



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

Tuesday, September 8, 2020 | 6 PM

This meeting can be viewed on the Town of Bluffton's Facebook page
(<https://www.facebook.com/TownBlufftonSC/>)

PUBLIC COMMENT – SUBMIT FORM ELECTRONICALLY
PUBLIC COMMENTS WILL BE READ ALOUD BY THE CLERK FOR THE RECORD.

**ALL REQUESTS FOR 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 Quarterly Workshop Meeting Minutes of July 21, 2020](#)
 - 2. [Town Council Regular Meeting Minutes of August 11, 2020](#)
 - 3. [Town Council Special Work Session Minutes of August 13, 2020](#)
- VI. Presentations, Celebrations and Recognitions
 - 1. [Proclamation to Turn the Town Teal in Support of Ovarian Cancer Awareness Month – 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.

VII. Communications from Mayor and Council

VIII. Public Comment

IX. Workshop Items:

1. [Public Project Application Update from Beaufort Jasper Water and Sewer Authority \(BJWSA\) to Install a Water Main Line within the South Carolina Highway 46 Right of Way from its Intersection with Gibbet Road West to the Intersection with Heritage Parkway at the Northern Entrance of Heritage at New Riverside where it will Tie into the Existing Main Line – Heather Colin, Director of Growth Management](#)

X. Formal Agenda Items:

1. [Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending June 30, 2020 – Natalie Majorkiewicz, Treasury Manager](#)
2. [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 – First Reading – Chris Forster, Director of Finance and Administration](#)
3. [Consideration of an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000 – Second and Final Reading- Heather Colin, Director of Growth Management](#)
4. [Consideration of an Emergency Ordinance of the Town of Bluffton Extending the Temporary Suspension of the Normal Operating Procedures of the Town of Bluffton Town Council Meetings and Other Public Meetings and to Authorize the Town Manager to Develop and Enact Such Plans and Policies Needed to Ensure Continuity in the Delivery of Government Services in Light of the COVID-19 Pandemic – Scott Marshall, Deputy Town Manager](#)

XI. Consent Agenda Items:

1. Monthly Department Reports: [Police, Finance & Administration, Municipal Court, Engineering, Don Ryan Center for Innovation, and Growth Management](#)

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2. [Town Manager's Monthly Report](#)
3. [Consideration of a Resolution to Renew a Memorandum of Agreement between the Town of Bluffton and Bluffton Eagles Community Action Committee – Chris Forster, Director of Finance and Administration](#)
4. [Consideration of a Contract Extension with Coastal Creations of HHI, LLC for Management Services for the Don Ryan Center for Innovation – Chris Forster, Director of Finance and Administration](#)
5. [Consideration of a Resolution Amending the Town of Bluffton Neighborhood Assistance Program Policy, to Provide Properties for Income Qualified Residents for Dead, Diseased or Dangerous Tree Removal- Heather Colin, Director of Growth Management](#)
6. [Consideration of a Resolution to Renew the Memorandum of Agreement 2018-69 between the Beaufort County School District and the Town of Bluffton for School Resource Officers – Chris Forster, Director of Finance and Administration](#)
7. [Consideration of a Resolution to Renew the Memorandum of Agreement 2018-84 between the Beaufort County School District and the Town of Bluffton for School Crossing Guards – Chris Forster, Director of Finance and Administration](#)

XII. Executive Session

1. Personnel Matters Regarding Town Council Appointments of Boards, Committees and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])
2. Personnel Matters Relating to Town Manager Contract (Pursuant to SC Freedom of Information Act 30-4-70[a][2])
3. Personnel Matters Relating to Selection of Town of Bluffton Chief of Police (Pursuant to SC Freedom of Information Act 30-4-70 [a][1])

XIII. Action from Executive Session

XIV. Adjournment

*Public Comments will be accepted up to 2 hours prior to the scheduled meeting start time. Please [**SUBMIT FORM ELECTRONICALLY**](#). All comments will be read aloud for the record and will be provided to Town Council.

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BLUFFTON TOWN COUNCIL QUARTERLY WORKSHOP MEETING MINUTES

ELECTRONIC MEETING

July 21, 2020

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

Public Comment:

There were none.

