Planned Unit Development zoning districts, Short-term Rental Units may be permitted subject to any development agreements, deed restrictions, covenants, rules and regulations of a homeowners or property owners association, or other such restrictions.

Sec. 6-103. - Short-term Rental Unit permit required.

No person shall rent, lease or otherwise exchange for compensation a residential dwelling unit as Short-term Rental Unit, as defined in Section 6-101, without first obtaining a Short-term Rental Unit permit.

Sec. 6-104. - Application for Short-term Rental Unit permit.

Applicants for a Short-term Rental Unit permit shall submit an initial application for a Short-term Rental Unit permit, to be renewed annually. The application shall be furnished on a form prepared by the Town of Bluffton accompanied by a non-refundable application fee as set forth in the Town's Master Fee Schedule.

Sec. 6-105. - Short-term Rental Unit agent and duties.

- (a) The owner of a Short-term Rental Unit shall designate a Short-term Rental Unit agent on its application for a Short-term Rental Unit permit. A property owner may serve as the Short-term Rental Unit agent or, alternatively, the property owner may designate a natural person as his or her agent who is at least 18 years of age or older.
- (b) The Short-term Rental Unit agent must be able to perform the following duties:
 - (1) Ensure that the Short-term Rental Unit until is properly maintained and regularly inspected for compliance with applicable zoning, building, health, life safety code provisions and this Article.
 - (2) Be available at a listed phone number twenty-four (24) hours a day, seven (7) days a week to handle any problems arising from use of the Short-term Rental Unit;
 - (3) Travel to the premises of any Short-term Rental Unit within one (1) hour following notification by the Town of issues related to the use or occupancy of the premises. This includes, but is not limited to, notification from the Town that occupants of the Short-term Rental Unit have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of the Town of Bluffton Code of Ordinances or other applicable law. This is not intended to impose a duty to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation;
 - (4) Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
 - (5) Be able to produce copies of the executed rental or lease agreement for current occupants as needed.
- (c) To change the designated agent, the owner shall notify the Town of Bluffton in writing of the new agent's identity, together with all information regarding such person as required by the applicable provisions of this Article within five (5) days of the change.

Sec. 6-106. - Grant or denial of application.

- (a) Review of a Short-term Rental Unit application shall be conducted in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this Article, or otherwise fails to demonstrate the ability to comply with local, state or federal law. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications.
- (b) All of-record property owners adjacent to a proposed Short-term Rental Unit shall be notified of the use prior to the issuance of an initial Short-term Rental Unit permit. Notification shall be issued by the Short-term Rental Unit owner or agent and proof of notification provided to the Town in the form of an affidavit. The notification to the property owners shall include:
 - (1) Street address of the proposed Short-term Rental Unit rental;

- (2) Name of the property owner(s); and
- (3) Name of Short-term Rental Unit agent and contact information.

Sec. 6-107. – Posting of Short-term Rental Unit permit and information on premises.

Inside the Short-term Rental Unit, the following shall be posted in a conspicuous place:

- (a) A legible copy of the Short-term Rental Unit permit.
- (b) A legible copy of transient guest information to include the following:
 - (1) The name, address, telephone number(s) and email address of the Short-term Rental Unit agent;
 - (2) The location of required parking spaces;
 - (3) Emergency numbers for the local police and fire departments;
 - (4) The schedule of solid waste and recycling pick-up;
 - (5) The permit number assigned by the Town;
 - (6) A statement that the occupant(s) agree to abide by the requirements of this Article, any other Town of Bluffton ordinances and acknowledgement that his or her rights under the agreement may not be transferred or assigned to anyone else; and,
 - (7) A statement that the Town has a Noise Control ordinance (Chapter 12, Article III) that will be enforced, that any sound that could be reasonably expected to create a nuisance or cause disturbance to the peace and enjoyment of neighboring properties will not be permitted and that “quiet hours” are between 10:00 p.m. and 7:00 a.m.

Sec. 6-108. – Advertising.

The Short-term Rental Unit permit number assigned to an individual Short-term Rental Unit must be published in every print and digital advertisement for the Short-term Rental Unit.

Sec. 6-109. – Inspections.

Short-term Rental Units must be properly maintained and regularly inspected by the owner or short-term rental agent to ensure continued compliance with applicable zoning, building, health and life-safety code provisions.

Sec. 6-110. – Violations and penalties.

- (a) Violations. It shall be a violation of this Article to:
 - (1) Operate a Short-term Rental Unit without complying with the requirements of this Article and the Town Code of Ordinances;
 - (2) Advertise a residential dwelling as being available for a Short-term Rental Unit without first complying with the requirements of this Article, including applying for and obtaining a Short-term Rental Unit permit;
 - (3) Operate a Short-term Rental Unit that has received two or more notifications of violations during any one-year permit period.

1. When there is a change of ownership, the number of allowable notices and violations shall be reset upon the issuance of a new Short-term Rental Unit permit.

(b) Failure of the Short-term Rental Unit agent to timely appear to two (2) or more complaints regarding violations may be grounds for penalties including but not limited to, revocation of the permit as set forth in this Article

Sec. 6-111. – Licenses, permits and tax verification forms required.

- (a) No person shall rent or lease a dwelling unit as a Short-term Rental Unit as defined without initially and on a continuing basis:
- (1) Obtaining a Short-term Rental Unit permit from the Town of Bluffton;
 - (2) Providing proof of a business license from the Town of Bluffton; and,
 - (3) Paying all applicable fees and taxes.

Sec. 6-112. – Renewals and modifications.

- (a) **Renewals.** All Short-term Rental Unit permit holders must apply annually for renewal of the registration permit.
- (b) **Modifications.** An application for a modification of a Short-term Rental Unit permit is necessary when:
- (1) When the Short-term Rental Unit agent changes.

Sec. 6-113. – 6-119. Reserved.



SHORT-TERM RENTAL UNIT PERMIT APPLICATION INFORMATION AND GUIDELINES

A Short-term Rental Unit Permit (Permit), as required by Chapter 6, Article V of the Town of Bluffton Code of Ordinances, must be obtained prior to advertising, leasing or operating any dwelling unit as a Short-term Rental Unit (as defined below). To be processed, a Short-term Rental Unit Permit application must be completed in full, with all required supplemental information completed and attached with the submission. A separate application is required for each Short-term Rental Unit. *Note: Apply for a Home Occupation Permit if you intend to operate a Bed and Breakfast Homestay—the leasing of one bedroom within your home for less than 30 days.*

GENERAL INFORMATION

- a. For each dwelling unit to be rented, including accessory dwelling units, an initial application is required to register the unit and obtain a Permit; annual renewal of the Permit is also required.
- b. A Permit is nontransferable; a change of ownership of the Short-term Rental Unit shall require the new owner to obtain a new Short-term Rental Unit permit.

DEFINITIONS

- a. **Short-term Rental Unit:** A dwelling unit, principal or accessory, that is rented in its entirety to Transient Guests for less than 30 consecutive days.
- b. **Transient Guest:** A person who provides remuneration for lodging at a place other than his/her principal place of residence for a period of less than 30 consecutive days.

LOCATION AND CONDITIONS

- a. A maximum of one (1) Short-term Rental Unit is permitted per lot in the following zoning districts: Rural Mixed-Use (RMU), Residential General (RG), Neighborhood Core (NC), General Mixed-Use (GM), Riverfront Edge Historic District (RV-HD), Neighborhood Conservation Historic District (NCV-HD), Neighborhood General Historic District (NG-HD), and Neighborhood Center Historic District (NCE-HD) after [date the amendment is effective]. This limitation shall not apply to lots within the Neighborhood Core-Historic District and shall comply with the Unified Development Ordinance and Chapter 6, Article V of the Code of Ordinances.
- b. Off-street parking shall be provided at a ratio of one (1) parking space per bedroom. Vehicles shall not block sidewalks.

RESPONSIBILITIES

The property owner or the Short-term Rental Unit agent designated by the property owner shall serve as the primary contact. A short-term rental agent who is not the property owner must obtain a Town of Bluffton business license. In the event of complaints, emergencies, maintenance or general property manager the primary contact will be contacted. The primary contact must be at least 18 years of age or older and must be able to perform the duties listed below:

1. Be available twenty-four (24) hours a day, seven (7) days a week at the phone number(s) listed on the application;
2. Be willing and able to come to the Short-term Rental Unit property within one (1) hour following notification to address issues related to the property;
3. Be authorized to receive service of any legal notice on behalf of the owner for violations of the Town of Bluffton General Code of Ordinances and/or the Unified Development Ordinance;
4. Be able to produce copies of the executed rental or lease agreement for current occupants as needed; and
5. Monitor the Short-term Rental Unit at least once weekly to ensure compliance with the ordinance.



SHORT-TERM RENTAL UNIT PERMIT APPLICATION INFORMATION AND GUIDELINES (CONTINUED)

LICENSES, PERMITS, AND TAX RECEIPTS REQUIRED:

No person shall rent or lease a dwelling unit as a Short-term Rental Unit without initially and on a continuing basis:

1. Demonstrating proof of ownership;
2. Obtaining a Short-term Rental Unit permit from the Town of Bluffton;
3. Obtaining a business license from the Town of Bluffton (owner);
4. If the short-term rental agent is not the owner, the rental agent shall also obtain a business license from the Town.
5. Initial the Short-term Rental Unit Checklist;
6. Providing a Property Owners Responsibilities and Acknowledgement Affidavit;
7. Providing a notice to adjacent property owners Affidavit;
8. Submitting Accommodations Tax (ATAX), as applicable;
9. If the property is within a Planned Unit Development District, a letter of approval from the HOA or POA.

RENEWALS, TRANSFERS, AND MODIFICATIONS:

a. Renewals

All Short-term Rental Unit permit holders must apply annually for renewal of the Short-term Rental Unit permit by {Still to be Determined} of each year. If no changes to the dwelling unit have occurred since the issuance of the most recent permit, no additional documentation is required to accompany the permit application.

b. Transfers

The sale or transfer of ownership of any Short-term Rental Unit property for which a permit has been issued shall immediately nullify that permit. To continue the operation, the new owner will be required to submit an initial application.

c. Modifications

A change in the Short-term Rental agent, an increase in the number of bedrooms or decrease in the number of required parking spaces shall not occur without approval of a new permit by the Town of Bluffton.

LIFE-SAFETY CHECKLIST:

- a. The Applicant will initial the Short-term Rental Unit Checklist in the permit application.
- b. The Town of Bluffton will not perform a building inspection of the Short-term Rental Unit; however, you are encouraged to have an independent inspection prior to the initial leasing of the unit, including deck, balcony and dock inspections, as applicable.

PERMIT & GUEST INFORMATION POSTING REQUIREMENT

The following documents must be posted in the Short-term Rental Unit in a conspicuous location (e.g., back of door of the main entrance, refrigerator):

- a. A copy of the Short-Term Unit Rental Permit;
- b. A "Guest Information" document that includes the following:
 1. The name, address, telephone number(s) and email address of the of the Short-term Rental Unit Agent;
 2. The business license number assigned by the Town;
 3. The maximum occupancy of the Short-term Rental Unit;
 4. The location of required parking spaces;
 5. Emergency numbers for local police and fire; and
 6. The schedule of solid waste and recycling pick-up.
 7. The location of the nearest hospital.
 8. A statement that that any sound that could be reasonably expected to create a nuisance or cause disturbance to the peace and enjoyment of neighboring properties will not be permitted and that "quiet hours" are between 10:00 p.m. and 7:00 a.m. The Town of Bluffton will enforce its Noise Control Ordinance.



SHORT-TERM RENTAL UNIT PERMIT APPLICATION

To be processed, this Short-term Rental Unit Permit application must be completed in full, with all required supplemental information completed and attached with the submission. A Short-term Rental Unit Permit must be approved and issued prior to advertising, leasing or operating any dwelling unit as a Short-term Rental Unit. Failure to comply will cause an application to be denied if it has been submitted but not approved; further, it will prevent any future applications for the same property from being reviewed by the Town of Bluffton for a year from the date of the initial denial.

TYPE OF APPLICATION

INITIAL _____ RENEWAL _____ MODIFICATION _____

SHORT-TERM RENTAL UNIT FEES	FEE
Initial Registration	
Annual Renewal of Registration	
Registration Permit Modification (new rental agent, more occupants or bedrooms)	

PROPERTY INFORMATION

Physical Street Address _____

Property Identification Number _____

Zoning District _____ Type of Dwelling Unit _____ No. of Bedrooms _____

PROPERTY OWNER INFORMATION

Property Owner Name* _____ Business Name _____

Mailing Address (Street) _____

City _____ State _____ Zip Code _____

Phone Number (Primary) _____ Phone Number (Secondary) _____

E-Mail _____

** If owner(s) is/are not a natural person, identify all partners, officers and/or directors of any such entity, including personal contact information. Attach separate sheet, if necessary.*

LICENSED RENTAL AGENT INFORMATION

Agent Name _____ Business Name _____

Mailing Address (Street) _____

City _____ State _____ Zip Code _____

Phone Number (Primary) _____ Phone Number (Secondary) _____

E-Mail _____

REQUIRED DOCUMENTATION	APPLICANT INITIALS
Short-term Rental Unit Permit Application with Fee	
Property Owner Responsibilities Acknowledgement	
Short-term Rental Unit Checklist	
Short-term Rental Agent Affidavit (if applicable)	
Copy of "Guest Information" Document	
Approval from HOA, POA or Condominium Association, if applicable, on Letterhead	

I certify that the provisions and regulations set forth in the Town of Bluffton Code of Ordinances and Unified Development Ordinance shall be met.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

This application shall bear the signature of all owner(s) and the authorized licensed rental agent, if any. Licensed rental agents authorized by a property owner(s) are required to complete the Property Owner Authorization Form and sign the Property Owner Responsibilities and Acknowledgements Affidavit.

Property Owner Signature

Licensed Agent Signature

Printed Name of Property Owner

Printed Name of Licensed Agent

By signing this document, I hereby acknowledge that I have read and understand the responsibilities regarding the operation of a Short-term Rental Unit on this _____ day of _____, 20_____.

Property Owner Signature

Printed Name of Property Owner

Application **DRAFT**

STATE OF SOUTH CAROLINA, COUNTY OF _____:

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____

by _____ herein by himself/herself.

NOTARY PUBLIC, STATE OF SOUTH CAROLINA

Print Name: _____

Personally Known/Identification: _____

[Affix Notary Seal Above]

SHORT-TERM RENTAL UNIT OWNER
RESPONSIBILITIES AND ACKNOWLEDGEMENTS AFFIDAVIT

I, _____, hereby certify and acknowledge by my initials next to each item below, and by my signature on the Short-term Rental Unit Permit Application, that:

GENERAL

- _____ I have answered and/or confirmed all information required by the Short-term Rental Unit Permit application and provided required supplemental information. Further, I understand that any approval issued based on incorrect, false or misrepresented information may be null and void and may be subject to penalty as provided by law.
- _____ I have reviewed the Short-term Rental Unit Permit; Unified Development Ordinance; and, Chapter 6, Article V (*Short-term Rental Unit*) and understand and will comply with the requirements.
- _____ I confirm that the Short-term Rental Unit use is not prohibited by any agreements, covenants, rules and regulations, declarations or other restrictions.
- _____ I acknowledge that the permit number assigned to the Short-term Rental Unit must appear in any advertisement of the rental unit.
- _____ I will maintain initial and ongoing compliance with the Short-term Rental Unit Standards contained in the Unified Development Ordinance and Chapter 6, Article V of the General Code of the Town of Bluffton, as may be amended, and all other applicable local, state and federal laws, regulations and standards as may be applicable and amended.

LICENSING, INSURANCE, TAXES

- _____ I acknowledge that operation of a Short-term Rental Unit is subject to local, county and state taxes, including but not limited to property, sales, use, and accommodations taxes, and are liable for the payment thereof as established by state law and the Town of Bluffton Code of Ordinances. The local accommodations tax must be transmitted to the Town in accordance with Sec. 24-23.
- _____ I understand that I am aware that if my property is qualified for the 4% Legal Residence exemption, the use of the property as a Short-term Rental Unit must be reported to the Beaufort County Assessor in writing within six (6) months of the change in use or beginning of the use. Use of the property for a Short-term Rental Unit may result in the full or partial loss of the 4% Legal Residence exemption or may result in the denial of that exemption for a pending application.

LIFE-SAFETY

- _____ I acknowledge that the Town of Bluffton will not perform a building inspection of the Short-term Rental Unit.
- _____ I have provided a Short-term Residential Unit Checklist.
- _____ I understand that construction work, including but not limited to renovations and alterations, may require a building permit prior to commencing construction, and that I will contact the Town of Bluffton to confirm whether a permit is required.

TRANSIENT GUEST INFORMATION & CONDUCT

- _____ I agree to use my best efforts to assure that use of the Short-term Rental Unit and the premises by transient guests will not disrupt the surrounding neighborhood nor interfere with the rights of neighboring property owners to the quiet enjoyment of their property.
- _____ I agree to post a copy of the Short-term Rental Unit Permit and Guest Information Sheet in the Short-term Rental Unit in a conspicuous place and update information as needed.
- _____ I understand that the Short-term Rental Unit is to be used by transient guests only for a lodging accommodation.
- _____ I must keep a transient guest register to include the name(s), address, date of occupancy and other contact information for each signatory on the rental agreement.
- _____ I am aware that penalties may be assessed for violations by tenants as described in Chapter 18 Offences and Miscellaneous Provisions of the Town of Bluffton Code of Ordinances.
- _____ I will maintain compliance with the Short-term Rental Unit Standards contained in the Unified Development Ordinance and Chapter 6, Article V of the General Code of the Town of Bluffton, as may be amended, and all other applicable local, state and federal laws, regulations and standards as may be applicable and amended.

SHORT-TERM RENTAL UNIT CHECKLIST

This checklist must be completed for the initial and renewal applications. All items below, must be provided before the Town will issue the permit.

REQUIREMENTS	APPLICANT INITIALS
Smoke detector in each bedroom	
At least one smoke detector on each floor	
At least one carbon monoxide (CO) detector on each floor	
Each bedroom must have a window that meets requirements for emergency egress	
A functioning fire extinguisher	
Address numbers posted, and visible from the street	

SHORT-TERM RENTAL UNIT AGENT AUTHORIZATION

I, _____, hereby designate _____
Name of Short-term Rental Unit Owner Name of Short-term Rental Unit Agent

to serve as the Responsible Party with regards to the following duties and responsibilities relating to the management of my Short-term Rental Unit located at _____. The Short-term Rental Unit Agent is charged with maintaining good relations between transient guests, neighbors and the Town of Bluffton.

As the Short-term Rental Unit Agent, I, _____, certify and acknowledge by my initials below, and by my signature on the Short-term Rental Unit Permit Application, that:

- _____ I am at least 18 years of age.
- _____ I will be able to arrive on the premises within one (1) hour of notification by the Town of Bluffton or any emergency agency.
- _____ If I am temporarily unavailable to travel to the Short-term Rental Unit property within an hour, I will notify the Town of an alternate contact who can be at the property within an hour of notification by the Town of Bluffton or any emergency agency.

Attachment 4

Proposed Motion – Consideration of Approval of Amendments to the Town of Bluffton General Code of Ordinances Relating to Permitting for Short-term Rental Units, Specifically to Chapter 6 – Business and Business Regulations, Article 5 – Short-term Rental Units – Second and Final Reading

“I move to approve Second and Final Reading of Amendments to the Town of Bluffton General Code of Ordinances, Chapter 6 – Business and Business Regulations, Article 5 – Short-term Rental Units”

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



MEETING DATE:	November 10, 2020
PROJECT:	Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the Addition of Short-Term Rental Revenue per the Master Fee Schedule – Second Reading
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance & Administration

RECOMMENDATION: Town Council consider the approval of the proposed ordinance amending the FY 2021 budget and Master Fee Schedule increasing the General Fund budget by \$28,000 and amending the Master Fee Schedule to set the Annual Short Term Rental fee at \$325 as mentioned in the Consideration of Amendments to the Town of Bluffton Code of Ordinances Chapter 6 – Businesses and Business Regulations, Article V. Short Term Rental Units to Add Short-Term Rental Units and Bed and Breakfast Homestays and to establish a Certification Process for Short Term Rental Units.

BACKGROUND: The Town of Bluffton anticipates additional FY 2021 revenue of \$55,250 from the annual Short-Term rental fee. A portion of this revenue will be used for the estimated \$28,000 annual fee for compliance service to track and monitor short term rentals within Bluffton and manage registration and fee payments. The additional \$27,250 of revenue will replace the previously budgeted use of fund balance.

No changes since first reading October 13, 2020.

ATTACHMENTS:

1. Short Term Rental (STR) Fee and Compliance Presentation
2. Ordinance
 - Attachment A: General Fund Budget
 - Attachment B: Consolidated Budget
 - Attachment C: Master Fee Schedule
3. Council Motion Recommendation

bluffton

HEART OF THE LOWCOUNTRY

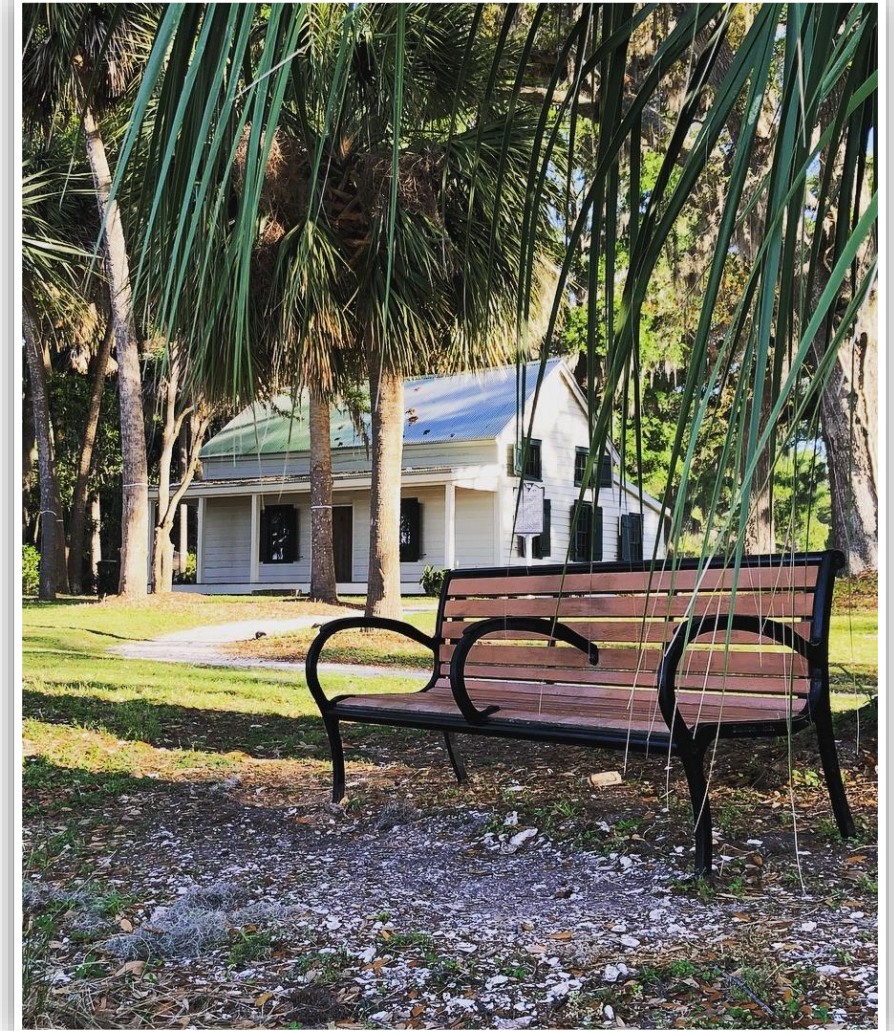
SHORT TERM RENTAL (STR) FEE AND COMPLIANCE

10/13/2020

STR Fee & Compliance

Presentation Overview

- Current Requirements
- Number of Short-Term Rental (STR) Properties
- Proposed Registration Fee
- Cost Benefit Analysis
- Compliance – Challenges and Opportunities
- Proposed Budget and Master Fee schedule Amendment



Business License

- Each STR property must have a Business License

Accommodations Taxes

- If the homeowner lives on the property and it is more than five bedrooms or if the owner does not live on the property, ATax is required to be collected and remitted for reservations less than 90 consecutive days.

STR Fee & Compliance

How many Short-Term Rentals are in Bluffton?



- Current # of Properties with a Business License = 74
- Vendor Identified Potential STR units within the ToB = 182

STR Fee & Compliance

Proposed Fee Amount & Peer Comparison



Proposed STR Annual Registration Fee = \$325

**Based on average nightly rate within the Town of Bluffton*

Comparison to Other Town Business License Fees:

- Mobile Vending Permit = \$400

Comparison to Other SC Towns:

- Charleston = \$265 (registration & inspection)
- Mount Pleasant = \$250
- City of Beaufort = \$150 (registration & inspection), \$1,000 for “post-facto” applications
- Isle of Palms = \$350

STR Fee & Compliance

Business Case



Revenue

Estimated STR Registration Fee Revenue	\$ 55,250
Current STR Business License Revenue	7,197
Estimated Potential Business License Revenue	14,768
Potential Net Increase in Business License Revenue	\$ 7,571
Total Estimated Increase in Revenue	\$ 62,821

Cost

Annual Compliance Management (approximately)	28,000
Staff Time Cost	6,250
Total Estimated Cost	\$ 34,250
<u>Net Benefit (cost)</u>	<u>\$ 28,572</u>

Notes:

- Estimated Revenue based on 170 registered units.
- Registration revenue could range from \$24,000 – \$59,000 in year one.

STR Fee & Compliance

Compliance Monitoring Challenges



- Properties listed across dozens of online platforms
- Listings are added, changed or removed constantly
- Listing details vary making it difficult to locate exact location, property information and property owners
- Difficult to accurately identify how often properties are rented and for how much to verify tax collections
- Vacation rental platforms do not provide detailed data

STR Fee & Compliance

Vendor Managed Compliance



1. Mobile/Web Enabled Registration and Tax Collection
 - Electronically capture documentation and payments customized to Town Ordinance requirements
2. Address Identification
 - Automated monitoring of over 50 STR websites.
3. Compliance Monitoring
 - Ongoing monitoring of permit and licensing compliance and outreach to non-compliant operators within Bluffton.
4. Rental Activity Monitoring
 - Monitors and capture rental activity and data to support tax compliance and enforcement.

STR Fee & Compliance

Budget Amendment and Master Fee Schedule



Budget Amendment

GENERAL FUND
Revenues and Other Sources
Revenues
Business License
Other Sources
Prior Year Fund Balance
Total Revenues and Other Sources

Expenditures and Other Uses
Expenditures
Finance
Total Expenditures and Other Uses

\$	55,250
\$	(27,250)
\$	28,000
\$	28,000

Master Fee Schedule Change

Section III – Business License Fees

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Fee	\$400
Annual Short-Term Rental Fee	Paid Annually in addition to Business License Fee	\$325

STR Fee & Compliance

Recommended Motion



“I make a motion to approve the Second Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the addition of Short-Term Rental revenue per the Master Fee Schedule”

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2020-
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

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 General Fund to reflect revenue and expenditures associated with the implementation of the short-term rental fee; and

WHEREAS, pursuant to Section 5 of said ordinance, the Town Council is desirous of adding to the Master Fee Schedule an Annual Short-Term Rental Fee of \$325 to Section III Business License Fees referenced in Municipal Code Chapter 6 Article V; 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

Business License	\$ 55,250
------------------	-----------

Other Sources

Prior Year Fund Balance	\$ (27,250)
-------------------------	-------------

Total Revenues and Other Sources	<u>\$ 28,000</u>
----------------------------------	------------------

Expenditures and Other Uses

Expenditures

Finance	\$ 28,000
---------	-----------

Total Expenditures and Other Uses	<u>\$ 28,000</u>
-----------------------------------	------------------

The effect of this amendment will be to increase the General Fund to \$19,492,476 (Attachment A). The Stormwater Utility Fund remains at \$2,445,831, the Capital Improvements Program Fund remains at \$11,619,161 and the Debt Service Fund remains at \$4,021,711 for a total Consolidated Budget of \$37,579,179 (Attachment B).

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 _____, 2020.**

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk
Town of Bluffton, South Carolina

First Reading: October 13, 2020
Second Reading: November 10, 2020

Attachments:

- A. General Fund Budget
- B. Consolidated Fund Budget
- C. Master Fee Schedule



**Town of Bluffton
General Fund Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Budget Amendment #2	Proposed FY 2021 Budget
Revenues				
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	-	-	138,000
Total Revenues	17,880,115	-	55,250	17,935,365
Other Financing Sources				
Transfers In	1,482,900	101,461	(27,250)	1,557,111
Total Other Financing Sources & Tranfers In	1,482,900	101,461	(27,250)	1,557,111
Total Revenues and Other Financing Sources	\$ 19,363,015	\$ 101,461	\$ 28,000	\$ 19,492,476
Expenditures				
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	-	-	7,102,892
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
Total Expenditures	19,305,015	-	28,000	19,333,015
Other Financing Uses				
Transfers Out to Capital Improvements Program Fund	58,000	101,461	-	159,461
Total Transfers	58,000	101,461	-	159,461
Total Expenditures and Other Financing Uses	\$ 19,363,015	\$ 101,461	\$ 28,000	\$ 19,492,476



**Town of Bluffton
Consolidated Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Budget Amendment #2	Proposed FY 2021 Budget
Revenues				
General Fund	\$ 19,363,015	\$ 101,461	\$ 28,000	\$ 19,492,476
Stormwater Fund	2,043,817	402,014	-	2,445,831
CIP Fund	9,185,407	2,433,754	-	11,619,161
Debt Service Fund	3,631,628	390,083	-	4,021,711
Total Revenues	\$ 34,223,867	\$ 3,327,312	\$ 28,000	\$ 37,579,179
Expenditures				
General Fund	\$ 19,363,015	\$ 101,461	\$ 28,000	\$ 19,492,476
Stormwater Fund	2,043,817	402,014	-	2,445,831
CIP Fund	9,185,407	2,433,754	-	11,619,161
Debt Service Fund	3,631,628	390,083	-	4,021,711
Total Expenditures	\$ 34,223,867	\$ 3,327,312	\$ 28,000	\$ 37,579,179

Master Fee Schedule – FY2021

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees Proposed Short Term Rental Fee
Section IV	Facility Rental Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Storm Water Management Fees

Master Fee Schedule – FY2021

Section I – Miscellaneous Fees

Item/Description	Basis	Fee
Printing, Reproduction, Documents		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$ 0.20
Color Photocopies	Per Page	\$ 0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$ 0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$ 6.00
CD Copy	Per Disc	\$ 5.00
Staff Time making copies (no less than a 30 minute charge)	Per Hour	\$ 25.00
Election Fees		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
Finance Fees		
NSF Returned Check Fee	Per Check	\$ 30.00
Old Town Business Directional Sign Fees		
Sign Production & Installation	Per Sign	At Cost

Section II – Police Department Fees

Item/Description	Basis	Fee
Police Services		
Off-Duty Police Officer	Per Hour, Per Officer	\$52.50
Police Reports, Photocopies & Records		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$ 5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$ 10.00 \$.25
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
	CD/DVD	\$ 5.00
Police Permits		
Precious Metal Permit	Allowed by State Law	\$ 50.00

Section III – Business License Fees

Item/Description	Basis	Fee
Taxation Fees		
Hospitality Tax Fees	Per Quarter or Month	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

Master Fee Schedule – FY2021

Section III – Business License Fees (continued)

Rate Class	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	\$ 50.00	\$ 10,000.00	\$ 1.00
2	\$ 50.00	\$ 10,000.00	\$ 1.20
3	\$ 50.00	\$ 10,000.00	\$ 1.40
4	\$ 50.00	\$ 10,000.00	\$ 1.60
5	\$ 50.00	\$ 10,000.00	\$ 1.80
6	\$ 50.00	\$ 10,000.00	\$ 2.00
7	\$ 50.00	\$ 10,000.00	\$ 2.20
8.1	\$ 50.00	\$ 10,000.00	\$ 1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.4B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.5	\$ 50.00	\$ 10,000.00	\$ 1.00
8.6	\$ 30.00	\$ 10,000.00	\$ 1.00
8.7	MASC Insurance		
8.81	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.82	\$ 50.00	\$ 10,000.00	\$ 1.00
8.83	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.9A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9C	\$ 50.00	\$ 10,000.00	\$ 2.20
Non Profit	N/A	N/A	N/A

NON-RESIDENT RATES

Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Fee	\$400
Annual Short-Term Rental Fee	Paid Annually in addition to Business License Fee	\$325

Master Fee Schedule – FY2021

Section III – Business License Fees

Special Events

Item/Description	Basis	Fee
Special Event Application Fee	<ul style="list-style-type: none"> Per Application; or, Per quarter if event is held more than twice a quarter 	\$ 50.00
Special Event Permit Fee	Paid by Special Event Sponsor	\$10.00
Special Event Unlicensed Vendor Fee	Per Unlicensed Vendor Paid by Sponsor	\$10.00

Section IV – Facility Rental Fees

General

Item/Description	Basis	Fee
Reservation Request (Non-Refundable)	Per Facility	\$25.00
Non-Resident Surcharge	Percentage of Rental Fee	25%
Bluffton Police Department Officer	Per Hour	\$52.50
Lost Key	Each	\$25.00
Lost Pass Card	Each	\$25.00
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. Upon approval of a facility rental request, the Reservation Request fee shall be applied towards the applicable facility rental fees. 		

Master Fee Schedule – FY2021

Section IV – Facility Rental Fees (continued)

Rotary Community Center

Item/Description	Basis	Fee
Private Event Rental		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Non-Profit Rental		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Meeting Rental		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start. 		

Field of Dreams

Item/Description	Basis	Fee
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes:		
<ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized. 		

Master Fee Schedule – FY2021

Section IV – Facility Rental Fees (continued)

Oyster Factory Park

Item/Description	Basis	Fee
Reservation of Park East of Wharf Street		
Rental Fee	Per Day	\$300.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$75.00
Security Deposit	Per Rental	\$100.00
Reservation of Park West of Wharf Street		
Rental Fee	Per Day	\$100.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized. 		

Martin Family Park and Public Park @ Buckwalter Place Commerce Park

Item/Description	Basis	Fee
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes:		
<ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized. 		

Master Fee Schedule – FY2021

Section V – IT/GIS Department Fees

Item/Description	Basis	Fee
GIS Mapping Services – Existing Maps		
11" X 17" (Tabloid Size) Printed and Trimmed	Per Map	\$ 10.00
34" X 44" (E-Size) Printed and Trimmed	Per Map	\$ 25.00
GIS Mapping Services – Custom Maps		
GIS Data Set Requests	Per Request	\$ 30.00
Anything up to Size 34" X 44" (E-Size) Printed and Trimmed	Per Hour	\$ 35.00
Bluffton Street and Address Atlas		
79 Double Sided 11" X 17" Bound Pages	Per Book	\$100.00

Section VI – Growth Management Fees

Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$ 35.00
	\$2,001 - \$3,000	\$ 38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$ 35.00
	\$1,001 - \$2,000	\$ 70.00
	\$2,001 - \$3,000	\$ 77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Residential Plans Check Fee	Each	50% of permit fee (non-refundable)

Master Fee Schedule – FY2021

Section VI – Growth Management Fees (continued)

Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
Application Fees		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
Manufactured Homes	Each	\$ 25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$ 50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$ 50.00
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00
Safety Inspection	Each	\$100.00
Residential Plan Remarking	Each	\$ 50.00
Commercial Plan Remarking	Each	50% of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2
Additional Notes: <ul style="list-style-type: none"> • Waiver of Fees. <ul style="list-style-type: none"> ○ Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver. ○ Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed. ○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Master Fee Schedule – FY2021

Section VI – Growth Management Fees (continued)

Building Safety Fees (Additional Notes continued)

- Plan checking fees.
 - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75) percent of the building or miscellaneous permit fee.
 - Residential (Single Family) Plan Check Fees are required for all permits that require a plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee.
 - A fee of fifty dollars (\$50.00) shall be charged for all remarking/rechecking of single family plans. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
- Residential HVAC change out permits do not include duct work.

Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.

Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00

Master Fee Schedule – FY2021

Section VI – Growth Management Fees (continued)

Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town. Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing. In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study. Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary. 		

Master Fee Schedule – FY2021

Section VI – Growth Management Fees (continued)

Developmental Agreement Fees

Item/Description	Basis	Fee
Bluffton Village Commercial, Retail, and Multi-Family Space Individual Dwelling Units Dependency Units Boat Ramp Fee (per dwelling units)	Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$25.00
Buckwalter Single Family Residential (SFR) Affordable Housing SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III Boat Ramp Fee (per dwelling units)	Each Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
Jones Estate Single Family Residential(SFR) Affordable Housing < \$124,000 SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge Boat Ramp Fee (per dwelling units)	Each Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
Schultz Tract, New Riverside, Palmetto Bluff Single Family Residential (SFR) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	Each Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00

Master Fee Schedule – FY2021

Section VI – Growth Management Fees (continued)

Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
Village at Verdier Plantation		
Single Family Residential (SFR) < 1,800 sq. ft.		Fee Per Development Agreement
SFR 1,801 – 2,400 sq. ft.		Fee Per Development Agreement
SFR 2,401 – 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Factor	Fee
Administrative Fee		\$5.00
Impervious Area Units (IA)		\$85.00
Tier 1 – Single Family Unit ≤ 2,521 sq. ft.	0.50	
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	
Tier 3 – Single Family Unit ≥ 7,266 sq. ft.	1.50	
Mobile Homes	0.36	
Apartments	0.39	
Townhouses	0.60	
Condominiums	0.27	
Commercial (Impervious Area – IA; Square Feet – SF)	IA * 4,906 SF	
Gross Area Charge (GA)		\$25.00
First 2 acres	1.00	
For every acre above 2 acres and up to 10 acres	0.50	
For every acre above 10 acres and up to 100 acres	0.40	
For every acre above 100 acres	0.30	
Town of Bluffton SWU		\$115.00
The formula is as follows:		
Calculation of Tier 1 Single Family Units on less than 2 acres:		
$\$85 * .5 = \$42.50 + \$25.00 + \$5.00 = \$72.50$		
Calculation Example of Tier 3 Single Family Unit with GA of 7 acres:		
$\$127.50 + 25.00 + ((7-2) \times .5 \times 25 = 62.50) + 5.00 = \215.00		
Non-residential properties are charged the same rate as residential properties.		
Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.		

Master Fee Schedule – FY2021

Section VII – Stormwater Management Fee (continued)

National Pollutant Discharge Elimination System (NPDES) Fees

Item/Description	Fee
Stormwater Plan Review Fee	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)	\$250.00 (\$5,000 max)
Stormwater Plan Amendment/Resubmittal Fee	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)	\$150.00 (\$2,500 max)

National Pollutant Discharge Elimination System (NPDES) Inspection Fees

Item/Description	# of Acres	Fee
Erosion Control Inspection & Re-Inspection Fees		
Residential <1 acre (not part of subdivision)		\$25.00/inspection
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 4.01-10 acres 10.01+ acres	\$150.00/inspection \$250.00/inspection \$350.00/inspection \$450.00/inspection
Re-Inspection Resulting for Notice of Violation Fee		
Residential <1 acre (not part of subdivision)		\$100/inspection \$200 to remove Stop Work Order
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)		\$150/inspection \$250 to remove Stop Work Order
Waiver Request		
Residential <1 acre (not part of subdivision)		Exempt
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)		\$ 350.00

Council Motion Recommendation

Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the Addition of Short-Term Rental Revenue per the Master Fee Schedule – Second Reading - Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

“I make a motion to approve the Second Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to reflect the addition of Short-Term Rental revenue per the Master Fee Schedule”

TOWN COUNCIL

STAFF REPORT Executive Office



MEETING DATE:	November 10, 2020
PROJECT:	Consideration of an Ordinance to Amend Certain Provisions to the Town of Bluffton Code of Ordinances to Authorize Meetings to be Held by Telephonic or Other Electronic Means, and Matters Related Thereto – First Reading
PROJECT MANAGER:	Scott M. Marshall, MPA, ICMA-CM – Deputy Town Manager

RECOMMENDATION:

Request Town Council's consideration of the Ordinance at Attachment 1. Upon adoption, it will codify the ability for meetings of Town Council and boards, commissions and committees appointed by Town Council, to be conducted telephonically or by other electronic means.

BACKGROUND:

On March 17, 2020, Town Council passed Emergency Ordinance 2020-03 in response to the declared States of Emergency in the State of South Carolina and the Town of Bluffton as a result of the COVID-19 pandemic. Section 1 of Emergency Ordinance 2020-03 allowed all public meetings to conduct Town business to be held electronically. Since March 17, 2020, Section 1 has been renewed through the adoption of four successive emergency ordinances. The latest of these emergency ordinances was adopted on October 13, 2020 and will expire on December 13, 2020 in absence of intervening action by Town Council.

DISCUSSION:

The ordinance presented for consideration contains substantive amendments that will permanently codify the ability for Town Council and other bodies appointed by Town Council to conduct meetings by telephone or other electronic means, e.g., Zoom meetings that are broadcast on a web-based platform such as Facebook, YouTube, etc. Specifically, the amendments modify portions of *Chapter 2 – Administration* and *Chapter 3 – Boards, Committees and Commissions Terms, Appointments and Qualifications*.

It is important to note that the language in the proposed amendments is written in a manner to provide the option of attending meetings either in-person (when conditions permit) or by

electronic and/or telephonic means. In other words, an attendee may choose his or her method of attendance.

Provisions for providing public comment during public comment periods and public hearings by telephonic and/or electronic means is also included in the amendments.

NEXT STEPS:

Pending a successful first reading, this ordinance will become effective upon second and final reading.

ATTACHMENTS:

1. Ordinance to Amend Certain Provisions to the Town of Bluffton Code of Ordinances to Authorize Meetings to be Held by Telephonic or Other Electronic Means, and Matters Related Thereto and Associated Exhibits
2. Motion Language

ORDINANCE NO. 2020 –

TOWN OF BLUFFTON, SOUTH CAROLINA

**AN ORDINANCE TO AMEND CERTAIN PROVISIONS TO THE TOWN OF
BLUFFTON CODE OF ORDINANCES TO AUTHORIZE MEETINGS TO BE HELD BY
TELEPHONIC OR OTHER ELECTRONIC MEANS, AND MATTERS RELATED
THERE TO.**

WHEREAS, the Town of Bluffton, South Carolina (the “Town”) is a municipal corporation of the State of South Carolina (the “State”) located in Beaufort County, South Carolina, and as such possesses all general powers granted by the Constitution and statutes of the State to such public entities; and

WHEREAS, Section 5-7-160 of the Code of Laws of South Carolina 1976, as amended (the “S.C. Code”) provides that “[a] majority of the total membership of the council shall constitute a quorum for the purpose of transacting council business;” and

WHEREAS, the Freedom of Information Act, which is codified at Title 30, Chapter 4 of the S.C. Code defines a meeting as “convening a quorum of the constituent membership of the public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power” [emphasis added]; and

WHEREAS, in keeping with the provisions of the S.C. Code, Section 2-50 (b) of the Town’s Code of Ordinances (the “Town Code”) defines and describes the requirements for a “quorum” of the Town Council of the Town, the governing body thereof (the “Town Council”) and further defines and describes the rules of procedure for the meetings of the Town Council; and

WHEREAS, the Town Council recently enacted an emergency ordinance on March 17, 2020 (the “Emergency Ordinance”), provisions of which temporarily suspended certain procedural rules of the Town Council in response to social-distancing guidelines and executive orders and allowing for electronic and telephonic meetings; and

WHEREAS, such telephonic and other electronic meetings have proven successful and effective under the Emergency Ordinance and in light of the current public safety considerations associated with 2019 novel coronavirus, and the potential for future public safety considerations, including those attendant to the adverse weather events that seasonally affect coastal cities, the Town Council finds that great benefit may be realized from authorizing meeting by telephonic or other electronic means whenever necessary and convenient for carrying out the business of the Town, to include Town Council-appointed boards, commissions and committees.