Workshop Items:

Buck Island and Simmonsville Road Lighting Plan and Sidewalk Plan:

McIlwee stated that the Buck Island-Simmonsville Neighborhood Plan was adopted in 2009 and established recommendations for priority infrastructure investments in the area including sewer, water, drainage, sidewalks, signage, and lighting.

The last section of Buck Island Road sidewalks (Phase 5) is under construction and scheduled for completion this summer. Phase 6A of Simmonsville Road sidewalks is scheduled to start construction this fall and the final phase (6B) is planned for completion in FY 2022.

In conjunction with the completion of all previous sewer and walkway construction, the Town contracted with Dominion Energy and Palmetto Electric Cooperative to install leased light fixtures adjacent to the road right of way. The existing street lighting was intentionally designed to be low intensity and limited in scope to be consistent with the neighborhood's rural and residential character and to limit light trespass into individual residences. In addition, the existing lighting was not designed to meet SCDOT street lighting standards, as those standards would require many more fixture locations and much higher intensity lamps. In addition, the streetlight locations in the BIS neighborhood are widely spaced out due to existing pole locations thus creating inconsistent light distribution and dark areas between streetlights.

During the BIS update at the October 2019 Quarterly Workshop, neighborhood residents expressed concerns about insufficient and inconsistent lighting and suggested that more lighting is warranted for pedestrian and resident safety. Town Council instructed Staff to investigate the existing area lighting conditions and provide recommendations to improve overall lighting coverage.

Improving the BIS neighborhood street lighting is consistent with the Buck Island-Simmons ville Neighborhood Plan and the FY 2020-2021 Strategic Plan, including the Community Quality of Life and Infrastructure Strategic Focus Area.

Council direction was to have lighting that projects enough light to make people feel safe and comfortable enough to walk down the sidewalk at night, as safety is priority; to bring lighting lower to the ground at a 16- or 20-foot height level. The consensus was that the “Private Light” similar to the light used in Goethe area (Dominion) and the “Yard Light” with hood used in the BIS Neighborhood (Palmetto Electric) were the preferred light fixtures.

Council directed Staff to obtain a photometric plan and bring back a cost estimate to Council.

Oyster Factory Park Master Plan Update:

McIlwee stated that in 2015, Town Council adopted a Conceptual Master Plan for the development of Oyster Factory Park. Since adoption, numerous improvements have been designed and constructed according to the approved Concept Plan including:

1. Courtesy Dock
2. Expanded boat trailer and car parking area west of Wharf Street
3. Garvin-Garvey House preservation and restoration
4. Re-roof and minor improvements to the Bluffton Oyster Company building
5. Boat Ramp widening and Wharf Street drainage improvements
6. New trailer parking lot near the Bridge – Wharf Street intersection
7. Miscellaneous walkway, lighting and landscape improvements

In FY 2020, staff procured Sea Island Land Survey to update the survey of the park to locate all current as-built conditions. In addition, staff requested that Witmer, Jones, Keefer, Ltd provide and update to the 2015 Master Plan for Town Council review and discussion related to determining the next priorities for future development.

The updated Preliminary Master Plan is generally consistent with the 2015 plan regarding the development program, location, scope and character, but provides a more updated picture of the current conditions and potential future park development. This site plan illustrates the conceptual layout of the following elements:

1. Playground and treehouse north of the pavilion
2. Exterior deck connecting the pavilion and restrooms for expanded seating, gathering and/or dining
3. Lower terrace/seating deck located around existing specimen trees and adjacent to the fire pit

4. Bandstand under specimen live oaks in the southeastern corner of the park
5. Service access road from the boat ramp area for food trucks and service vehicles
6. Pervious paving surface throughout the cookout area rather than dirt
7. Conceptual arrangement of oyster tables, tents, food trucks, etc.
8. Conceptual layout of walkways and landscape

Implementation of the next phase of development of the Oyster Factory Park Conceptual Master Plan is consistent with the Comprehensive Plan, Old Town Master Plan and FY 2020-2021 Strategic Plan including the Community Quality of Life and Infrastructure Strategic Focus Areas.