**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 as follows:

ATTACHMENT 1

SECTION 1. AMENDMENT. The Town of Bluffton hereby amends Chapter 2 of the Code of Ordinances for the Town of Bluffton, South Carolina, by amending and adding text to allow for the conduct of meetings of the Town Council of the Town electronically and/or telephonically, as shown in Exhibit “A” attached hereto and fully incorporated by reference.

SECTION 2. AMENDMENT. The Town of Bluffton hereby amends Chapter 3 of the Code of Ordinances for the Town of Bluffton, South Carolina, by amending and adding text to allow for the conduct meetings of Town Council-appointed boards, commissions and committees electronically and/or telephonically, as shown in Exhibit “B” attached hereto and fully incorporated by reference.

SECTION 3. REPEAL OF CONFLICTING ORDINANCES. All ordinances or parts of ordinances that are inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. ORDINANCE IN FULL FORCE AND EFFECT. This entire ordinance shall take full force and effect upon adoption.

DONE, RATIFIED AND ENACTED this _____ day of _____, 2020.

This Ordinance was read and passed at first reading on _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

This Ordinance was read and passed at second reading on _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

ATTACHMENT 1

EXHIBIT "A"

ARTICLE II. - MEETINGS OF TOWN COUNCIL

Sec. 2-44. - Meetings.

- (a) Regular meetings of the Town Council ~~shall be held at Town Hall;~~may be held at Town Hall, may be held electronically, or may be held as a combination thereof with some members in physical attendance and others attending electronically. Town Council shall meet no less often than monthly. A schedule of annual meetings shall be adopted in January of each year.
- (b) An annual schedule of meetings shall be proposed by the Town Manager each December for the following year.
- (c) Special meetings and changes to the published schedule may be determined by the Mayor or by a majority of the Town Council. All changes to the published schedule shall be posted and provided to news media.
- (d) Special meetings may be held:
 - (1) Whenever called by the Mayor in cases of emergency;
 - (2) When, in the judgment of the Mayor, the good of the Municipality requires it; or
 - (3) Upon request of a majority of the members of the Council.
- (e) All Town Council meetings shall be public meetings as necessary for good government and in compliance with the State Freedom of Information Act.
- (f) Council may adopt by ordinance or resolution those rules of procedure it finds useful in the orderly conduct of the Town's business.
- ~~(g) Regular meetings of Town Council shall be held at Washington Municipal Center (Town Hall) or other place within the Town limits upon two weeks' public notice.~~

(Ord. No. 2006-19, § 2.201, 11-28-2006)

Sec. 2-45. - Agenda.

- (a) Matters to be considered at a regular meeting shall be placed on a written Agenda prepared under the supervision of the Town Manager and Town Clerk, to be approved by the Mayor.
- (b) The Agenda shall be publicly posted at least 24 hours prior to the meeting.
- (c) Matters not on the Agenda may be considered after favorable consideration of a motion for an off-Agenda item.

(Ord. No. 2006-19, § 2.203, 11-28-2006)

Sec. 2-46. - Participation by citizens.

- ~~(a)~~ There shall be on the Agenda of every meeting a time designated for Public Comment. Upon request, any citizen is entitled to address the Council at a regular meeting on matters pertaining to the Town. Council may regulate or cease public comment with reasonable rules and regulations pertaining to public comment and proper protocol.
- ~~(b)~~ With respect to any electronic or virtual meeting of council and subject to the terms of the applicable agenda for such meeting, members of the public may also participate electronically, as follows:
 - (1) Public Comments for Electronic Meetings. Individuals wishing to provide written comments for any public comment period, to include public hearings, may submit written comments to the clerk no later than two hours prior to any meeting of council in accordance with

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ATTACHMENT 1

EXHIBIT "A"

instructions printed on the meeting agenda. In absence of established procedures for admitting individuals desiring to make public comment into the electronic forum, the Town Clerk, or other person as designated by the Mayor, may read such comments aloud during the applicable public comment period.

- (2) Electronic public comment periods and public hearings shall otherwise be conducted in accordance with all other rules and procedures of council. Notices of public hearings shall include detailed instructions regarding the manner in which the public hearing shall be held.

(Ord. No. 2006-19, § 2.204, 11-28-2006)

Sec. 2-47. - Minutes of Town Council meetings.

- (a) The minutes of all meetings of the Town Council shall be a matter of permanent public record. At each regular Council meeting, the minutes of the previous meeting or meetings shall be presented for approval. Minutes shall not be considered the official record of a meeting until approved by the Town Council.
- (b) Any member of Council desiring to express a position in the minutes on a matter voted upon by the Town Council may do so by presenting the position in writing to Council no later than the next regular meeting.
- (c) No person shall make any change in the minutes or remove same from Town Hall without prior approval of the Town Council.
- (d) The Town Clerk is responsible for the preparation of Council meeting minutes.

(Ord. No. 2006-19, § 2.205, 11-28-2006)

Sec. 2-48. - Rules of order.

- (a) Except as otherwise provided by state law or this Code, all proceedings of Town Council shall be governed by the most recent edition of Robert's Rules of Order.
- (b) All questions of order shall be decided by the Mayor or, in his absence, the presiding officer, without debate, which shall be subject to an appeal by a member of the Council to the Town Council. When present, the Town Attorney may provide parliamentary advice.

(Ord. No. 2006-19, § 2.206, 11-28-2006)

Sec. 2-49. - Unlawful to interrupt meetings or ~~viiolate~~violate rules of protocol.

- (a) It shall be unlawful for any person to interrupt the proceedings of the Town Council or violate the rules of protocol, the Court, or any other official body while in session.
- (b) Persons interrupting a meeting or session of court or violating rules of protocol may be removed from the meeting upon direction/order of the presiding official.

(Ord. No. 2006-19, § 2.207, 11-28-2006)

Sec. 2-50. - Quorum required.

- (a) All actions of the Town Council shall require a quorum.
- (b) A majority of the total membership of the Town Council shall constitute a quorum for the purpose of transacting Council business.

ATTACHMENT 1

EXHIBIT "A"

(c) Council members may attend any regular, special, or emergency meeting of council by telephonic or other electronic means, and shall be considered present for all purposes, if the meeting has been properly noticed, and all participating council members can be heard and can hear the public proceedings including any comments made by other members of Council, Town Staff, and, as applicable, members of the public. Any number of council members, including all, may attend telephonically or by other electronic means. Council members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by council.

(Code 1999, § 2.209)

Editor's note— Section 2.209.b is a direct quote from S.C. Code 1976, § 5-7-160.

Sec. 2-51. - Voting; Mayor may vote; permission to leave chamber.

- (a) The result of each vote on every question shall be recorded in the minutes by the Clerk. The "yeas" and "nays" on any question shall be recorded, when requested by any member.
- (b) Every member of the Council shall vote on every question, (either physically or by telephonic or other electronic means), except when required to refrain from voting by state law.
- (c) A show of hands or a voice vote shall be sufficient to record votes. The Mayor shall be entitled to vote as other members of the Council.
- (d) During the meeting, no member shall leave the Council chamber (or the electronic forum, as applicable) without permission from the presiding officer.
- (e) Any member, at his request, shall have his reasons for voting for or against any measure recorded in the minutes.
- (f) The Mayor or presiding officer may not make a motion without leaving the chair. The Mayor or presiding officer may second a motion made by a member of Council.

(Code 1999, § 2.215)

Sec. 2-52. - Executive Sessions.

- (a) Town Council may hold Executive Sessions as permitted by the State Freedom of Information Act at such times and places as the Council may deem necessary and in the public interest.
- (b) A majority vote of Councilmembers shall be necessary to call such sessions, and the reason shall be stated in the motion, as required by the Freedom of Information Act.
- (c) Any action which results from an Executive Session shall be taken in open session prior to such action becoming effective, as required by the Freedom of Information Act.
- (d) It shall be unacceptable for a member of Council or other person in attendance to disclose to another person or to make public the substance of a matter discussed in executive session.

(Code 1999, § 2.217)

Sec. 2-53. - Committees to hold public hearings.

- (a) The Town Council may appoint a committee to hold a public hearing upon any matter pending before it, unless otherwise prohibited by law, including appointing the Planning Commission or members thereof to hold public hearings.

ATTACHMENT 1

EXHIBIT "A"

(b) Minutes or reports of hearings held by such committees shall be filed with the Clerk as public records.

(Code 1999, § 2.218)

Sec. 2-54. - Order of reports.

Reports of committees, in the order of business, shall be rendered as the presiding officer may determine.

(Code 1999, § 2.220)

Secs. 2-55—2-81. - Reserved.

ATTACHMENT 1

EXHIBIT "B"

Chapter 3 - BOARDS, COMMITTEES AND COMMISSIONS TERMS, APPOINTMENTS AND QUALIFICATIONS

Sec. 3-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Board: A body established by the Town of Bluffton or laws of the state of South Carolina to advise council and its staff in appropriate matters as set forth by its charter, and/or perform such other functions granted to the group by the enabling statute or ordinance and any other amendments thereto.

Committee: An ad hoc group established to advise Council in matters for which the group is organized.

Commission: An organization with authorities, limitations and responsibilities as specified by the laws of the South Carolina.

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012)

Sec. 3-2. - Membership.

(a) *Number of members.*

- (1) The Board, Committee or Commission shall have odd number of voting members of no less than three, nor more than nine unless modified by individual charter. The Board, Committee or Commission may also include one nonvoting member serving ex-officio as designated by the Town Manager or Town Council.

(b) *Term.*

- (1) Terms shall apply to those Boards, Committees or Commissions for which Town Council has established terms lengths.
- (2) Board, Committee or Commission members shall serve at the pleasure of Town Council for a whole-year term of three years.
- (3) Any partial term in excess of eighteen months plus one day shall be considered as a full term.
- (4) Any partial term less than eighteen months shall not be considered a full term.
- (5) Members shall serve until their successors are appointed and qualified.
- (6) No reappointment can be considered less than 60 days prior to the expiration of a particular term.
- (7) Board, Committee or Commission terms as established by Town Council begin July 1 and end June 30.
- (8) Establishment of a new Board, Committee or Commission will start with staggered terms of one year, two years and three years divided evenly as possible between the new members starting July 1 and ending June 30 for each term.

(c) *Selection criteria.*

- (1) Town Council shall appoint Board, Committee or Commission members with consideration for demographic representation and the following:
- (2) Knowledge and experience relevant to the needs of the particular Board, Committee or Commission;
- (3) Diverse representation of backgrounds, professions and viewpoints;
- (4) Diverse geographic representation of the Town; and

ATTACHMENT 1

EXHIBIT "B"

(5) Potential dual membership on more than one Board, Committee or Commission.

(d) *Removal from Board/Committee/Commission.*

(1) The Town Council has the absolute authority to remove a member, with or without cause, upon a majority vote of Town Council.

(2) A member may be removed automatically for:

- i. Absence from more than one-third of the Board, Committee or Commission meetings per annum whether excused or unexcused;
- ii. Failure to attend any three consecutive regular meetings;
- iii. Violation of subsection (e) below.

(e) *Conflict of interest.*

(1) Conflicts of interest and disqualifying economic interests shall, in the first instance, be governed by the South Carolina Ethics Reform Act of 1991, as amended.

(2) Upon making application for membership on a Board, Committee or Commission, all members shall certify they do not have a conflict of interest.

(3) Upon appointment, members shall disqualify themselves from voting or otherwise participating in any particular issue, which may arise, in which they have a conflict of interest or disqualifying economic interest, as required by S.C. Code § 8-13-700(B).

(4) A member, who has an actual or known potential conflict of interest, shall take such action as is required by the South Carolina Ethics Reform Act of 1991, as amended and abstain from voting and discussing the issue, which is the subject of a conflict.

(f) *Registered voter.*

(1) Board, Committee or Commission members shall hold a valid voter registration card in Beaufort County.

(g) *Quorum.*

(1) Quorum means a simple majority of the members serving.

(h) *Attendance by Electronic Means.*

(1) Any meeting of a Town Council-appointed Board, Commission or Committee may be held either in the physical location as designated on the meeting agenda, may be held electronically, or may be held as a combination thereof with some members in physical attendance and others attending electronically.

(2) Individuals wishing to provide written comments for any public comment period, to include public hearings, may submit written comments in accordance with instructions printed on the meeting agenda. In absence of established procedures for admitting individuals desiring to make public comment into the electronic forum, the Chairman, or other person as designated by the Chairman, may read such comments aloud during the applicable public comment period.

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012)

Sec. 3-3. - Chairman and Vice Chairman.

The Board, Committee or Commission shall elect a Chairman and a Vice Chairman, by simple majority of the voting members during their first meeting in July. The chairman and the vice chairman shall serve for one year and shall be eligible for re-election to serve in that post for as long as that individual remains a member of that Board, Committee or Commission.

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ATTACHMENT 1

EXHIBIT "B"

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012; Ord. No. [2012-08](#), § 1, 11-13-2012)

Sec. 3-4. - Compensation.

Members of Boards, Committees or Commission shall serve without pay. However, they may be reimbursed for expenses incurred in the discharge of their duties, with prior approval of the Town Manager, subject to the provisions of their respective charter.

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012)

Sec. 3-5. - Support.

Town staff and resources shall be provided to any Board, Committee or Commission on an ongoing basis, or on a case-by-case basis, at the sole discretion of the Town Manager.

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012)

Sec. 3-6. - Compliance.

Boards, Committee or Commission covered by the Municipal Code of the Town of Bluffton or laws of the state of South Carolina must follow the Town of Bluffton policies that may be implemented or adopted from time to time.

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012)

Sec. 3-7. - Minutes.

The Chairman of each Board, Committee or Commission shall keep or cause to be kept activities of each body, including minutes of all meetings.

(Ord. No. [2012-01](#), § 1(Exh. A), 2-20-2012)

ATTACHMENT 2

MOTION LANGUAGE

“I Move to Approve an Ordinance to Amend Certain Provisions of the Town of Bluffton Code of Ordinances to Authorize Meetings to be Held by Telephonic or Other Electronic Means, and Matters Related Thereto, as Presented”



STAFF REPORT

Finance and Administration Department

MEETING DATE:	November 10, 2020
PROJECT:	Consideration of an Ordinance Authorizing the Issuance and Sale of Not to Exceed \$5,250,000 General Obligation Bonds, 2020 or Such Other Appropriate Series Designation, for the Purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Projects – Second and Final Reading
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

RECOMMENDATION:

Town Council consider the approval of first reading of authorizing 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, with an estimated maturity date of June 1, 2040 , and pre-payable beginning June 1, 2030 at par and sold with a public rating as a public market offering; and

The Ordinance delegates to the Town Manager the authority to determine the par amount of the Bonds maturing on such dates, the maturity dates of the Bonds, the interest payment dates of the Bonds, redemption provisions, and the date and time of sale of the Bonds; and

Receive bids on behalf of the Council and to award the sale of the Bonds to the lowest bidder therefor in accordance with the terms of the Official Notice of Sale for the Bonds; and

Sell the Bonds through a bank placement if it is determined to be in the best interest of the Town upon recommendation from the Town’s bond counsel and financial advisor.

BACKGROUND/DISCUSSION:

Continuously improving the water quality and economic viability of the May River and surrounding rivers and watersheds is a strategic goal of the Town of Bluffton Strategic Plan. The FY 2021 budget and capital improvement plan include several sewer projects to help protect the Town’s rivers and watersheds. These projects were approved contingent upon a potential general obligation bond offering. The FY 2021 budget ordinance also included an increase in Stormwater Utility fees to support the payment of the Bond’s principal and interest.

Currently budgeted sewer projects include:

- Buckwalter Place Multi- County Commerce Park
- Buck Island – Simmonsville Sewer

- Historic District Sewer Extension Phase 1
- Historic District Sewer Extension Phase 2
- Historic District Sewer Extension Phase 3
- Historic District Sewer Extension Phase 4
- Historic District Sewer Extension Phase 5
- Historic District Sewer Extension Phase 6
- Bridge Street Streetscape

Additional sewer projects planned for future approval and coordination with partnering jurisdictions:

- Historic District Drainage Master Plan
- Stoney Crest Campground / Old Palmetto Bluff Rd.
- Old Town Gravity Sewer

The projected true interest cost is currently calculated at 1.66% on the planned 20-year Bond. The estimated sources and uses are as follows:

Source of Funds:

Par Amount of Bonds	\$5,080,000.00
Reoffering Premium	<u>595,874.45</u>
Total Sources	\$5,675,874.45

Uses of Funds:

Total Underwriter's Discount (0.750%)	\$ 38,100.00
Cost of Issuance	75,000.00
Deposit Net Bid Premium to DS Fund	557,774.45
Deposit to Project Fund	5,000,000.00
Rounding	<u>5,000.00</u>
Total Uses	\$5,675,874.45

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

UPDATES SINCE FIRST READING:

Included as a new attachment are the applicable Stormwater Utility Fund slides presented with the proposed FY21 budget. This information presents the proposed SWU funding plan which outlined how the new SWU revenue could support a GO bond to fund SWU fund sewer infrastructure. This plan was a part of the approved FY21 Budget and Capital Plan.

Additionally, an attachment is included in your packet that outlines the proposed project timelines and funding schedule if a \$5 million GO bond is approved. Projects identified are estimated to be completed by the end of FY23 with these bond dollars. While the approved rate increase and new plan review and inspection fee will generate an estimated \$621,000 annually, in the absence of a GO Stormwater bond, the identified projects could take up to eight to ten years to fund on a pay as you go funding structure.

NEXT STEPS:

Pending Ordinance adoption upon second reading in November:

- Prepare Preliminary Official Statement – early November
- Bond Rating Report released – week before bond sale
- Preliminary Official Statement released – week before bond sale
- Bond Sale – on or around December 2, 2020
- Bond Closing – on or around December 22, 2020
- After the sale, a written report to Town Council setting forth the results of the Bonds

ATTACHMENTS:

1. Stormwater Utility Fund FY21 Budget Slides
2. Project schedule and funding summary
3. Ordinance Authorizing the Issuance and Sale of Not to Exceed \$5,250,000 General Obligation Bonds
4. DRAFT Bonding Schedules
5. Recommended Language to Support a Motion for Adoption

Stormwater Utility Fund Budget Slides Reviewed as Part of The Approved FY21 Budget

Town of Bluffton

STORMWATER UTILITY FEE BUDGET RECOMMENDATION

- As a result of the COVID-19 outbreak and resulting financial hardship, staff reviewed alternative revenues to offset the WAPAC recommended SWU Fee increase.
- Formal recommendation to Council for FY20 and FY21 to implement the following:
 - 1) *Increase SWU Fee to \$115 per SFU*
 - 2) *Implement a National Pollutant Discharge Elimination System (NPDES) Fee for stormwater plan reviews and associated inspections*
 - 3) *Issue \$5 million Bond for Stormwater Capital Projects*

Town of Bluffton

FY 2021 PROPOSED STORMWATER UTILITY FUND BUDGET REVENUES

Revenues	FY20 Revised Budget	FY21 Proposed Budget	% Change	% of Budget
Stormwater Utility Fees	\$1,381,295	\$1,678,667	21.5%	82.1%
NPDES Fee	-	\$365,000	100.0%	17.9%
Miscellaneous Income	-	\$150	100.0%	0.0%
Grant Income	\$65,000	-	-100.0%	0.0%
Fund Balance	\$576,457	-	-100.0%	0.0%
Total Revenues	\$2,022,752	\$2,043,817	1.0%	100.0%

National Pollutant Discharge Elimination System (NPDES) Fee

Town of Bluffton

FY 2021 STORMWATER FUND BUDGET HIGHLIGHTS

- ✓ Supports May River Watershed Action Plan and MS4 Program Implementation
- ✓ Stormwater Utility Fee increase from \$98 to \$115
 - ❑ potential \$256,000 revenue generation for FY 2021
- ✓ Establish National Pollutant Discharge Elimination System (NPDES) plan review and inspection fees
 - ❑ potential \$365,000 revenue generation for FY 2021

Town of Bluffton

FY 2021 STORMWATER FUND BUDGET HIGHLIGHTS

- ✓ Capital Improvements Program support including:
 - ❑ Buck Island – Simmonsville Sewer Phase 5 - construction
 - ❑ Watershed Management facility improvements – facility maintenance
 - ❑ Historic District Sewer Extension Phase 1 – design, permitting and construction
 - ❑ Historic District Sewer Extension Phase 2 – design, permitting and construction*
 - ❑ Historic District Sewer Extension Phase 3 – design, permitting and construction*
 - ❑ Historic District Sewer Extension Phase 4 – design, permitting and construction*
 - ❑ Historic District Sewer Extension Phase 5 – design and permitting*
 - ❑ Historic District Sewer Extension Phase 6 – design and permitting*
 - ❑ Law Enforcement Service Center facility improvements – service yard construction
 - ❑ Bridge Street Streetscape – design and permitting

* Pending bond authorization

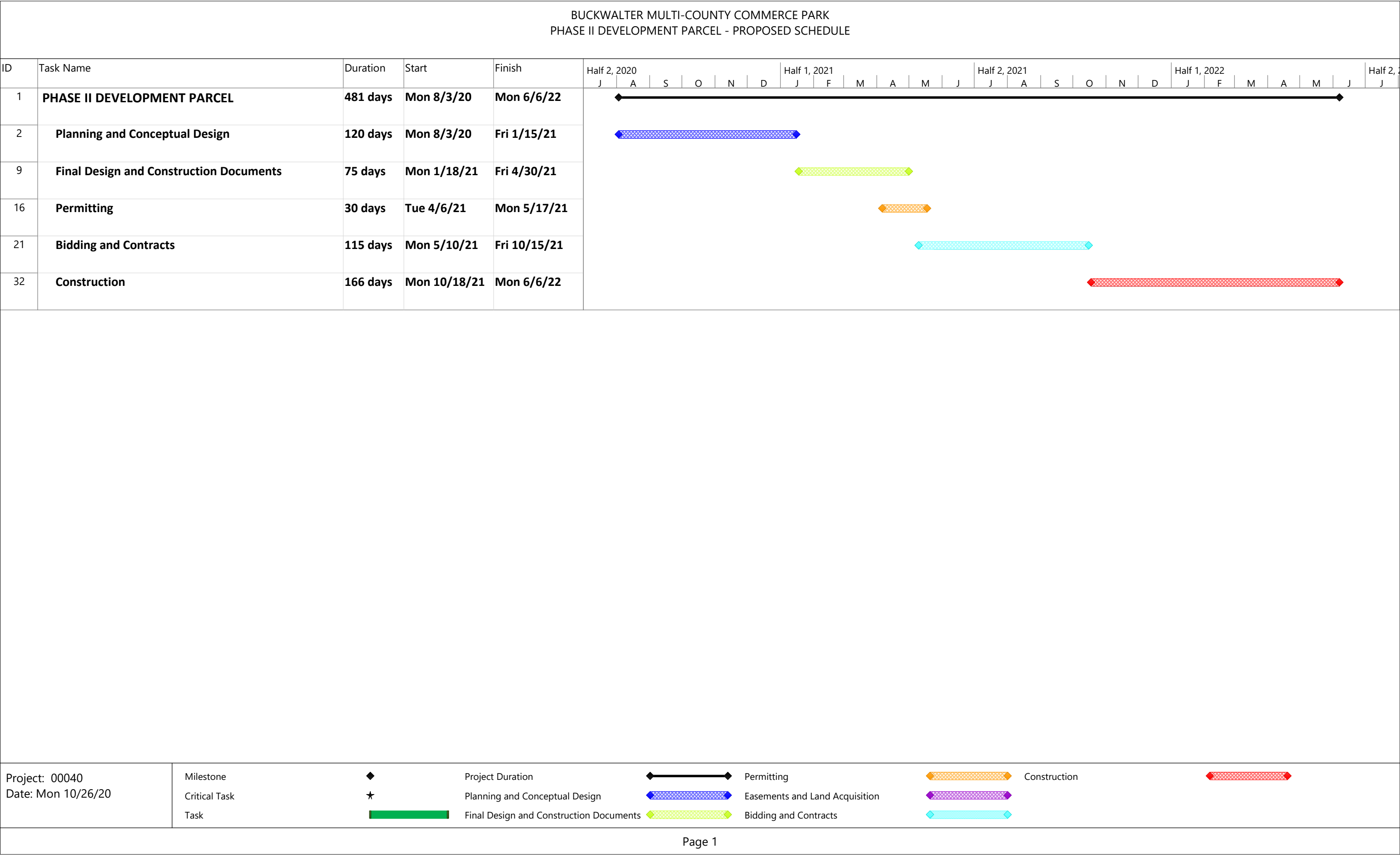
Stormwater / Sewer Costs and Estimated Completion Dates

					Remaining Estimated Costs (as of 10/13/20)			Planned Funding Sources
Project #	Project Name	Project Start Date	Estimated Completion Date	Spent to Date	FY 2021	FY 2022	FY 2023	
40/77	Buckwalter Place Multi-County Commerce Park	8/3/2020	6/6/2022	-	134,399	-	-	SWU Carry Forward, GO Bond
44	Buck Island Simmonsville Sewer Phase 5 A-E	12/1/2016	6/28/2021	153,211	588,481	-	-	Grants, SWU Carry Forward, GO Bond
70	Historic District Sewer Extension Phase 1	7/3/2018	12/17/2020	52,171	243,282	-	-	SWU Carry Forward, GO Bond
71	Historic District Sewer Extension Phase 2	7/2/2018	6/24/2021	25,905	380,785	-	-	SWU Carry Forward, GO Bond
72	Historic District Sewer Extension Phase 3	11/2/2020	12/16/2021	-	161,250	-	-	GO Bond
73	Historic District Sewer Extension Phase 4	11/2/2020	12/16/2021	-	141,125	-	-	GO Bond
74	Historic District Sewer Extension Phase 5	11/2/2020	12/16/2021	-	26,000	100,000	-	GO Bond
75	Historic District Sewer Extension Phase 6	11/2/2020	12/16/2021	-	31,250	125,000	-	GO Bond
82	Bridge Street Streetscape	9/1/2019	8/19/2022	-	25,000	785,822	397,696	GO Bond
TBD	Historic District Drainage Master Plan	TBD	TBD	-		50,000		GO Bond
TBD	Stoney Crest Campground/Old Palmetto Bluff Rd	TBD	TBD	-		1,833,333		GO Bond
TBD	Old Town Gravity Sewer	TBD	TBD	-		866,667		GO Bond
Total				162,095	1,731,572	3,760,822	397,696	

*FY 2021 includes budgeted and carry forward project costs

PROJECT SCHEDULE SUMMARY

ID	Task Name	Duration	Start	Finish	Timeline																											
					2017					2018					2019					2020					2021					2022		
1	00040 Buckwalter Multi-County Commerce Park - Phase II Development Parcel	481 days	Mon 8/3/20	Mon 6/6/22																												
2	00044 BIS Sewer Phase 5 A-D	1193 days	Thu 12/1/16	Mon 6/28/21																												
3	00044 Buck Island - Simmonsville Sanitary Sewer Phase 5 E	583 days	Fri 8/24/18	Tue 11/17/20																												
4	00070 Historic District Sanitary Sewer Extension Phase 1	643 days	Tue 7/3/18	Thu 12/17/20																												
5	00071 Historic District Sanitary Sewer Extension Phase 2	779 days	Mon 7/2/18	Thu 6/24/21																												
6	00072 Historic District Sanitary Sewer Extension Phase 3	294 days	Mon 11/2/20	Thu 12/16/21																												
7	00073 Historic District Sanitary Sewer Extension Phase 4	294 days	Mon 11/2/20	Thu 12/16/21																												
8	00074 Historic District Sanitary Sewer Extension Phase 5	294 days	Mon 11/2/20	Thu 12/16/21																												
9	00075 Historic District Sanitary Sewer Extension Phase 6	294 days	Mon 11/2/20	Thu 12/16/21																												
10	00082 Bridge Street Streetscape	775 days	Sun 9/1/19	Fri 8/19/22																												
Date: Mon 10/26/20		Project Duration																														



BUCK ISLAND-SIMMONSVILLE SANITARY SEWER PHASE 5 A-D
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish																																																																								
					N	D	Half 1, 2017					Half 2, 2017					Half 1, 2018					Half 2, 2018					Half 1, 2019					Half 2, 2019					Half 1, 2020					Half 2, 2020					Half 1, 2021					Half 2, 2021																								
1	PHASE 5 A-D	1193 days	Thu 12/1/16	Mon 6/28/21																																																																								
2	Planning and Conceptual Design	6 days	Thu 12/1/16	Thu 12/8/16																																																																								
4	Permitting	474 days	Fri 12/9/16	Wed 10/3/18																																																																								
11	Easements and Land Acquisition	642 days	Mon 4/3/17	Tue 9/17/19																																																																								
16	Bidding and Contracts	50 days	Wed 1/1/20	Tue 3/10/20																																																																								
21	Construction	201 days	Mon 9/21/20	Mon 6/28/21																																																																								

Project: 00044	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
Date: Mon 10/26/20	Critical Task	★	Planning and Conceptual Design	◆————◆	Bidding and Contract	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Easements and Land Acquisitions	◆————◆		

BUCK ISLAND-SIMMONSVILLE SANITARY SEWER PHASE 5 E
PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish																															
					2018					Half 1, 2019						Half 2, 2019						Half 1, 2020						Half 2, 2020						Half 1,	
					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	
1	PHASE 5 E	583 days	Fri 8/24/18	Tue 11/17/20																															
2	Planning and Conceptual Design	120 days	Fri 8/24/18	Thu 2/7/19																															
4	Permitting	90 days	Fri 2/8/19	Thu 6/13/19																															
6	Easements and Land Acquisition	145 days	Wed 3/27/19	Tue 10/15/19																															
11	Bidding and Contracts	65 days	Wed 10/16/19	Tue 1/14/20																															
16	Construction	177 days	Mon 3/16/20	Tue 11/17/20																															

Project: 00044
Date: Mon 10/26/20

Milestone



Project Duration



Permitting



Construction



Critical Task



Planning and Conceptual Design



Bidding and Contract



Task



Final Design and Construction Documents



Easements and Land Acquisitions



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				
					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	
1	PHASE 1	643 days	Tue 7/3/18	Thu 12/17/20																																
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	137 days	Wed 6/10/20	Thu 12/17/20																																

Project: 00070
Date: Mon 10/26/20

Milestone



Project Duration



Permitting



Construction



Critical Task



Planing and Conceptual Design



Easements and Land Acquisitions



Task



Final Design and Construction Documents



Bidding and Contracts



<p>HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 2 PROPOSED SCHEDULE</p>	
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ID	Task Name	Duration	Start	Finish	<div><div>Half 2, 2018</div><div>Half 1, 2019</div><div>Half 2, 2019</div><div>Half 1, 2020</div><div>Half 2, 2020</div><div>Half 1, 2021</div></div>
1	PHASE 2	779 days	Mon 7/2/18	Thu 6/24/21	<div><div></div></div>
2	Planning and Conceptual Design	185 days	Mon 7/2/18	Fri 3/15/19	<div><div></div></div>
10	Final Design and Construction Documents	20 days	Mon 3/18/19	Fri 4/12/19	<div><div></div></div>
12	Permitting	55 days	Mon 4/15/19	Fri 6/28/19	<div><div></div></div>
15	Easements and Land Acquisition	365 days	Mon 7/1/19	Fri 11/20/20	<div><div></div></div>
17	Bidding and Contracts	77 days	Mon 11/23/20	Tue 3/9/21	<div><div></div></div>
22	Construction	77 days	Wed 3/10/21	Thu 6/24/21	<div><div></div></div>

Project: 00071 Date: Mon 10/26/20	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planing and Conceptual Design	◆————◆	Easements and Land Acquisitions	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 3 PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	2021																	2022
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
1	PHASE 3	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: 00072 Date: Mon 10/26/20	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planing and Conceptual Design	◆————◆	Easements and Land Acquisitions	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		

HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 4 PROPOSED SCHEDULE

ID	Task Name	Duration	Start	Finish	2021																	2022	
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan			
1	PHASE 4	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: 00073 Date: Mon 10/26/20	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planing and Conceptual Design	◆————◆	Easements and Land Acquisitions	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		

<p>HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 5 PROPOSED SCHEDULE</p>	
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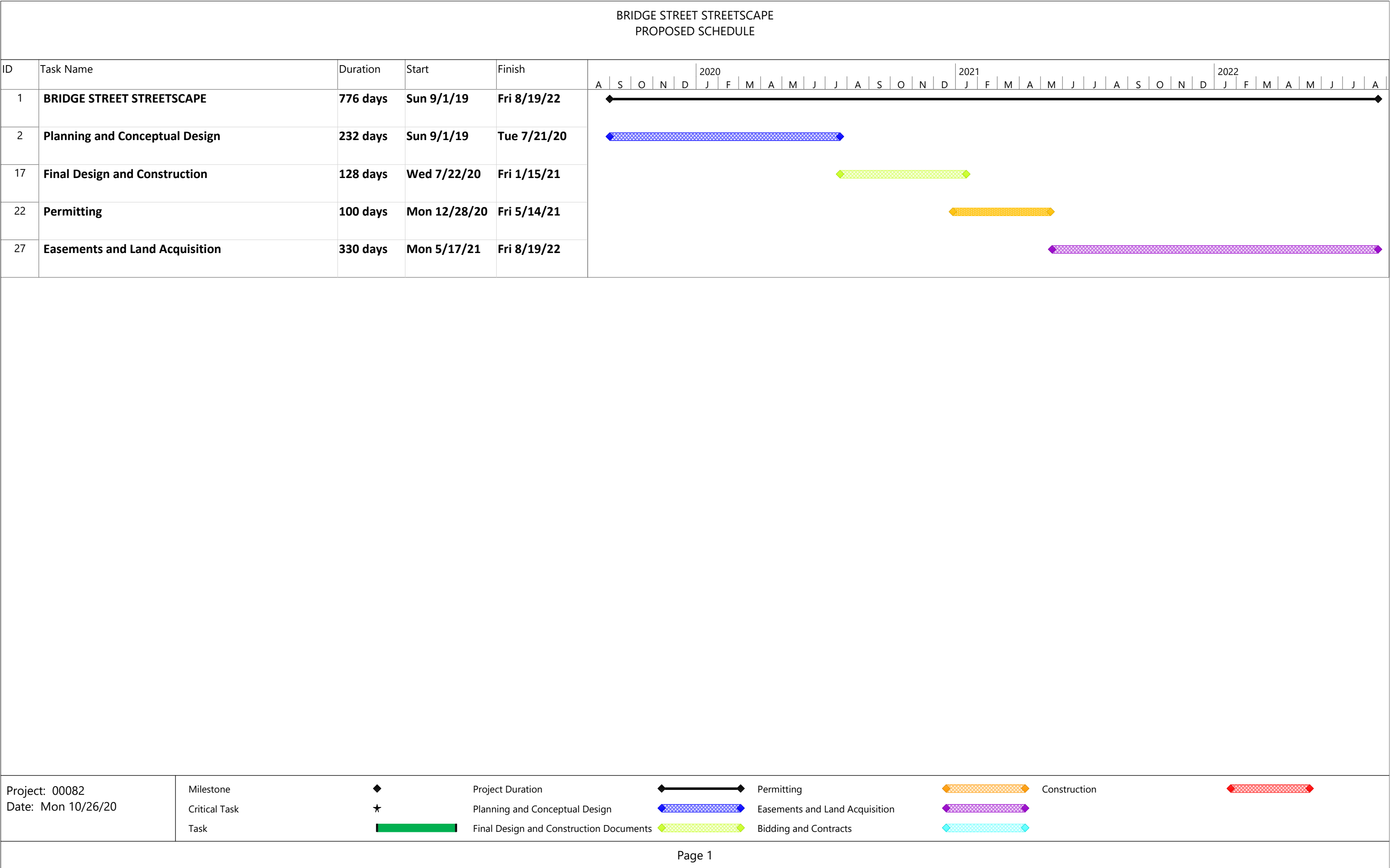
ID	Task Name	Duration	Start	Finish	2021																	2022
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		
1	PHASE 5	294 days	Mon 11/2/20	Thu 12/16/21																		
2	Planning and Conceptual Design	81 days	Mon 11/2/20	Mon 2/22/21																		
9	Final Design and Construction 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: 00074 Date: Mon 10/26/20	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planing and Conceptual Design	◆————◆	Easements and Land Acquisitions	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		

<p>HISTORIC DISTRICT SANITARY SEWER EXTENSION PHASE 6 PROPOSED SCHEDULE</p>	
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ID	Task Name	Duration	Start	Finish	2021																	2022
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	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: Mon 10/26/20	Milestone	◆	Project Duration	◆————◆	Permitting	◆————◆	Construction	◆————◆
	Critical Task	★	Planing and Conceptual Design	◆————◆	Easements and Land Acquisitions	◆————◆		
	Task	■	Final Design and Construction Documents	◆————◆	Bidding and Contracts	◆————◆		



ORDINANCE NO. _____

AUTHORIZING THE ISSUANCE AND SALE OF NOT EXCEEDING \$5,250,000 GENERAL OBLIGATION BONDS, SERIES 2020, OR SUCH OTHER APPROPRIATE SERIES DESIGNATION, OF THE TOWN OF BLUFFTON, SOUTH CAROLINA; FIXING THE FORM AND DETAILS OF THE BONDS; AUTHORIZING THE TOWN MANAGER TO DETERMINE CERTAIN MATTERS RELATING TO THE BONDS; PROVIDING FOR THE PAYMENT OF THE BONDS AND THE DISPOSITION OF THE PROCEEDS THEREOF; AND OTHER MATTERS RELATING THERETO.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, AS FOLLOWS:

Section 1. Findings and Determinations. The Town Council (the “Council”) of the Town of Bluffton, South Carolina (the “Town”), hereby finds and determines:

(a) The Town is an incorporated municipality located in Beaufort County, South Carolina (the “County”), and as such possesses all powers granted to municipalities by the Constitution of the State of South Carolina, 1895, as amended (the “Constitution”), and laws of the State of South Carolina (the “State”).

(b) Article X, Section 14 of the Constitution provides that general obligation debt may be incurred by the governing body of each municipality of the State for any public and corporate purpose in an amount not exceeding eight (8%) percent of the assessed value of all taxable property of such municipality and upon such terms and conditions as the General Assembly may prescribe. Such Article further provides that if general obligation debt is authorized by a majority vote of the qualified electors of the municipality voting in a referendum authorized by law, there shall be no conditions or restrictions limiting the incurring of such indebtedness except as specified in such Article.

(c) Title 5, Chapter 21, Article 5, Code of Laws of South Carolina, 1976, as amended (the “Municipal Bond Act”), provides that the municipal council of any municipality may issue general obligation bonds of such municipality for any corporate purpose of such municipality to any amount not exceeding the constitutional debt limitation applicable to such municipality.

(d) The Municipal Bond Act provides that as a condition precedent to the issuance of bonds an election be held and the result be favorable thereto. Title 11, Chapter 27, Code of Laws of South Carolina 1976, as amended (the “S.C. Code”), provides that if an election be prescribed by the provisions of the Municipal Bond Act, but not be required by the provisions of Article X of the Constitution, then in every such instance, no election need be held (notwithstanding the requirement therefor) and the remaining provisions of the Municipal Bond Act shall constitute a full and complete authorization to issue bonds in accordance with such remaining provisions.

(e) Pursuant to an Interlocal Government Agreement for stormwater management as approved by the County and the Town, the Town participates in or receives benefit from the Stormwater Management Utility as described in Chapter 99 of the Code of Ordinances for Beaufort County. The Town receives revenue from the stormwater service fee imposed by the County (the “Stormwater Fee”).

(f) The assessed value of all taxable property in the Town for purposes of computation of the Town's constitutional debt limit as of June 30, 2020, is \$249,072,120. Eight percent (8%) of such sum is \$19,925,769. As of the date hereof, the Town has \$4,405,000 outstanding bonded and general obligation indebtedness subject to the constitutional debt limitation. Thus, the Town may incur an additional \$15,520,769 of general obligation debt within its applicable constitutional debt limitation.

(g) Pursuant to Ordinance No. 2019-12 enacted by the Town on September 10, 2019, the Town has adopted Written Procedures Related to Tax-Exempt Debt.

(h) It is now in the best interest of the Town for the Council to provide for the issuance and sale of general obligation bonds of the Town pursuant to the Constitution and laws of the State in the principal amount of not exceeding \$5,250,000, the proceeds of which will be used for the purposes of funding stormwater projects (the "Projects"), paying the costs of issuance of the Bonds (hereinafter defined) and such other lawful purposes as the Council may determine.

Section 2. Authorizations and Details of Bonds. Pursuant to the aforesaid provisions of the Constitution and laws of the State, there is hereby authorized to be issued general obligation bonds of the Town in the amount of not exceeding \$5,250,000 to obtain funds for any one or more of the purposes mentioned in Section 1(h) above, including any financial and legal fees relating thereto and other incidental costs of issuing the Bonds. The Bonds shall be designated "\$5,250,000 (or such lesser amount issued) General Obligation Bonds, Series 2020 (or such other appropriate series designation) of the Town of Bluffton, South Carolina" (the "Bonds").

The Bonds shall be issued as fully-registered bonds; shall be dated as of their date of delivery; shall be in denominations of \$5,000 or any integral multiple thereof not exceeding the principal amount of the Bonds maturing in each year; shall be numbered from R-1 upward; shall bear interest at such times as hereafter designated by the Town Manager at such rate or rates as may be determined at the time of the sale thereof; and shall mature serially in successive annual installments as determined by the Town Manager.

Both the principal of and interest on the Bonds shall be payable in any coin or currency of the United States of America which is, at the time of payment, legal tender for public and private debts. Regions Bank shall serve as Registrar/Paying Agent for the Bonds.

Section 3. Delegation of Authority to Determine Certain Matters Relating to the Bonds. The Council hereby delegates to the Town Manager the authority to determine: (a) the par amount of the Bonds; (b) the maturity dates of the Bonds and the respective principal amounts maturing on such dates; (c) the interest payment dates of the Bonds; (d) redemption provisions, if any, for the Bonds; and (e) the date and time of sale of the Bonds. At the time of the sale, the Town reserves the right, in its sole discretion, either to decrease or increase the principal amount of the Bonds maturing in any year (all calculations to be rounded to the nearest \$5,000), provided that any such decrease or increase shall not exceed 15% of the par amount of the Bonds maturing in any year.