Council direction to Staff included on relocating the playground to the west side or another location, power upgrades for the bandstand area, add additional parking, and to modify the drive pile for the service area. Council also requested that Staff communicate with Beaufort County and rural and critical lands so that they know what improvements are being discussed and additionally discuss cost sharing.

Calhoun Street Streetscape Master Plan Update:

McIlwee gave an overview. Planning for the Calhoun Street and Adjacent Area Study started in 2014 with public workshops, public opinion surveys, traffic/parking studies, and ended with Town Council adoption of the study in 2016.

In FY 2020, the Town engaged a Greenville Planning firm (MKSK) and a local engineering firm (Ward Edwards) to develop a Conceptual Streetscape Master Plan incorporating the ideas and recommendations provided in the 2016 Calhoun Street and Adjacent Area Study. Some key elements proposed in the Conceptual Streetscape Master Plan include:

1. Wider sidewalks – 5' minimum tabby concrete walks within the right of way and wider if easements can be obtained from any adjacent property owners
2. Sidewalk connections to adjacent streets and parking (Boundary, Bridge, etc.)
3. Improve stormwater management within the corridor by incorporating pervious paver parking, rain gardens and improve outfalls to reduce contaminants from entering the coves
4. Upgrade street intersections to improve pedestrian safety including bulb-outs, pavement striping, handicap detectable warnings, site furnishings, etc.
5. Maintain sidewalks flush with parking to reduce grading impacts with adjacent structures, provide handicap access and maintain a similar street character.
6. Eliminate overhead powerlines to maintain the existing tree canopy and add new street trees to provide more shade to walkways and further define the street edge
7. Provide specialty street paving at farmers market/festival area between Lawton and Lawrence

8. Recommends art component to crosswalk striping at key intersections
9. Improve street lighting, landscaping, and site furnishings
10. Provide mail stations rather than individual mailboxes to accommodate a more centralized mail delivery

The Conceptual Streetscape Master Plan presentation provides several recommendations. Staff requests Town Council input and preferences for the following items:

1. Street Section
2. Specialty Paving
3. Pervious Parking Spaces
4. Crosswalk Style
5. Parking Improvements South of Bridge Street

The implementation of the Calhoun Street Streetscape Master Plan is consistent with the recommendations provided within the 2006 Old Town Master Plan, the 2016 Calhoun Street and Adjacent

Area Study and the FY 2020-2021 Strategic Plan, including the Infrastructure and Community Quality of Life Strategic Focus Areas.

Council direction and feedback was that they loved the design and were very pleased with the plan that was presented. It was requested that the “center of Town” be re-added to Calhoun Street.

Dominion Power Burial Update:

McIlwee stated that on September 9, 2014, the Town of Bluffton executed an Agreement with South Carolina Electric and Gas (SCE&G, now Dominion Energy) to settle a past deficiency in the collection of required franchise fees. This Settlement Agreement requires SCE&G/Dominion Energy to install and pay the expense of placing existing overhead electric distribution lines underground within the following project limits:

1. North side of May River Road
2. South Side of Water Street
3. East side of Hickory Trace and Maiden Lane
4. West side of Dubois Lane

The Agreement includes the following conditions:

1. The Town is required to obtain all easements required to place underground electric facilities and equipment or secondary service lines on any private property.

2. The Town must pay the cost for installing service connections from the underground distribution lines and equipment to the individual residences.
3. SCE&G/Dominion Energy will install and pay the cost for the electrical conduit and associated equipment required to implement the burial of the main transmission lines in the project area
4. SCE&G will remove overhead powerlines and power poles after conversion to underground power
5. No street lighting upgrades are included in the project
6. The Town may elect to use non-standard service funds to defray half the cost for items 2 and 5 listed above.

In addition to the above conditions, SCE&G/Dominion has requested that all powerline burial construction be completed in a single construction phase rather than implemented in multi-phases or piecemeal.

In FY 2020, Staff directed Urban Designers (MKSK) and Engineers (Ward Edwards) to develop a Conceptual Streetscape Master Plan for Calhoun Street (described above). This Conceptual Master Plan takes into account the locations of the proposed transformers, switch gears and easement locations proposed for the powerline burial project.

The FY 2021 Strategic Plan, and adopted CIP budget, includes funding for engineering design services for the Calhoun, Boundary, and the Bridge Street Streetscape projects. These three streetscape projects cover approximately 60% of the powerline burial project area.

Implementation of this project is consistent with recommendations and goals provided within the 2006 Old Town Master Plan, the 2016 Calhoun Street and Adjacent Area Study and the FY 2020-2021 Strategic Plan, including the Infrastructure Strategic Focus Area.

Council appreciated the update. Terry Finger will meet with Marc Orlando and Bryan McIlwee to discuss the agreement.

Squire Pope Carriage House Update:

McIlwee stated on May 9, 2017, the Town of Bluffton, in conjunction with the Beaufort County Rural and Critical Land Preservation Program acquired 111 Calhoun Street from the Martin Family. The circa 1850 Squire Pope Carriage House is located on the northern portion of the property and was identified in 1996 as contributing structure to the Town of Bluffton's National Register Designated Historic District

In FY 2019, Town Staff contracted with Meadors, Inc. to conduct a structural and historic assessment of the Carriage House and to prepare a Preservation Plan. The Preservation Plan

was completed under the direction of the Growth Management Staff and with input from a designated Stakeholder Group. The Preservation Plan process included the results of a public opinion survey that was conducted in July 2019 to determine the desired use of the structure. A Museum/Visitor's Center use received the highest amount of support (by votes) from the public with Rentable Space for Small Functions receiving the second highest amount of support. The Preservation Plan was adopted by Town Council on November 12, 2019.

Simultaneous with the development of the Preservation Plan, archeological investigations were conducted on the Wright Family property to collect artifacts and attempt to locate any remnants of the original Squire Pope Home that was burnt during the Civil War. These investigations were completed by Brockington and Associates and local volunteers directed by the Historic Bluffton Foundation/Heyward House Museum. Artifact has been cleaned, mapped, and cataloged for use in future displays and exhibits to be located within the Squire Pope Carriage House. In addition, six brick piers were discovered and are thought to be from structures built with the original Squire Pope house and associated outbuildings. These pier locations were photographed, mapped, and buried in place. An interpretive sign and map will be placed in the park to tell the story of the Squire Pope Family and the "Burning of Bluffton".

As a result of direction provided by Town Council during the 2020-21 Strategic Plan, Town Staff executed the second phase of the Meadors, Inc design services contract to include final Construction Documents for the preservation and rehabilitation of the Squire Pope Carriage House. Town Staff met with representatives of Meadors Inc. on May 15, 2020 to kick off the next phase of design services. At this meeting, the follow items were discussed:

1. Preservation Plan Treatment Philosophy:

- Due to the deteriorated condition of the building foundation, the structure will require select disassembly to elevate the building and construct a new foundation. Building to be left in the current location
- During construction, the hyphen and second floor porch infill may need to be disassembled and reinstalled due to their deteriorated condition.

2. Schematic Design Decisions/Programming:

- 1st Floor to be designed for public access for a Welcome/Visitors Center/ Municipal Museum use.
- 2nd Floor to be designed for use by Town Staff. Although a potential use for wedding party preparation may be considered (no wedding receptions).
- Other potential alterations to the building's current layout

The preservation and rehabilitation of the historically significant Squire Pope Carriage House is consistent with the Town of Bluffton Vision Statement and recommendations provided within the 2006 Old Town Master Plan, the 2016 Calhoun Street and Adjacent Area Study and the FY

2020-2021 Strategic Plan, including the Community Quality of Life and Infrastructure Strategic Focus Areas.

Town Staff requests input from Council regarding the items identified above and in the workshop presentation regarding development of the Squire Pope Carriage House.

- Preserve as much of the existing original materials as possible.
- Due to the deteriorated condition of the building foundation, the structure will require select disassembly to elevate the building and construct a new foundation. Building to be left in the current location
- During construction, the hyphen and second floor porch infill may need to be disassembled and reinstalled due to their deteriorated condition.

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Town Staff requests input from Council regarding the items identified above and in the workshop presentation regarding development of the Squire Pope Carriage House.

Council appreciated the update and had no questions.