The Council hereby delegates to the Town Manager or his lawfully authorized designee the authority to receive bids on behalf of the Council and the authority to award the sale of the Bonds to the lowest bidder therefor in accordance with the terms of the Official Notice of Sale for the Bonds, provided the true interest cost does not exceed four percent (4%). After the sale of the Bonds, the Town Manager or his lawfully authorized designee shall submit a written report to the Council setting forth the results of the sale of the Bonds.

In addition to the authority delegated above, the Town Manager or his lawfully authorized designee has the authority, upon recommendation from the Town's bond counsel and financial advisor, to sell the Bonds through a bank placement if it is determined to be in the best interest of the Town.

Section 4. Registration, Transfer and Exchange of Bonds. The Town shall cause books (herein referred to as the "registry books") to be kept at the offices of the Registrar/Paying Agent, for the registration and transfer of the Bonds. Upon presentation at its office for such purpose the Registrar/Paying Agent shall register or transfer, or cause to be registered or transferred, on such registry books, the Bonds under such reasonable regulations as the Registrar/Paying Agent may prescribe.

Each Bond shall be transferable only upon the registry books of the Town, which shall be kept for such purpose at the principal office of the Registrar/Paying Agent, by the registered owner thereof in person or by his duly authorized attorney upon surrender thereof together with a written instrument of transfer satisfactory to the Registrar/Paying Agent duly executed by the registered owner or his or her duly authorized attorney. Upon the transfer of any such Bond, the Registrar/Paying Agent on behalf of the Town shall issue in the name of the transferee a new fully-registered Bond or Bonds of the same aggregate principal amount, interest rate and maturity as the surrendered Bond. Any Bond surrendered in exchange for a new registered Bond pursuant to this Section shall be canceled by the Registrar/Paying Agent.

The Town and the Registrar/Paying Agent may deem or treat the person in whose name any fully-registered Bond shall be registered upon the registry books as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes and all such payments so made to any such registered owner or upon his order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the Town nor the Registrar/Paying Agent shall be affected by any notice to the contrary. In all cases in which the privilege of transferring Bonds is exercised, the Town shall execute and the Registrar/Paying Agent shall authenticate and deliver Bonds in accordance with the provisions of this Ordinance. Neither the Town nor the Registrar/Paying Agent shall be obliged to make any such transfer of Bonds during the fifteen (15) days preceding an interest payment date on such Bonds.

Section 5. Record Date. The Town hereby establishes a record date for the payment of interest or for the giving of notice of any proposed redemption of Bonds, and such record date shall be the fifteenth (15th) day (whether or not a business day) preceding an interest payment date on such Bond or, in the case of any proposed redemption of Bonds, such record date shall be the fifteenth (15th) day (whether or not a business day) prior to the mailing of notice of redemption of Bonds.

Section 6. Mutilation, Loss, Theft or Destruction of Bonds. In case any Bond shall at any time become mutilated in whole or in part, or be lost, stolen or destroyed, or be so defaced as to impair the value thereof to the owner, the Town shall execute and the Registrar shall authenticate and deliver at the principal office of the Registrar, or send by registered mail to the owner thereof at his request, risk and expense a new Bond of the same series, interest rate and maturity and of like tenor and effect in exchange or substitution for and upon the surrender for cancellation of such defaced, mutilated or partly destroyed Bond, or in lieu of or in substitution for such lost, stolen or destroyed Bond. In any such event the applicant for the issuance of a substitute Bond shall furnish the Town and the Registrar evidence or proof satisfactory to the Town and the Registrar of the loss, destruction, mutilation, defacement or theft of the original Bond, and of the ownership thereof, and also such security and indemnity as may be required by the laws of the State or such greater amount as may be required by the Town and the Registrar. Any duplicate Bond issued under the provisions of this Section in exchange and substitution for any defaced, mutilated or partly destroyed Bond or in substitution for any allegedly lost, stolen or wholly-destroyed Bond shall be entitled to the identical

benefits under this Ordinance as was the original Bond in lieu of which such duplicate Bond is issued, and shall be entitled to equal and proportionate benefits with all the other Bonds of the same series issued hereunder.

All expenses necessary for the providing of any duplicate Bond shall be borne by the applicant therefor.

Section 7. Execution of Bonds. The Bonds shall be executed in the name of the Town with the manual or facsimile signature of the Chair of the Council attested by the manual or facsimile signature of the Secretary of the Council under a facsimile of the seal of the Town which shall be impressed, imprinted or reproduced thereon. The Bonds shall not be valid or become obligatory for any purpose unless there shall have been endorsed thereon a certificate of authentication. Each Bond shall bear a certificate of authentication manually executed by the Registrar/Paying Agent in substantially the form set forth herein.

Section 8. Form of Bonds. The Bonds shall be in substantially the form set forth as Appendix A attached hereto.

Section 9. Eligible Securities. The Bonds initially issued (the "Initial Bonds") will be eligible securities for the purposes of the book-entry system of transfer maintained by The Depository Trust Company, New York, New York ("DTC"), and transfers of beneficial ownership of the Initial Bonds shall be made only through DTC and its participants in accordance with rules specified by DTC. Such beneficial ownership must be of \$5,000 principal amount of Bonds of the same maturity or any integral multiple of \$5,000.

The Initial Bonds shall be issued in fully-registered form, one Bond for each of the maturities of the Bonds, in the name of Cede & Co., as the nominee of DTC. When any principal of or interest on the Initial Bonds becomes due, the Town shall transmit to DTC an amount equal to such installment of principal and interest. DTC shall remit such payments to the beneficial owners of the Bonds or their nominees in accordance with its rules and regulations.

Notices of redemption of the Initial Bonds or any portion thereof shall be sent to DTC in accordance with the provisions of this Ordinance.

If (a) DTC determines not to continue to act as securities depository for the Bonds, or (b) the Town has advised DTC of its determination that DTC is incapable of discharging its duties, the Town shall attempt to retain another qualified securities depository to replace DTC. Upon receipt by the Town of the Initial Bonds together with an assignment duly executed by DTC, the Town shall execute and deliver to the successor securities depository Bonds of the same principal amount, interest rate and maturity registered in the name of such successor.

If the Town is unable to retain a qualified successor to DTC or the Town has determined that it is in its best interest not to continue the book-entry system of transfer or that interests of the beneficial owners of the Bonds might be adversely affected if the book-entry system of transfer is continued (the Town undertakes no obligation to make any investigation to determine the occurrence of any events that would permit it to make any such determination), and has made provision to so notify beneficial owners of the Bonds by mailing an appropriate notice to DTC, upon receipt by the Town of the Initial Bonds together with an assignment duly executed by DTC, the Town shall execute, authenticate and deliver to the DTC participants Bonds in fully-registered form, in substantially the form set forth in Section 8 of this Ordinance in denominations of \$5,000 or any integral multiple thereof.

Section 10. Security for the Bonds. The full faith, credit and taxing power of the Town are hereby irrevocably pledged for the payment of the principal and interest on the Bonds as they respectively mature and to create such sinking fund as may be necessary therefor; provided, however, it is the intent of the Town Council to use the revenue derived from the receipt of the Stormwater Fee for the payment of principal of and interest on the Bonds. On or about August 1 of each year, the Town shall determine if the amount of revenue derived from the receipt of the Stormwater Fee available to pay the principal of and interest on the Bonds is sufficient and whether the levy and collection of taxes shall be necessary to pay the principal of and interest on the Bonds.

Section 11. Defeasance. The obligations of the Town under this Ordinance and the pledges, covenants and agreements of the Town herein made or provided for, shall be fully discharged and satisfied as to any portion of the Bonds, and such Bond or Bonds shall no longer be deemed to be outstanding hereunder when:

(a) such Bond or Bonds shall have been purchased by the Town and surrendered to the Town for cancellation or otherwise surrendered to the Town or the Paying Agent and is canceled or subject to cancellation by the Town or the Paying Agent; or

(b) payment of the principal of and interest on such Bonds either (i) shall have been made or caused to be made in accordance with the terms thereof, or (ii) shall have been provided for by irrevocably depositing with a corporate trustee in trust and irrevocably set aside exclusively for such payment (1) moneys sufficient to make such payment or (2) Government Obligations (hereinafter defined) maturing as to principal and interest in such amounts and at such times as will ensure the availability of sufficient moneys to make such payment and all necessary and proper fees, compensation and expenses of the corporate trustee. At such time as the Bonds shall no longer be deemed to be outstanding hereunder, such Bonds shall cease to draw interest from the due date thereof and, except for the purposes of any such payment from such moneys or Government Obligations as set forth in (ii) above, shall no longer be secured by or entitled to the benefits of this Ordinance.

“Government Obligations” shall mean either of the following:

- (i) direct obligations of the United States of America or agencies thereof or obligations, the payment of principal or interest on which, in the opinion of the Attorney General of the United States, is fully and unconditionally guaranteed by the United States of America; and
- (ii) non-callable, U. S. Treasury Securities - State and Local Government Series (“SLGS”).

Section 12. Exemption from State Taxes. Both the principal of and interest on the Bonds shall be exempt, in accordance with the provisions of Section 12-2-50 of the S.C. Code, from all State, county, municipal, Town and all other taxes or assessments, except estate or other transfer taxes, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise.

Section 13. Sale of Bonds; Form of Notice of Sale. The Bonds shall be sold at public sale. A Notice of Sale shall be distributed to prospective bidders and a summary of such Notice of Sale shall be published in a newspaper having general circulation in the State of South Carolina or in a financial publication published in the City of New York, State of New York, or both, not less than seven (7) days

prior to the date set for such sale. The Notice of Sale shall be in substantially the form set forth as Appendix B attached hereto.

Section 14. Preliminary and Official Statement. The Council hereby authorizes and directs the Town Manager to prepare, or cause to be prepared, a Preliminary Official Statement to be distributed to prospective purchasers of the Bonds together with the Notice of Sale. The Council authorizes the Town Manager to designate the Preliminary Official Statement as “near final” for purposes of Rule 15c2-12 promulgated by the Securities and Exchange Commission (the “Rule”). The Town Manager is further authorized to see to the completion of the final form of the Official Statement upon the sale of the Bonds so that it may be provided to the purchaser of the Bonds.

Section 15. Filings with Central Repository. In compliance with Section 11-1-85 of the S.C. Code, the Town covenants that it will file or cause to be filed with a central repository for further availability in the secondary bond market when requested: (a) a copy of the annual audit of the Town within thirty (30) days of the Town’s receipt thereof; and (b) within thirty (30) days of the occurrence thereof, relevant information of an event which, in the opinion of the Town, adversely affects more than five percent (5%) of the Town’s revenue or its tax base.

Section 16. Continuing Disclosure. In compliance with the Rule, the Town covenants and agrees for the benefit of the holders from time to time of the Bonds to execute and deliver prior to closing, and to thereafter comply with the terms of, a Continuing Disclosure Certificate in substantially the form appearing as Appendix C to this Ordinance. In the event of a failure of the Town to comply with any of the provisions of the Continuing Disclosure Certificate, an event of default under this Ordinance shall not be deemed to have occurred. In such event, the sole remedy of any bondholder or beneficial owner shall be an action to compel performance by the Town.

Section 17. Deposit and Use of Proceeds. The proceeds derived from the sale of the Bonds shall be deposited with the Town in a special fund and shall be applied solely to the purposes for which the Bonds have been issued.

Section 18. Reimbursement of Certain Expenditures. The Council hereby declares that this Ordinance shall constitute its declaration of official intent pursuant to Regulation § 1.150-2 of the Internal Revenue Code of 1986, as amended and regulations promulgated thereunder (the “Code”), to reimburse the Town from the proceeds of the Bonds for expenditures with respect to the Projects (the “Expenditures”). The Town anticipates incurring Expenditures with respect to the Projects prior to the issuance by the Town of the Bonds for such purposes. To be eligible for reimbursement of the Expenditures, the reimbursement allocation must be made not later than 18 months after the later of (a) the date on which the Expenditures were paid, or (b) the date the Project was placed in service, but in no event more than three (3) years after the original Expenditures. The Expenditures are incurred solely to acquire, construct or rehabilitate property having a reasonably expected economic life of at least one (1) year. The source of funds for the Expenditures with respect to the Projects will be the Town’s general reserve funds or other legally-available funds.

Section 19. Federal Tax Covenants. The Town hereby covenants and agrees with the holders of the Bonds that it will not take any action which will, or fail to take any action which failure will, cause interest on the Bonds to become includable in the gross income of the bondholders for federal income tax purposes pursuant to the provisions of the Code in effect on the date of original issuance of the Bonds. The Town further covenants and agrees with the holders of the Bonds that no use of the proceeds of the Bonds shall be made which, if such use had been reasonably expected on the date of issue of the Bonds would have caused

the Bonds to be “arbitrage bonds,” as defined in Section 148 of the Code, and to that end the Town hereby shall:

- (a) comply with the applicable provisions of Sections 103 and 141 through 150 of the Code and any regulations promulgated thereunder so long as the Bonds are outstanding;
- (b) establish such funds, make such calculations and pay such amounts, in the manner and at the times required in order to comply with the requirements of the Code relating to required rebates of certain amounts to the United States; and
- (c) make such reports of such information at the time and places required by the Code.

Section 20. Miscellaneous. The Council hereby authorizes the Mayor, the Town Clerk, the Town Manager and the Director of Finance and Administration to execute such documents and instruments as may be necessary to effect the issuance of the Bonds.

The Council hereby retains Burr & Forman, LLP as Bond Counsel and Compass Municipal Advisors, LLC, as Financial Advisor, in connection with the issuance of the Bonds. The Town Manager is authorized to execute such contracts, documents or engagement letters as may be necessary and appropriate to effectuate said engagements.

All rules, regulations, Ordinances and parts thereof, procedural or otherwise, in conflict herewith or the proceedings authorizing the issuance of the Bonds are, to the extent of such conflict, hereby repealed and this Ordinance shall take effect and be in full force from and after its adoption.

Section 21. 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 22. Codification. This Ordinance shall be forthwith codified in the Code of Town Ordinances in the manner required by law.

Section 23. Effective Date. This Ordinance shall be effective upon its enactment by the Council of the Town of Bluffton, South Carolina.

Be it Ordered and Ordained by the Town of Bluffton, South Carolina, and it is ordained by the authority of the said Council.

TOWN OF BLUFFTON, SOUTH CAROLINA

By: _____
Mayor

(SEAL)

ATTEST:

Town Clerk

First Reading: October 13, 2020 (Tentative)

Second Reading: _____

FORM OF BOND

UNITED STATES OF AMERICA
 STATE OF SOUTH CAROLINA
 TOWN OF BLUFFTON
 \$ _____ GENERAL OBLIGATION BOND
 SERIES _____

No. R-

INTEREST <u>RATE</u>	MATURITY <u>DATE</u>	ORIGINAL <u>ISSUE DATE</u>	<u>CUSIP</u>
%			

REGISTERED HOLDER:

PRINCIPAL AMOUNT: _____ DOLLARS

KNOW ALL MEN BY THESE PRESENTS, that the Town of Bluffton, South Carolina (the “Town”), is justly indebted and, for value received, hereby promises to pay to the registered holder named above, or registered assigns, the principal amount shown above on the maturity date shown above, upon presentation and surrender of this Bond at the principal office of Regions Bank in Atlanta, Georgia (the “Paying Agent”), and to pay interest on such principal sum from the date hereof at the interest rate per annum shown above until this Bond matures. Interest on this Bond is payable semiannually on _____ 1 and _____ 1 of each year commencing _____ 1, _____, until this Bond matures, and shall be payable by electronic transfer, check or draft mailed to the person in whose name this Bond is registered on the registration books of the Town maintained by the registrar, presently Regions Bank in Atlanta, Georgia (the “Registrar”), at the close of business on the fifteenth (15th) day of the calendar month next preceding each semiannual interest payment date. The principal and interest on this Bond are payable in any coin or currency of the United States of America which is, at the time of payment, legal tender for public and private debts; provided, however, that the principal and interest on this fully-registered Bond shall be paid by electronic transfer, check or draft as set forth above.

This Bond shall not be entitled to any benefit under the Ordinance of the Town authorizing the Bonds, nor become valid or obligatory for any purpose, until the Certificate of Authentication hereon shall have been duly executed by the Registrar.

For the payment of the principal and interest of this Bond as they respectively mature and for the creation of such sinking fund as may be necessary therefor, the full faith, credit, and taxing power of the Town are hereby irrevocably pledged, and there shall be levied and collected annually upon all taxable property of the Town an ad valorem tax, without limitation as to rate or amount, sufficient for such purposes.

The Bonds are being issued by means of a book-entry system with no physical distribution of bond certificates to be made except as provided in the Ordinance. One bond certificate with respect to each date on which the Bonds are stated to mature, registered in the name of the securities depository nominee, is being issued and required to be deposited with the securities depository and immobilized in its custody. The book-entry system will evidence positions held in the Bonds by the securities depository's participants, beneficial ownership of the Bonds in the principal amount of \$5,000 or any integral multiple thereof being evidenced in the records of such participants. Transfers of ownership shall be effected on the records of the securities depository and its participants pursuant to rules and procedures established by the securities depository and its participants. The Town and the Registrar/Paying Agent will recognize the securities depository nominee, while the registered owner of this bond, as the owner of this bond for all purposes, including payments of principal of and redemption premium, if any, and interest on this bond, notices and voting. Transfer of principal and interest payments to participants of the securities depository will be the responsibility of the securities depository, and transfer of principal, redemption premium, if any, and interest payments to beneficial owners of the Bonds by participants of the securities depository will be the responsibility of such participants and other nominees of such beneficial owners. The Town will not be responsible or liable for such transfers of payments or for maintaining, supervision or reviewing the records maintained by the securities depository, the securities depository nominee, its participants or persons acting through such participants. While the securities depository nominee is the owner of this bond, notwithstanding, the provision hereinabove contained, payments of principal of, redemption premium, if any, and interest on this Bond shall be made in accordance with existing arrangements between the Registrar/Paying Agent or its successors under the Ordinance and the securities depository.

This Bond is one of a series of Bonds of like date of original issue, tenor and effect, except as to number, date of maturity, denomination, [redemption provisions] and rate of interest, aggregating _____ Dollars issued pursuant to and in accordance with Article X, Section 14 of the Constitution of the State of South Carolina, 1895, as amended (the "Constitution"); _____ Title 11, Chapter 27, Code of Laws of South Carolina 1976, as amended; and Ordinance No. _____ duly enacted by the Town Council of the Town.

[Redemption Provisions]

This Bond is transferable as provided in the Ordinance, only upon the books of the Town kept for that purpose at the principal office of the Registrar by the registered holder in person or by his duly authorized attorney upon surrender of this Bond together with a written instrument of transfer satisfactory to the Registrar duly executed by the registered holder or his duly authorized attorney. Thereupon a new fully-registered Bond or Bonds of the same aggregate principal amount, interest rate, and maturity shall be issued to the transferee in exchange therefor as provided in the Ordinance. The Town, the Registrar and the Paying Agent may deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal hereof and interest due hereon and for all other purposes.

Under the laws of the State of South Carolina (the "State"), this Bond and the interest hereon are exempt from all State, county, municipal, school district and other taxes or assessments, except estate or other transfer taxes, direct or indirect, general or special, whether imposed for the purpose of general revenue or otherwise.

It is hereby certified and recited that all acts, conditions and things required by the Constitution and laws of the State to exist, to happen and to be performed precedent to or in the issuance of this Bond exist, have happened and have been performed in regular and due time, form and manner as required by law; that the amount of this Bond, together with all other indebtedness of the Town does not exceed the applicable limitation of indebtedness under the laws of the State; and, that provision has been made for the levy and collection of a tax, without limit, on all taxable property in the Town sufficient to pay the principal and interest of this Bond as they respectively mature and to create such sinking fund as may be necessary therefor.

IN WITNESS WHEREOF, THE TOWN OF BLUFFTON, SOUTH CAROLINA, has caused this Bond to be signed with the manual or facsimile signature of the Mayor of the Town, attested by the manual or facsimile signature of the Clerk of the Town and the seal of the Town impressed, imprinted or reproduced hereon.

TOWN OF BLUFFTON, SOUTH CAROLINA

(SEAL)

Mayor

ATTEST:

Clerk

[FORM OF REGISTRAR'S CERTIFICATE OF AUTHENTICATION]

Date of Authentication:

This Bond is one of the bonds described in the within mentioned Ordinance of the Town of Bluffton, South Carolina.

Regions Bank, as Registrar

By: _____
Authorized Officer

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations.

TEN COM - as tenants in common

UNIF GIFT MIN ACT -

TEN ENT - as tenants by the
entireties

_____ Custodian _____
(Cust) (Minor)

JT TEN - as joint tenants with
right of survivorship
and not as tenants in
common

under Uniform Gifts to
Minors Act _____
(state)

Additional abbreviations may also be used though not in above list.

(FORM OF ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns
and transfers unto _____
(Name and Address of Transferee)

_____ the within Bond and does hereby irrevocably constitute and appoint _____
_____ attorney to transfer the within Bond on the books kept
for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed

(Authorized Officer)

Notice: Signature(s) must be
guaranteed by an institution which is a
a participant in the
registered Securities Transfer Agents
Medallion Program ("STAMP")
or similar program.

Notice: The signature to
the assignment must correspond
with the name of the
holder as it appears upon the
face of the within Bond in every
particular, without alteration
or enlargement or any change
whatever.

A copy of the final approving legal opinion to be rendered shall accompany each Bond and preceding the same a certificate shall appear, which shall be signed on behalf of the Town with a manual or facsimile signature of the Clerk of the Town in the following form:

IT IS HEREBY CERTIFIED that the following is a true and correct copy of the final legal opinion (except for date and letterhead) of Burr & Forman LLP, Columbia, South Carolina, approving the issue of Bonds of which the within Bond is one, the original of which opinion was manually executed, dated and issued as of the date of delivery of and payment for the Bonds, and a copy of which is on file with the Town of Bluffton, South Carolina.

TOWN OF BLUFFTON, SOUTH CAROLINA

By _____
Clerk

FORM OF OFFICIAL NOTICE OF SALE

\$_____ GENERAL OBLIGATION BONDS, SERIES _____
TOWN OF BLUFFTON, SOUTH CAROLINA

Time and Place of Sale: NOTICE IS HEREBY GIVEN that proposals will be received on behalf of the Town Council (the "Council") of the Town of Bluffton, South Carolina (the "Town"), until 11:00 a.m., South Carolina time, on _____, 20____, at which time said proposals will be publicly opened for the purchase of _____ (\$_____) General Obligation Bonds, Series 20_____ of the Town (the "Bonds").

Electronic Bids: Electronic proposals must be submitted through i-Deal's Parity Electronic Bid Submission System ("Parity"). No electronic bids from any other providers of electronic bidding services will be accepted. Information about the electronic bidding services of Parity may be obtained from i-Deal, 40 W. 23rd Street, 5th floor, New York, New York 10010, Customer Support, telephone (212) 404-8102.

ADD

Book-Entry-Only Bonds: The Bonds will be issued in fully-registered form. One Bond representing each maturity will be issued to and registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"), as registered owner of the Bonds and each such Bond will be immobilized in the custody of DTC. DTC will act as securities depository for the Bonds. Individual purchases will be made in book-entry-only form in the principal amount of \$5,000 or any integral multiple thereof not exceeding the principal amount of Bonds maturing each year; Purchasers will not receive physical delivery of certificates representing their interest in the Bonds purchased. The winning bidder, as a condition to delivery of the Bonds, will be required to deposit the Bond certificates representing each maturity with DTC. The Bonds will be dated _____ 1, 20____ and will mature serially in successive annual installments on _____ 1 in each of the years and in the principal amounts as follows:

_____ 1	Principal Amount*	_____ 1	Principal Amount*
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*Preliminary, subject to adjustment.

Adjustment of Maturity Schedule. If, after final computation of the proposals, the Town determines in its sole discretion that the funds necessary to accomplish the purposes for which the Bonds are being issued are either more or less than the proceeds of the sale of the amount of the Bonds as shown in this Notice of Sale, it reserves the right either to decrease or increase the principal amount of the Bonds (all calculations to be rounded to the nearest \$5,000), provided that any such decrease or increase shall not exceed 15% of the par amount. Such adjustment(s), if any, shall be made within twenty-four (24)

hours of the award of the Bonds. In order to calculate the yield on the Bonds for federal tax law purposes and as a condition precedent to the award of the Bonds, bidders must disclose to the Town in connection with their respective bids the price (or yield to maturity) at which each maturity of the Bonds will be reoffered to the public.

In the event of any adjustment of the maturity schedule for the Bonds as described herein, no rebidding or recalculation of the proposals submitted will be required or permitted. Nevertheless, the award of the Bonds will be made to the bidder whose proposal produces the lowest true interest cost solely on the basis of the Bonds offered, without taking into account any adjustment in the amount of the Bonds pursuant to this paragraph.

The Bonds will bear interest from the date thereof payable semiannually on _____ 1 and _____ 1 of each year, commencing _____ 1, 20____.

[Redemption Provisions.]

Registrar/Paying Agent: Regions Bank, Atlanta, Georgia will serve as Registrar/Paying Agent for the Bonds.

Bid Requirements: Bidders shall specify the rate or rates of interest per annum which the Bonds are to bear, to be expressed in multiples of 1/20 or 1/8 of 1% with no greater difference than two percent (2%) between the highest and lowest rates of interest named by a bidder. Bidders are not limited as to the number of rates of interest named, but the rate of interest on each separate maturity must be the same single rate for all Bonds of that maturity from their date to such maturity date. A bid for less than all the Bonds, a bid at a price less than par or a bid which includes a premium of more than 1% will not be considered. In addition to the bid price, the successful bidder must pay accrued interest from the date of the Bonds to the date of full payment of the purchase price.

Good Faith Deposit: A good faith deposit is not required.

Official Statement: Upon the award of the Bonds, the Town will prepare an official statement (the "Official Statement") in substantially the same form as the preliminary official statement subject to minor additions, deletions and revisions as required to complete the Official Statement. Within seven (7) business days after the award of the Bonds, the Town will deliver the Official Statement to the successful bidder in sufficient quantity to comply with Rule G-32 of the Municipal Securities Rulemaking Board. The successful bidder agrees to supply to the Town within 24 hours after the award of the Bonds all necessary pricing information and any Underwriter identification necessary to complete the Official Statement.

Security: The Bonds shall constitute binding general obligations of the Town, and the full faith, credit, and taxing power of the Town are irrevocably pledged for the payment of the principal and interest on the Bonds as they respectively mature and to create such sinking fund as may be necessary therefor. There shall be levied and collected annually upon all taxable property of the Town a tax, without limitation as to rate or amount, sufficient for such purposes.

Continuing Disclosure: In order to assist the bidders in complying with Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission, the Town will undertake, pursuant to an ordinance and a Continuing Disclosure Certificate, to provide certain annual financial information and notices of the occurrence of certain listed events. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the final Official Statement.

Legal Opinion: The Town shall furnish upon delivery of the Bonds the final approving opinion of Burr & Forman LLP, Columbia, South Carolina, which opinion shall accompany each Bond, together with the usual closing documents, including a certificate that no litigation is pending affecting the Bonds.

Issue Price Certificate: [TO BE PROVIDED].

Delivery: The Bonds will be delivered on or about _____, 20____, in New York, New York, at the expense of the Town or at such other place as may be agreed upon with the purchaser at the expense of the purchaser. The balance of the purchase price then due (including the amount of accrued interest) must be paid in federal funds or other immediately available funds.

CUSIP Numbers: It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for failure or refusal by the purchaser thereof to accept delivery of and pay for the Bonds in accordance with the terms of its proposal. All expenses in relation to the printing of CUSIP identification numbers on the Bonds shall be paid for by the Town; provided, however, that the CUSIP Service Bureau charge for the assignment of said numbers shall be the responsibility of and shall be paid for by the successful bidder.

Award of Bid. The Bonds will be awarded to the bidder or bidders offering to purchase the Bonds at the lowest true interest cost (TIC) to the Town. The TIC will be the nominal interest rate which, when compounded semiannually and used to discount all debt service payments on the Bonds (computed at the interest rates specified in the bid and on the basis of a 360-day year of twelve 30-day months) to the dated date of the Bonds, results in an amount equal to the price bid for the Bonds. In the case of a tie bid, the winning bid will be awarded by lot. The Town reserves the right to reject any and all bids or to waive irregularities in any bid. Bids will be accepted or rejected no later than 3:00 p.m., South Carolina time, on the date of the sale.

Additional Information: Persons seeking information should communicate with the Town's bond counsel, Francenia B. Heizer, Esquire, Burr & Forman LLP, (803) 799-9800 or fheizer@burr.com or the Town's Financial Advisor, Brian G. Nurick, Compass Municipal Advisors LLC, (859) 368-9619 or bnurick@compassmun.com.

Town of Bluffton, South Carolina

FORM OF CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the “Disclosure Certificate”) is executed and delivered by the Town of Bluffton, South Carolina (the “Town”) in connection with the issuance of \$_____ General Obligation Bonds, Series 20____. The Bonds are being issued pursuant to an Ordinance adopted by the Town Council of the Town (the “Council”). The Town covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the Town for the benefit of the holders of the Bonds (defined below) and in order to assist the Participating Underwriter (defined below) in complying with the Rule (defined below).

SECTION 2. Definitions. The following capitalized terms shall have the following meanings:

“**Annual Report**” shall mean any Annual Report provided by the Town pursuant to, and as described in, Sections 3 and 4 of this Disclosure Certificate.

“**Bonds**” shall mean the \$_____ General Obligation Bonds, Series 20____, of the Town of Bluffton, South Carolina, dated _____.

“**Dissemination Agent**” shall mean the Town or any successor Dissemination Agent designated in writing by the Town and which has filed with the Town a written acceptance of such designation.

“**Financial Obligation**” is defined by the Rule as and for purposes of this Disclosure Certificate shall mean (1) a debt obligation, (2) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation, or (3) a guarantee of either of the foregoing; provided, however, that a “Financial Obligation” shall not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with the Rule.

“**Listed Events**” shall mean any of the events listed in Section 5(a) of this Disclosure Certificate.

“**National Repository**” shall mean for purposes of the Rule the Electronic Municipal Market Access (EMMA) system created by the Municipal Securities Rulemaking Board.

“**Participating Underwriter**” shall mean _____ and any other original underwriter of the Bonds required to comply with the Rule in connection with offering of the Bonds.

“**Repository**” shall mean each National Repository and each State Depository, if any.

“**Rule**” shall mean Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

“**State Depository**” shall mean any public or private repository or entity designated by the State of South Carolina as a state depository for the purpose of the Rule. As of the date of this Certificate, there is no State Depository.

SECTION 3. Provision of Annual Reports.

(a) The Town shall, or shall cause the Dissemination Agent to provide, not later than February 1 of each year, commencing in 20__ to each Repository an Annual Report which is consistent with the requirements of Section 4 of this Disclosure Certificate. Not later than fifteen (15) business days prior to such date the Town shall provide the Annual Report to the Dissemination Agent, if other than the Town; provided, that if the audited financial statements required pursuant to Section 4 hereof to be included in the Annual Report are not available for inclusion in the Annual Report as of such date, unaudited financial statements of the Town may be included in such Annual Report in lieu thereof, and the Town shall replace such unaudited financial statements with audited financial statements within fifteen (15) days after such audited financial statements become available for distribution. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 4 of this Disclosure Certificate; provided that the audited financial statements of the Town may be submitted separately from the balance of the Annual Report.

(b) If the Town is unable to provide to the Repositories an Annual Report by the date required in subsection (a), the Town shall send a notice to the Repositories, if any, in substantially the form attached hereto as *Exhibit A*.

(c) The Dissemination Agent shall:

(1) determine each year prior to the date for providing the Annual Report the name and address of each Repository; and

(2) if the Dissemination Agent is other than the Town, file a report with the Town and (if the Dissemination Agent is not the Registrar) the Registrar certifying whether the Annual Report has been provided pursuant to this Disclosure Certificate, and, if provided, stating the date it was provided, and listing all the Repositories to which it was provided.

SECTION 4. Content of Annual Reports. The Town's Annual Report shall contain or incorporate by reference the most recent audited financial statements, which shall be prepared in conformity with generally accepted accounting principles (or, if not in such conformity, to be accompanied by a qualitative discussion of the differences in the accounting principles and the impact of the change in the accounting principles on the presentation of the financial information) applicable to governmental entities such as the Town, and shall, in addition, contain or incorporate by reference the following relating to the most recently completed fiscal year:

- (a) Town Population (most recent available);
- (b) Total state appropriations subject to withholding under Article X, Sec. 14, South Carolina Constitution;
- (c) Outstanding Indebtedness;
- (d) Market value/assessment summary of taxable property;
- (e) Tax Rates;
- (f) Tax Collections; and
- (g) Ten Largest Taxpayers (including fee-in-lieu-of-tax).

Any or all of the items listed above may be incorporated by reference from other documents, including official statements of debt issues with respect to which the Town is an "obligated person" (as defined by the Rule), which have been filed with each of the Repositories or the Securities and Exchange

Commission. If the document incorporated by reference is a final official statement, it must be available from the Municipal Securities Rulemaking Board. The Town shall clearly identify each such other document so incorporated by reference.

SECTION 5. Reporting of Significant Events.

(a) Pursuant to the provisions of this Section 5, the Town shall give, or cause to be given, notice of the occurrence of any of the following events (the “Listed Events”) with respect to the Bonds:

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders;
- (8) Bond calls;
- (9) Tender offers;
- (10) Defeasances;
- (11) Release, substitution, or sale of property securing repayment of the securities;
- (12) Rating changes;
- (13) Bankruptcy, insolvency, receivership or similar event of the Town;
- (14) The consummation of a merger, consolidation, or acquisition involving the Town or the sale of all or substantially all of the assets of the Town other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms;
- (15) Appointment of a successor or additional trustee or the change of name of a trustee;
- (16) Incurrence of a Financial Obligation of the Town; or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the Town, any of which affect security holders; and
- (17) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the Town, any of which reflect financial difficulties.

(b) Whenever the Town obtains knowledge of the occurrence of a Listed Event described in subsections (a)(2), (7), (8), (11), (14), (15) or (16) above, the Town shall as soon as possible determine if such event would be material under applicable federal securities laws. If the Town determines that knowledge of the occurrence of such event would be material under applicable federal securities laws, the Town shall promptly, and no later than ten business days after the occurrence of the event, file a notice of such occurrence with the Repository.

(c) Whenever the Town obtains knowledge of the occurrence of a Listed Event described in subsections (a)(1), (3), (4), (5), (6), (9), (10), (12), (13) or (17) above, the Town shall promptly, and no later than ten business days after the occurrence of the event, file a notice of such occurrence with the

Repository.

(d) Notwithstanding the foregoing, notice of Listed Events described in subsections (a)(8), (9), and (10) above need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to owners of affected Bonds. For the purposes of the event identified in (a)(13) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Town in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Town, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Town.

SECTION 6. Termination of Reporting Obligation. The Town's obligations under this Disclosure Certificate shall terminate upon the defeasance, prior redemption or payment in full of all of the Bonds.

SECTION 7. Dissemination Agent. The Town may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Agent, with or without appointing a successor Dissemination Agent. The initial Dissemination Agent shall be the Town.

SECTION 8. Amendment; Waiver. Notwithstanding any other provision of this Disclosure Certificate, the Town may amend this Disclosure Certificate and any provision of this Disclosure Certificate may be waived, if such amendment or waiver is supported by an opinion of counsel expert in federal securities laws acceptable to the Town, to the effect that such amendment or waiver would not, in and of itself, cause the undertakings herein to violate the Rule if such amendment or waiver had been effective on the date hereof but taking into account any subsequent change in or official interpretation of the Rule.

SECTION 9. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the Town from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the Town chooses to include any information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is specifically required by this Disclosure Certificate, the Town shall have no obligation under this Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

SECTION 10. Default. In the event of a failure of the Town, or the Dissemination Agent to comply with any provision of this Disclosure Certificate, any beneficial owner may take such actions as may be necessary and appropriate, including seeking injunctive relief or specific performance by court order, to cause the Town, or the Dissemination Agent, as the case may be, to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an event of default under the Ordinance, and the sole remedy under this Disclosure Certificate in the event of any failure of the Town, or the Dissemination Agent to comply with this Disclosure Certificate shall be an action to compel performance.

SECTION 11. Duties, Immunities and Liabilities of the Dissemination Agent. The provisions of this Section 11 shall apply if the Town is not the Dissemination Agent. The Dissemination Agent shall have

only such duties as are specifically set forth in this Disclosure Certificate, and the Town agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which they may incur arising out of or in the exercise or performance of their powers and duties hereunder, including the costs and expenses (including attorneys' fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The obligations of the Town under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds.

SECTION 12. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the Town, the Dissemination Agent, the Participating Underwriter, and holders from time to time of the Bonds, and shall create no rights in any other person or entity.

SECTION 13. Counterparts. This Disclosure Certificate may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

TOWN OF BLUFFTON, SOUTH CAROLINA

By: _____
Town Manager

Dated: _____, 20____

NOTICE TO REPOSITORIES OF FAILURE TO FILE ANNUAL REPORT

Name of Town: Town of Bluffton, South Carolina

Name of Bond Issue: \$_____ General Obligation Bonds, Series 20____,
Town of Bluffton, South Carolina

Date of Issuance: _____

NOTICE IS HEREBY GIVEN that the Town of Bluffton, South Carolina (the “Town”) has not provided an Annual Report with respect to the above-named Bonds as required by Sections 3 and 4 of the Continuing Disclosure Certificate executed and delivered by the Town as Dissemination Agent. The Town has notified us in writing that the Annual Report will be filed by _____.