FY21 Capital Improvement Project Funding Sources:

Chris Forster, Director of Finance and Administration gave an overview. Forster stated that the Town of Bluffton has four budgeted funds, the General Fund, Stormwater Utility Fund, Debt Service Fund and the Capital Improvement Program (CIP) Fund. Combined, they are supported by approximately 24 major revenue sources. Additionally, there are tourism tax revenues, government grants and transfers between funds to support various Council approved purposes.

There are approximately 12 major revenue categories that support the CIP Fund, in addition, transfers from the General Fund have supported major projects as well. In FY 20, the estimated expenditures out of the CIP Fund is approximately \$5.9 million. In FY 21 we have almost \$9.2

million budgeted in the CIP Fund. The largest allocation of dollars comes from TIF revenue at approximately \$2.3 million. Other CIP revenue sources include the following:

- State Proviso Funds
- Grants
- Municipal Improvement Development Fees (MIDF)
- State and Local Accommodations Tax dollars
- Hospitality Tax dollars
- Transfers from other funds; Stormwater Utility Fund, General Fund and TIF
- Assessment District Municipal Improvement District Fees (MID)
- Multi County Industrial Park Fees (MCIP)
- Boat Ramp Fees
- Utility Tax Credits
- Buckwalter Park Funds

Council appreciated the update and had no questions.

Executive Session:

1. Contractual Matters Pertaining to Marshall L. Horton, Esq. for Services as a Town of Bluffton Municipal Judge (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

Frazier made a motion to move into Executive Session at 6:44 PM to discuss the aforementioned item. Toomer seconded. The motion was unanimous.

Town Council exited Executive Session at 7:04 PM. No motions were made, and no votes were taken during Executive Session.

Hamilton made a motion to renew the contract for Marshall Horton as the Town of Bluffton Associate Municipal Judge for three years with no increase in benefits or salary. Toomer seconded. Roll call was taken, and the motion carried unanimously.

Wood made a motion to adjourn at 7:05 PM. Hamilton seconded. The motion carried unanimously.

Lisa Sulka, Mayor

Kimberly Chapman, Town Clerk

BLUFFTON TOWN COUNCIL MEETING MINUTES

ELECTRONIC MEETING

August 11, 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 Mayor Pro Tempore Fred Hamilton.

Adoption of the Agenda:

Wood made a motion to adopt the agenda as presented with the removal of Formal Item XI.1 – Consideration of Approval of an Ordinance to Approve a 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 of the 9.18 Acre Robertson Site based upon the applicants request. Hamilton seconded. Roll call was taken, and the motion was approved with a majority vote.

Adoption of Minutes:

Town Council Emergency Meeting Minutes of June 30, 2020

Frazier made a motion to approve the Town Council Emergency Meeting Minutes of June 30, 2020. Toomer seconded. The motion carried with a majority vote.

Town Council Regular Meeting Minutes of July 14, 2020

Toomer made a motion to approve the Town Council Regular Meeting Minutes of July 14, 2020. Wood seconded. The motion carried with a majority vote.

Presentations, Celebrations and Recognitions:

Mayor Sulka acknowledged the following students for their participation in the Bluffton Mayor's Youth Community Service Program:

- Liz Iglesias, May River High School, Exceptional Award for 137 Hours of Service
- Ashley Dollar, May River High School, Exceptional Award for 123 Hours of Service
- Ella DiSario, May River High School, Exceptional Level for 110 Hours of Service
- Emma Drury, May River High School, Exceptional Level for 106 Hours of Service
- Addison Black, May River High School, Gold Level for 54 Hours of Service
- Grace Hahn, May River High School, Gold Level for 70.5 Hours of Service
- Cassandra Johnson, May River High School, Gold Level for 86 Hours of Service
- Lillian Long, May River High School, Gold Level, for 51 Hours of Service
- Bekah Ossenfort, May River High School, Gold Level, for 51 Hours of Service
- Brittney Thinglestad, May River High School, Gold Level, for 60 Hours of Service