Dated: _____

TOWN OF BLUFFTON, SOUTH CAROLINA

Town of Bluffton, South Carolina**General Obligation Bonds, Series 2021**

FINAL: Sold to: _____ on: 02.04.21 Delivery: 02.18.21

(Eight Percent Debt - Stormwater Project)

Sources & Uses**Dated 02/18/2021 | Delivered 02/18/2021****Sources Of Funds**

Par Amount of Bonds	\$5,080,000.00
Reoffering Premium	595,874.45

Total Sources	\$5,675,874.45
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Uses Of Funds

Total Underwriter's Discount (0.750%)	38,100.00
Costs of Issuance	75,000.00
Deposit Net Bid Premium to Debt Service Fund	557,774.45
Deposit to Project Fund	5,000,000.00
Rounding Amount	5,000.00

Total Uses	\$5,675,874.45
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Town of Bluffton, South Carolina

General Obligation Bonds, Series 2021

FINAL: Sold to: _____ on: 02.04.21 Delivery: 02.18.21

(Eight Percent Debt - Stormwater Project)

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
06/01/2021	Serial Coupon	5.000%	0.170%	800,000.00	101.380%	-	-	-	811,040.00
06/01/2022	Serial Coupon	5.000%	0.190%	145,000.00	106.175%	-	-	-	153,953.75
06/01/2023	Serial Coupon	5.000%	0.230%	155,000.00	110.869%	-	-	-	171,846.95
06/01/2024	Serial Coupon	5.000%	0.250%	165,000.00	115.535%	-	-	-	190,632.75
06/01/2025	Serial Coupon	5.000%	0.300%	170,000.00	120.000%	-	-	-	204,000.00
06/01/2026	Serial Coupon	5.000%	0.420%	180,000.00	123.918%	-	-	-	223,052.40
06/01/2027	Serial Coupon	5.000%	0.590%	190,000.00	127.173%	-	-	-	241,628.70
06/01/2028	Serial Coupon	5.000%	0.750%	200,000.00	130.079%	-	-	-	260,158.00
06/01/2029	Serial Coupon	5.000%	0.870%	210,000.00	132.946%	-	-	-	279,186.60
06/01/2030	Serial Coupon	5.000%	0.970%	220,000.00	135.702%	-	-	-	298,544.40
06/01/2031	Serial Coupon	5.000%	1.050%	230,000.00	134.859%	c 1.357%	06/01/2030	100.000%	310,175.70
06/01/2032	Serial Coupon	4.000%	1.200%	240,000.00	124.533%	c 1.613%	06/01/2030	100.000%	298,879.20
06/01/2033	Serial Coupon	3.000%	1.450%	250,000.00	113.419%	c 1.779%	06/01/2030	100.000%	283,547.50
06/01/2034	Serial Coupon	2.000%	1.700%	260,000.00	102.565%	c 1.782%	06/01/2030	100.000%	266,669.00
06/01/2035	Serial Coupon	2.000%	1.750%	265,000.00	102.133%	c 1.830%	06/01/2030	100.000%	270,652.45
06/01/2036	Serial Coupon	2.000%	1.800%	270,000.00	101.702%	c 1.871%	06/01/2030	100.000%	274,595.40
06/01/2037	Serial Coupon	2.000%	1.850%	275,000.00	101.273%	c 1.909%	06/01/2030	100.000%	278,500.75
06/01/2038	Serial Coupon	2.000%	1.900%	280,000.00	100.846%	c 1.942%	06/01/2030	100.000%	282,368.80
06/01/2039	Serial Coupon	2.000%	1.940%	285,000.00	100.506%	c 1.967%	06/01/2030	100.000%	286,442.10
06/01/2040	Serial Coupon	2.000%	2.000%	290,000.00	100.000%	-	-	-	290,000.00
Total	-	-	-	\$5,080,000.00	-	-	-	-	\$5,675,874.45

Bid Information

Par Amount of Bonds	\$5,080,000.00
Reoffering Premium or (Discount)	595,874.45
Gross Production	\$5,675,874.45
Total Underwriter's Discount (0.750%)	\$(38,100.00)
Bid (110.980%)	5,637,774.45
Total Purchase Price	\$5,637,774.45
Bond Year Dollars	\$49,063.44
Average Life	9.658 Years
Average Coupon	2.8940734%
Net Interest Cost (NIC)	1.7572301%
True Interest Cost (TIC)	1.6592679%

Town of Bluffton, South Carolina

General Obligation Bonds, Series 2021

FINAL: Sold to: _____ on: 02.04.21 Delivery: 02.18.21

(Eight Percent Debt - Stormwater Project)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/01/2021	800,000.00	5.000%	54,032.08	854,032.08
12/01/2021	-	-	74,425.00	74,425.00
06/01/2022	145,000.00	5.000%	74,425.00	219,425.00
12/01/2022	-	-	70,800.00	70,800.00
06/01/2023	155,000.00	5.000%	70,800.00	225,800.00
12/01/2023	-	-	66,925.00	66,925.00
06/01/2024	165,000.00	5.000%	66,925.00	231,925.00
12/01/2024	-	-	62,800.00	62,800.00
06/01/2025	170,000.00	5.000%	62,800.00	232,800.00
12/01/2025	-	-	58,550.00	58,550.00
06/01/2026	180,000.00	5.000%	58,550.00	238,550.00
12/01/2026	-	-	54,050.00	54,050.00
06/01/2027	190,000.00	5.000%	54,050.00	244,050.00
12/01/2027	-	-	49,300.00	49,300.00
06/01/2028	200,000.00	5.000%	49,300.00	249,300.00
12/01/2028	-	-	44,300.00	44,300.00
06/01/2029	210,000.00	5.000%	44,300.00	254,300.00
12/01/2029	-	-	39,050.00	39,050.00
06/01/2030	220,000.00	5.000%	39,050.00	259,050.00
12/01/2030	-	-	33,550.00	33,550.00
06/01/2031	230,000.00	5.000%	33,550.00	263,550.00
12/01/2031	-	-	27,800.00	27,800.00
06/01/2032	240,000.00	4.000%	27,800.00	267,800.00
12/01/2032	-	-	23,000.00	23,000.00
06/01/2033	250,000.00	3.000%	23,000.00	273,000.00
12/01/2033	-	-	19,250.00	19,250.00
06/01/2034	260,000.00	2.000%	19,250.00	279,250.00
12/01/2034	-	-	16,650.00	16,650.00
06/01/2035	265,000.00	2.000%	16,650.00	281,650.00
12/01/2035	-	-	14,000.00	14,000.00
06/01/2036	270,000.00	2.000%	14,000.00	284,000.00
12/01/2036	-	-	11,300.00	11,300.00
06/01/2037	275,000.00	2.000%	11,300.00	286,300.00
12/01/2037	-	-	8,550.00	8,550.00
06/01/2038	280,000.00	2.000%	8,550.00	288,550.00
12/01/2038	-	-	5,750.00	5,750.00
06/01/2039	285,000.00	2.000%	5,750.00	290,750.00
12/01/2039	-	-	2,900.00	2,900.00
06/01/2040	290,000.00	2.000%	2,900.00	292,900.00
Total	\$5,080,000.00	-	\$1,419,932.08	\$6,499,932.08

Yield Statistics

Bond Year Dollars	\$49,063.44
Average Life	9.658 Years
Average Coupon	2.8940734%
Net Interest Cost (NIC)	1.7572301%
True Interest Cost (TIC)	1.6592679%
Bond Yield for Arbitrage Purposes	1.5123000%
All Inclusive Cost (AIC)	1.8225522%

IRS Form 8038

Net Interest Cost	1.5287218%
Weighted Average Maturity	9.497 Years

2021 GOB EST | SINGLE PURPOSE | 9/16/2020 | 9:19 AM

Compass Municipal Advisors, LLC
Public Finance

Town of Bluffton, South Carolina

General Obligation Bonds, Series 2021

FINAL: Sold to: _____ on: 02.04.21 Delivery: 02.18.21

(Eight Percent Debt - Stormwater Project)

Proof of D/S for Arbitrage Purposes

Date	Principal	Interest	Total
02/18/2021	-	-	-
06/01/2021	800,000.00	54,032.08	854,032.08
12/01/2021	-	74,425.00	74,425.00
06/01/2022	145,000.00	74,425.00	219,425.00
12/01/2022	-	70,800.00	70,800.00
06/01/2023	155,000.00	70,800.00	225,800.00
12/01/2023	-	66,925.00	66,925.00
06/01/2024	165,000.00	66,925.00	231,925.00
12/01/2024	-	62,800.00	62,800.00
06/01/2025	170,000.00	62,800.00	232,800.00
12/01/2025	-	58,550.00	58,550.00
06/01/2026	180,000.00	58,550.00	238,550.00
12/01/2026	-	54,050.00	54,050.00
06/01/2027	190,000.00	54,050.00	244,050.00
12/01/2027	-	49,300.00	49,300.00
06/01/2028	200,000.00	49,300.00	249,300.00
12/01/2028	-	44,300.00	44,300.00
06/01/2029	210,000.00	44,300.00	254,300.00
12/01/2029	-	39,050.00	39,050.00
06/01/2030	1,200,000.00	39,050.00	1,239,050.00
12/01/2030	-	16,650.00	16,650.00
06/01/2031	-	16,650.00	16,650.00
12/01/2031	-	16,650.00	16,650.00
06/01/2032	-	16,650.00	16,650.00
12/01/2032	-	16,650.00	16,650.00
06/01/2033	-	16,650.00	16,650.00
12/01/2033	-	16,650.00	16,650.00
06/01/2034	-	16,650.00	16,650.00
12/01/2034	-	16,650.00	16,650.00
06/01/2035	265,000.00	16,650.00	281,650.00
12/01/2035	-	14,000.00	14,000.00
06/01/2036	270,000.00	14,000.00	284,000.00
12/01/2036	-	11,300.00	11,300.00
06/01/2037	275,000.00	11,300.00	286,300.00
12/01/2037	-	8,550.00	8,550.00
06/01/2038	280,000.00	8,550.00	288,550.00
12/01/2038	-	5,750.00	5,750.00
06/01/2039	285,000.00	5,750.00	290,750.00
12/01/2039	-	2,900.00	2,900.00
06/01/2040	290,000.00	2,900.00	292,900.00
Total	\$5,080,000.00	\$1,345,932.08	\$6,425,932.08

Town of Bluffton, South Carolina**General Obligation Bonds, Series 2021**

FINAL: Sold to: _____ on: 02.04.21 Delivery: 02.18.21

(Eight Percent Debt - Stormwater Project)

Proof of Bond Yield @ 1.5123000%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
02/18/2021	-	1.0000000x	-	-
06/01/2021	854,032.08	0.9956987x	850,358.63	850,358.63
12/01/2021	74,425.00	0.9882262x	73,548.74	923,907.36
06/01/2022	219,425.00	0.9808098x	215,214.20	1,139,121.56
12/01/2022	70,800.00	0.9734491x	68,920.20	1,208,041.76
06/01/2023	225,800.00	0.9661436x	218,155.22	1,426,196.98
12/01/2023	66,925.00	0.9588929x	64,173.91	1,490,370.89
06/01/2024	231,925.00	0.9516967x	220,722.25	1,711,093.14
12/01/2024	62,800.00	0.9445544x	59,318.02	1,770,411.16
06/01/2025	232,800.00	0.9374658x	218,242.03	1,988,653.20
12/01/2025	58,550.00	0.9304303x	54,476.70	2,043,129.89
06/01/2026	238,550.00	0.9234477x	220,288.44	2,263,418.34
12/01/2026	54,050.00	0.9165174x	49,537.77	2,312,956.10
06/01/2027	244,050.00	0.9096392x	221,997.45	2,534,953.55
12/01/2027	49,300.00	0.9028126x	44,508.66	2,579,462.21
06/01/2028	249,300.00	0.8960372x	223,382.07	2,802,844.28
12/01/2028	44,300.00	0.8893127x	39,396.55	2,842,240.84
06/01/2029	254,300.00	0.8826386x	224,454.99	3,066,695.83
12/01/2029	39,050.00	0.8760146x	34,208.37	3,100,904.20
06/01/2030	1,239,050.00	0.8694403x	1,077,280.04	4,178,184.24
12/01/2030	16,650.00	0.8629154x	14,367.54	4,192,551.78
06/01/2031	16,650.00	0.8564394x	14,259.72	4,206,811.50
12/01/2031	16,650.00	0.8500121x	14,152.70	4,220,964.20
06/01/2032	16,650.00	0.8436329x	14,046.49	4,235,010.69
12/01/2032	16,650.00	0.8373017x	13,941.07	4,248,951.76
06/01/2033	16,650.00	0.8310179x	13,836.45	4,262,788.21
12/01/2033	16,650.00	0.8247814x	13,732.61	4,276,520.82
06/01/2034	16,650.00	0.8185916x	13,629.55	4,290,150.37
12/01/2034	16,650.00	0.8124482x	13,527.26	4,303,677.63
06/01/2035	281,650.00	0.8063510x	227,108.76	4,530,786.40
12/01/2035	14,000.00	0.8002996x	11,204.19	4,541,990.59
06/01/2036	284,000.00	0.7942935x	225,579.36	4,767,569.95
12/01/2036	11,300.00	0.7883325x	8,908.16	4,776,478.10
06/01/2037	286,300.00	0.7824163x	224,005.78	5,000,483.89
12/01/2037	8,550.00	0.7765444x	6,639.46	5,007,123.34
06/01/2038	288,550.00	0.7707167x	222,390.30	5,229,513.64
12/01/2038	5,750.00	0.7649326x	4,398.36	5,233,912.00
06/01/2039	290,750.00	0.7591920x	220,735.08	5,454,647.08
12/01/2039	2,900.00	0.7534945x	2,185.13	5,456,832.21
06/01/2040	292,900.00	0.7478397x	219,042.24	5,675,874.45
Total	\$6,425,932.08	-	\$5,675,874.45	-

Derivation Of Target Amount

Par Amount of Bonds	\$5,080,000.00
Reoffering Premium or (Discount)	595,874.45
Original Issue Proceeds	\$5,675,874.45

2021 GOB EST | SINGLE PURPOSE | 9/16/2020 | 9:19 AM

Compass Municipal Advisors, LLC
Public Finance

Town of Bluffton, South Carolina

General Obligation Bonds, Series 2021

FINAL: Sold to: _____ on: 02.04.21 Delivery: 02.18.21
(Eight Percent Debt - Stormwater Project)

Derivation Of Form 8038 Yield Statistics

Maturity	Issuance Value	Coupon	Price	Issuance Price	Exponent	Bond Years
02/18/2021	-	-	-	-	-	-
06/01/2021	800,000.00	5.000%	101.380%	811,040.00	0.2861111x	232,047.56
06/01/2022	145,000.00	5.000%	106.175%	153,953.75	1.2861111x	198,001.63
06/01/2023	155,000.00	5.000%	110.869%	171,846.95	2.2861111x	392,861.22
06/01/2024	165,000.00	5.000%	115.535%	190,632.75	3.2861111x	626,440.40
06/01/2025	170,000.00	5.000%	120.000%	204,000.00	4.2861111x	874,366.67
06/01/2026	180,000.00	5.000%	123.918%	223,052.40	5.2861111x	1,179,079.77
06/01/2027	190,000.00	5.000%	127.173%	241,628.70	6.2861111x	1,518,904.86
06/01/2028	200,000.00	5.000%	130.079%	260,158.00	7.2861111x	1,895,540.09
06/01/2029	210,000.00	5.000%	132.946%	279,186.60	8.2861111x	2,313,371.19
06/01/2030	220,000.00	5.000%	135.702%	298,544.40	9.2861111x	2,772,316.47
06/01/2031	230,000.00	5.000%	134.859%	310,175.70	10.2861111x	3,190,501.71
06/01/2032	240,000.00	4.000%	124.533%	298,879.20	11.2861111x	3,373,183.86
06/01/2033	250,000.00	3.000%	113.419%	283,547.50	12.2861111x	3,483,696.09
06/01/2034	260,000.00	2.000%	102.565%	266,669.00	13.2861111x	3,542,993.96
06/01/2035	265,000.00	2.000%	102.133%	270,652.45	14.2861111x	3,866,570.97
06/01/2036	270,000.00	2.000%	101.702%	274,595.40	15.2861111x	4,197,495.80
06/01/2037	275,000.00	2.000%	101.273%	278,500.75	16.2861111x	4,535,694.16
06/01/2038	280,000.00	2.000%	100.846%	282,368.80	17.2861111x	4,881,058.45
06/01/2039	285,000.00	2.000%	100.506%	286,442.10	18.2861111x	5,237,912.07
06/01/2040	290,000.00	2.000%	100.000%	290,000.00	19.2861111x	5,592,972.22
Total	\$5,080,000.00	-	-	\$5,675,874.45	-	\$53,905,009.15

Description of Bonds

Final Maturity Date	6/01/2040
Issue price of entire issue	5,675,874.45
Stated Redemption at Maturity	5,080,000.00
Weighted Average Maturity = Bond Years/Issue Price	9.497 Years
Bond Yield for Arbitrage Purposes	1.5123000%

Uses of Proceeds of Issue

Proceeds used for accrued interest	-
Proceeds used for bond issuance costs (including underwriters' discount)	113,100.00
Proceeds used for credit enhancement	-
Proceeds allocated to reasonably required reserve or replacement fund	-

Formal Item #3:

Consideration of an Ordinance Authorizing the Issuance and Sale of Not to Exceed \$5,250,000 General Obligation Bonds, 2020 or Such Other Appropriate Series Designation, for the Purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Projects
- Second and Final Reading - Chris Forster, Director of Finance and Administration

Recommended Language to Support a Motion for Adoption

"I make a motion to approve the second and final Reading of an Ordinance Authorizing the Issuance and Sale of a Not to Exceed \$5,250,000 General Obligation Bonds, 2020 or Such Other Appropriate Series Designation, for the Purpose of funding the Town of Bluffton Stormwater Utility Fund Capital Improvements Program Projects"



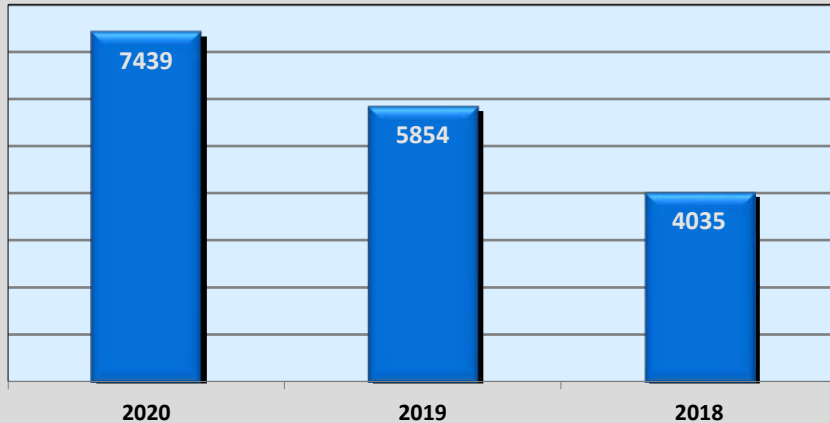
Bluffton Police Department October 2020 Statistical Information

Presented by:
Chief Stephenie Price

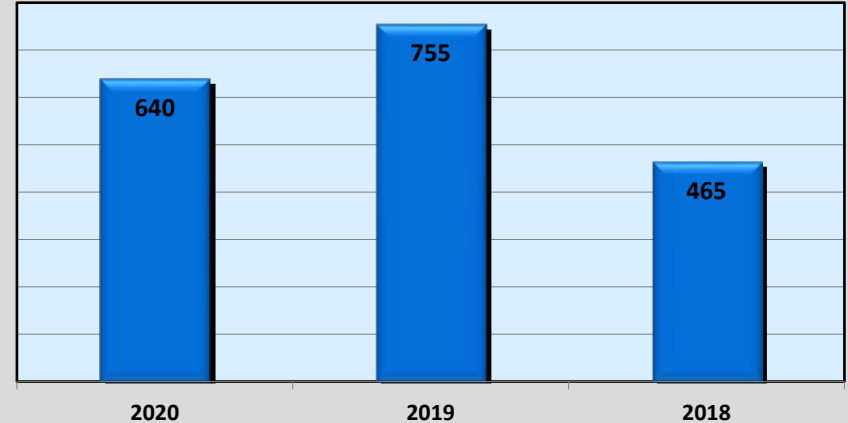
October 31, 2020

October Trends

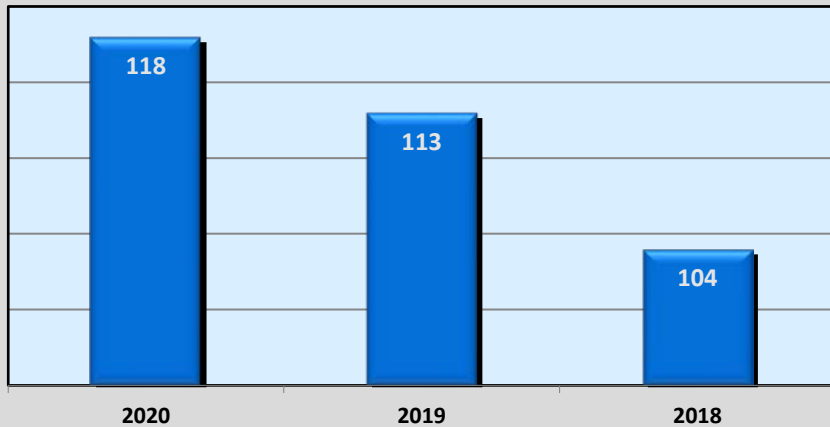
October Calls for Service Comparison



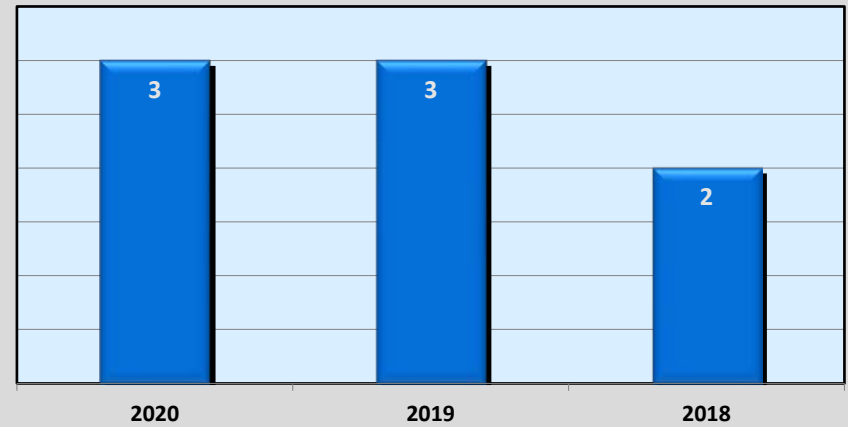
October Traffic Citation Comparison



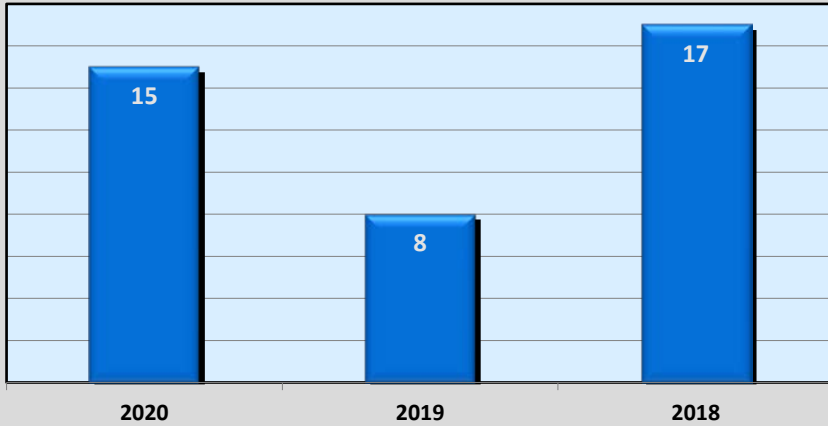
October Collision Comparison



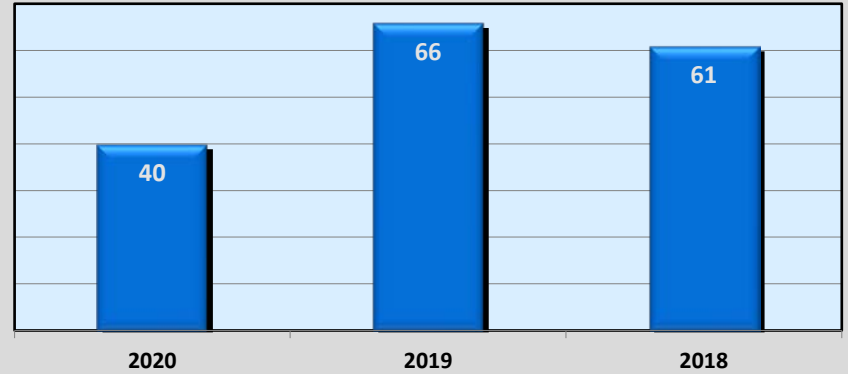
October Burglary Comparison



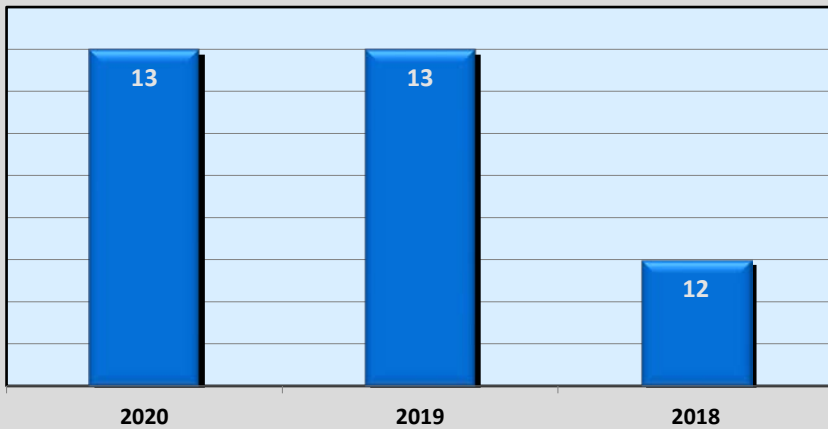
October Theft Comparison



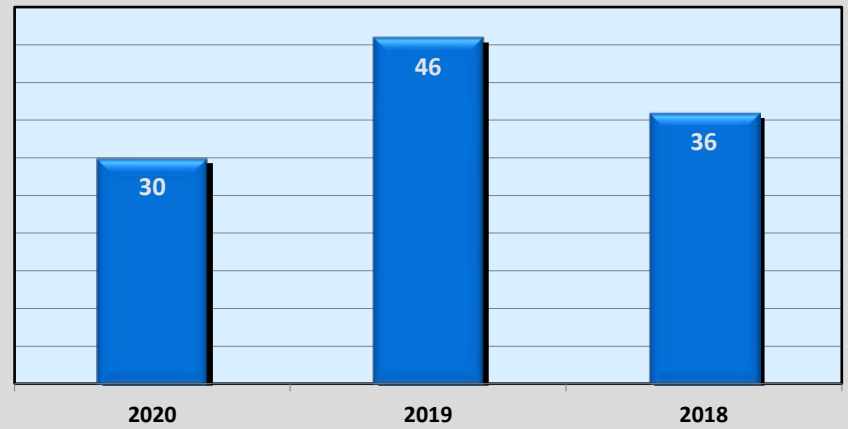
October Domestic Calls for Service Comparison



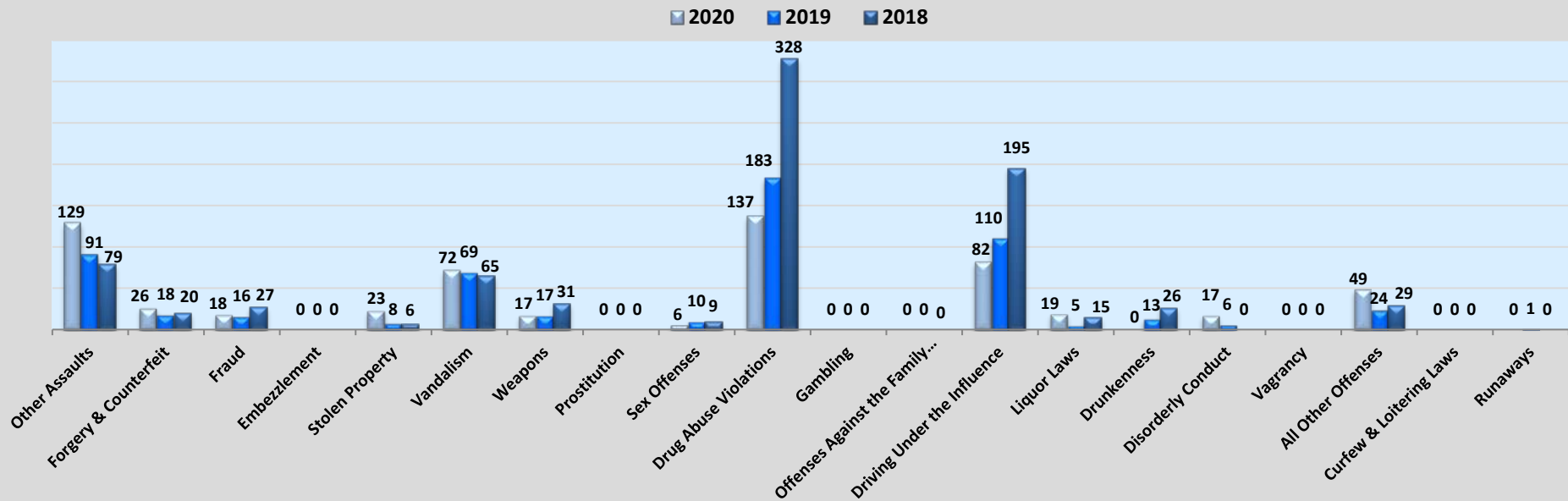
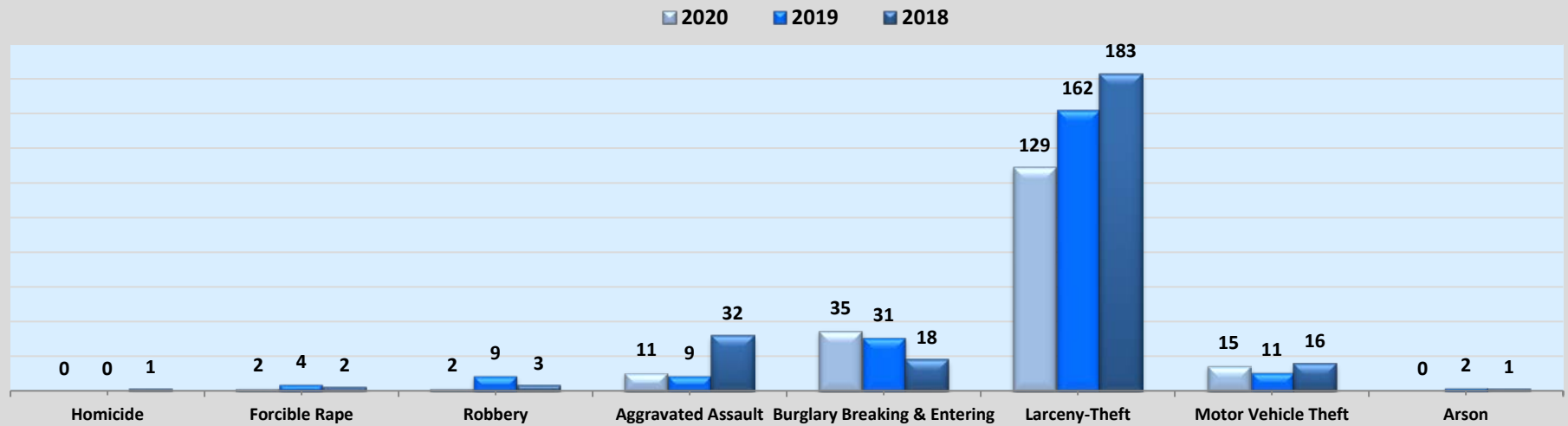
October Assault Comparison



October Arrest Comparison



Part I and Part II Offenses



Department Highlights

Arrests

Adult Felony: 9

Adult Misdemeanor: 11

Juvenile: 1

DUI: 10

Complaints

No complaints received in October 2020

Commendations

No commendations received in October 2020



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 9/30/2020

Cases Confirmed: 7,206,654

Deaths: 206,436

South Carolina:

Cases Confirmed: 143,495

Deaths: 3173

Beaufort County:

Cases Confirmed: 5629

Deaths: 80



Department Highlights

Meetings Attended by Interim Chief Chandler

Every Wednesday – Attended Senior Staff Communications Meeting

Oct 7th – Town of Bluffton Christmas Parade/Tree Lighting zoom meeting

Oct 8th – Meeting with Chaplains and Chief Price

Meetings Attended by Chief Stephenie Price

Oct 12th – Facebook Live Update zoom meeting

Oct 12th – Meeting with IT and Chief Price

Oct 12th – Attend Chief Price Swearing In Ceremony

Oct 13th – Attend Gun Range

Oct 13th – Town Council zoom meeting

Oct 14th – Meeting with Solicitor Duffie Stone

Oct 14th – Meeting with FBI Agent French

Oct 14th – Meeting with Beaufort County Coroner

Oct 15th – Meeting with Parris Island Provost Marshall

Oct 15th – Meeting with Ridgeland Police Chief

Oct 15th – Meet & Greet with All Police Staff

Oct 15th – Meeting with Hardeeville Police Chief

Oct 16th – Meeting with Beaufort City Interim Police Chief

Oct 16th – Meeting with Port Royal Police Chief

Oct 16th – Meeting with BCSO Sheriff Tanner

Oct 19th – Meeting with BC School Superintendent

Oct 19th – Meeting with Bluffton Fire Chief

Oct 19th – Meeting at Church of the Cross – Father Owens

Oct 19th – Meeting with Island Remax Representative

Oct 20th – Meeting with Bluffton Municipal Judge Bush

Oct 20th – Meeting with Boys N Girls Club

Oct 20th – Meeting at Campbell AME Church – Rev. Black

Oct 20th – Town Council Quarterly CIP Facebook

Oct 21st – Meeting at LowCountry Community Church – Pastor Cranston

Oct 21st – Meeting at First Zion Missionary Baptist Church – Pastor Jenkins

Oct 21st – Meeting with Chaplain

Oct 21st – Attend Sergeants Meeting

Oct 22nd – Meeting with Cormac representative

Oct 22nd – Meeting at USCB – Chancellor Panu

Oct 23rd – Meeting at St. Gregory the Great – Rev. Cellini

Oct 23rd – Meeting with Tabor Vaux and Associates

Oct 26th – Facebook Live Update zoom meeting

Oct 26th – Meeting at Lowcountry Radio Group

Oct 26th – Attend Reverse Christmas Parade meeting

Oct 27th – Meeting with IT Director

Oct 27th – BPD Reverse Trick or Treat

Meetings Attended by Chief Stephenie Price cont.

Oct 28th – Meeting with Photographer (headshots)

Oct 28th – Attend Bluffton Fire Grand Opening & Dedication

Oct 29th – Meeting with BC School Board Representative

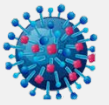
Oct 29th – Conference Call with The Walk

Oct 30th – Meeting with Town Manager

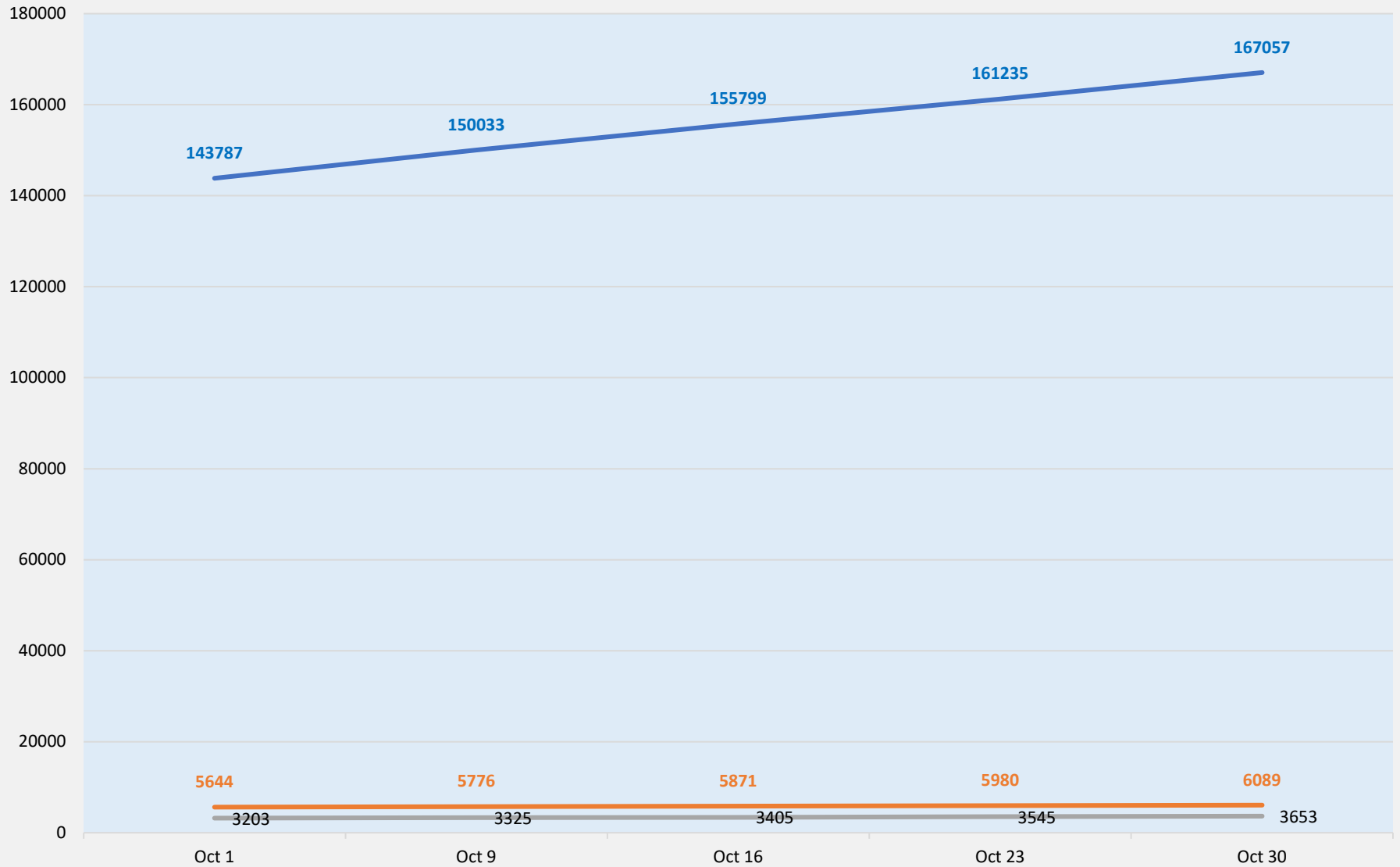


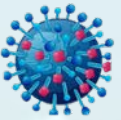
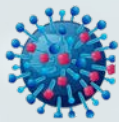


COVID-19 Pandemic South Carolina



CONFIRMED CASES - SC CONFIRMED CASES - BEAUFORT CTY DEATHS - SC



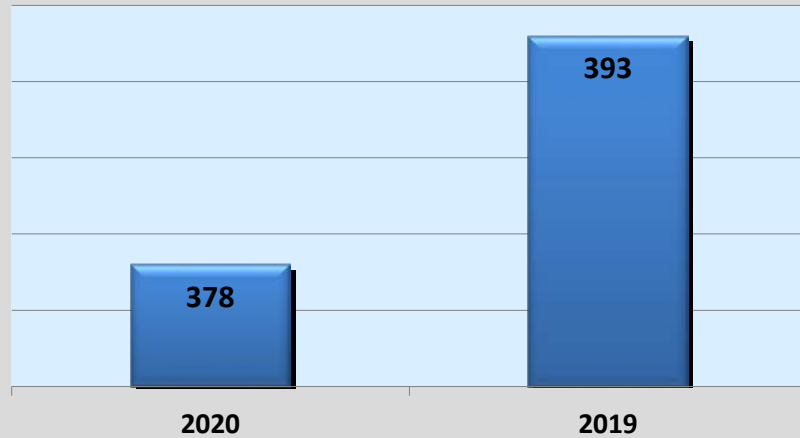


COVID-19 Pandemic

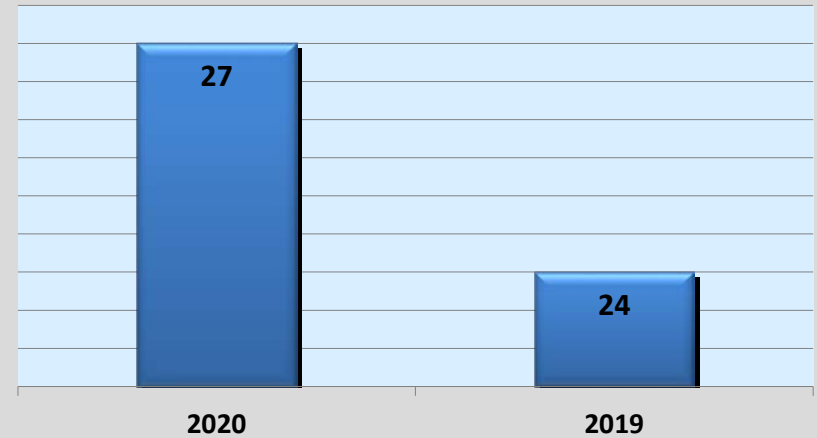
Calls for Service Comparison Charts

Period of March 15 thru September 30

Domestic Comparison



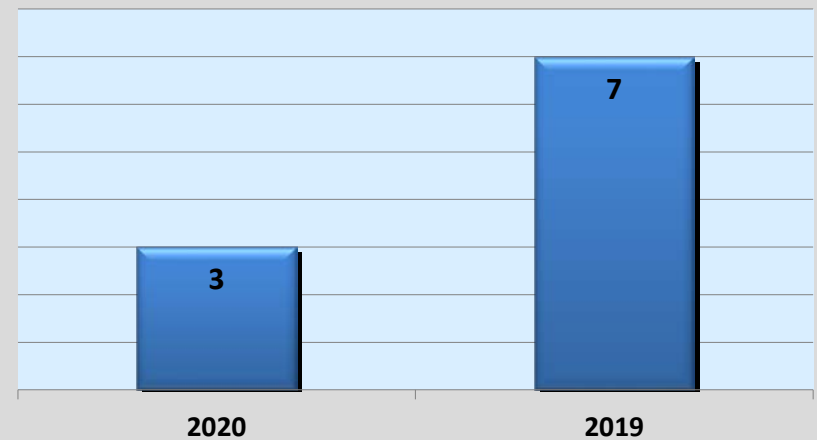
Assault & Battery Comparison



Mental Subject Transports Comparison



Armed Robbery Comparison



Department Highlights

Training – In-House

Recruit Training – 2 Recruits
ACADIS Vulnerable Adult Training for LE - 2 Officers
Radar Certification - 1 Officer
Domestic Violence Update - 21 Officers
ACADIS Mental Illness Update - 2 Officers
Datamaster Recertification - 1 Officer
SFST/DUI Recertification - 4 Officers
Patrol Rifle/Pistol (Day and Night) - 40 Officers
SRT Rifle/Pistol Qualification - 6 Officers

Training – Outside

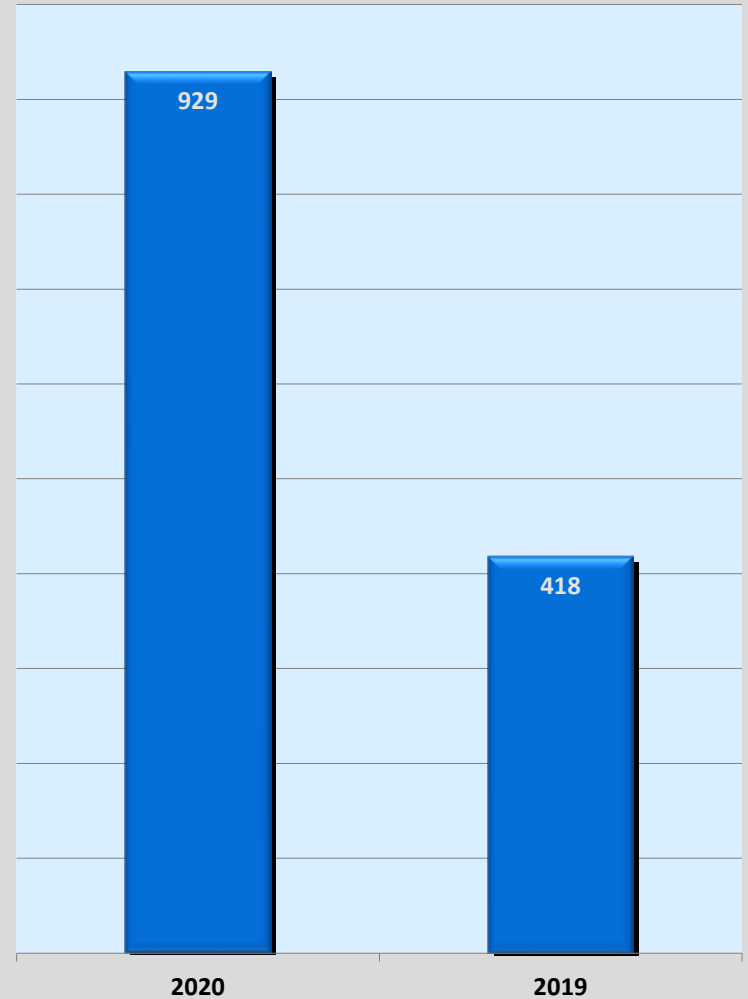
Basic Law Enforcement Academy (SCCJA) – 3 Officers



Marine Patrol

No Marine Patrol activity during October.

October 2020 / 2019 Training Comparison



Patrol Division

CALLS FOR SERVICE TOP 10 CALL TYPES	
Extra Pat Busin	3912
Extra Pat Resid	1551
Traffic Stop	650
Activated Alarm	154
911 Hang-Up	138
Case Follow Up	84
Community Relat	78
Disturbance	77
Accident	68
Reckless Driving	68

Total Calls for Service: 7439

Avg per day: 239

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Speeding15mph-24mph & mor	54
DUS/notsuspforDUI-1st & m	20
Driving without a License	19
Exp or Unreg Lice Plate &	19
Speeding 11mph-15mph & mo	17
Speeding25MphOrMore & mor	15
DUI/1st Offense & More &	8
StopSign;Disregarding & m	7
FailtoSurrendertag1st & m	7
Speeding10MphOrLess & mor	5

Total Traffic Citations Issued: 227

WARNING CITATIONS ISSUED TOP 10 VIOLATIONS	
Speeding	177
Vehcle Licnse Viol	42
Speeding & more	39
Defective Equipmnt	36
Disregrd Stop Sign	26
Improper Lane Use	18
Other	13
Driver Licnse Viol	8
Improper Lane Use & more	8
Disrgrd Traf Signl	8

Total Warning Citations Issued: 430

WARRANTS SERVED VIOLATION TYPES	
Unlawful Carry of Pistol	5
Traff in meth or coc base 28 g or more-1	1
CSC 3rd	1
DUI .16 or higher-1st	1
DV 1st degree	1
Forgery less than \$10K	1
Manf of other sub in Sch I,II,III witd-1	1
Manf/poss of sub in Sch I,II,III witd-1s	1
Manf/poss sub in Sch I,II,III witd-1st	1
Manuf poss sub in Sch I,II,III witd-1st	1
MIRP \$2k or less	1
Ord/Fleeing to Evade Arrest/Detention	1
Poss 28g or less marj - 1st off	1
Poss of firearm by convicted of viol	1
Poss of firearm by convicted of violent	1
Possession of Cocaine - 1st	1
Traf in meth- coc base,-28g or more-1st	1
Traf in meth/coc base-28g -1st	1
Unlawful Carry of firearm	1
Weapons/Sale or Delivery of pistol	1

Total Warrants Served: 24



Criminal Investigation Division

CRIMINAL INVESTIGATIONS	
Cases Assigned	10
Incident Reports Taken	1
Supplemental Reports	12
Cases Closed	6
Arrests Made	3
Arrest Warrants	3
Bond Court	1
Case Call Outs	1
Search Warrants	8

Main Cases October 2020:

20BP74802 Sexual Assault

Case Call Outs October 2020:

20BP74802 Sexual Assault

Bond Court October 2020:

20BP59726 - CSC Christopher Ellington \$25,000 cash bond

Training October 2020:

ACADIS DV 2020 Primary Aggressor - 4
ACADIS MENTAL ILLNESS: An Officer's Response - 3
ACADIS LINE-UP September - October 2020 - 4
ACADIS SCDMV New Credential Security Features - 1
ACADIS Sled Moving Vehicles and Deadly Force Policy Updates - 1
ACADIS SFST Recertification - 2
IT TRAINING Microsoft Teams Training - 4
RANGE TRAINING - 3

Community Training:

May River H.S. Law II Class - 4th & 5th Amendments (30 Students)

Extraditions October 2020:

Miami Florida - Christopher Ellington - Charge Criminal Sexual Conduct 20BP59726

Forensic Interviews October 2020:

None

DRUG TASK FORCE	
Cases -	8
Incident Reports	8
Supplements	6
Crime stoppers	3
BPD Vice/Drug Reports Assigned	3
Searches Vehicles	27
Search Warrants	1
Arrests	25
Arrest Warrants	17
Controlled Buys	0
Traffic Stops	30
UTT's - 11 County tickets - 18 Warnings - 18	47
Assist Other Agency	2

Drugs Seized (grams/pill count):

Marijuana: 510/g
Cocaine: 80/g
Crack Cocaine: 8/g
Meth: 119/g
Ecstasy: 300/pills
Heroin: 125/g
Hydromorphone(Sched II): 81/pills
Oxycodone(Sched II): 62/pills
Xanax (Sched IV): 53/pills

Charges:

Trafficking Heroin: 2
Trafficking Meth: 3
Trafficking Cocaine: 2
PWID Sched II: 1
PWID Meth: 2
PWID Crack: 1
PWID Sched IV: 1
PWID Heroin: 1
Poss. Sched I: 1
Poss Sched IV: 1
Poss. Sched II: 1
Poss Firearm by Violent Felon: 1
Simple Possession of Marijuana: 6
Unlawful Conduct toward a Child: 2

Searches:

Vehicle - 27
Residence - 1

Money Seizure

\$10,684

Weapons Seized

6

Training:

ACADIS
SRT

CRIMINAL CAREER UNIT	
Cases Assigned	6
Incident Reports Taken	2
Supplemental Reports	5
Cases Closed	1
Arrests Made	1
Arrest Warrants	1
Bond Court	2
Case Call Outs	2
Search Warrants	1

CCU Ongoing Cases:

19BP52996- Attempted Murder
19BP62723- Murder
20B016012-Attempted Murder
20BP26435- Confidential Case (Conspiracy)

CCU/CID Case Call Outs:

20BP74802- CSC
19BP49856-PWITD Crack Cocaine arrest and interview

ICAC Active Cases:

2- Active cases assigned this month

Court / Grand Jury:

Presented 12 cases GJ (true bills)

Digital Forensic Extractions: - N/A

Training:

ICAC Training
S.R.T Training

Community Action Team

Traffic Officer:

Cpl. Dickson
Tickets: 53
Warnings: 10
Total Citations: 63
Collision Reports: 1
Incident Reports: 0

Downtown Traffic Stats:

Tickets: 3
Warnings: 0
Truck Route: 0
Parking Tickets: 0

Code Enforcement:

Sign Violations:

None

Environmental / Zoning Violations:

Follow up from previous notice. Property has been brought into compliance.

- Vacant Lot, Buck Island Road – Accumulation prohibited sec. 20-21
- Letter sent, 15 days to comply. Owner Moctezuma and Mendoza

Business License:

- 97 Letters sent via Regular and Certified Mail
- 10 Phones Calls with business owners

Noise Complaints / unauthorized construction hours:

Red Cedar & 8th

- Vehicles leaking oil in parking space

17 Skeet Road

- Contractor check, 2 subs with no active license

22 Fox Path Road

- Contractor check, permit expired

6 Gatewood Lane

- Contractor check, sub working without a license

Bluffton Concrete Company, 35 Sheridan Road

- Dragging gravel into roadway

21 Phoenix Road

- Residents putting up “road-side” market stand

- Working with neighbor

Washington Square, Fraser Construction

- Working before dedicated start time per ordinance

- Contacted Joe Fraser

Marilyn Early

- Complaint regarding contractor who installed wrong carpet, won't return calls

- Contractor License also expired, both Town and State.

Publix Project, corner of May River Road and 170

- Assisted Stormwater (Baugher and Noonan) with potential stop work order.

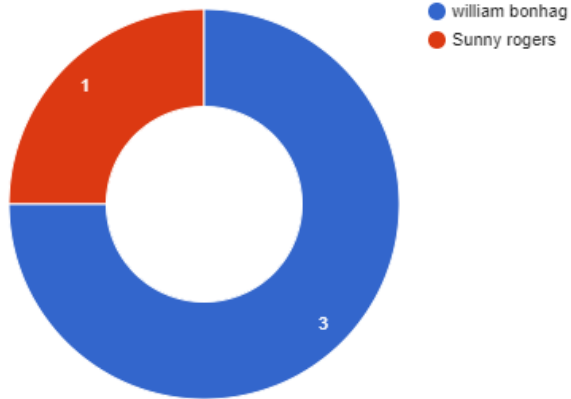
Court

None



Community Service Assistants - October 2020

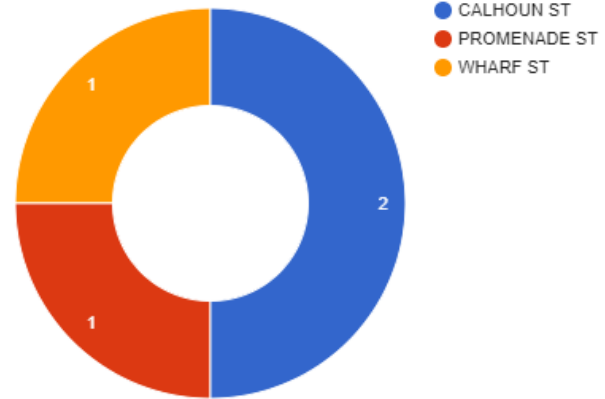
Tickets By Officer Oct. 2020



Total Count: 4

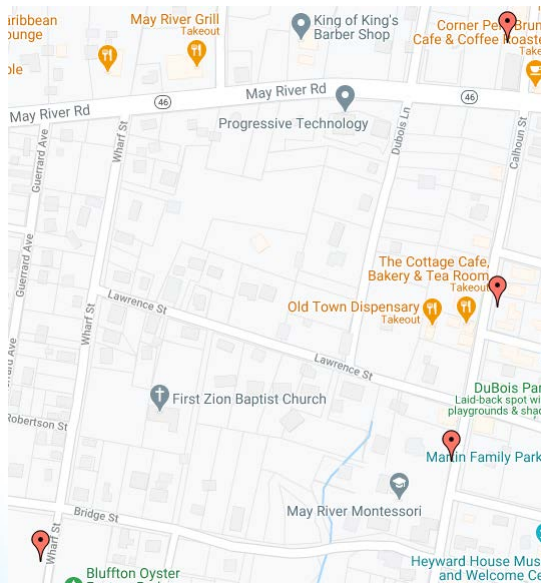
As of 11/2/2020, 12:00:00 AM

Tickets By Location Oct. 2020

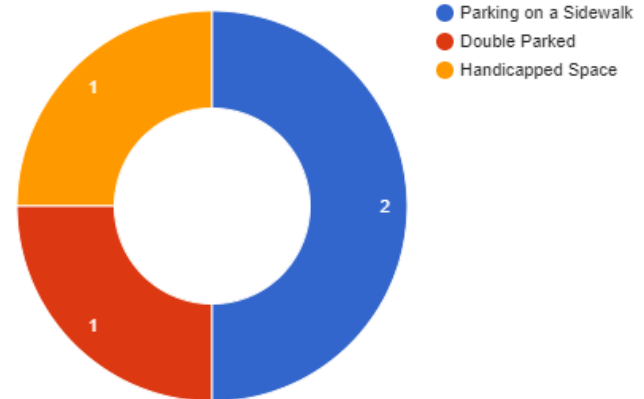


Total Count: 4

As of 11/2/2020, 12:00:00 AM



Tickets By Violation Oct. 2020



Total Count: 4

As of 11/2/2020, 12:00:00 AM



Bluffton Community Contacts



October 12th - Chief Stephenie Price sworn in.



October 23rd - Truck or Treat - Red Cedar Street - Sgt. DeStasio



Bluffton Community Contacts continued . . .



**October 26th - Bluffton PD Softball Team
beats Hardeeville PD in double header**



**October 27th & 28th - Reverse Trunk or Treat -
Command Staff, Officer Martinez, Officer Harden -
Bluffton Park, Goethe Road, Dubois Park, Able Street,
Jason Street, Buck Island, Simmonsville Road.**



TOWN COUNCIL

STAFF REPORT

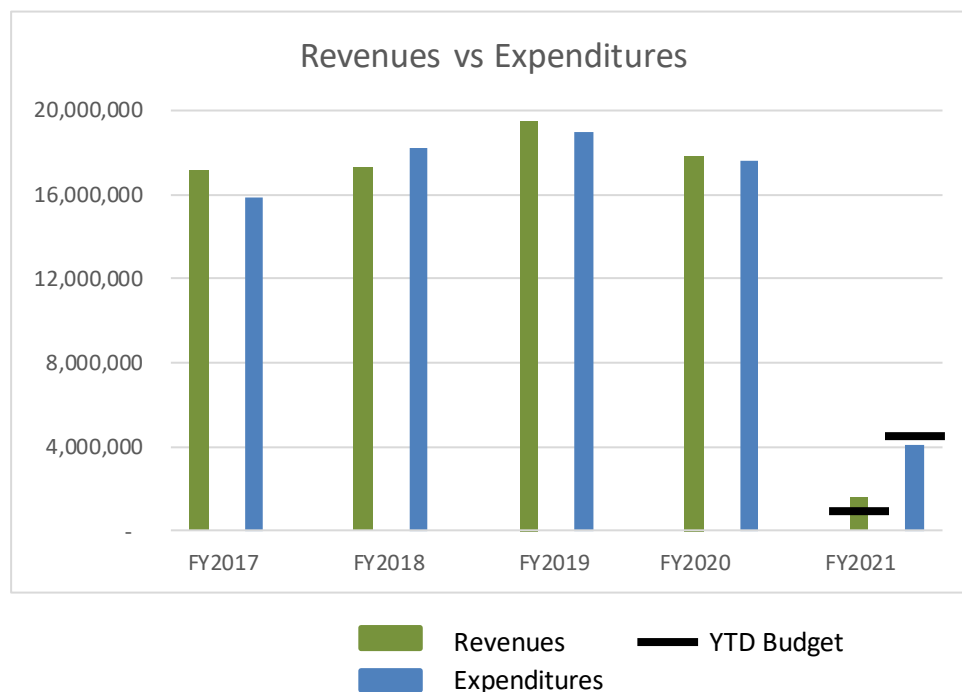
Finance & Administration Department



MEETING DATE:	November 10, 2020
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	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 September 2020. 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 September shows revenues slightly above the budget amount due to higher building permits partially offset by business license renewal extension and no contract police service or rental income revenue impacts of COVID-19. YTD September expenditures are tracking slightly below the budgeted amounts.

FY21 General Fund Financial Overview

Revenues		Expenditures
\$1,548k	<i>YTD</i>	\$2.455k
128.6%	<i>% of Budget</i>	85.2%
\$1,204k	<i>YTD Budget</i>	\$2.938k

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**

	Month of September					Year-to-Date thru September				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ 57,806	\$ 73,182	\$ 15,376	\$ 58,732	\$ 14,450	\$ 121,708	\$ 142,013	\$ 20,305	\$ 123,657	\$ 18,356
Licenses & Permits										
Business Licenses	37,663	72,686	35,023	34,284	38,402	172,573	163,685	(8,888)	157,093	6,592
MASC Telecommunications	-	-	-	-	-	-	-	-	-	-
MASC Insurance Tax Collection	-	-	-	-	-	-	-	-	-	-
Franchise Fees	-	67,186	67,186	-	67,186	58,897	134,515	75,618	62,794	71,721
Building Safety Permits	167,196	288,061	120,865	167,037	121,024	779,614	836,662	57,048	574,236	262,426
Application Fees	5,960	6,015	55	4,660	1,355	23,720	22,640	(1,080)	18,548	4,092
Administrative Fees	-	-	-	-	-	-	-	-	-	-
Total Licenses & Permits	210,819	433,948	223,129	205,982	227,966	1,034,804	1,157,502	122,698	812,671	344,831
Grants and Entitlements	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	48,501	59,940	11,439	35,407	24,533	272,296	223,555	(48,741)	192,080	31,475
Fines & Fees	6,677	3,242	(3,435)	9,498	(6,256)	33,743	17,530	(16,213)	48,073	(30,543)
Interest Income	5,985	1,460	(4,525)	3,831	(2,371)	15,890	4,944	(10,946)	10,172	(5,228)
Miscellaneous Revenues	2,686	478	(2,208)	3,542	(3,064)	12,727	3,413	(9,314)	17,791	(14,378)
Total Revenues	<u>332,474</u>	<u>572,250</u>	<u>239,776</u>	<u>316,991</u>	<u>255,259</u>	<u>1,491,168</u>	<u>1,548,957</u>	<u>57,789</u>	<u>1,204,445</u>	<u>344,512</u>
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 332,474</u>	<u>\$ 572,250</u>	<u>\$ 239,776</u>	<u>\$ 316,991</u>	<u>\$ 255,259</u>	<u>\$ 1,491,168</u>	<u>\$ 1,548,957</u>	<u>\$ 57,789</u>	<u>\$ 1,204,445</u>	<u>\$ 344,512</u>
Expenditures										
Town Council	\$ 10,915	\$ 8,978	\$ (1,937)	\$ 9,012	\$ (34)	\$ 32,214	\$ 25,713	\$ (6,501)	\$ 26,599	\$ (886)
Executive	71,343	70,469	(874)	76,446	(5,977)	201,111	184,729	(16,382)	215,496	(30,767)
Economic Development	42,779	56,858	14,079	48,276	8,582	108,944	92,828	(16,116)	122,943	(30,115)
Human Resources	25,990	24,391	(1,599)	30,955	(6,564)	71,425	65,746	(5,679)	85,071	(19,325)
Police	815,123	577,093	(238,030)	845,285	(268,192)	1,632,810	1,449,146	(183,664)	1,717,656	(268,510)
Municipal Judges	4,071	4,070	(1)	4,714	(644)	12,165	12,067	(98)	14,085	(2,018)
Municipal Court	28,394	22,367	(6,027)	29,592	(7,225)	66,846	59,712	(7,134)	69,668	(9,956)
Finance	73,790	70,417	(3,373)	84,433	(14,016)	169,451	175,358	5,907	193,891	(18,533)
Information Technology	100,313	151,458	51,145	113,872	37,586	354,518	347,722	(6,796)	402,438	(54,716)
Customer Service	12,907	16,541	3,634	17,111	(570)	56,395	41,639	(14,756)	74,762	(33,123)
Planning & Community Development	63,307	78,454	15,147	89,096	(10,642)	203,384	204,684	1,300	286,235	(81,551)
Building Safety	49,365	40,665	(8,700)	53,206	(12,541)	133,787	114,633	(19,154)	144,197	(29,564)
Project Management	61,057	62,961	1,904	69,882	(6,921)	169,830	163,191	(6,639)	194,378	(31,187)
Public Works	138,415	159,600	21,185	193,261	(33,661)	344,887	340,316	(4,571)	481,546	(141,230)
Town Wide	112,739	264,948	152,209	164,763	100,185	505,726	787,276	281,550	739,096	48,180
Total Expenditures	<u>1,610,508</u>	<u>1,609,270</u>	<u>(1,238)</u>	<u>1,829,906</u>	<u>(220,636)</u>	<u>4,063,491</u>	<u>4,064,760</u>	<u>1,269</u>	<u>4,768,062</u>	<u>(703,302)</u>
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	1,650	-	(1,650)	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,650</u>	<u>-</u>	<u>(1,650)</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 1,610,508</u>	<u>\$ 1,609,270</u>	<u>\$ (1,238)</u>	<u>\$ 1,829,906</u>	<u>\$ (220,636)</u>	<u>\$ 4,065,141</u>	<u>\$ 4,064,760</u>	<u>\$ (381)</u>	<u>\$ 4,768,062</u>	<u>\$ (703,302)</u>



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

	Month of September					Year-to-Date thru September				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
Revenues										
Stormwater Utility Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses & Permits										
NPDES Plan Review Fee	-	9,000	9,000	30,417	(21,417)	-	10,750	10,750	91,250	(80,500)
NPDES Inspection Fee	-	33,900	33,900	-	33,900	-	47,000	47,000	-	47,000
Total Licenses & Permits	-	42,900	42,900	30,417	12,483	-	57,750	57,750	91,250	(33,500)
Grants and Entitlements	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	-	-	-	-	-	-	-	-	-	-
Fines & Fees	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	-	42,900	42,900	30,417	12,483	-	57,750	57,750	91,250	(33,500)
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	\$ -	\$ 42,900	\$ 42,900	\$ 30,417	\$ 12,483	\$ -	\$ 57,750	\$ 57,750	\$ 91,250	\$ (33,500)
Expenditures										
Watershed Management	\$ 43,751	\$ 49,042	\$ 5,291	\$ 53,781	\$ (4,739)	\$ 131,794	\$ 150,870	\$ 19,076	\$ 162,009	\$ (11,139)
Total Expenditures	43,751	49,042	5,291	53,781	(4,739)	131,794	150,870	19,076	162,009	(11,139)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	33,995	-	(33,995)	72,268	(72,268)	33,995	-	(33,995)	72,268	(72,268)
Transfers Out to General Fund	-	-	-	13,000	(13,000)	-	-	-	13,000	(13,000)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	33,995	-	(33,995)	85,268	(85,268)	33,995	-	(33,995)	85,268	(85,268)
Total Expenditures and Other Financing Uses	\$ 77,746	\$ 49,042	\$ (28,704)	\$ 139,049	\$ (90,007)	\$ 165,789	\$ 150,870	\$ (14,919)	\$ 247,277	\$ (96,407)



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending September 30, 2020

	YTD Actual	Adopted Budget	Budget* Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Infrastructure						
00040 Buckwalter Place Multi-County Commerce Park	\$ 1,080	\$ 271,492	\$ -	\$ 271,492	\$ 270,412	0.4%
00042 Calhoun Street Streetscape		242,714	-	242,714	242,714	0.0%
00050 Historic District Lighting, Signage, Parking & Streetscape Enhancements	440	188,550	-	188,550	188,110	0.2%
00052 Watershed Management Facility Improvements		22,200	-	22,200	22,200	0.0%
00055 Goethe - Shults Neighborhood Improvements Phase 2	9,709	997,449	-	997,449	987,740	1.0%
00059 Oyster Factory Park		26,600	-	26,600	26,600	0.0%
00062 Calhoun Street Regional Dock	275,370	209,324	-	209,324	(66,046)	131.6%
00063 68 Boundary Street Park	4,000	-	-	-	(4,000)	0.0%
00064 184 Bluffton Road Parking Improvements	445	-	-	-	(445)	0.0%
00077 Law Enforcement Center Facility Improvements	3,650	1,029,943	-	1,029,943	1,026,293	0.4%
00079 Rotary Community Center Facility Improvements	1,900	-	-	-	(1,900)	0.0%
00082 Bridge Street Streetscape		72,848	-	72,848	72,848	0.0%
00085 New Riverside Park / Barn Site	2,639	225,000	-	225,000	222,361	1.2%
00088 Town Hall Improvements	5,227	62,139	-	62,139	56,912	8.4%
00089 Ulmer Auditorium Improvements	1,030	-	-	-	(1,030)	0.0%
00093 Ghost Roads	314	20,000	-	20,000	19,686	0.0%
00094 Boundary Street Streetscape		115,000	-	115,000	115,000	100.0%
Total Infrastructure	305,804	3,483,259	-	3,368,259	3,062,455	9.1%
May River & Surrounding Rivers and Their Watersheds						
00044 Buck Island - Simmonsville Sewer Phase 5	2,350	1,243,718	-	1,243,718	1,241,368	0.2%
00045 Jason-Able Sewer	32,724	-	-	-	(32,724)	0.0%
00054 Buck Island - Simmonsville Neighborhood Sidewalks & Lighting	33,544	405,203	-	405,203	371,659	8.3%
00061 Sewer Connections		482,000	-	482,000	482,000	0.0%
00070 Historic District Sewer Extension Phase 1	209	243,282	-	243,282	243,073	0.1%
00071 Historic District Sewer Extension Phase 2		348,940	-	348,940	348,940	0.0%
00072 Historic District Sewer Extension Phase 3		161,250	-	161,250	161,250	0.0%
00073 Historic District Sewer Extension Phase 4		141,125	-	141,125	141,125	0.0%
00074 Historic District Sewer Extension Phase 5		26,000	-	26,000	26,000	0.0%
00075 Historic District Sewer Extension Phase 6		31,250	-	31,250	31,250	0.0%
Total May River & Surrounding Rivers and Their Watersheds	68,827	3,082,768	-	2,723,143	2,654,316	2.5%
Economic Growth						
00020 Land Acquisition		993,386	-	993,386	993,386	0.0%
00087 Town of Bluffton Housing Project		841,592	-	841,592	841,592	0.0%
00090 Technical College of the Lowcountry		500,000	-	500,000	500,000	0.0%
Total Economic Growth	-	2,334,978	-	2,334,978	2,334,978	0.0%
Community Quality of Life						
00065 Wright Family Park	113,596	104,302	-	104,302	(9,294)	108.9%
00066 Oscar Frazier Park		105,100	-	105,100	105,100	0.0%
00091 Community Safety Cameras Phase 5	24,238	75,000	-	75,000	50,762	32.3%
Total Community Quality of Life	137,834	284,402	-	284,402	146,568	48.5%
Total CIP Expenditures	\$ 512,465	\$ 9,185,407	\$ -	\$ 8,710,782	\$ 8,198,317	5.9%

* Pending Carry Forward Budget Amendment #1



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

	Month of September					Year-to-Date thru September				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes										
Real & Personal Property Tax (TIF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GO Bond Debt Service Property Tax	5,240	6,634	1,394	3,499	3,135	11,033	12,874	1,841	7,368	5,506
Total Property Tax	5,240	6,634	1,394	3,499	3,135	11,033	12,874	1,841	7,368	5,506
Licenses & Permits										
Municipal Improvement District Fee	-	-	-	-	-	-	-	-	-	-
Grants and Entitlements										
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues										
Fines & Fees	-	-	-	-	-	-	-	-	-	-
Interest Income	1,756	803	(953)	300	503	1,756	2,483	727	1,001	1,482
Miscellaneous Revenues										
Total Revenues	6,996	7,437	441	3,800	3,637	12,789	15,357	2,568	8,368	6,989
Other Financing Sources										
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	<u>\$ 6,996</u>	<u>\$ 7,437</u>	<u>\$ 441</u>	<u>\$ 3,800</u>	<u>\$ 3,637</u>	<u>\$ 12,789</u>	<u>\$ 15,357</u>	<u>\$ 2,568</u>	<u>\$ 8,368</u>	<u>\$ 6,989</u>
Expenditures										
Series 2014 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
Series 2020 GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	82,721	(82,721)	-	-	-	82,721	(82,721)
Miscellaneous										
Total Expenditures	-	-	-	82,721	(82,721)	-	-	-	82,721	(82,721)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	0	-	-	-	-	232,353	(232,353)
Total Transfers	-	-	-	-	-	1,650	-	(1,650)	-	-
Total Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 82,721</u>	<u>\$ (82,721)</u>	<u>\$ 1,650</u>	<u>\$ -</u>	<u>\$ (1,650)</u>	<u>\$ 82,721</u>	<u>\$ (82,721)</u>

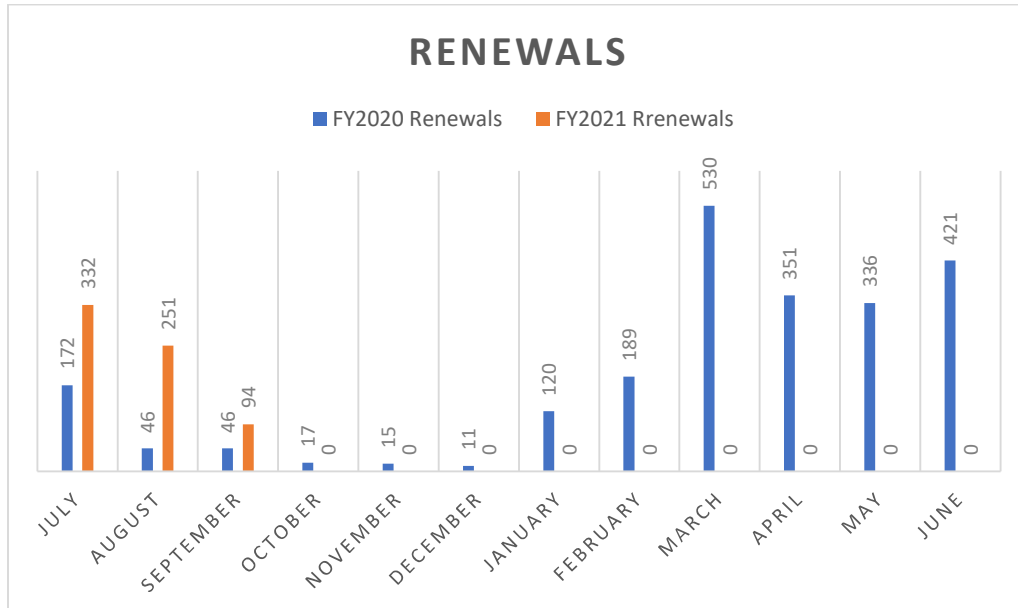
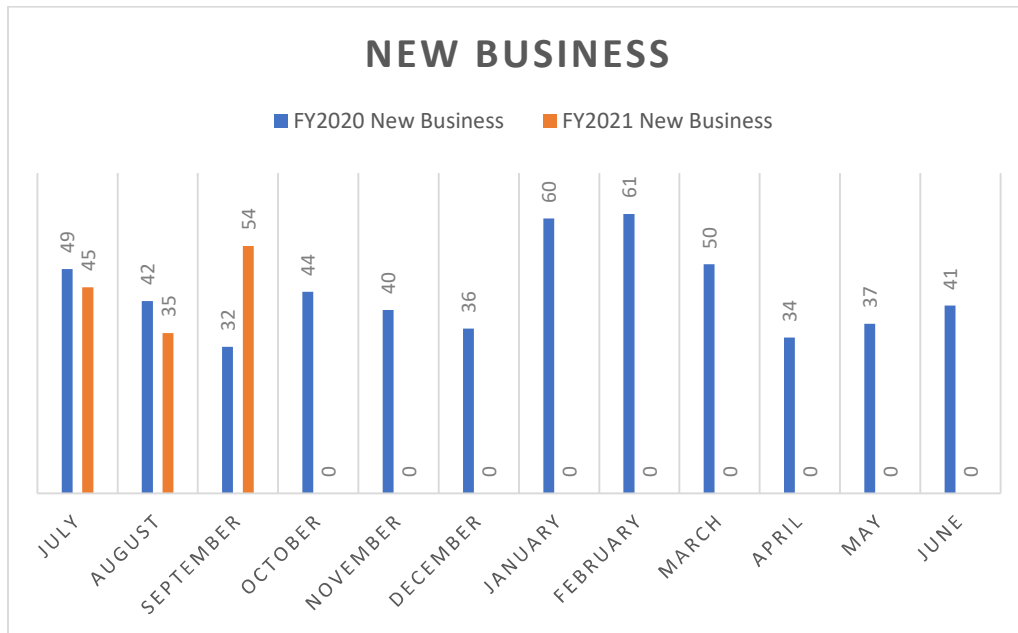
	FY2021														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	
Revenues															
State Accommodations Tax	83	96	93											273	357,000
Local Accommodations Tax	703	38,282	27,906											66,891	570,000
Hospitality Tax	4,414	122,256	136,054											262,724	2,115,000
Vehicle Tag Fee	-	-	-											-	550,000
Miscellaneous	-	-	-											-	-
Total Revenues	5,200	160,634	164,053	-	-	-	-	-	-	-	-	-	-	329,888	3,592,000

	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	133,950	703,388	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	470,148	3,209,209	2,466,000

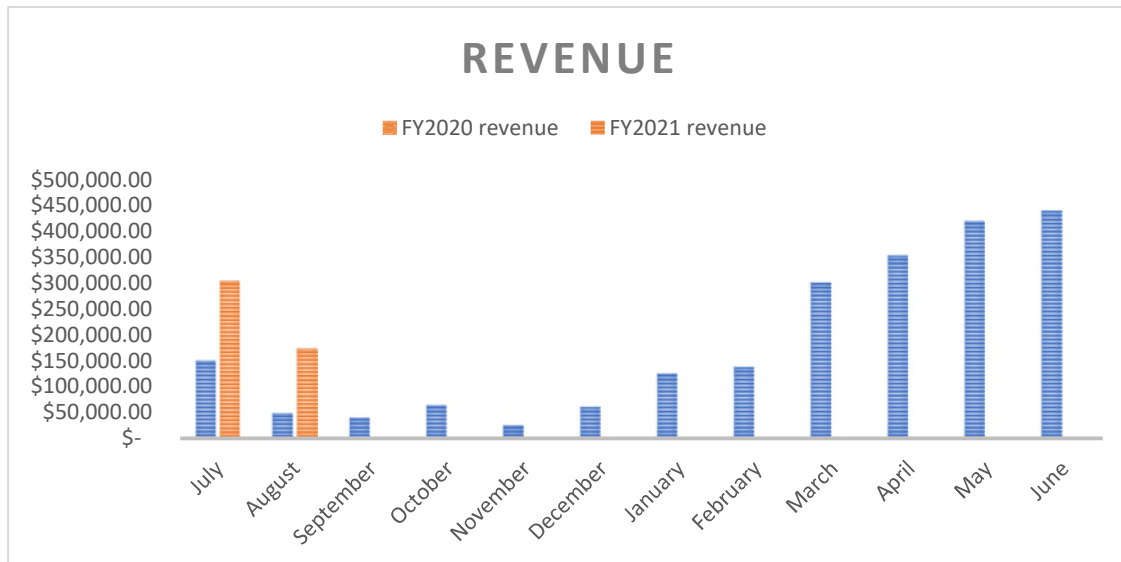
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Business License Statistics:

Business License applications for FY2021 through September total 775 (135 new business and 640 renewals) compared to FY2020's total of 387 (123 new business and 264 renewals).



Business license renewals have increased by 104% and revenue collections increased by 146% for the month of September when comparing to last year due to the impacts of COVID-19 and the extension of the renewal due date.



The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the extended business license due to August 07, 2020, one hundred and sixty-nine (169) businesses qualified for the Town's incentives, with seven of those businesses qualifying for more than one, for a total revenue reduction of \$113,370.88 in fiscal year 2020.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	39	\$ 6,813,048	\$ 7,297
20%	66	10,207,213	10,605
40%	51	5,713,529	7,200
CAP	5	80,374,700	80,375
2+	8	7,888,191	7,894
Grand Total	169	\$ 110,996,681	\$ 113,371

Rate Class	Number of Businesses	Total Incentive Amount
1	59	\$ 61,393
2	46	5,993
3	25	2,040
4	1	821
5	6	1,954
6	5	360
7	4	353
8.1	20	31,371
8.5	3	9,086
Grand Total	169	\$ 113,371

TOWN COUNCIL

STAFF REPORT Municipal Court Department



MEETING DATE: November 10, 2020

PROJECT: September Activity Report

PROJECT MANAGER: 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 September, 2020 a total of nine sessions were scheduled which included five morning sessions and four afternoon session.

Municipal Court currently has 794 cases pending which is a combination of 719 criminal/traffic cases, 46 jury trial request, and 29 defendants enrolled in alternative programs.

Indigent Defense cases

Town of Bluffton currently contracts with the 14th 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 194 cases which is a combination of 92 pending and 102 disposed on the docket as of September 2020.

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 9 active participates 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 4 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 8 active participates. 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 procession 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 8 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.



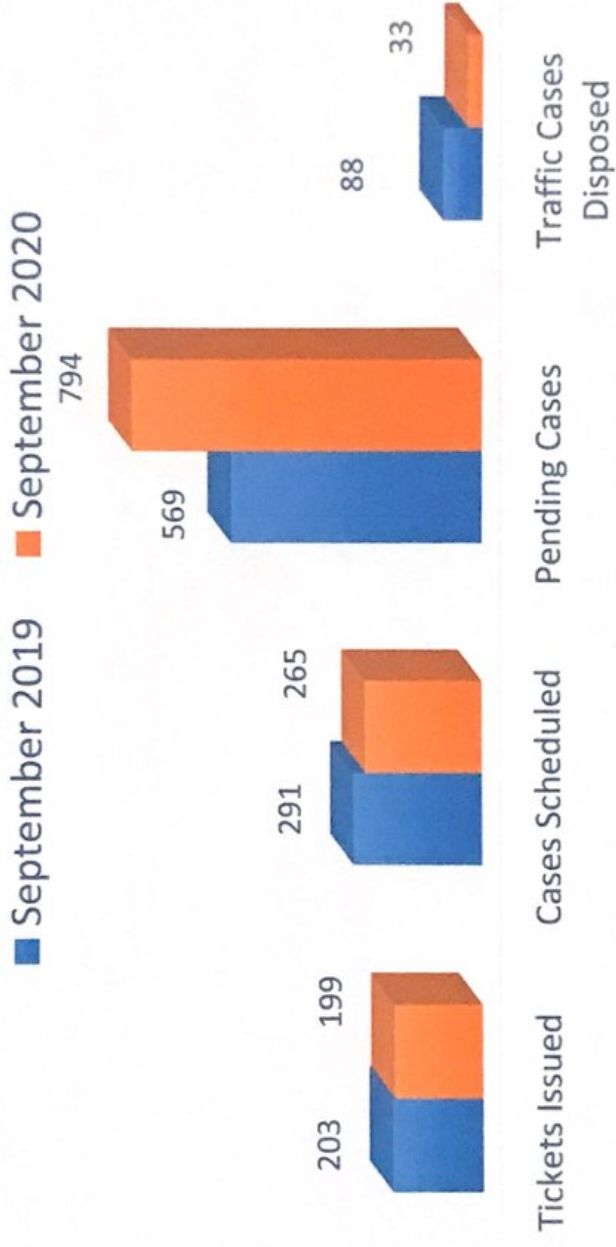
Town of Bluffton Municipal Court

Statistics for September 2020

Presented by:
Lisa Cunningham, Clerk of Court



Town of Bluffton Municipal Court





Town of Bluffton Municipal Court

■ September 2019 ■ September 2020



Criminal Cases Disposed

Warrants Issued

TOWN COUNCIL

STAFF REPORT

Engineering Department



MEETING DATE:	November 10, 2020
SUBJECT:	Engineering Department Monthly Report
PROJECT MANAGER:	Bryan McIlwee, Director of Engineering

CAPITAL IMPROVEMENTS PROGRAM (CIP) AND SPECIAL PROJECTS UPDATE

PATHWAYS

1. Goethe-Shults Sidewalks Phase 2

- Construction documents, permitting and easement acquisitions are underway.
- **Next Steps**
 - Complete easement acquisition, permitting and construction documents in November 2020.
 - Begin construction in February 2021.

2. Buck Island-Simmons ville Neighborhood Sidewalks and Lighting

- Phase 5 Kitty Road to 301 Buck Island Road, construction is complete.
- Phase 6A along Simmons ville Road from Grayco northward to Sugaree Drive is under design and permit review.
- 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.
 - 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. 90% construction drawings are complete and under review by Staff.
- SCDHEC 319 grant application was awarded for \$179,700 for drainage and water quality improvements.
- **Next Steps**
 - Complete engineering design and update street lighting plans.

- Execute contract with Cranston Engineering to complete design modifications and reporting related to the 319 Grant.
- Prepare easement plats, appraisals, obtain easement and issue bid documents in FY 2021.
- Construction to start in FY 2022.

4. Boundary Street Streetscape

- RFQu solicitations for engineering services were obtained on 10/8/2020
- **Next Steps**
 - Review and evaluate engineering submittal and select a consultant to negotiate a scope of services and fee.
 - Submit for contract approval at the 12/8/2020 Town Council meeting.

5. New Riverside Linear Trail

- **Next Steps**
 - Begin planning and prepare a Conceptual Master Plan in FY 2022 pending budget approval.

SEWER & WATER

1. Buck Island-Simmons ville Sewer (Phases 5A-5E)

- Construction and home connections are complete on Phase 5E -Poseys Court.
- Construction is underway on Phase 5A-D.
- **Next Steps**
 - Complete construction on Phase 5A-D.
 - 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.
8. **Jason-Able Neighborhood Sanitary Sewer**
 - Construction is complete on the sewer main to serve the additional lots fronting the May River Road.
 - **Next Steps**
 - BJWSA to finalize project closeout.

HISTORIC DISTRICT IMPROVEMENTS

1. **Boundary Street Lighting**
 - Phase 2 photometric plans complete.
 - Received Phase 2 encroachment permit from SCDOT.
 - Lighting agreements approved by Town Council in May.
 - Agreement has been executed by both parties.
 - Dominion Energy has reported delays in manufacturing and shipping of fixtures and poles.
 - **Next Steps**
 - Obtain easements as needed for Phase 2 street lighting.
 - Begin installation of street lighting in December 2020.
2. **Historic District Enhancements**
 - Lawrence and Boundary Street intersection drainage improvements are complete.
 - Watershed Management Staff is evaluating survey data collected along Boundary Street to prepare drainage solutions at AME Church.
 - Traffic calming guidelines and plan are being negotiated with Engineer.
 - ADA ramps and crosswalks are being mapped in Cartegraph by GIS/IT.
 - Engineering design and bidding of drainage improvements at the end of Calhoun Street (hammerhead and dock area) are complete

- **Next Steps**

- Implement Stormwater Management features to address drainage issues in the area.
- Continue planning of lighting, signage, crosswalks and ADA improvements.
- Complete drainage improvements at the end of Calhoun Street.

3. Calhoun Street Streetscape

- Conceptual Master Planning complete and reviewed at the July Quarterly Workshop.
- Obtained RFQu submittals for Engineering services on 10/8/2020.
- **Next Steps**
 - Evaluate RFQu submittals to select an Engineering Consultant.
 - Submit engineering consultant contract to Town Council of approval on 12/8/2020.
 - Continue to follow up with Staff and Dominion Energy for planning of underground power.

4. Squire Pope Carriage House Preservation

- Meadors completed Preservation Plan on 9/3/2019.
- Staff commissioned Meadors Architectural to provide A&E drawings on 4/28/2020.
- Biddable Construction Documents are 90% complete.
- **Next Steps**
 - Meadors Architectural to complete Construction Documents.
 - Staff to review and approve completed Construction Documents.
 - Awaiting budget approval for future construction

PARK DEVELOPMENT

1. Oyster Factory Park

- Garvin-Garvey exterior signage has been installed.
- Updated conceptual master plan is underway based on Town Council input provided at the July Quarterly Workshop.
- **Next Steps**
 - Submit ACOE and DHEC Permit application for installation of salvaged dock components from Calhoun Street.
 - Obtain draft Conceptual Master Plan and cost estimate from Witmer, Jones, Keefer.
 - Update Conceptual Master Plan options for playground, services access power service.
 - 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.
- Temporary dedication sign complete and ready for installation. Awaiting date for park opening to finalize the permanent dedication sign.

- **Next Steps**
 - Fabricate permanent Martin Family sign prior to park dedication.
- 3. Calhoun Street Dock and Public Riverfront Access Improvements**
- Dock construction is substantially complete.
 - **Next Steps**
 - Complete punch list items and signage by 11/06/20.
 - Opening of Dock will coincide with the completion of Dock Plaza area and Calhoun Street Hammerhead drainage and paving.
- 4. Wright Family Park**
- Bulkhead, boardwalk, restroom building, perimeter sidewalks and parking area are complete.
 - Site signage, and furniture are 80% complete. Joggle Board on order with two to three-week delivery
 - Interpretive signage installation is complete.
 - Dominion street lighting fixtures have been delivered and will be installed by 11/1/20.
 - Completed revised drainage improvement design of dock plaza and hammerhead area to improve drainage and eliminate erosion wash outs. Executed Change order with Steadfast, Malphrus Utilities and Hilton Head Landscape.
 - **Next Steps**
 - Complete drainage modifications and street lighting in November.
 - Construction of the revised Calhoun Street plaza by 11/30/2020. Additional benches are on reorder and will be installed upon receipt.
 - Hilton Head Landscape to Install arbor at main entry and plaza pavers.
- 5. Oscar Frazier Park**
- Obtained new bids for sidewalk construction on 2/24/20.
 - **Next Steps**
 - Execute construction contract for sidewalk construction.
 - Continue planning of future improvements in FY 2022.
- 6. Veterans Memorial**
- Dedication plaque and recent order of engraved pavers installed for Veterans Day.
 - Project is complete.
 - **Next Steps**
 - n/a
- 7. New Riverside Barn/Park**
- Received initial Concept Plans and submitted for a review at the 11/10/20 Town Council meeting.
 - Submitted grant application to LWCF for initial phase of the project. Application is under review by PRT.

- Execute contract to provide Archeological Report needed for Grant eligibility.
- **Next Steps**
 - Hart Howerton to complete Conceptual Master Plan and submit to Town Council in December for approval.
 - Complete permitting and construction drawings of Phase 1 development by June 2021.
 - Phase 1 bidding and construction anticipated to begin in FY 2022.
 - Complete archeological report by 12/31/20.

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.
- **Next Steps**
 - Complete irrigation conversion at Park by 11/15/20.
 - Review progress plans for restroom building 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**
 - Preparation of Joint Venture Partners Agreement.
 - Planning and design to begin in FY 2021 as directed by Joint Venture Agreement.

3. Law Enforcement Center Facility Improvements

- Executed contracts for construction with CBG Siteworks Construction.
- Interior paint of Substation complete.
- **Next Steps**
 - Complete Pre-con meeting with contractor, BJWSA and Watershed Management by 11/16/2020.
 - 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 complete. The Town Attorney is working on finalizing the document with Beaufort County.
- Staff is meeting with property owners to raise awareness of the acquisition efforts and communicate next steps.