- Ava Wilson, May River High School, Gold Level, for 70 Hours of Service
- Fatima Alarcon, May River High School, Gold Level, for 71.5 Hours of Service
- Lilah Delbos, May River High School, Gold Level, for 71.5 Hours of Service
- Adeline Dewig, May River High School, Gold Level, for 56 Hours of Service
- Elly McMahan, May River High School, Silver Level, for 50 Hours of Service
- Gustavo Medina, May River High School, Silver Level, for 50 Hours of Service
- Anastasia Marie Thaller, St. Vincent's Academy, Silver Level, for 50 Hours of Service
- Brilee Larson, Bluffton High School. Gold Level, for 68.5 Hours of Service
- David Chacon, Bluffton High School. Gold Level, for 65 Hours of Service
- Matthew Shelbourne, Bluffton High School, Gold Level, for 53 Hours of Service
- Jade Wilson, Home School, Exceptional Level, for 120.75 Hours of Service

Communication from Mayor and Council:

There was none.

Public Comment:

Public comment was open to be received until two hours before the meeting start time through the website and via email to the Town Clerk to be read aloud for the record.

Ananta Gopalan, 23 Dove Tree Lane, Bluffton - My wife and I are residents of the Town of Bluffton for the last six years. One of the attractions of Bluffton to us is the way trees and foliage are used in commercially developed properties. It is attractive and not an eye-sore of vegetation-less concrete and asphalt jungle appearance so characteristic of the dense urban and suburban areas of the northeast and Midwest. However, in the last two- or three-years, permits are being given out that kills the bucolic environment of Bluffton. For example, Wal-Mart plaza, the clear-cut eye sore of the storage building on Buckwalter Pkwy and the new medical building that is going up on the Bluffton Parkway. I think the last one missed another inch of building to the sidewalk. I am just appalled that whoever that is responsible for handing the permits must have no idea how they are destroying the appearance of Bluffton. Please stop clear-cutting the trees and bushes on the property and don't be beholden to the developers some of whom are outside investors that have no concern about the town or its permanent residents.

Kevin Quat, 57 Calhoun Street Bluffton - I commend you for attempting to address short term rentals in our town and I have three concerns that I feel warrant a rejection of the proposed ordinance amendment:

1. If only 1 unit may be short term rented, can the other be long term rented? I do not think it is within the scope of this council to define the number of units that may have a specific use post construction.
2. Life Safety of the owner, guests and visitors who stay in the rental should be the priority
3. The Building Department is tasked with making sure compliance for specific use of a space is achieved and this use should be treated no differently than any other. Is renting an accessory dwelling unit or the main house of a single-family home considered a business? According to *Alvary v. United States*, 302 F.2d 790 (2d Cir. 1962), owning rental property qualifies as a business if you do it to earn a profit and work at it regularly and continuously. Example: Edwin Curphey personally managed his rentals, which included seeking new tenants, supplying furnishings, and cleaning and otherwise preparing the units for new tenants. The court held that these activities were sufficiently regular and continuous to place him in

the business of real estate rental. *Curphey v. Comm'r.*, 73 T.C. 766 (1980). Pertinent Information: Any business in the Town Limits requires a business license and a visit from the Town's Building Department to ensure the safety of the operators, visitors and operation. For a business of this type, a transient rental, the following items are of major concern for me that a transient guest may need and not be familiar with and that the proposed certification process should not place on the owner of the property/business, rather the town to ensure compliance:

1. Emergency escape windows – sized properly for ingress, in inspected yearly, operable, painted, clearly identified?
2. Fire Extinguisher – tagged and inspected yearly
3. Electrical panel location with clearly labeled breakers
4. Exit signs with emergency lights (based on size of property)
5. Carbon Dioxide alarm if gas is present
6. Smoke alarm inside and outside each dwelling space, tied together
7. Sprinkler system

Conclusion: The proposed amendment does not adequately address the safety of the property owner who may reside on the same property (either in an accessory unit or main unit), nor the visitors and guests. The fire department does not have jurisdiction over a single-family rental and the Building Department would not have any jurisdiction unless a complaint or permit application were filed. We must follow our mission to take care of our citizens, the Town and each other by continuously making our community and organization better. The business license procedure should require the property be inspected by the Building Department to confirm the safety standards for the type of use of the property for all concerned. The proposed certification process fails to adequately address essential life safety concerns and violates Chapter 9 of the 2018 SC Building Code, specifically [F] 903.2.8 Group R.