- **Next Steps**
 - Continue meeting with property owners and obtaining quit claim deeds.
- 5. **Community Safety Cameras**
 - Cameras have been installed at Bluffton Road Public Parking Lot, Veterans Park and 14 older cameras in the network have been replaced.
 - **Next Steps**
 - Waiting on power at Calhoun Street Dock for camera installs. Waiting on light poles to be installed at Wright Family Park for cameras to be installed at that location.
- 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 FY21.
 - Bid the installation of the plumbing/ electric FY21.
- 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-two (32) CIP projects are currently in progress. Don Ryan Center, Veteran Memorial, Buckwalter Park and Phase 4 sidewalks have recently been completed. CIP projects including Wright Family Park, Calhoun Street Dock, BIS Phase 5E sewer, Pritchard Street sewer and BIS Phase 5 sidewalks are currently under construction and nearing completion. The LEC Expansion, BIS Phase 5A-D Sewer, and the Boundary Street Lighting projects are expected to start construction in the fall of 2020. The remaining CIP projects are in the design phase and are ongoing.

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.
- Final documents have been delivered and staff is conducting internal review for consistency with the Unified Development Ordinance prior to Legal Review.
- **Next Steps**
 - 11/10/20 Town Council – 1st reading
 - 12/8/20 Town Council – Public Hearing and 2nd reading

b. Sea Level Rise Task Force

- Following Beaufort County's presentation and request for regional participation at the 10/22/19 SoLoCo meeting, staff is attending the Sea Level Rise Task Force meetings to discuss a possible No Fill Ordinance and county-wide sea level rise adaptation strategies.
- Meetings continue to discuss projected impacts of sea level rise on the region with a focus on ways that local government can respond through policies, ordinances and projects to mitigate the potential impacts of sea level rise.
- Internal staff reviews of draft documents complete and feedback provided to Task Force.
- **Next Steps**
 - Beaufort County to present and request a recommendation from SoLoCo for regional partners to adopt.

2. 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.
- Staff to work with BJWSA staff to prepare Project Information Sheet to include scope, cost, cost-share, exhibits, and timeline for project implementation.

- **Next Steps**
 - Staff is drafting a Memorandum of Agreement with Beaufort County and BJWSA to agree on project scope and cost-sharing.
- 3. **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**
- 4. **May River Watershed Action Plan Implementation Summary - Attachment 2**
- 5. **MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MS4 MCM - #2 Public Participation and Involvement**
 - Staff participated in the Beaufort County Stormwater Utility Board meeting on 10/14/20.
 - The May River Watershed Action Plan Advisory Committee was canceled for 10/22/20. **Attachment 3**
- 6. **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, 19-24, and 19-16. SCDHEC conducted sampling on 10/22/20. Staff will notify Council and Senior Staff of any pertinent findings from this sampling event via email.
 - Illicit Discharge Investigations – **Attachment 4e**
- 7. **MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5**
- 8. **MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6**
- 9. **MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**
 - Staff Underwent a MS4 Program audit from SCDHEC on 10/27/20.
- 10. **Citizen Drainage, Maintenance, and Inspections Concerns Map – Attachment 7**
- 11. **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 Meeting Cancellation Notice
10. Public Works Activities Report

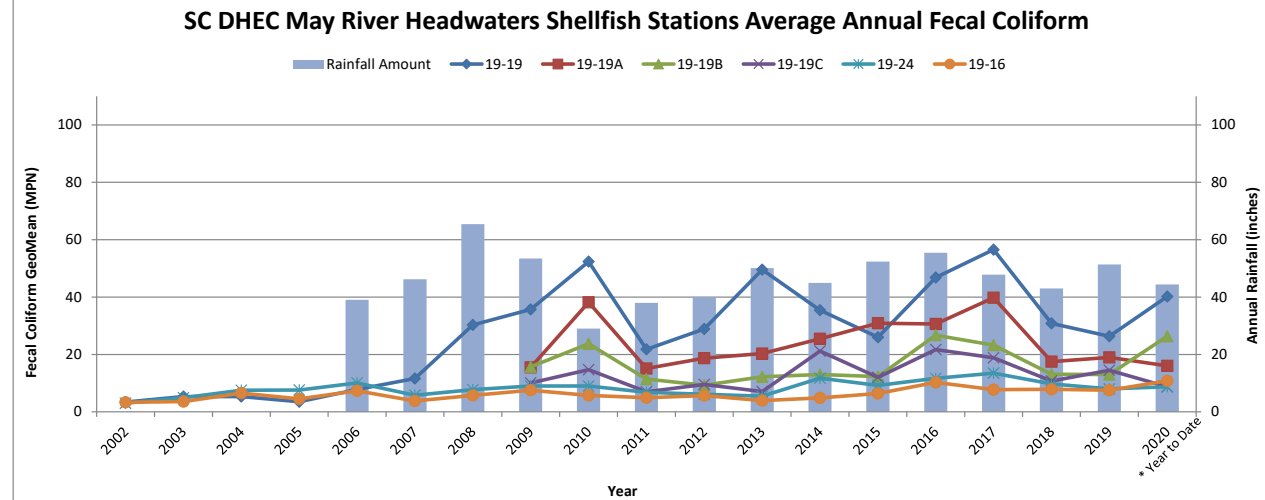
* Attachment noted above includes the latest updates in bold and italic font.

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
	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	1600.0	79.0	170.0		920.0	49.0	33.0		540.0	33.0	140.0		240.0	46.0	33.0		220.0	23.0	13.0		49.0	21.0	110.0	
November	49.0	49.0	17.0		33.0	13.0	6.8		7.8	23.0	7.8		31.0	17.0	11.0		2.0	17.0	4.5		2.0	7.8	2.0	
October	22.0	79.0	7.8	49.0	49.0	23.0	4.5	79.0	33.0	7.8	2.0	31.0	23.0	7.8	4.5	21.0	6.8	7.8	1.8	33.0	2.0	2.0	2.0	79.0
September	17.0	49.0	79.0	110.0	7.8	23.0	33.0	49.0	11.0	13.0	6.8	49.0	4.5	17.0	17.0	33.0	2.0	17.0	4.5	33.0	1.8	17.0	1.8	33.0
August	79.0	70.0	70.0	49.0	70.0	23.0	49.0	49.0	21.0	13.0	33.0	23.0	33.0	4.5	22.0	23.0	33.0	7.8	7.8	17.0	33.0	17.0	17.0	22.0
July	350.0	23.0	4.5	33.0	110.0	33.0	13.0	13.0	130.0	11.0	7.8	23.0	49.0	7.8	17.0	7.8	49.0	13.0	22.0	7.8	22.0	4.5	13.0	17.0
June	23.0	11.0	33.0	NS	49.0	23.0	49.0	NS	13.0	23.0	49.0	NS	17.0	7.8	46.0	NS	7.8	4.5	13.0	NS	4.5	1.8	4.5	NS
May	17.0	17.0	7.8	70.0	23.0	33.0	9.2	49.0	7.8	17.0	7.8	23.0	2.0	13.0	2.0	22.0	23.0	23.0	6.8	6.8	4.5	13.0	4.5	4.5
April	7.8	33.0	23.0	33.0	23.0	13.0	13.0	33.0	4.5	17.0	7.8	13.0	7.8	17.0	6.8	6.8	13.0	49.0	23.0	13.0	4.5	17.0	6.8	13.0
March	350.0	22.0	23.0	170.0	11.0	21.0	23.0	49.0	33.0	4.5	6.8	130.0	13.0	11.0	13.0	49.0	13.0	7.8	7.8	70.0	33.0	9.3	4.5	33.0
February	13.0	17.0	64.0	17.0	7.8	7.8	33.0	7.8	13.0	17.0	23.0	21.0	9.3	17.0	31.0	4.5	4.5	2.0	6.8	4.5	1.8	7.8	13.0	6.8
January	95.0	13.0	23.0	95.0	79.0	2.0	23.0	33.0	31.0	4.5	13.0	33.0	49.0	2.0	33.0	17.0	27.0	1.8	7.8	17.0	33.0	4.5	23.0	17.0
Additional Samples																								
Additional Samples																								
Average Annual GeoMean	56.5	30.8	26.4	56.1	39.8	17.5	19.0	33.3	23.3	13.1	13.0	30.3	18.8	10.7	14.5	16.0	13.5	9.8	8.0	16.0	7.7	7.9	7.5	18.2
** Truncated GeoMetric Mean	44.0	42.0	35.0	24.0	36.0	29.0	23.0	21.0	20.0	20.0	16.0	16.0	16.0	15.0	14.0	13.0	10.0	10.0	10.0	10.0	7.0	8.0	7.0	9.0
** Truncated 90th Percentile	203.0	176.0	168.0	107.0	133.0	115.0	89.0	59.0	83.0	71.0	63.0	52.0	57.0	56.0	52.0	38.0	37.0	44.0	38.0	32.0	29.0	30.0	32.0	36.0

NS = No Sample

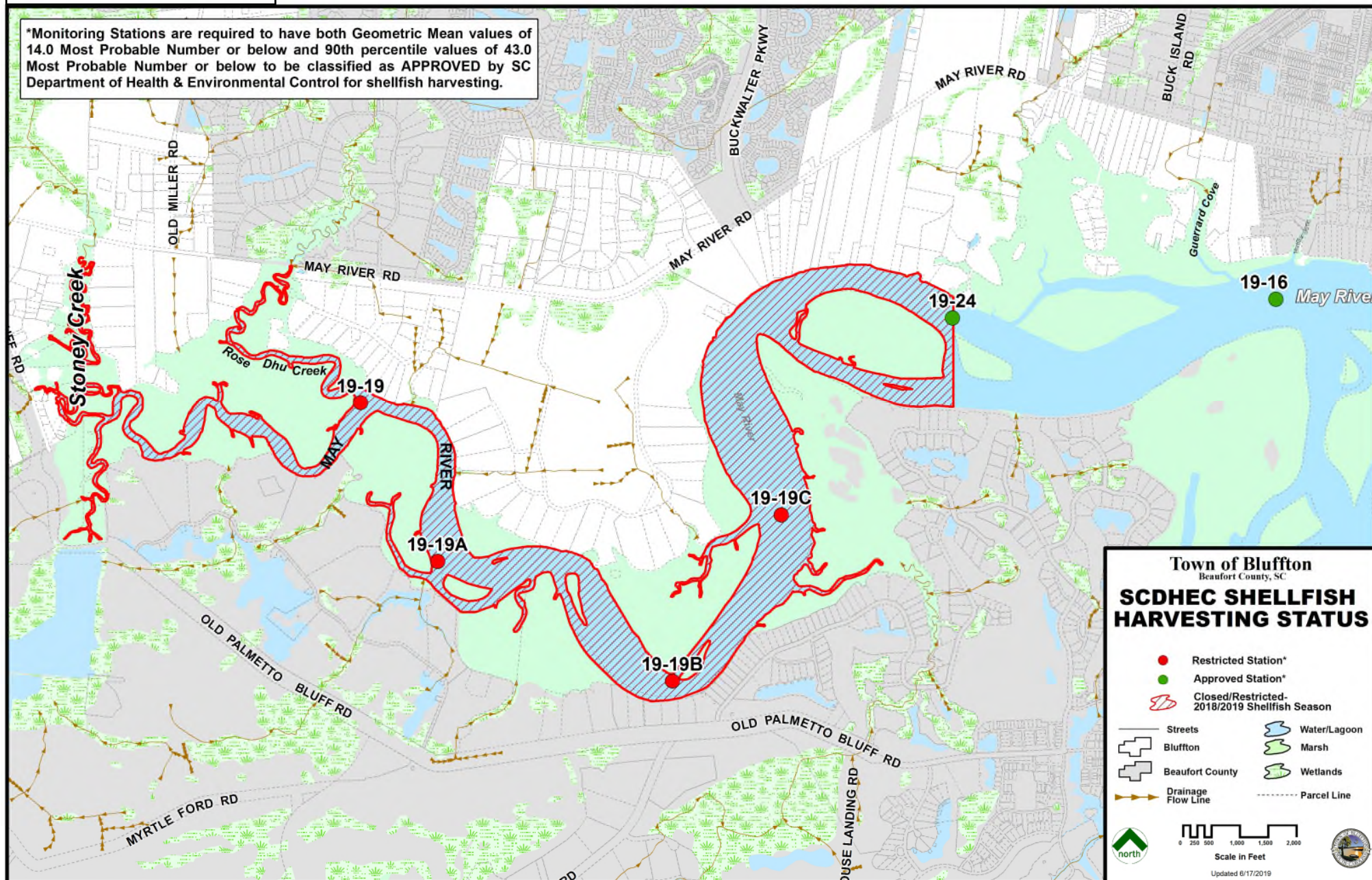
AS = Additional Samples

** Town staff calculations utilizing DHEC statistics



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. Staff received notification that SCDHEC and EPA have approved an award of \$179,700 for drainage and water quality improvements as part of the Bridge Street Streetscape project. <i>Contract anticipated by mid-November.</i>
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	<i>Current project updates are included in Engineering Consent Agenda under "Southern Lowcountry Regional Board (SoLoCo)."</i>
ACTIVITY - PROJECTS	STATUS
Sanitary Sewer Extension	Completed Buck Island/Simmons Road (BIS) Phases I, II, III, IV; Toy Fields; and Jason/Able. Six project phases of Historic District sewer extension are proposed in the 5-year Capital Improvement Program. <i>Current project updates are included in Engineering Consent Agenda under "Sewer & Water."</i>
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. <i>Current project updates are included in Engineering Consent Agenda under "Sewer & Water."</i>
Stoney Creek Wetlands Restoration: Preliminary Design Phase	Project on hold following Council direction on 5/31/17.
May River Watershed Water Quality Model	Contract awarded to McCormick Taylor with final deliverables anticipated 10/20.
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. <i>Current updates are included in Engineering Consent Agenda and Attachment 3.</i>
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. <i>Current updates are included in Engineering Consent Agenda Attachment 4a.</i>

ACTIVITY - PROGRAMS continued	STATUS continued
Water Quality Monitoring Program (MS4 Minimum Control Measure #3)	1. SCDHEC Shellfish monitoring results and map 2. <i>E. coli</i> bacteria "hot spot" concentrations 3. Microbial Source Tracking of bacteria 4. Illicit Discharge investigation and monitoring 5. BMP efficacy monitoring 6. MS4 monitoring <i>Current updates are included in Engineering Consent Agenda Attachments 1, 1a, 4b - 4d.</i>
Illicit Discharge Detection & Elimination (IDDE) Program (MS4 Minimum Control Measure #3)	Response to reported and observed non-stormwater discharges to the stormwater drainage system. <i>Current updates are included in Engineering Consent Agenda Attachment 4e.</i>
Construction Site Stormwater Runoff Control Program (MS4 Minimum Control Measure #4)	Sediment and erosion control inspections with escalating enforcement response. <i>Current updates are included in Engineering Consent Agenda Attachment 5.</i>
Stormwater Plan Review & Related Activity Program (MS4 Minimum Control Measure #5)	SCDHEC delegated plan review-related activities. <i>Current updates are included in Engineering Consent Agenda Attachment 6.</i>
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. <i>Current updates are included in Engineering Consent Agenda Attachment 7.</i>
Neighborhood Assistance Program - Septic System Maintenance Program	On-going assistance offered to Town residents regardless of financial status through Neighborhood Assistance Program (NAP). <i>Current updates are provided in Growth Management Consent Agenda.</i>



PUBLIC NOTICE

The May River Watershed Action Plan Advisory Committee
(WAPAC) meeting scheduled for

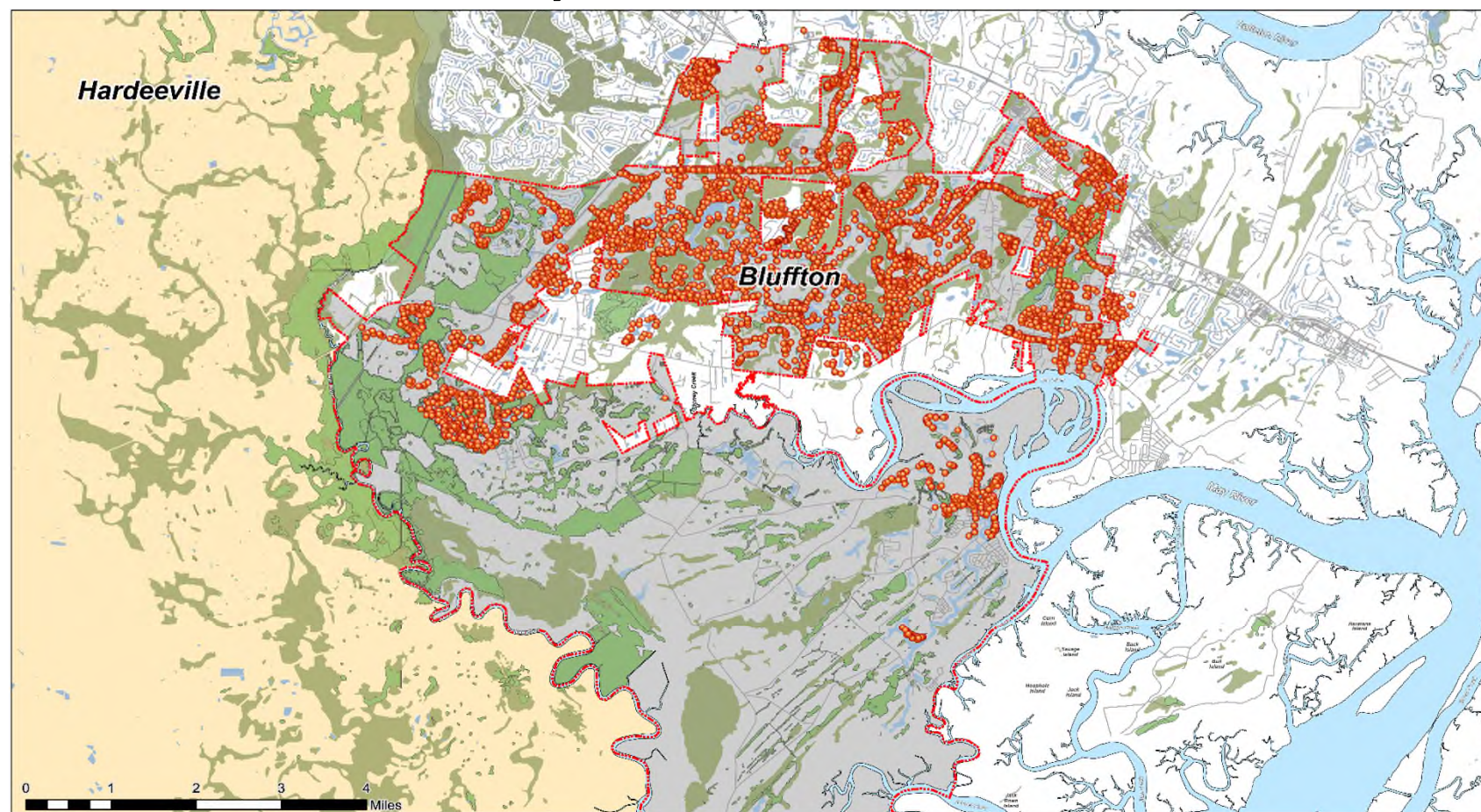
Thursday, October 22, 2020 at 9:00 A.M.

has been CANCELED due to lack of quorum.

The next meeting is scheduled for
Thursday, December 3, 2020

If you have questions, please contact
the Watershed Management Division
at: 843-706-7811

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



Town of Bluffton
Beaufort County, SC

STORMWATER INFRASTRUCTURE

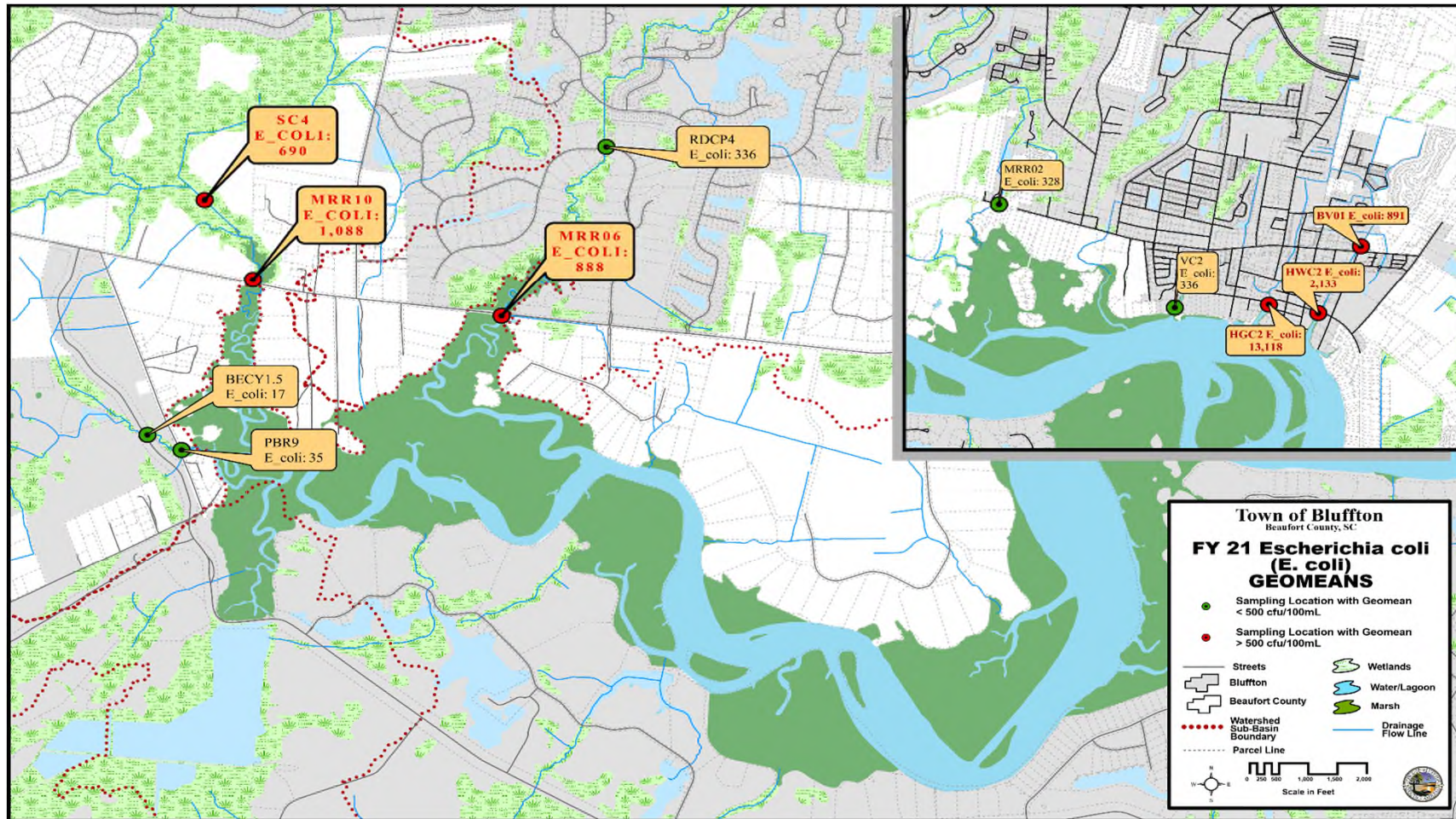
The information contained herein is for informational purposes only and does not constitute a warranty or representation of any kind. The information is provided as is, without any guarantees of accuracy, completeness, or timeliness. The information is subject to change without notice.



Updated Date: 10/19/2020

Stormwater Infrastructure Inventory Collection Status	
FY 2021 YTD Collection Totals	608
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



E coliform geomeans updated as of: 9/22/2020

	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2021 YTD Totals	95	38	54
FY 2020 Totals	223	115	123
FY 2019 Totals	280	193	264
FY 2018 Totals	216	217	224

10/22/2020

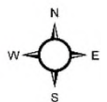
- MST program began November 2016; MS4 Quarterly Sampling initiated 2/2017
- Totals include only samples submitted for laboratory analysis, and not *in situ* parameters.



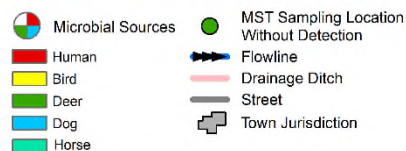
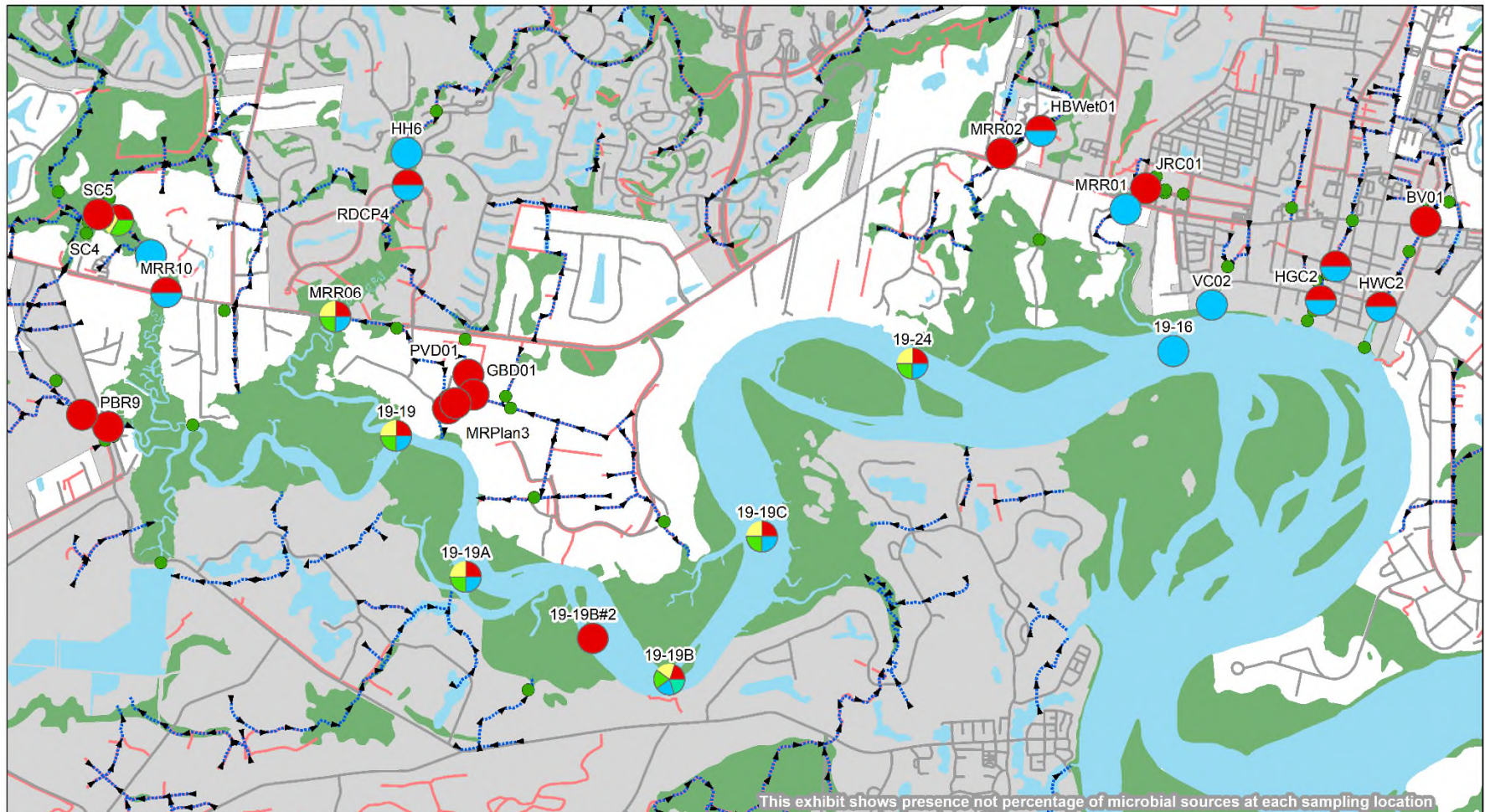
0 1-3 3-6 6-9 >10

● 1 - 3 ● 4 - 6 ● 7 - 10 ● >10

Updated Date: 10/19/2020



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

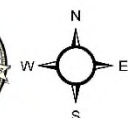


Microbial Sources Detected Within the May River **2017 - 2020**

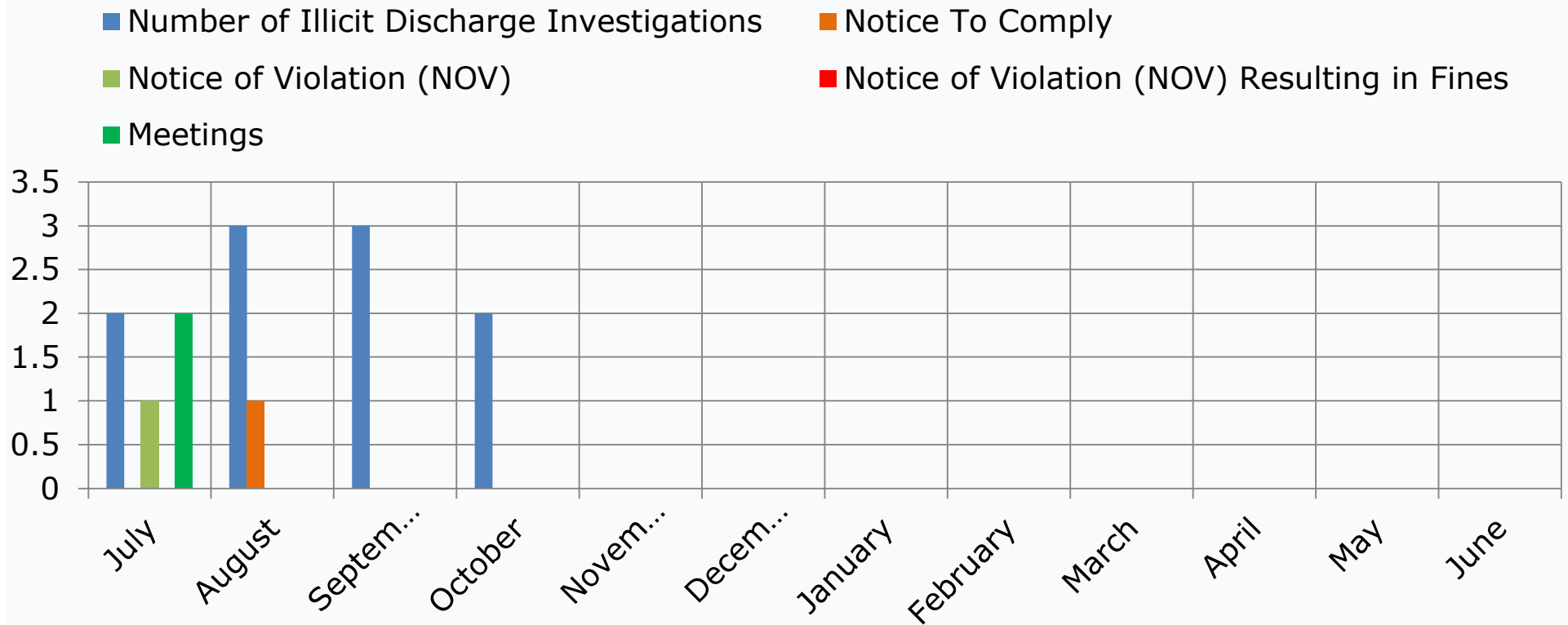
Town of Bluffton
 Beaufort County, SC

Date: 10/19/2020

DISCLAIMER:
 This map was created by the Department of Planning and Development, Town of Bluffton, for informational purposes only. It is not intended to be used as a legal document. The Town of Bluffton does not warrant the accuracy or completeness of the information presented on this map. The Town of Bluffton is not responsible for any errors or omissions on this map. The Town of Bluffton is not responsible for any damages, including consequential damages, arising from the use of this map. The Town of Bluffton is not responsible for any damages, including consequential damages, arising from the use of this map.

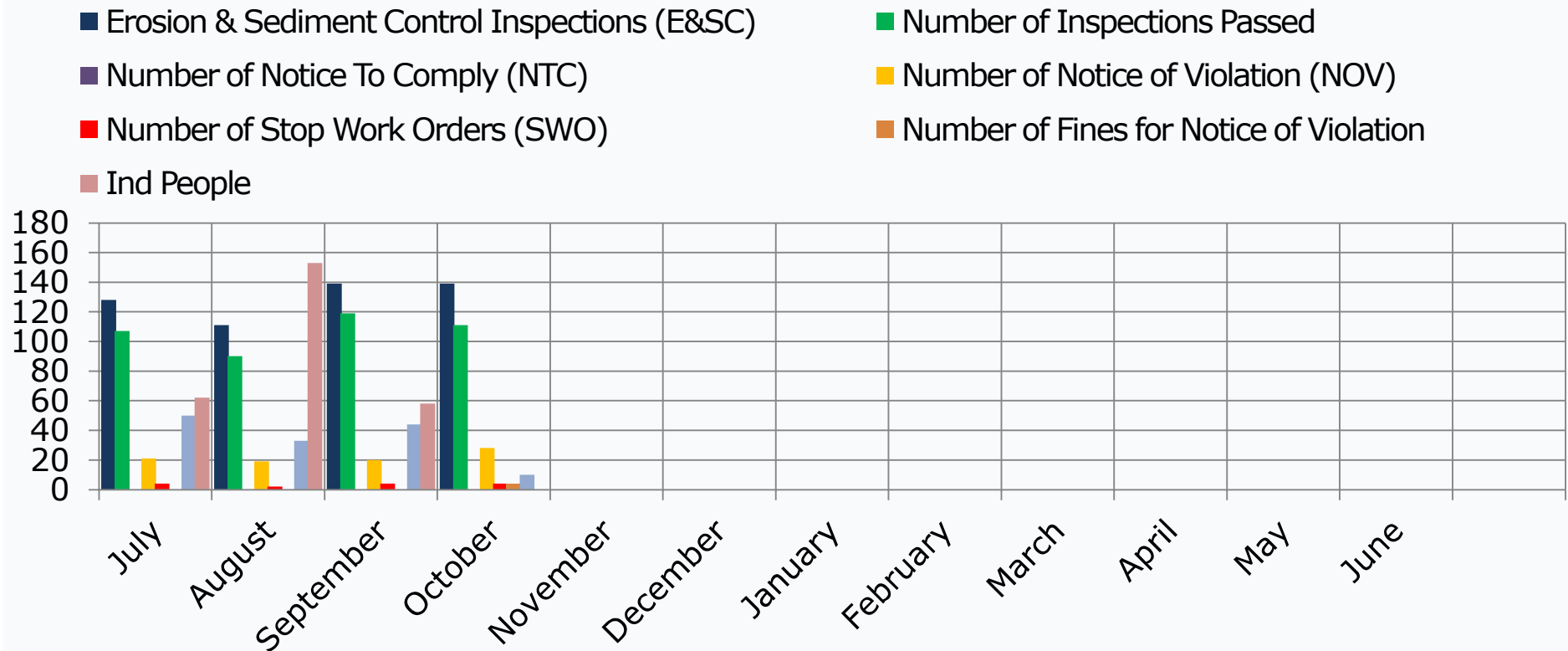


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



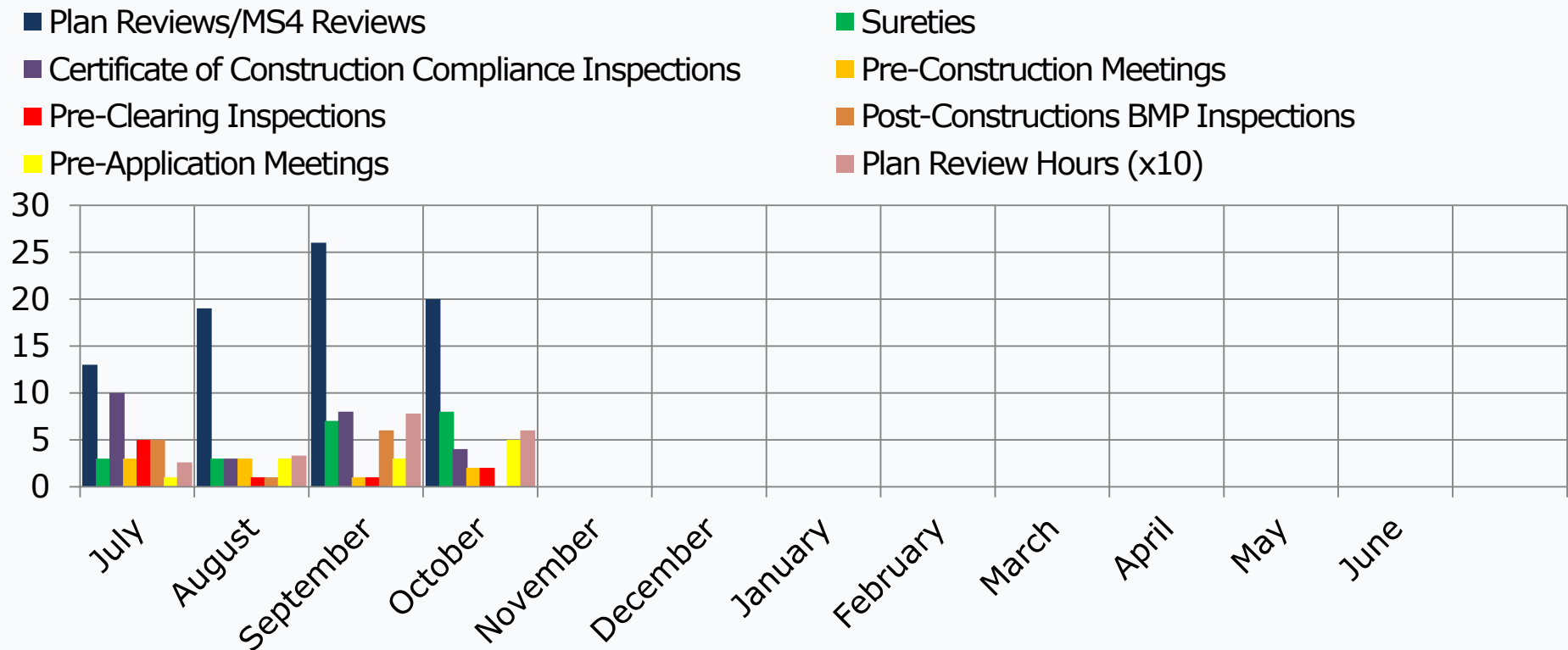
	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of NOV Issued	Number of NOV Enforcement Actions	Number of Meetings
FY 2021 YTD Totals	10	N/A	1	0	2
FY 2020 Totals	45	10	8	6	49
FY 2019 Totals	38	20	3	1	61
FY 2018 Totals	48	20	4	2	60

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



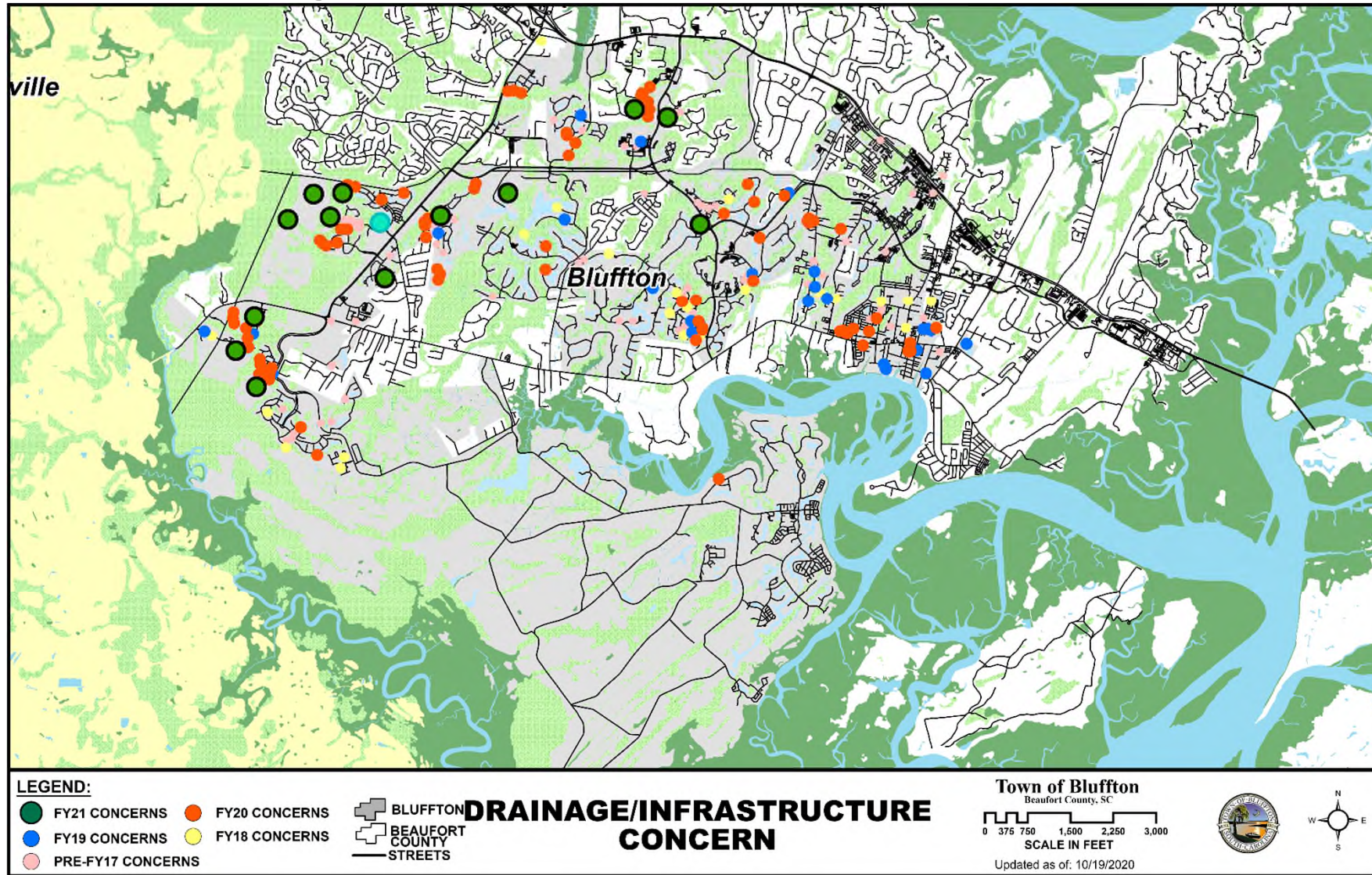
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NTC Issued	Number of NOV Issued	Number of SWO Issued	Number of NOV Enforcement Actions	Number of E&SC Meetings
FY 2021 YTD Totals	517	427	N/A	88	14	4	137
FY 2020 Totals	1,517	1187	128	185	16	9	496
FY 2019 Totals	1,688	1,384	254	72	N/A	7	403

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



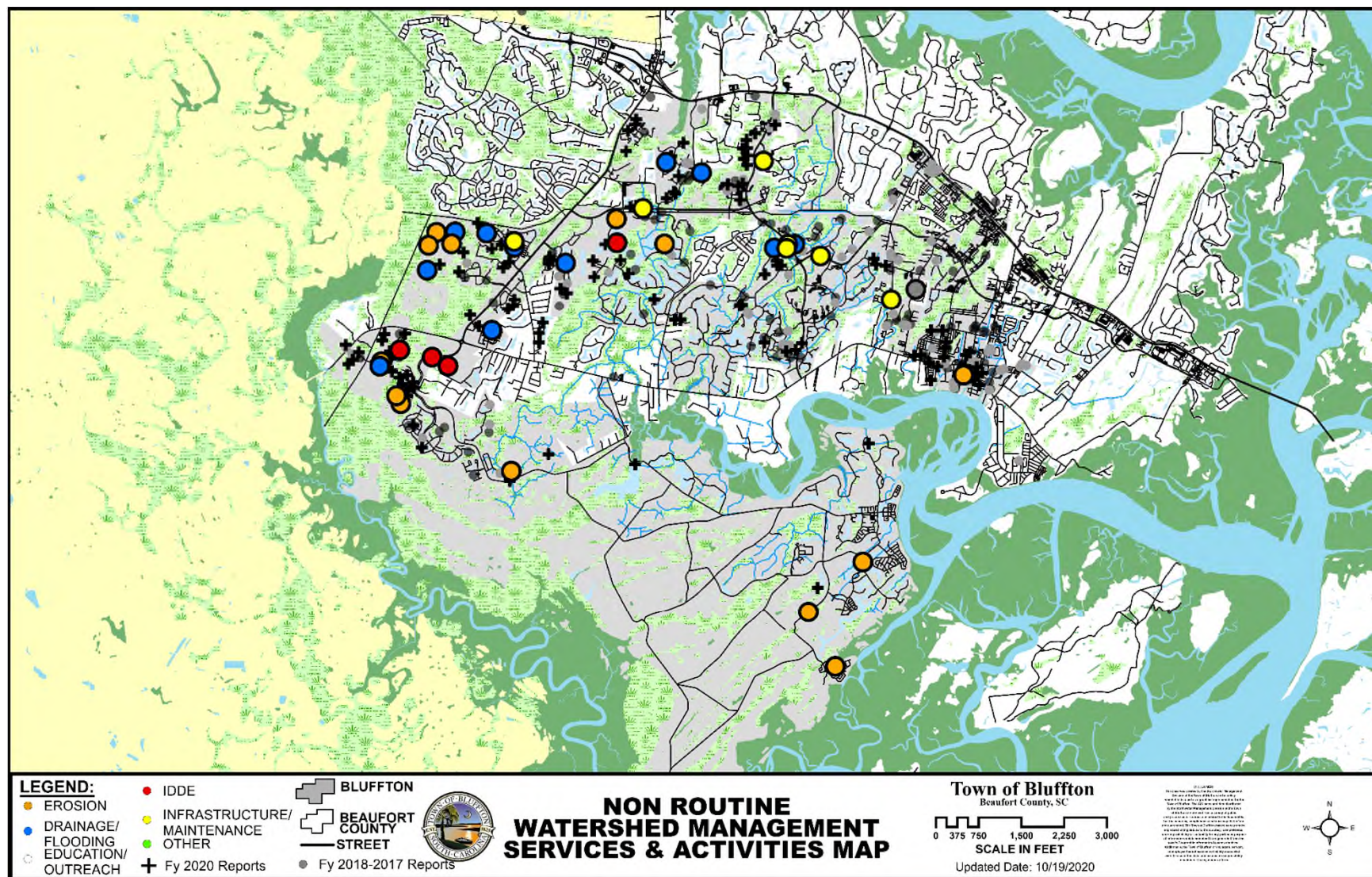
	Plan Reviews MS4 Reviews	Sureties	Certificate of Construction Compliance Inspections	Pre- Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2021 YTD Totals	78	21	25	9	9	12	12	197 Hrs.
FY 2020 Totals	176	53	46	36	17	8	36	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	17	11
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	23	7
FY 2020 Totals	99	102
FY 2019 Totals	75	79



PUBLIC NOTICE

The Beautification Committee (BC)
Meeting scheduled for

Thursday, October 15, 2020,
at 10:00 a.m.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Thursday, January 21, 2021

If you have questions, please contact
Engineering at: 843-706-4599

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					
FY21WK18					
FY21WK19					
FY21WK20					
FY21WK21					
FY21WK22					
FY21WK23					
FY21WK24					
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FY21WK44					
FY21WK45					
FY21WK46					
FY21WK47					
FY21WK48					
FY21WK49					
FY21WK50					
FY21WK51					
FY21WK52					
Total	926	\$86,219.00	\$59,809.00	\$468.00	\$146,864.00

Director's Report - DRCI

October 2020

Program KPIs

- 114 Members before Resiliency
- 305 (May-October) Resiliency
- 419 Total Members of DRCI
- 8 customers engaged in programs (detail below)
 - 6 Startup
 - 2 Growth

Economic Development

- Proposal from DRCI to City of Hardeeville was unanimously accepted by Hardeeville City Council
 - Presenting program at DRCI Board meeting for vote on 10/22
 - Presenting program at next Bluffton Town Council meeting for vote
 - Program to begin January 1, 2021, one-year term where DRCI will be providing services to Hardeeville businesses - \$40,000 fee for DRCI services
- Relentless Challenge Grant
 - Application submitted 10/20
 - HEROS Program (Military/Veterans, Police, Fire, EMT)
 - \$75,000 grant / \$75,000 matching funds = \$150,000
- Minority Program in early stage development
 - Working with Billy Watterson, Watterson Brands

Marketing / Operations

- September newsletter was communicated to all business license holders in Bluffton
- David Nelems featured in "Savannah CEO" publication
- 54 participants enrolled in "Zoom the Room" virtual networking event
- November Zoom the Room scheduled for November
- Boosted membership ads on Social Media
- Women in Business event October
 - 43 attendees
 - Key topics – how to find your voice in leadership, defining your leadership style



Program Company Update:

Provide entrepreneurs with an inexpensive start-up environment, business support, mentorship, administrative, referral and networking services.