Joanie Heyward, 95 Boundary Street, Bluffton - Realizing the growth potential of Old Town, in October 2005 our leaders brought Town Government and town citizens together to create a plan for Old Town. The purpose of the gathering was to obtain, from the citizens, a vision for Old Town. The citizens spoke and the Old Town Master Plan was written. It was an exciting time in Bluffton. Some of you participated in this process. The document begins on page 1.2 by saying: "Nestled along the banks of the May River, the Old Town of Bluffton is treasured by residents and businesses alike for its natural beauty and unique physical character". It continues: "...The Old Town Master Plan is intended to provide a blueprint for future infill development in the Old Town that reflects the eclectic character of the area and a sustainable pattern of settlement." This same quote is carried forward in the UDO 5.15.1.

Taking this lead, precedent has been set in the Old Town with the Gigi's building of 4400 sq. ft., The Pearl of 3060 sq. ft. and The Children's Boutique structure of 3600 sq. ft. These structures are well below the 8,000 sq. ft. maximum allowed in the UDO. They respected the Old Town Master Plan. All this being said, I ask you, The Bluffton Town Council, to take the steps necessary to change the UDO maximum square footage allowed in the Old Town from 8,000 sq. ft. to an average of the precedent setting structures. I suggest this change would only be for the Old Town area roughly from Pritchard Street to Heyward Street and from the May River to May River Road. Development is important and encouraged but we must respect our history and heritage so well stated in the Old Town Master Plan on page 1.2: "The Town strives to achieve economic vitality through development and redevelopment while ensuring that Bluffton's community character and historical heritage are preserved." Let me thank you in advance for your consideration of this UDO change that is so very important to our historical

Public Hearing and Final Reading:

Consideration on Amendments to the Town of Bluffton Code of Ordinances, Chapter 5 – Official Construction Code, Article 1. Administration, Division 18 (new) Construction Site Property Maintenance and Site Preparation for Sever Weather Events – Second and Final Reading – Heather Colin, Director of Growth Management

Public Hearing Opened at 6:16 PM.

There were no comments.

Public Hearing Closed at 6:17 PM.

Colin stated that an amendment to the municipal code of ordinances is proposed to address construction site property maintenance during non-emergency events, as well as preparation of construction and developed sites for severe weather events. Several hurricanes in recent years and an increase in development throughout the Town have demonstrated the need for this ordinance.

In the interest of public safety, the ordinance is proposed to prepare construction and developed sites for severe weather events to prevent loose items from becoming airborne. Such items would be required to be secured, stored or removed, and containers and portable toilets would be required to be tied to the ground. Public notice of an impending severe weather event would come when the National Weather Service or National Hurricane Center issues a hurricane or tropical storm warning for Beaufort County, or when a severe weather directive has been issued by the Town Manager, whichever may be first. Once these agencies remove Beaufort County from further weather threat, or the Town Manager ends the severe weather directive, materials and furnishings could be returned to their locations. For construction sites, if the Town deems the site to be an endangerment to public safety; a possible liability to the Town; or an endangerment to public property, streets or utilities, the Town would be able to enter the site to secure, store or remove items if the property owner or contractor has not done so. The property owner would be required to reimburse the Town for related expenses.

Similarly, it is in the interest of the public welfare to require that construction sites during non-emergency events be maintained in good, clean and safe condition. Minimal standards are proposed to help ensure this, including but not limited to a requirement for debris to be removed at least once a week, or when a dumpster is full; removing any dirt, mud or other debris from rights-of-way and public property on a daily basis; placing portable toilets away from adjacent properties; tree protection measures; and, approving access for construction vehicles. Any violation would require correction within 24 hours, otherwise a stop-work order may be issued, and the Town may correct the violation, charging the property owner for related expenses. The requirements will be included during the development plan review process, issuance of all planning and building permits and during the pre-construction meeting.

Colin stated that staff recommends a change from First Reading of when the proposed site standards go into place. As written and approved at First Reading, the public is notified when the National Weather Service or National Hurricane Center issues a hurricane or tropical storm warning (issued 36 hours before a storm) for Beaufort County, or when a severe weather directive has been issued by the Town Manager, whichever may be first. Staff is proposing that the Ordinance state that the public be notified when a

“watch” (issued at 48 hours before a storm) is issued to allow staff and contractors be more prepared.