Company	Business Summary	Sector	Graduation
 <p>Right Now Help On Demand help is In Demand!</p>	<p>RightNowHelp provides a gig marketplace where gig owners can post temporary tasks and helpers can bid on and accept those tasks to perform them quickly and efficiently at an affordable price.</p>	High-Tech	July 2021
 <p>4 INTERVIEW PILLARS Interview Success With 4 Pillars</p>	<p>4 Interview Pillars uses four distinctive “pillars” to unlock the potential of individuals preparing to interview for a dream job or coveted seat at a professional school by empowering him/her with a novel interview preparation experience at a competitive price.</p>	High-Tech	Dec 2020
 <p>Beach Biscuit</p>	<p>BeachBiscuit manufactures and sells high-quality dog collars, leads and other related products online and through a growing network of retailers.</p>	Consumer Packaged Goods	June 2021
 <p>American Air & Water®</p>	<p>PrismUV manufacturers a lightweight, portable disinfecting device that uses UV-C light to disinfect and clean a physical area of germs and microbes. Effective against COVID-19.</p>	High-Tech	March 2021
 <p>roboX</p>	<p>RoboX Systems is building a last-mile grocery delivery system that is a combination of AI-influenced software in conjunction with smart, climate controlled portable delivery containers.</p>	High-tech	Sept 2021
 <p>Twist & Pour Two easy steps to protect your pet</p>	<p>Twist & Pour manufactures and sells a unique portable cap that can be <i>easily attached</i> to most plastic bags. This allows you to pour the bag contents through a <i>convenient spout</i>. The cap is attached and easily screwed back on providing an airtight seal until the next time you need to open the bag. Once the bag is empty you remove the cap and use it on the next bag of your choosing.</p>	Consumer Packaged Good	Sept 2021



For businesses that need to scale to the next level or take a deeper dive into a particular area.

	<p>Greenbug offers a wide variety of all-natural pest control products. In addition, they sell a revolutionary pest control delivery system that integrates with the irrigation system at a home or business. This allows dispersion of all-natural pest control through the existing irrigation system.</p>	<p>Enviro-tech July 2021</p>
	<p>Old Town Bluffton Inn is a hotel that allows patrons to immerse themselves in a rich environment full of luxury and laughter surrounded by food, fun, art and libations all in a private and intimate space designed to inspire happiness and bring out every guest's inner southerner</p>	<p>Hospitality July 2021</p>



GROWTH MANAGEMENT UPDATE

November 10, 2020

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

- a. **Planning Commission:** November 18, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, December 16, 2020.
- b. **Historic Preservation Commission:** November 4, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, December 2, 2020.
- c. **Board of Zoning Appeals:** November 3, 2020 meeting agenda attached. Next meeting scheduled for Tuesday, December 1, 2020.
- d. **Development Review Committee:** November 4, 18 & 25, 2020 meeting agenda. Next meeting scheduled for Wednesday, December 2, 2020.
- e. **Historic Preservation Review Committee:** November 2, 9, 16, 23, & 30, 2020. Next meeting scheduled for Monday, December 7, 2020.
- f. **Construction Board of Adjustment and Appeals:** Tuesday, November 24, 2020 cancellation notice attached. Next meeting scheduled for Tuesday, December 15, 2020.
- g. **Affordable Housing Committee: Community Development / Affordable Housing Committee Work Program:** November 5, 2020 meeting agenda attached. Next meeting scheduled for Thursday, December 3, 2020.

2. Community Development / Affordable Housing Committee Work Program:

Neighborhood Assistance Program. The total available budget for this FY21 Town Council funded program is \$168,169.80. Town Staff is continuing to process applications for assistance. As of October 29, 2020, \$20,317.70 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. As of October 29, 2020, we have 3 residents waiting on work estimates so that work can begin.

ATTACHMENTS:

1. Planning Commission meeting agenda for Wednesday, October 28, 2020.
2. Historic Preservation Commission meeting agenda for Wednesday, October 7, 2020.
3. Board of Zoning Appeals cancellation notice for Tuesday, October 6, 2020.
4. Development Review Committee meeting agenda, for Wednesday, October 7, 14, 21, & 28, 2020.

-
5. Historic Preservation Review Committee meeting agenda for Monday, October 5, 12, 19 & 26, 2020.
 6. Construction Board of Adjustments and Appeals cancellation notice for Tuesday, October 27, 2020.
 7. Affordable Housing Committee meeting agenda notice for Thursday, October 1, 2020.
 8. Building Permits and Planning Applications:
 - a. Building Permits Issued 2010-2020 (to October 29, 2020).
 - b. Building Permits Issued Per Month 2010-2020 (to October 29, 2020).
 - c. Value of Construction 2010-2020 (to October 29, 2020).
 - d. New Single Family/Multi-Family Residential Building Permits Issued Per Month 2010-2020 (to October 29, 2020).
 - e. New Single Family/Multi-Family Residential Building Permits Issued by Neighborhood 2010-2020 (to October 29, 2020).
 - f. New Single Family/Multi-Family Certificates of Occupancy Issued by Neighborhood 2010-2020 (to October 29, 2020).
 - g. New Commercial Construction/Additions Heated Square Footage 2010-2020 (to October 29, 2020).
 - h. Planning and Community Development Applications Approved 2010-2020 (to October 29, 2020).
 9. Planning Active Application Report



**TOWN OF BLUFFTON
PLANNING COMMISSION MEETING AGENDA
ELECTRONIC MEETING
Wednesday, October 28, 2020, 6:00 PM**

This meeting can be viewed on the Town of Bluffton's Facebook page
(<https://www.facebook.com/TownBlufftonSC/>)

NOTE: THERE ARE TWO COMMENT SESSIONS DURING THIS MEETING

****PUBLIC HEARING - CONTACT THE GROWTH MANAGEMENT
COORDINATOR AT 843.706.4500 OR VIA EMAIL AT
DMCLAIN@TOWNOBLUFFTON.COM TO RECEIVE DIAL IN INSTRUCTIONS.**

***PUBLIC COMMENT - [SUBMIT FORM ELECTRONICALLY](#)**

**PUBLIC COMMENTS WILL BE READ ALOUD BY THE GROWTH MANAGEMENT
COORDINATOR FOR THE RECORD.**

**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. 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 – September 23, 2020

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

1. FOR ACTION

- A. **Old Town Marketplace (Preliminary Development Plan):** Consideration to rescind the September 23, 2020 vote approving, with conditions, the Preliminary Development Plan (DP-07-20-14412) for the commercial development located at 2 Parkside Drive and referred to as "Old Town Marketplace", consisting of approximately 42,200 SF of shared restaurant, retail and office space with an outdoor pavilion, parking and infrastructure. (Staff-Will Howard)
- B. **Old Town Marketplace (Preliminary Development Plan):** A request by Kelly Moore 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 and amphitheater with associated parking and infrastructure. The property is zoned Buckwalter Planned Unit Development and consists of approximately 12.9 acres identified by tax map number R610 000 000 0000 0000 located at 2 Parkside Drive. (DP 07-20-14412) (Staff-Will Howard)

IX. NEW BUSINESS

1. FOR ACTION - PUBLIC HEARING

Saint Gregory the Great Public Hearings (A-F) are Combined into One Staff Report

- A. **Saint Gregory the Great Town of Bluffton Comprehensive Plan Amendment (PUBLIC HEARING)**:** A request submitted by Walter Nester of Burr, Forman, McNair on behalf of the Bishop of Charleston and Beaufort Jasper Water and Sewer Authority for Planning Commission Public Hearing, Consideration, and Recommendation to Town Council 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 & R600 022 000 1120 0000, as well as change the subject properties future land use designation from Civic/Institutional to an appropriate category which supports residential and commercial uses (COMP-07-19-13329) (Staff – Kevin Icard)
- B. **Saint Gregory the Great Buckwalter Planned Unit Development Text Amendment (PUBLIC HEARING)**:** A request submitted by

"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 Commission. Public comment must not exceed three (3) minutes.

Walter Nester of Burr, Forman, McNair on behalf of the Bishop of Charleston and Beaufort Jasper Water and Sewer Authority for Planning Commission Public Hearing, Consideration, and Recommendation to Town Council for consideration of an Ordinance Approving 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 (ZONE-07-19-13331) (Staff – Kevin Icard)

- C. **Saint Gregory the Great Annexation (PUBLIC HEARING)**:** A request submitted by Walter Nester of Burr, Forman, McNair on behalf of the Bishop of Charleston and Beaufort Jasper Water and Sewer Authority for Planning Commission Public Hearing, Consideration, and Recommendation to Town Council for consideration of an Ordinance Approving the annexation of 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, into the Town of Bluffton's corporate limits (ANNX-07-19-13330) (Staff – Kevin Icard)
- D. **Saint Gregory the Great Zoning Map Amendment (PUBLIC HEARING)**:** A Request by Walter Nester of Burr, Forman, McNair on behalf of the Bishop of Charleston and Beaufort Jasper Water and Sewer Authority for Planning Commission Public Hearing, Consideration, and Recommendation to Town Council for consideration of an Ordinance Approving a 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 designate the subject property as Buckwalter Planned Unit Development subject to a new Saint Gregory the Great Land Use Tract to be established through a Buckwalter Planned Unit Development Text Amendment (ZONE-07-19-13331) (Staff – Kevin Icard)
- E. **Saint Gregory the Great Buckwalter Development Agreement Amendment (PUBLIC HEARING)**:** A request submitted by Walter Nester of Burr, Forman, McNair on behalf of the Bishop of Charleston and Beaufort Jasper Water and Sewer Authority for Planning Commission Public Hearing, Consideration, and Recommendation to Town Council for consideration of an Ordinance approving an amendment to the Buckwalter Development Agreement to add approximately 61.093 Acres of land located at

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323 Fording Island Road, Beaufort County Tax Map No. R600 022 000 0125 0000 and R600 022 000 1120 0000 and increase the total allowed Development Rights by 10.03 Acres of General Commercial and 160 Residential Dwelling Units (DAA-02-20-14041) (Staff – Kevin Icard)

- F. Saint Gregory the Great Buckwalter Concept Plan Amendment (PUBLIC HEARING)**:** A request submitted by Walter Nester of Burr, Forman, McNair on behalf of the Bishop of Charleston and Beaufort Jasper Water and Sewer Authority for Planning Commission Public Hearing, Consideration, and Recommendation to Town Council for consideration of an Ordinance approving 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 No. R600 022 000 0125 0000 and R600 022 000 1120 0000 subject to a new Saint Gregory the Great Land Use Tract to be established through a Buckwalter Planned Unit Development Text Amendment (CPA-02-20-14047) (Staff – Kevin Icard)
- G. Unified Development Ordinance Amendment (PUBLIC HEARING):** Consideration and Recommendation of Amendments to 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, to adopt the Southern Lowcountry Post Construction Stormwater Ordinance and Stormwater Design Manual (Staff – Bryan McIlwee, Director of Engineering)

X. DISCUSSION

1. Comprehensive Plan - Update

XI. ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 18, 2020

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TOWN OF BLUFFTON HISTORIC PRESERVATION COMMISSION

ELECTRONIC MEETING

Wednesday, October 7, 2020 6:00p.m.

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 – September 24, 2020

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Certificate of Appropriateness:** A request by James Guscio for approval of a Certificate of Appropriateness to allow the construction of a new 2 1/2 -story single family residential structure of approximately 2,430 SF located at 75 Bridge Street in the Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD. (COFA-07-20-014386)(Staff – Katie Peterson)

X. DISCUSSION

XI. ADJOURNMENT

NEXT MEETING DATE– Wednesday, November 4, 2020

* 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. 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 adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.



TOWN OF BLUFFTON HISTORIC PRESERVATION COMMISSION

ELECTRONIC MEETING

SPECIAL MEETING Tuesday, October 20, 2020 4:30 p.m.

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. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Site Feature – HD.** A request by Dan Keefer, on behalf of the owner, May River Road Development LLC, for approval of a Site Feature -HD Application to allow the installation of a TPO roof on the existing building identified as 1223 May River Road in the Old Town Bluffton Historic District and zoned Neighborhood Core-HD. (SFHD-10-20-2046) Staff – (Katie Peterson)

IX. DISCUSSION

X. ADJOURNMENT

NEXT MEETING DATE– Wednesday, November 4, 2020

*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 vsmales@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.

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EXECUTIVE SESSION - The public body may vote to go into executive session for any item identified for action on the agenda.

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**TOWN OF BLUFFTON
BOARD OF ZONING APPEALS MEETING AGENDA
ELECTRONIC MEETING**

Tuesday, October 6, 2020, 6:00 PM

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 Board of Zoning Appeals will not hear new items after 9:30 P.M. unless authorized by a majority vote of the Board 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 Board 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 the Board, Town Staff, and other members of the meeting. State your name and address when speaking for the record.
COMMENTS ARE LIMITED TO THREE (3) MINUTES.

V. ELECTION OF OFFICERS

1. Chair
2. Vice-Chair

VI. ADOPTION OF THE AGENDA

VII. ADOPTION OF MINUTES – June 16, 2020

VIII. PUBLIC COMMENTS*

IX. OLD BUSINESS

X. NEW BUSINESS

1. FOR ACTION

- A. River Buffer Variance Request (114 Pritchard St.):** A request by Andrew Fishkind on behalf of P. Ellen Malphrus, owner, for a forty-two (42) foot variance to the required one hundred (100) foot river buffer from the South Carolina Office of Ocean and Coastal Management (OCRM) Critical Line to allow a river buffer of fifty-eight (58) feet, as required by Unified Development Ordinance Sec. 5.5.2, to allow an addition to an existing residence. The property is identified by Beaufort County Tax Map Number R610 039 00A 0054 0000 and is located at 114 Pritchard Street. The property is zoned Neighborhood Conservation-Historic District (HD) (ZONE-09-20-014539). (Staff-Alan Seifert)

XI. DISCUSSION

XII. 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. 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 Board of Zoning Appeals Committee.

NEXT MEETING DATE: Tuesday, November 3, 2020

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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 Commission. Public comment must not exceed three (3) minutes.



TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Wednesday, October 7, 2020 1:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page stating 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/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **Bluffton Dental Office (Preliminary Development Plan):** A request by WMG Development, LLC on behalf of Hepbluf LLC for approval of a Preliminary Development Plan. The project consists of the construction of a 4,200 SF building with parking and associated infrastructure to serve as a dental office. The property is zoned Jones Estate Planned Unit Development and consists of approximately 1.43 acres identified by tax map Number R610 036 000 3210 0000 located at the intersection of Pondberry Drive and SC HWY 170 within the May River Crossing Initial Master Plan. (DP-9-20-14563) (Staff-Will Howard)

2. **Four Seasons at Carolina Oaks – Amenity Center (Final Development Plan):** A request by Michael Hughes of Thomas & Hutton, on behalf of Jeff Wiggins of K. Hovnanian Homes, for the approval of Final Development Plan. The project consists of the construction of an amenity center with a clubhouse, pool and associated parking and infrastructure. The property is zoned Jones Estate PUD and consists of approximately 21.9 acres identified by tax map number R614 028 000 3372 0000 located within Phase 1 of the Four Seasons at Carolina Oaks Development Plan. (DP 01-20-13887) (Staff - Will Howard)

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3. **Moss Subdivision (Subdivision Plan):** A request by Garfield Moss for approval of a Subdivision plan. The project consists of subdivision to create 4 new lots. The property is zoned Neighborhood General-HD and consists of approximately 2.8 acres identified by tax map number R610 039 00A 0306 0000 located northeast of the intersection of Wharf Street and Lawrence Street. (DP 09-20-14605) (Staff-Alan Seifert)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, October 14, 2020

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**TOWN OF BLUFFTON
DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA**

ELECTRONIC MEETING

Wednesday, October 14, 2020 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/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

- 1. Four Seasons at Carolina Oaks – Amenity Center (Final Development Plan):** A request by Michael Hughes of Thomas & Hutton, on behalf of Jeff Wiggins of K. Hovnanian Homes, for the approval of Final Development Plan. The project consists of the construction of an amenity center with a clubhouse, pool and associated parking and infrastructure. The property is zoned Jones Estate PUD and consists of approximately 21.9 acres identified by tax map number R614 028 000 3372 0000 located within Phase 1 of the Four Seasons at Carolina Oaks Development Plan. (DP 01-20-13887) (Staff - Will Howard)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, October 21, 2020

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TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Wednesday, October 21, 2020 1:00 p.m.

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<https://www.facebook.com/TownBlufftonSC/>

All Applications can be viewed on the Town of Bluffton's Permit Finder page

<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

- 1. 5806 Guilford Place. (Tree Removal):** A request by George Gomolski for approval of a permit to remove of a 30-inch diameter pine tree to allow for building placement of a new commercial building. The property is zoned Neighborhood General – Historic District and is identified by tax map number R610 039 000 1486 0000 located at 5806 Guilford Place in the Stock Farm Development. (Tree-09-20-1853) (Staff-Alan Seifert)

- 2. Heritage at New Riverside Phase 6 (Final Development Plan):** A request by Mike Hughes of Thomas & Hutton on behalf of LSSD New Riverside, LLC, for approval of a Final Development Plan. The project consists of the construction of 60 residential lots and associated infrastructure. The property is zoned New Riverside PUD and consists of approximately 27.2 acres identified by tax map numbers R614 035 000 1362 0000 and R614 035 000 1210 0000 located within the Heritage at New Riverside development. (DP-03-20-014061) (Staff - Will Howard)

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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. **The Lakes at New Riverside - Phase 1A (Subdivision):** A request by Mike Hughes of Thomas & Hutton on behalf of Jeff Wiggins with K. Hovnanian Homes for review of a Subdivision Plan for the division of 5.802 acres into 23 single-family lots along with associated right of way and common areas. The property is zoned New Riverside Planned Unit Development and consists of 5.802 acres identified by tax map number R610 044 000 0140 0000 located within The Lakes at New Riverside (Parcel 9) Master Plan. (SUB-09-20-014606) (Staff-Alan Seifert)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, October 28, 2020

* 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. 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.

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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, October 28, 2020 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/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. Heritage at New Riverside (Street Naming): A request by Michael Hughes with Thomas & Hutton on behalf of LSSD New Riverside LLC for approval of a street naming application. The applicant is requesting approval of twelve (12) street names to be used in future phases of the Heritage at New Riverside Master Plan. The property is zoned New Riverside Planned Unit Development identified by tax map numbers R614 035 000 1210 0000; R614 035 000 1318 0000, R614 035 000 1318 0000 and R614 035 000 1362 0000 located southwest of the intersection of SC HWY 170 and SC HWY 46. (STR 10-20-14654) (Staff-Will Howard)

2. Palmetto Bluff Block L5 (Subdivision Plan): A request by Michael Hughes of Thomas & Hutton on behalf of May River Forest, LLC for approval of a Subdivision Plan for the division of 56.3 acres into 69 single family lots with associated right of way and common areas. The property is zoned Palmetto Bluff Planned Unit Development and consists of approximately 56.3 acres identified by tax map numbers R614 052 000 0059 0000 located within the Palmetto Bluff – Phase 2 Master Plan. (SUB 10-20-14644) (Staff-Alan Seifert)

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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. **The Lakes at New Riverside - Phase 1E (Subdivision):** A request by Mike Hughes of Thomas & Hutton on behalf of Jeff Wiggins with K. Hovnanian Homes for review of a Subdivision Plan for the division of 5.248 acres into 21 single-family lots along with associated right of way and common areas. The property is zoned New Riverside Planned Unit Development and consists of 5.248 acres identified by tax map number R610 044 000 0140 0000 located within The Lakes at New Riverside (Parcel 9) Master Plan. (SUB-09-20-014615) (Staff-Alan Seifert)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, November 4, 2020

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PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, October 5, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, October 12, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Monday, October 12, 2020 4:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 4:00 p.m.
<https://www.facebook.com/TownBlufftonSC/>

The applications can be viewed on the Town of Bluffton's page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

VI. DISCUSSION

1. **23 Pritchard Street:** A request by In Circle Architecture, 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, within the Tabby Roads Development, and zoned Neighborhood General-HD. (COFA-09-20-014595) (Staff-Katie Peterson)
2. **5806 Yaupon Road:** 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. (COFA-09-20-014597) (Staff-Katie Peterson)

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, October 19, 2020

* 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. 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 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.”

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 as soon as possible but no later than 48 hours before the scheduled event.



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, October 19, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, October 26, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Monday, October 26, 2020 4:00 p.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 4:00 p.m.
<https://www.facebook.com/TownBlufftonSC/>

The applications can be viewed on the Town of Bluffton's page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

VI. DISCUSSION

1. **22 Stock Farm Road:** 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. (COFA-10-20-014637)(Staff – Katie Peterson)

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, November 2 , 2020

* 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. 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 Review Committee.

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 as soon as possible but no later than 48 hours before the scheduled event.



PUBLIC NOTICE

The Construction Board of
Adjustments and Appeals (CBAA)
Meeting scheduled for

Tuesday, October 27, at 6:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, November 24, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON
AFFORDABLE HOUSING COMMITTEE MEETING AGENDA
ELECTRONIC MEETING
Thursday, October 1, 2020 10:00 a.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 10:00 a.m.
<https://www.facebook.com/TownBlufftonSC/>

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – September 3, 2020
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - 1. Neighborhood Assistance Program Budget
 - a. FY 2021 Budget Plan
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

NEXT MEETING DATE: Thursday, November 5, 2020

* 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. 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 Affordable Housing 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. 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 as soon as possible but no later than 48 hours before the scheduled event.



SOUTHERN LOWCOUNTRY REGIONAL BOARD MEETING AGENDA

VIRTUAL ZOOM MEETING

Tuesday, October 27, 2020 10:00 a.m.

This meeting can be viewed on the Town of Bluffton's Facebook page
(<https://www.facebook.com/TownofBlufftonSC/>)

I. CALL TO ORDER

II. OLD BUSINESS

1. No old business.

III. NEW BUSINESS

1. Presentation for plans of bike & pedestrian trails:
 - A. Town of Bluffton
 - B. City of Hardeeville
 - C. Beaufort County

IV. DISCUSSION

Future Topics: Tom Lennox

V. ADJOURNMENT

NEXT MEETING DATE:

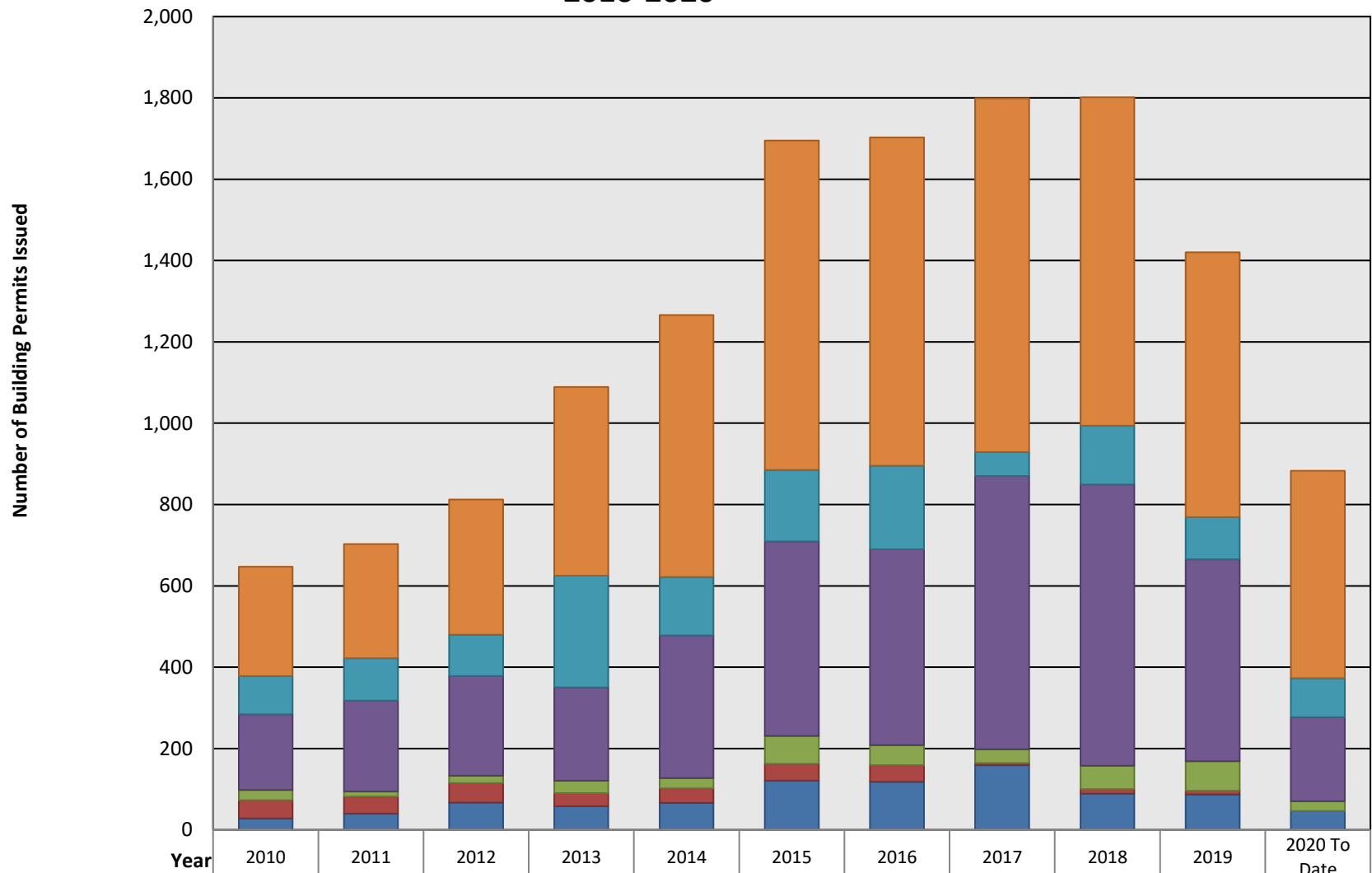
Tuesday, November 17, 2020 at 10:00 a.m.

"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 as soon as possible but no later than 48 hours before the scheduled event.

Town of Bluffton Building Permits Issued 2010-2020

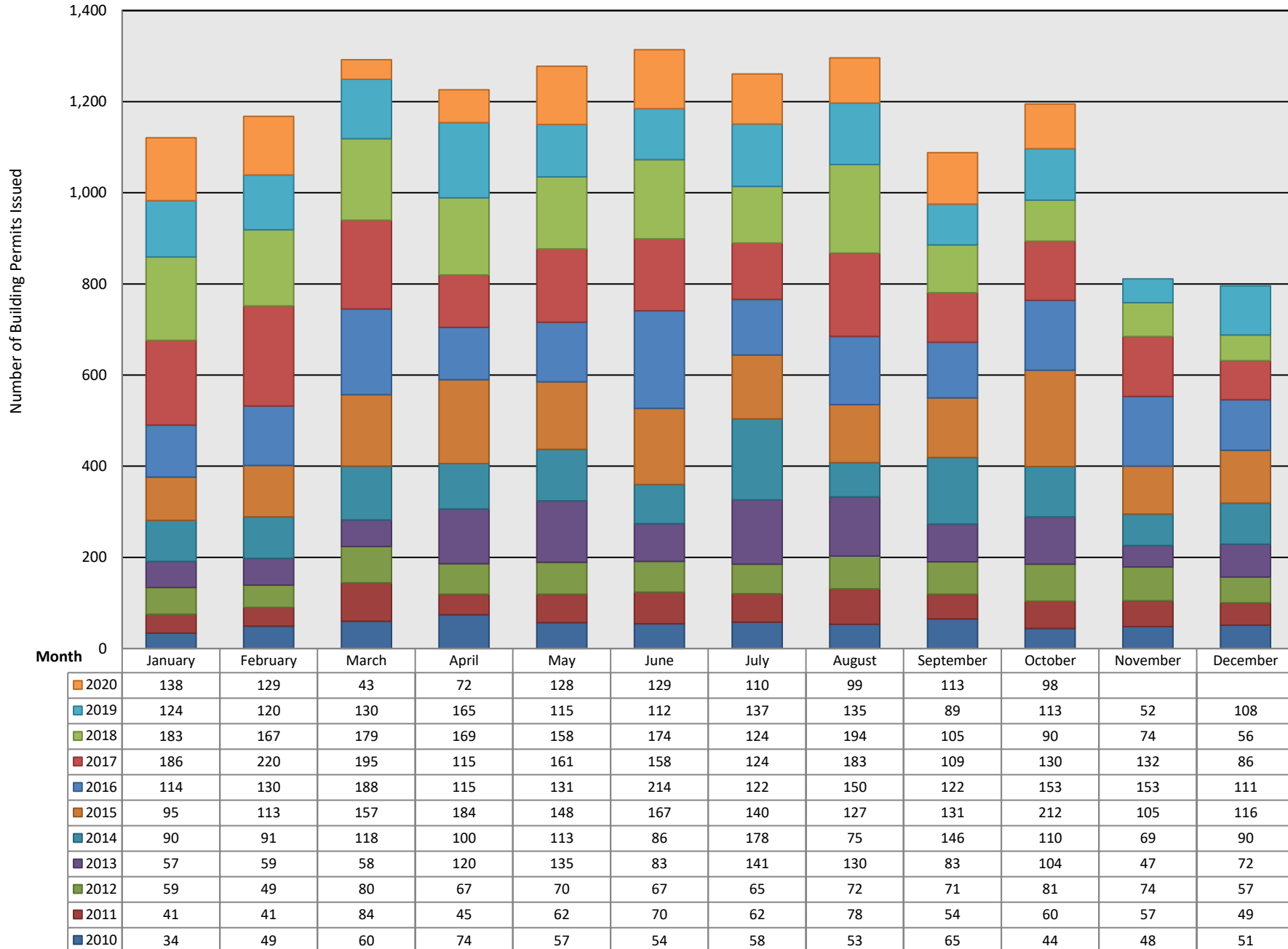
Attachment 8a



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 2010-2020

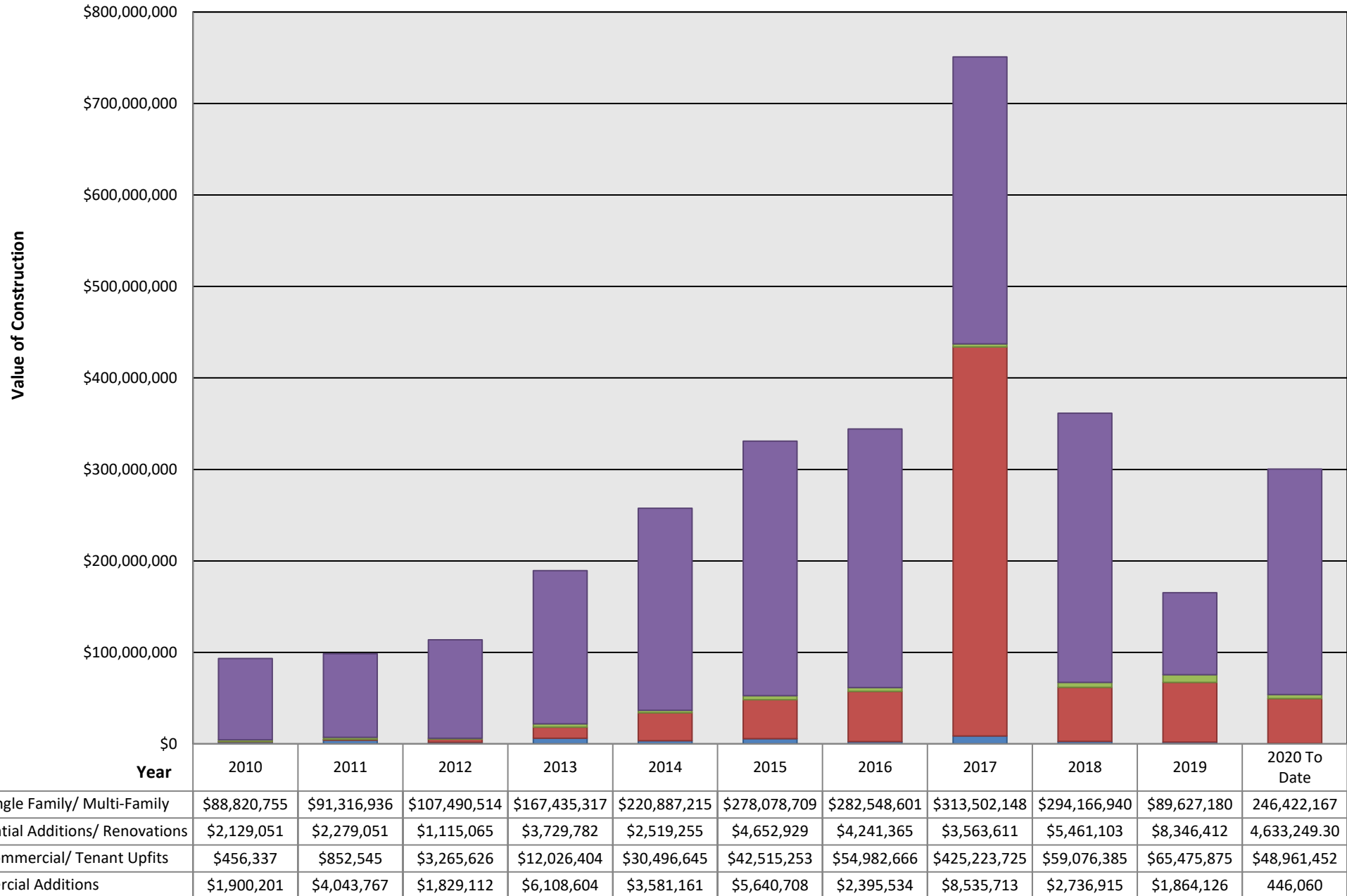
Attachment 8b



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.

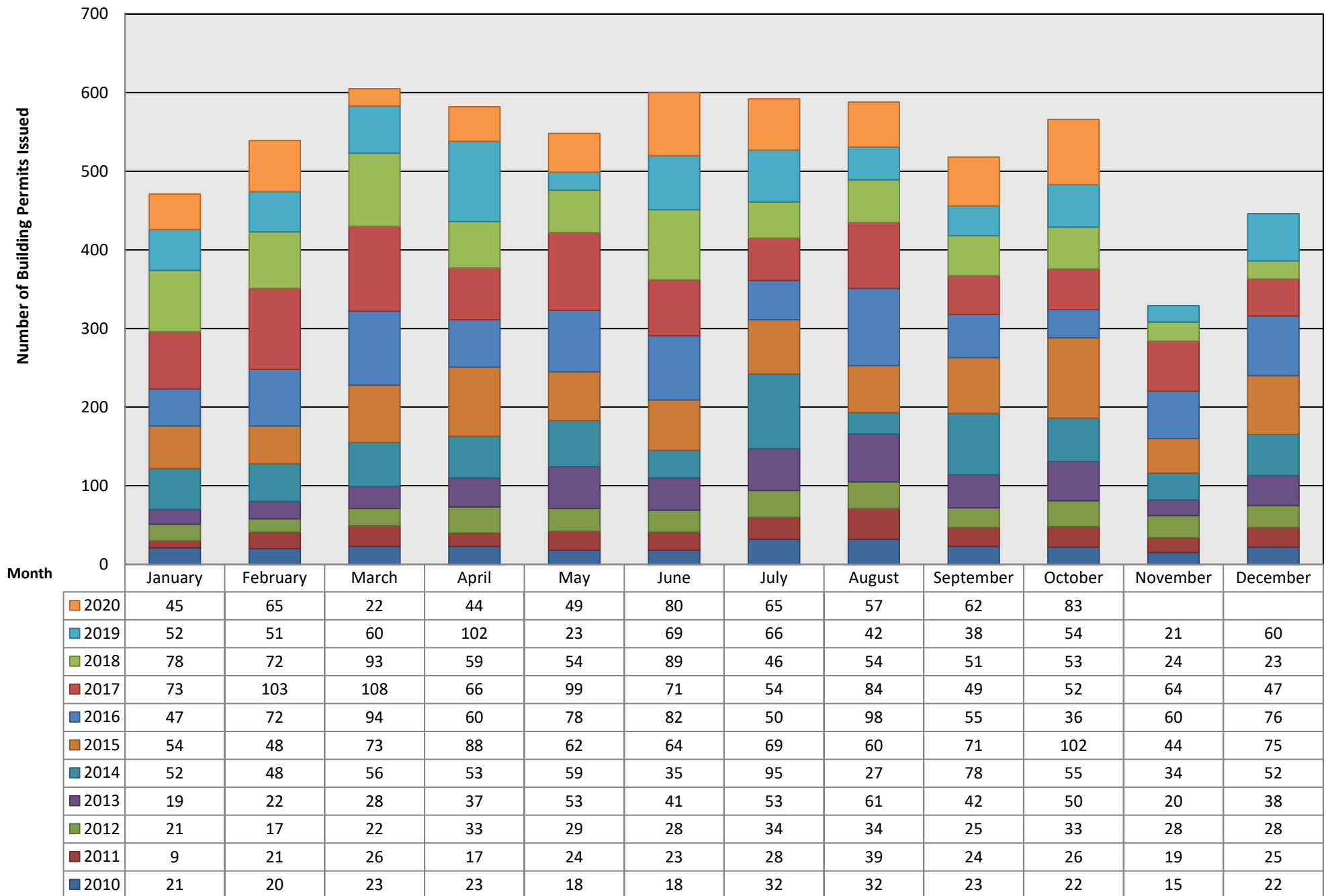
Town of Bluffton Value of Construction 2010-2020

Attachment 8c



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 to determine its assessed value which is subject to Town Millage. This increased value is realized in the following year's tax roll.

New Single Family/ Multi-Family Residential Building Permits Issued Per Month 2010-2020



Town of Bluffton
New Single Family/ Multi-Family Residential Building Permits Issued by Neighborhood 2010 - 2020

Attachment 8e

Number of Building Permits Issued

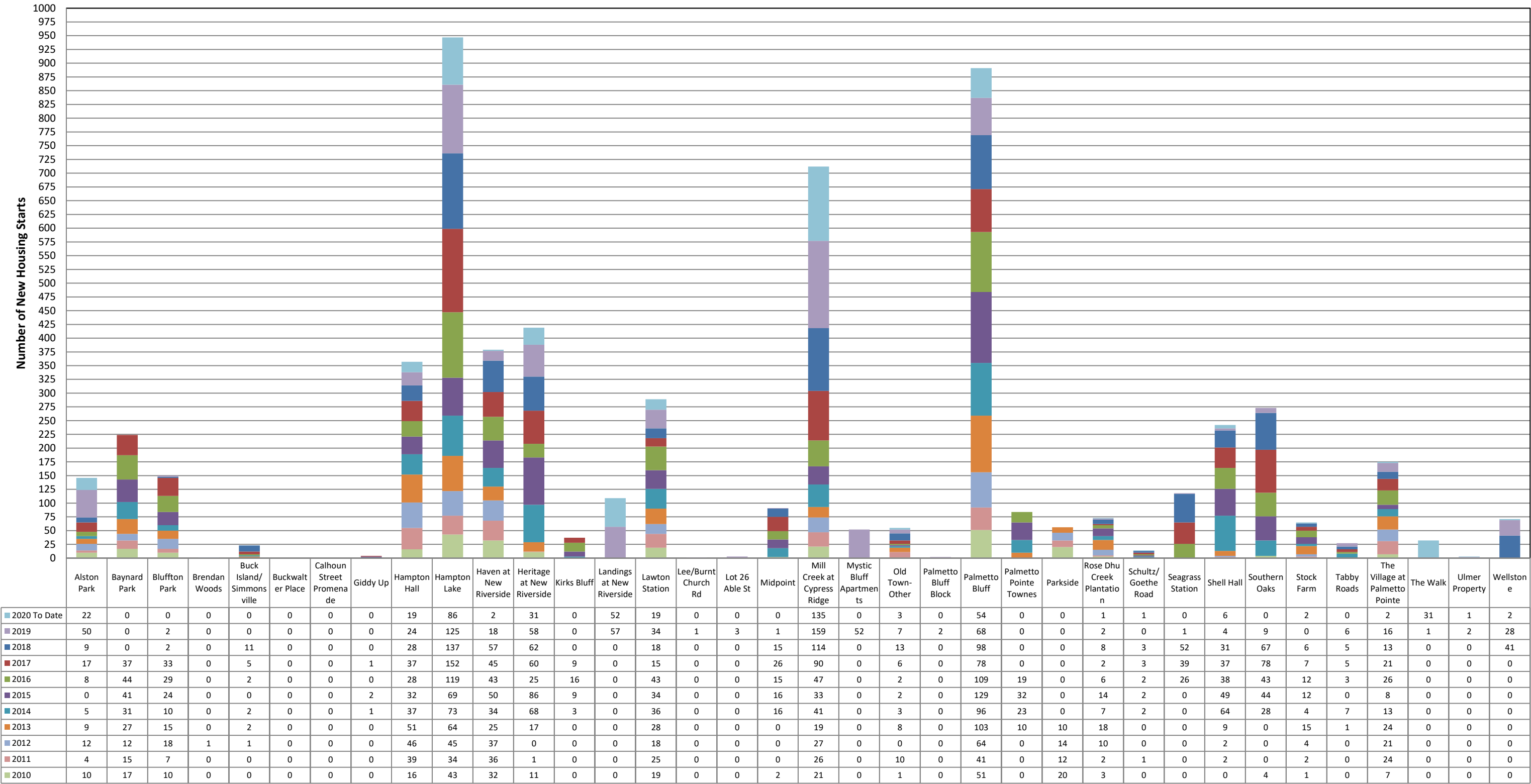
Neighborhood

2020 To Date	11	0	0	0	0	0	0	4	0	17	54	0	26	0	41	17	0	0	142	0	0	0	41	0	0	0	2	0	0	3	0	0	1	0	5	0	0	0
2019	55	0	0	0	1	0	0	0	0	30	114	3	39	0	68	41	3	0	145	0	10	3	81	0	0	1	3	4	0	2	0	5	3	16	12	5	8	0
2018	25	0	3	0	6	0	0	0	0	41	143	53	70	0	18	33	0	6	95	1	14	0	84	0	0	0	6	0	28	15	33	0	9	16	0	0	0	52
2017	8	23	21	0	7	0	0	0	1	32	166	45	46	0	0	22	0	24	132	0	10	0	85	0	0	0	3	4	61	43	81	2	3	10	0	0	0	20
2016	19	47	28	0	5	0	0	0	0	31	129	43	54	16	0	36	0	26	91	0	6	0	95	3	0	0	3	0	28	30	59	17	4	28	0	0	0	0
2015	0	49	37	0	2	0	0	0	1	43	118	51	56	17	0	36	0	17	38	0	2	0	163	37	0	0	9	3	4	42	47	18	2	17	0	0	0	0
2014	5	31	10	0	2	0	0	0	1	37	74	34	71	3	0	36	0	16	42	0	3	0	127	23	0	0	8	2	0	67	28	4	7	13	0	0	0	0
2013	9	27	16	0	2	0	0	0	0	52	64	25	17	0	0	28	0	0	19	0	8	0	110	10	10	0	18	0	0	9	0	15	1	24	0	0	0	0
2012	12	12	18	1	1	0	0	0	0	46	45	37	0	0	0	18	0	0	27	0	0	0	64	0	14	0	10	0	0	2	0	4	0	21	0	0	0	0
2011	4	15	7	0	0	0	0	0	0	39	34	36	1	0	0	25	0	0	26	0	10	0	41	0	12	0	2	1	0	2	0	2	0	24	0	0	0	0
2010	10	18	10	0	0	0	0	0	0	16	43	32	11	0	0	19	0	2	21	0	1	0	51	0	20	0	3	0	0	0	4	1	0	7	0	0	0	0

Town of Bluffton

Attachment 8f

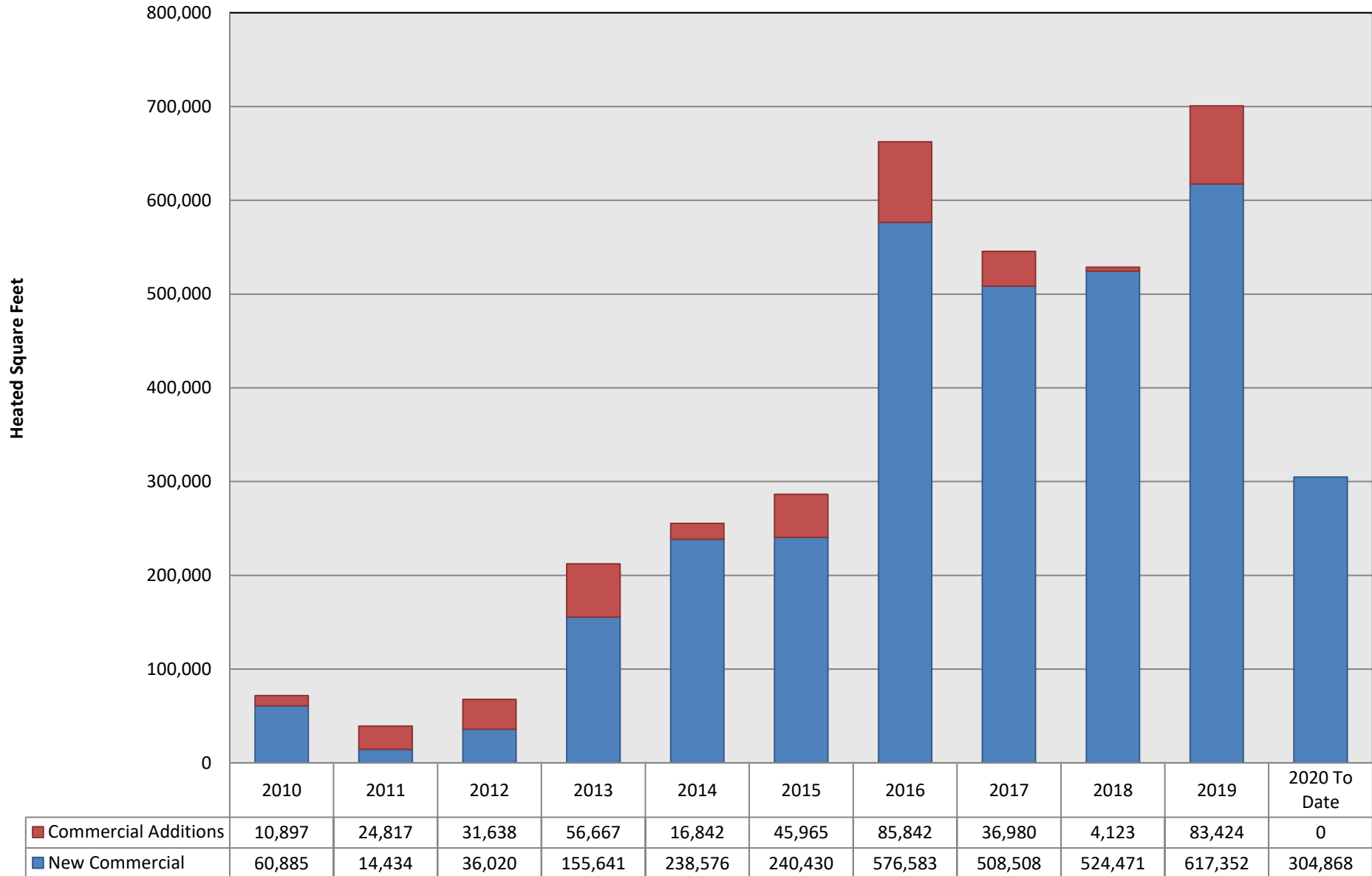
New Single Family/ Multi-Family Certificates of Occupancy Issued by Neighborhood 2010 - 2020



Town of Bluffton

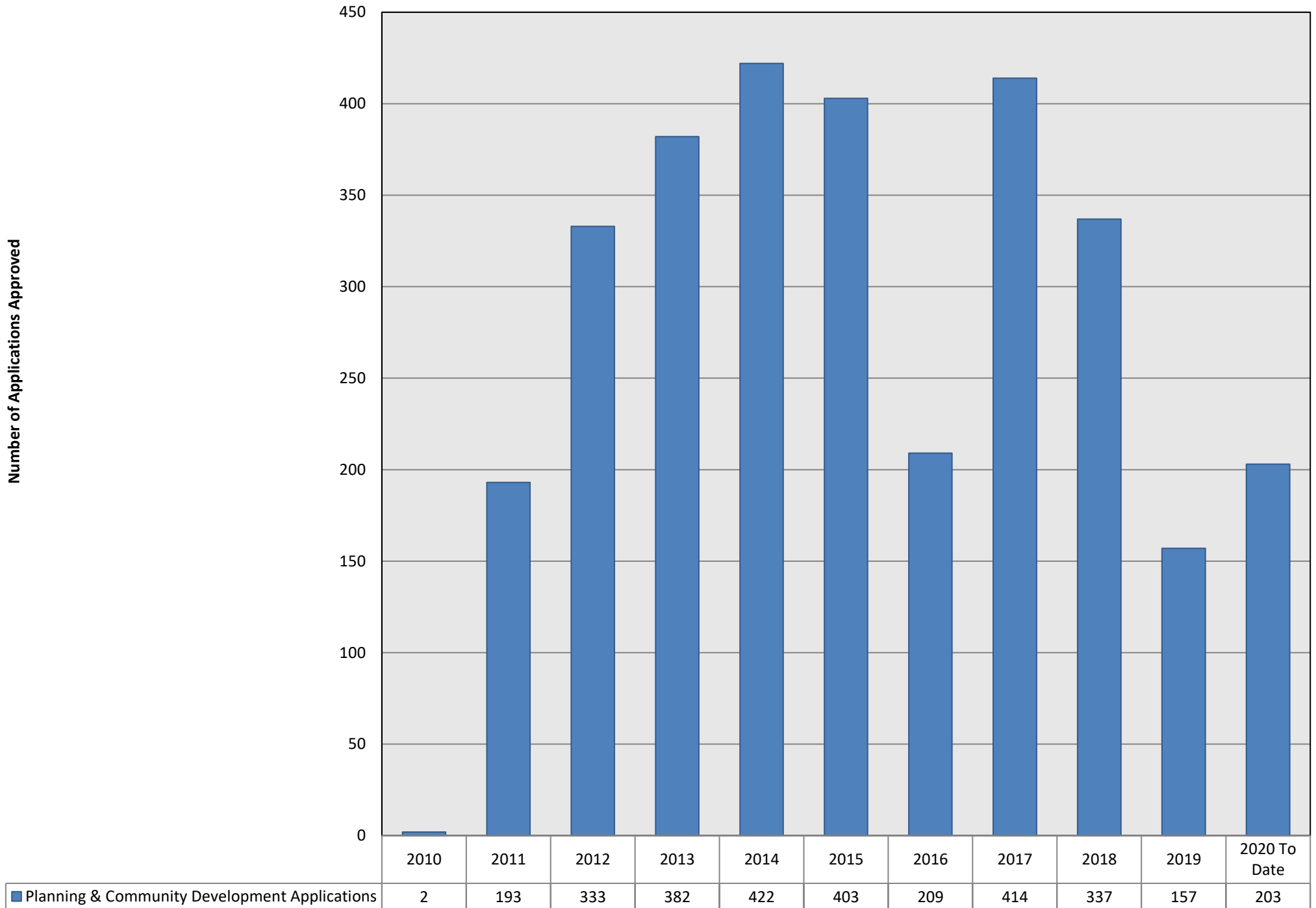
New Commercial Construction and Additions Heated Square Footage 2010 - 2020

Attachment 8g



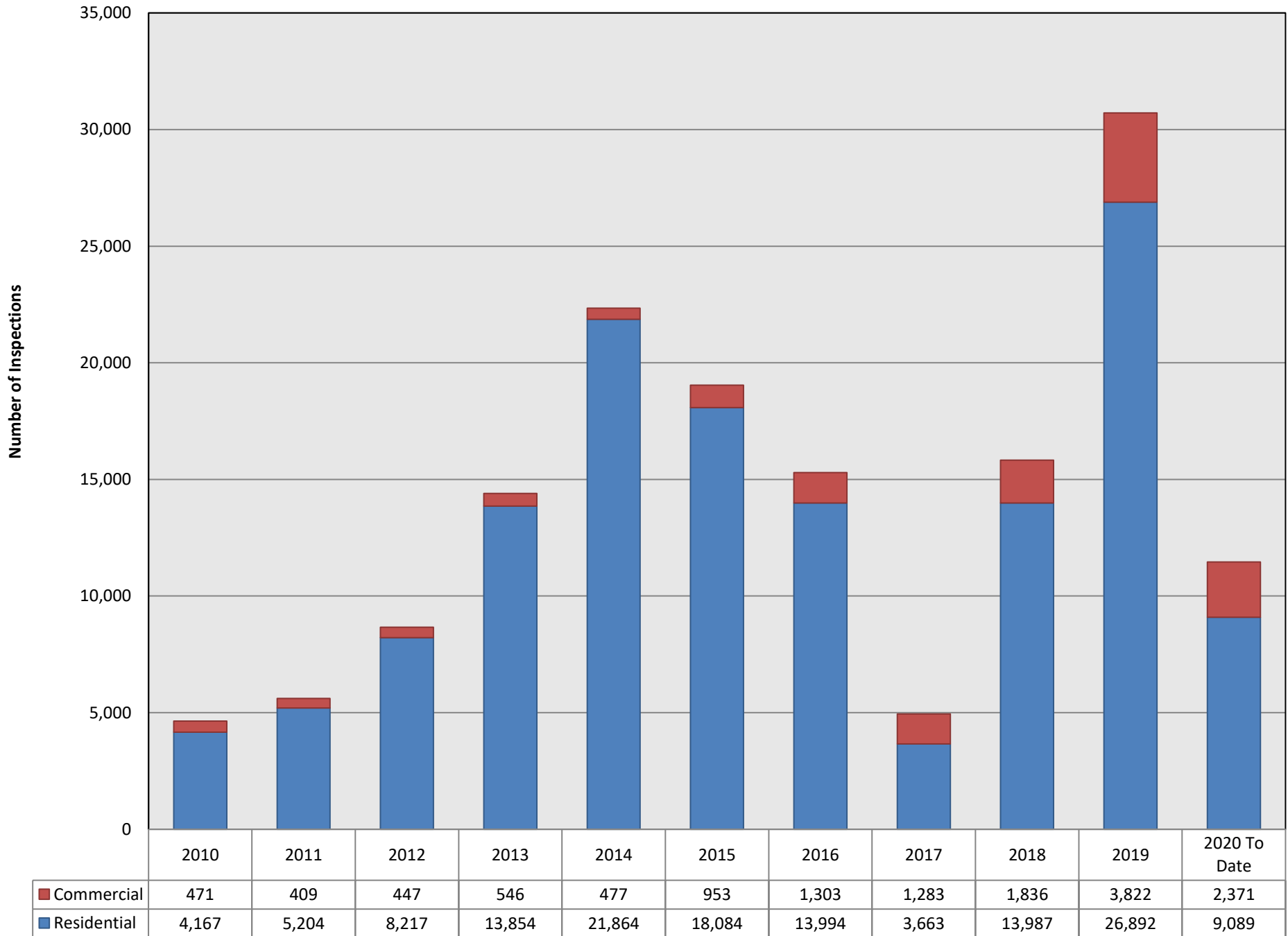
Town of Bluffton
Planning & Community Development Applications Approved
2010 - 2020

Attachment 8h



Town of Bluffton
Residential and Commercial Inspections
2010-2020

Attachment 8.i.



Note: Building Safety Inspections include all inspections performed throughout construction. Inspections begin at the issuance of the Building Permit and end at the issuance of a Certificate of Occupancy or Record of Completion.



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

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	1 PONDBERRY ST STREET	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: WMG Development LLC WMG Development 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 Ponderberry 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 is scheduled for review by the Planning Commission at the November 18th meeting.

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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					

Certificate of Appropriateness

COFA-03-18-011754 03/02/2018 Certificate of Appropriateness Active Katie Peterson

Applicant: Witmer-Jones-Keefer, Ltd.

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-05-19-013161 05/15/2019 1195 MAY RIVER RD Certificate of Appropriateness Active Katie Peterson

Applicant: Manuel Studio, LLC

Owner: Trever Wells

PLAN DESCRIPTION: A request by Ansley Hester Manuel on behalf of Trever Wells for approval of a Certificate of Appropriateness – HCO to permit the construction of a one-story commercial structure of approximately 3,750 and the associated site improvements. The property, consisting of 0.43 acres, is identified by tax map number R10 039 000 107B 0000, located at 1195 May River Road within the Town of Bluffton Highway Corridor Overlay District, and zoned Neighborhood Core.

Status : The application was reviewed and approved with conditions at the June 26, 2019 Planning Commission meeting. Staff is awaiting the submittal of documents addressing the Planning Condition conditions, including issuance of a Final Development Plan (DP-04-17-010873). Once received, they will be reviewed to ensure the conditions are met and a Final Certificate of Appropriateness granted.

STATUS 3-19-20: An email was sent to the applicant and owner as listed on the application notifying them of the impending expiration of the application.

STATUS 3-26-20: Applicant response still active - working on sewer connectivity. See attached email.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-09-20-014549 09/02/2020 Certificate of Appropriateness Active Katie Peterson

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

Historic District

COFA-10-20-014637 10/05/2020 22 STOCK FARM RD ROAD Certificate of Appropriateness Active Katie Peterson

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. Staff is awaiting the submission of a final application for full HPC review

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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-03-20-014106	03/11/2020	5738 GUILFORD PL	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Court Atkins Architects, Inc.

Owner: Micheal Bradley Holdings LLC

PLAN DESCRIPTION: A request by Court Atkins Architects, Inc., on behalf of the owner, Michael Bradley Holdings, LLC, for review of a Certificate of Appropriateness to allow the construction of a new 2-story commercial structure of approximately 3,200 SF and a new Carriage House Structure of approximately 1,200 SF located at 5738 Guilford Place (Lot 2) in the Stock Farm Development and is zoned Neighborhood General – HD.

STATUS 6/22/2020: The application was 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 May 4, 2020 meeting. A Final Application was submitted and heard by the full HPC at 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: STOCK FARM

COFA-10-20-014673	10/15/2020	5718 GUILFORD PL PLACE	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott Architects

Owner: Kate Eagen

PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of owner, Kate Eagen, for review of a Certificate of Appropriateness Application to allow for the construction of a new single-family residential structure of approximately 2,117 SF and a Carriage House of approximately 1,172 SF located at 5718 Guilford Place, identified as Lot 45 in the Stock Farm Development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD.

STATUS 10-27-2020: 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 November 2, 2020 meeting.

PROJECT NAME: OLD TOWN

COFA-06-20-014294	06/08/2020	5752 GUILFORD PL	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott

Owner: Joe Zagari

PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of the owner, Joe Zagari, for review of a Certificate of Appropriateness to allow the construction of a new 2-story commercial structure of approximately 2,400 SF located at 5752 Guilford Place (Lot 4) in the Stock Farm Development and is zoned Neighborhood General – HD.

STATUS: The application was reviewed at the June 29, 2020 HPRC meeting and the September 2, 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:



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-03-20-014097	03/09/2020	32 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Southern Coastal Homes, LLC		Owner: Scott Ready			
<p>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 ½-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.</p> <p>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.</p>					
PROJECT NAME:		TABBY ROADS PHASE 1			
COFA-07-20-014386	07/13/2020	75 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: James Guscio		Owner: James Guscio			
<p>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.</p> <p>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.</p> <p>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.</p>					
PROJECT NAME:					
COFA-07-19-013313	07/02/2019	215 GOETHE RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: The Bluffton Breeze, LLC		Owner: Leonex Construction Group Inc.			
<p>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.</p> <p>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.</p> <p>STATUS 11-27-19: Preliminary Approval Letter discussed with Applicant. Awaiting resubmitted materials.</p>					
PROJECT NAME:		Schultz/Goethe			



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-10-20-014675	10/19/2020	5469 MISTLETOE LOOP LOOP	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Dan & Amanda Keefer		Owner: Dan & Amanda Keefer			
PLAN DESCRIPTION: A request by Dan Keefer for review of a Certificate of Appropriateness Application to allow for the addition of a 279 SF addition to the existing 577 SF Carriage House located at 5469 Mistletoe Loop, identified as Lot 41 in the Stock Farm Development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. STATUS 10-27-2020: 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 November 2, 2020 meeting.					
PROJECT NAME:		STOCK FARM			
COFA-11-19-013711	11/21/2019	7 BLUE CRAB ST	Certificate of Appropriateness	Active	Katie Peterson
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-12-19-013785	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: Building 3- A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD. STATUS: The application was reviewed at the January 13, 2020 HPRC meeting and comments were provided to the Applicant. A final application was submitted and was reviewed for conformance with the UDO at the May 4 digital HPRC meeting where comments were provided to the Applicant. The application was heard as a workshop item at a Special Meeting of the HPC on June 10th. A Final Application was submitted and reviewed at the August 5, 2020 meeting of the HPC where the item was tabled. The Applicant submitted revised materials which will be reviewed by the HPC at a Special Meeting on September 24, 2020.					
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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-09-20-014565	09/08/2020	7 GUERRARD AVE AVENUE	Certificate of Appropriateness	Active	Katie Peterson
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					
COFA-06-20-014321	06/18/2020	29 LAWTON ST	Certificate of Appropriateness	Active	Katie Peterson
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.					
PROJECT NAME:					
COFA-10-20-014698	10/22/2020	5806 YAUPON RD ROAD	Certificate of Appropriateness	Active	Katie Peterson
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 Application to allow for the addition of a golf cart bay and second floor of approximately 599 SF to the existing Carriage House of approximately 514 SF located at 5806 Yaupon Road, identified as Lot 20A in the Stock Farm Development, in the Old Town Bluffton Historic District and zoned Neighborhood General – HD.					
STATUS 10-27-2020: 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 November 16, 2020 meeting.					
PROJECT NAME: OLD TOWN					



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Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-10-19-013647	10/31/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Court Atkins Architects, Inc.

Owner: Cunningham, LLC

PLAN DESCRIPTION: Building 1 A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD.
STATUS: The application was reviewed at the November 18, 2019 HPRC meeting and comments were provided to the Applicant. The Applicant submitted a second conceptual application for review by the HPRC. It was reviewed at the January 13, 2020 HPRC meeting and comments were provided to the Applicant. A final application was submitted and was reviewed for conformance with the UDO at the May 4 digital HPRC meeting where comments were provided to the Applicant. The application was heard as a workshop item at a Special Meeting of the HPC on June 10th. Staff is awaiting the submission of a final application for full formal HPC review. A Final Application was submitted and reviewed at the August 5, 2020 meeting of the HPC where the item was tabled. The Applicant submitted revised materials which will be reviewed by the HPC at a Special Meeting on September 24, 2020.

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



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Town of Bluffton

Department of Growth Management

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-01-20-013886	01/21/2020	36 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
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
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.					
PROJECT NAME:		OLD TOWN			
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			
PLAN DESCRIPTION: 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. 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. 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					
PROJECT NAME:		OLD TOWN			



Growth Management Application Update Report

Town of Bluffton

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-08-20-014495	08/24/2020	5806 GUILFORD PL	Certificate of Appropriateness	Active	Katie Peterson
Applicant: George Gomolski		Owner: Gomo Enterprises, LLC			
PLAN DESCRIPTION: A request by George Gomolski, for review of a Certificate of Appropriateness to allow the construction of a new 2-story mixed-use building of approximately 2,500 SF and a Carriage House of approximately 1,056 SF located at 58-6 Guilford Place in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS 10-6-2020: The application was reviewed at the September 14, 2020 HPRC meeting and comments were provided to the Applicant. A Final Application has been submitted and will be heard at the November 4, 2020 HPC meeting.					
PROJECT NAME:					
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			
PLAN DESCRIPTION: 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. 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.					
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			
PLAN DESCRIPTION: 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. The application was heard at the June 24th HPRC Meeting where comments were provided to the Applicant. 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. 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.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
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.					
PROJECT NAME: OLD TOWN					
COFA-12-19-013784	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: BUILDING 2: A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD. STATUS: The application was reviewed at the January 13, 2020 HPRC meeting and comments were provided to the Applicant. A final application was submitted and was reviewed for conformance with the UDO at the May 4 digital HPRC meeting where comments were provided to the Applicant. The application was heard as a workshop item at a Special Meeting of the HPC on June 10th. Staff is awaiting the submission of a final application for full formal HPC review. A Final Application was submitted and reviewed at the August 5, 2020 meeting of the HPC where the item was tabled. The Applicant submitted revised materials which will be reviewed by the HPC at a Special Meeting on September 24, 2020.					
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:					

Historic District - Demolition



Growth Management Application Update Report

Town of Bluffton

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Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

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: 30

Comprehensive Plan Amendment

Comprehensive Plan Amendment



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Comprehensive Plan Amendment

COMP-07-19-013329	07/10/2019		Comprehensive Plan Amendment	Active	Aubrie Giroux
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Applicant: Walter J Nester III

Owner: Bishop of Charleston

PLAN DESCRIPTION: 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 & 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.

PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH

Total Comprehensive Plan Amendment Cases: 1

Concept Plan Amendment

Concept Plan Amendment



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Concept Plan Amendment

CPA-02-20-014047	02/26/2020		Concept Plan Amendment	Active	Aubrie Giroux
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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



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Dev Agreement Amendment

DAA-02-20-014041	02/25/2020		Dev Agreement Amendment	Active	Aubrie Giroux
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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
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Applicant: Dan Kanau

Owner: May River Forest, LLC

PLAN DESCRIPTION: Site development for flex space buildings, storage buildings, and gravel boat/trailer parking

PROJECT NAME:



Growth Management Application Update Report

Town of Bluffton

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-03-19-012966	03/27/2019		Development Plan	Active	William Howard
Applicant: New South Living, LLC		Owner:			
<p>PLAN DESCRIPTION: 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.</p> <p>STATUS: Comments on the Preliminary Development Plan were reviewed at the April 9, 2019 meeting of the DRC. Awaiting Final Development Plan.</p> <p>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.</p> <p>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>PLAN DESCRIPTION: 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.</p> <p>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.</p> <p>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.</p> <p>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-06-19-013224	06/05/2019		Development Plan	Active	William Howard
Applicant: Watercrest Development LLC		Owner: Speyside			
<p>PLAN DESCRIPTION: The Applicant is proposing to construct an assisted living facility within Washington Square.</p> <p>STATUS 06/20/2019: Comments on the Preliminary Plan will be provided at the June 25 meeting of the DRC.</p> <p>STATUS 08/26/2019: The Preliminary Plan will be reviewed by the Planning Commission at its August 28 meeting.</p> <p>08/29/2019: The Preliminary Plan was approved by the Planning Commission. Awaiting Final Development Plan.</p> <p>STATUS: The Final Development Plan has been submitted. Comments were reviewed at the November 13, 2019 DRC meeting. Awaiting re-submittal.</p>					
PROJECT NAME: Buckwalter					



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-09-20-014617	09/29/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
PLAN DESCRIPTION: 117 single family lots and infrastructure. Palmetto Bluff - Block M2 & 3					
PROJECT NAME:					
DP-08-20-014483	08/18/2020		Development Plan	Active	William Howard
Applicant: Vulcan Property Group LLC		Owner: Parcel 9A, LLC			
PLAN DESCRIPTION: The applicant proposes to develop an office building, daycare, and all required infrastructure improvements.					
PROJECT NAME: BUCKWALTER COMMONS					
DP-11-18-012564	11/14/2018	1217 MAY RIVER RD	Development Plan	Active	William Howard
Applicant: Witmer-Jones-Keefer, Ltd.		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 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					



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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			
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			



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-10-20-014676	10/19/2020		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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Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-09-20-014563	09/08/2020	1 PONDBERRY ST STREET	Development Plan	Active	William Howard
Applicant:		WMG Development LLC	WMG Development 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.					
PROJECT NAME:		PALMETTO BLUFF PHASE 2			
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



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Town of Bluffton

Department of Growth Management

Office of Planning and Community Development

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
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			



Growth Management Application Update Report

Town of Bluffton

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-11-17-011473	11/15/2017	71 CALHOUN ST	Development Plan	Active	William Howard
Applicant: RSQ, LLC		Owner: RSQ, LLC			
<p>PLAN DESCRIPTION: The Applicant is requesting approval to construct a 5-building mixed use development with associated parking and infrastructure. STATUS JAN 17: Comments were provided at the Dec. 5 meeting of the DRC. Awaiting submittal of Final Development Plan. STATUS 12/18/2018: Comments on the Final Development Plan were reviewed at the Dec. 11 meeting of the DRC. Revisions are required. Awaiting re-submittal. STATUS 01/14/2018: The Applicant has re-submitted materials in response to staff comments provided at DRC. The plan is scheduled for review by the Planning Commission Jan. 23. STATUS 01/29/2019: The Planning Commission recommended Approval of the Final Plan, with the condition that the Applicant provide revised parking calculations that do not include the on-street parking within 500 feet of the project site.</p> <p>STATUS 04/01/2019: The Development Plan is APPROVED per the revised Project Narrative and parking table dated March 12, 2019 provided by the Applicant. The following Conditions are attached to Development Plan Approval:</p> <p>1. Per UDO 4.4.2. E.1., Any restaurant use must have frontage on Calhoun Street and will not be allowed to front Bridge Street.</p> <p>2. Any restaurant use will require all parking to be on site. No street parking or shared parking may be used for satisfaction of parking requirements for restaurant use.</p> <p>3. Any increases in building square footage or changes in use from the Applicants Project Narrative Dated March 12, 2019 that result in an increase in required parking for the site, based on UDO Table 5.15.7.C.1.a Parking Spaces, will not be allowed without an Amendment to the Development Plan and/or Certificate of Appropriateness HD.</p> <p>STATUS 11/13/2019: A Development Plan Amendment has been submitted for review. The Amendment proposes a re-configuration and reduction in buildings, from 5 buildings to 3 buildings.</p> <p>STATUS 01/23/2020: Comments on the Final Plan Amendment were reviewed at the Dec. 18 Meeting of the DRC. Revisions are required for approval. Awaiting re-submittal.</p> <p>STATUS 06/16/2020: Re-submittal materials to address staff comments was received May 20, 2020. After communicating with the Applicant, Staff will withhold review comments until the site plan is finalized in the HPC/COFA review process. The Applicant is aware that any changes required to the site plan or building layout resulting from comments provided by HPC will need to be updated on the Development Plan.</p>					
PROJECT NAME:		OLD TOWN			
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			



Growth Management Application Update Report

Town of Bluffton

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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			
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:					



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-08-19-013460	08/19/2019		Development Plan	Active	William Howard
Applicant: O'Reilly Auto Parts		Owner: O'Reilly Auto Parts			
<p>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.</p> <p>The Preliminary Plan will be reviewed at the September 18 meeting of the DRC.</p> <p>STATUS: 9/20/2019 Awaiting for resubmittal of plans prior to bringing it to the Planning Commission for approval.</p> <p>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.</p> <p>STATUS UPDATE 09/11/2020: A Preliminary Plan has been re-submiited for review. Comments will be reviewed at the Sept. 16 meeting of the DRC.</p>					
PROJECT NAME:		SHULTZ TRACT			
DP-01-20-013861	01/13/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: K Hovananian			
<p>PLAN DESCRIPTION: The Applicant is prosing to construct 79 single family lots with associated infrastructure as Phase 2 of Four Seasons at Carolina Oaks.</p> <p>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.</p>					
PROJECT NAME:		Four Seasons at Carolina Oaks			
DP-07-20-014412	07/21/2020	2 PARKSIDE DR	Development Plan	Active	William Howard
Applicant: Kelly Little		Owner: Parcel C5 LLC			
<p>PLAN DESCRIPTION: The project proposes to construct a restaurant and retail space with an outdoor pavilion and amphitheater with associated infrastructure.</p>					
PROJECT NAME:					



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Town of Bluffton

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-01-20-013887	01/21/2020	3702 OKATIE HWY	Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: **Amendment submitted 3/06/2020 The Applicant is proposing the Amenity Center with associated parking and infrastructure for Four Seasons at Carolina Oaks. STATUS 01/23/2020: Comments on the Preliminary Plan will be reviewed at the February 26 meeting of the DRC. STATUS 03/02/2020: Comments were reviewed at the Feb. 26 meeting of the DRC. The Preliminary Plan will be reviewed at the MArch 25 meeting of the Planning Commission.					
PROJECT NAME:		Four Seasons at Carolina Oaks			
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 meting 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-06-19-013267	06/19/2019		Development Plan	Active	William Howard
Applicant: Beaufort County		Owner: Beaufort County			
PLAN DESCRIPTION: The Applicant is seeking approval of a Development Plan (Public Project) to construct a 3.5 acre pond to treat run-off from Okatie Highway. Staff Comments were provided at the July 9 meeting of the DRC. Awaiting re-submittal/stormwater permit for Final Approval.					
PROJECT NAME:					



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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:					
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-08-20-014456	08/07/2020	100 NEW RIVERSIDE RD	Development Plan	Active	William Howard
Applicant: BEAUFORT JASPER WATER SEWER AUTHORITY		Owner: SCDOT			
PLAN DESCRIPTION: A public project to install a 36" water main in the SCDOT right of way of SC HWY 46 from Gibbet Rd to Heritage Drive					
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					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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					
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					
DP-07-20-014422	07/27/2020	101 PROGRESSIVE ST	Development Plan	Active	William Howard
Applicant: Cranston Engineering Group		Owner: Town of Bluffton			
PLAN DESCRIPTION: Parking lot expansion with some stormwater and sidewalk improvements.					
PROJECT NAME:					



Growth Management Application Update Report

Town of Bluffton

Department of Growth Management

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20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

Total Development Plan Cases: 40

Development Plan Amendment

NA

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



Growth Management Application Update Report

Town of Bluffton

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Office of Planning and Community Development

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Master Plan

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

Master Plan Amendment

Major



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Master Plan Amendment

MPA-09-19-013530 09/16/2019 Master Plan Amendment Active William Howard

Applicant: Thomas and Hutton

Owner: D.R. Horton

PLAN DESCRIPTION: 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).

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.

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.

STATUS 11/19/2019: The Master Plan Amendment will be presented to the Planning Commission 11/20/2019.

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.

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

PROJECT NAME: CYPRESS RIDGE

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

Total Master Plan Amendment Cases: 2

Subdivision Plan

General



Growth Management Application Update Report

Town of Bluffton

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-09-20-014606	09/21/2020	675 NEW RIVERSIDE RD ROAD	Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: The Lakes at New Riverside - Phase 1C (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 5.802 acres into 23 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 [10/16/2020]: 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 October 21th meeting.					
PROJECT NAME:		NEW RIVERSIDE -PARCEL 9			
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			
SUB-10-20-014646	10/06/2020	3702 OKATIE HWY HIGHWAY	Subdivision Plan	Active	Alan Seifert
Applicant: John Paul Moore		Owner: K Hovananian			
PLAN DESCRIPTION: Plat of 31 single family residential lots along with associated right of way and common areas. {Four Seasons Phase 1C}					
PROJECT NAME:		Four Seasons at Carolina Oaks			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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-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			
SUB-09-20-014615	09/25/2020	675 NEW RIVERSIDE RD ROAD	Subdivision Plan	Active	Alan Seifert
Applicant: Michael Hughes		Owner: K. Hovanian			
PLAN DESCRIPTION: The Lakes at New Riverside - Phase 1E (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 5.248 acres into 21 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 [10/26/2020]: 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 October 28th meeting.					
PROJECT NAME:		NEW RIVERSIDE -PARCEL 9			



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-10-20-014644	10/06/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: MAY RIVER FOREST			
PLAN DESCRIPTION: Palmetto Bluff is a continuing development with Block L5. The project is located within the Palmetto Bluff PUD, finishing development between Block L3 and Block L4. The total project area is +/- 56.3 acres. The Project scope shall consist of general clearing, installation of utilities, storm drainage infrastructure, grading and paving to serve the propose 69 lots.					
{Block L5}					
PROJECT NAME:		PALMETTO BLUFF PHASE 2			
SUB-08-20-014458	08/10/2020		Subdivision Plan	Active	Alan Seifert
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
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



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

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Subdivision Plan

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

Total Subdivision Plan Cases: 10

Total Active Cases: 87

Total Plan Cases: 87

TOWN MANAGER MONTHLY REPORT

October, 2020



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: November 10, 2020

Town of Bluffton
20 Bridge St.
PO Box 386
Bluffton, SC 29910
843.706.4500

Town Operations / Community Meetings

- Weekly meetings with senior staff team.
- Monthly administrative coordinating meetings with Department Heads, Deputy Town Manager, and Executive Director of the Don Ryan Center for Innovation.
- Meeting with John O'Toole, Executive Director, Beaufort County Economic Development Corporation on October 1st.
- Meeting with Steve Riley, Town Manager, Hilton Head Island on October 2nd.
- Attended Bluffton High School Youth in Government Class on October 7th.
- Attended Town of Bluffton Police Chief Stephenie Price Swearing-In Ceremony on October 12th.
- Attended Christmas Parade Coordinating Meetings on October 15th and 26th.
- Meeting with Historic Bluffton Foundation Executive Director, Kelly Graham on October 19th.
- Attended HHI-Bluffton Chamber of Commerce electronic community update meeting on October 21st.
- Meeting with Michael Matthews, Board Chair of Rural and Critical Lands Board and Eric Greenway, Interim County Administrator on October 26th.
- Meeting with Bluffton Farmer's Market, Executive Director, Kim Viljac on October 30th.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meeting.
 - Various meetings with Town Attorney to coordinate Town Council Meeting agenda items.
 - Meeting with Mayor Sulka, and Mike Levine, CEO, Don Ryan Center for Innovation on October 1st.
 - Attended electronic Town Council Meeting on October 13th.
 - Attended electronic Town Council Quarterly Workshop on October 20th.
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TOWN COUNCIL

STAFF REPORT Finance Department



MEETING DATE:	November 10, 2020
PROJECT:	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
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance & Administration

RECOMMENDATION: Staff requests that the Town Council consider approving a ninety day extension of Memorandum of Agreement (“MOA”) 2011-38 with Beaufort-Jasper Water and Sewer Authority (“BJWSA”) to continue their franchise agreement and updated the calculation of Capacity Fee Credits within the Town.

BACKGROUND/DISCUSSION: The Town and BJWSA first entered into a franchise agreement on November 14, 2001 to establish the terms and conditions upon which BJWSA would provide water and sewer to residences and businesses within the Town. Prior to expiration, that agreement was extended via MOA 2011-38 and expanded to include project collaboration and capacity fee credits with a term of ten (10) years. MOA 2011-38 expires November 21, 2020.

The Town has engaged BJWSA in negotiations to renew for another ten (10) year period. BJWSA has requested a 90-day extension while they coordinate all their intergovernmental agreements with surrounding municipalities.

NEXT STEPS: Attached hereto is a draft of the MOA extension for Town Council’s review and approval. Upon approval by Town Council, the Town Manager will execute this MOA extension.

ATTACHMENTS:

1. MOA 2011-38, ninety-day extension
2. Recommended Motion

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AMENDMENT # 1
TO
MOU 2011-38

WITNESSETH:

WHEREAS, Memorandum of Understanding ("MOU") # 2011-38 was made and entered into the 22nd day of November, 2010 between the Town of Bluffton (hereinafter the "Town") and Beaufort-Jasper Water and Sewer Authority (hereinafter "BJWSA"); and

WHEREAS, Section III (B) of MOU # 2011-38 provided for a ten (10) year validity period which could be extended by mutual agreement of both parties; and

WHEREAS, the Town and BJWSA agree to amend MOU # 2011-38 as described herein.

NOW, THEREFORE, in exchange for the mutual promises written herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Town and the BJWSA agree as follows:

1. Town and BJWSA agree to extend MOU # 2011-38 for a period of ninety (90) days from November 22, 2020 to March 12, 2021.
2. All other terms and conditions of MOU # 2011-38 shall remain in full force and effect and remain unchanged except as stated herein.

IN WITNESS WHEREOF, the parties hereto have caused the within Amendment # 1 to MOU # 2011-38 to be executed this _____ day of _____, 2020.

BEUAFORT-JASPER WATER
AND SEWER AUTHORITY

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: Marc Orlando

Position: _____

Position: Town Manager

Witness: _____

Witness: _____

Attachments:

1. none

Recommended Motion

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

"I make a motion to approve the extension of the Memorandum of Agreement 2011-38 between the Beaufort Jasper Water Sewer Authority and the Town of Bluffton for a period of ninety days."