Toomer made a motion to approve on Second and Final Reading the Amendments to the Town of Bluffton Code of Ordinances, Chapter 5 – Official Construction Code, Article 1. Administration, Division 18 (new) Construction Site Property Maintenance and Site Preparation for Severe Weather Events with the verbiage change of “warning” to “watch” suggested by staff. Wood seconded. Roll call was taken, and the motion carried unanimously.

Consideration of Approval of an Ordinance to Amend the Belfair Planned Unit Development Text to Amend Proposed Uses to add the Use “Animal Hospital or Clinic” to the List of Permitted Uses within the Neighborhood Commercial Portion of the Belfair Planned Unit Development Concept Plan, Article 4 Development Plan Section A – Land Use, Subsection 6 – Neighborhood Commercial – Second and Final Reading – Kevin Icard, Planning and Community Development Manager

Public Hearing Opened at 6:18 PM.

There were no comments.

Public Hearing Closed at 6:19 PM.

Icard stated that this application is being presented by Walter Nester of Burr & Forman LLP, on behalf of the owner, BRE Mariner Belfair Town Village, LLC, for approval of a Planned Unit Development (PUD) Text Amendment. The Applicant is requesting the approval of a text amendment to the Belfair PUD by adding to the current authorized uses in the Neighborhood Commercial (NC) portion of the Belfair PUD the use category "Animal Hospital or Clinic," but excluding the use category "Kennel".

The Neighborhood Commercial (NC) portion of the Belfair PUD, known as the Belfair Town Village, is located on the northern side of Highway 278 across from the intersection of Simmonsville Road and consists of approximately 31.5 acres

The application is for a text amendment within the Belfair PUD to allow “Animal Hospital or Clinic”, but excluding “Kennels,” within the Neighborhood Commercial (NC) portion of the PUD.

The Owner intends to lease Property within the Neighborhood Commercial area of the PUD to Banfield Pet Hospital, a full-service veterinary clinic providing treatment, medications, vaccinations and the sale of associated retail products for household pets. Banfield does not require nor plan to contract kennels or facilities for keeping household pets on the property, except as necessary to provide medical treatment.

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. This request is consistent with the Comprehensive Plan.

Finding. This text amendment would extend the Neighborhood Commercial (NC) area uses to allow an animal hospital or clinic, excluding kennels, and would be consistent with the commercial uses in the area.

1. **Section 3.5.3.B.** Consistency with demographic changes, prevailing economic trends, and/or

newly recognized best planning practices.

Finding. This request does not significantly alter the area since the Belfair Towne Village is already developed with a variety of residential, civic, commercial, and other mixed uses. The application proposes to add the additional use of "Animal Hospital or Clinic," which is an equivalent or less intense use than other uses available in the Belfair PUD.

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

Finding. This request will allow the additional use of Animal Hospital or Clinic to support current and future residents of the Town by allowing animal medical and health care facilities for animals of Town and County Residents.

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

Finding. This request affects the Neighborhood Commercial (NC) portion of the Belfair PUD, which has direct access to U.S. Highway 278. The Neighborhood Commercial area has all necessary and readily available utilities and storm water facilities that are suitable for the proposed use. No additional density is requested; therefore, there is no adverse impact on the public facilities and services contemplated to serve the Belfair PUD.

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

Finding. This request has satisfied all applicable requirements of the Applications Manual.

The applicants, Walter Nester and Brett Mike were available for questions. Icard stated that there have been no changes since First Reading on July 14th.

Frazier made a motion to approve on Second and Final Reading an Ordinance to Amend the Belfair Planned Unit Development Text to Amend Proposed Uses to add the Use of "Animal Hospital or Clinic" to the List of Permitted Uses within the Neighborhood Commercial Portion of the Belfair Planned Unit Development Concept Plan, Article 4 Development Plan Section A – Land Uses, Subsection 6 – Neighborhood Commercial. Wood seconded. Roll call was taken, and the motion passed unanimously.

Consideration of an Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 Design Standards, General Standards Related to Historic District Architectural Design and Lot Sizes – Second and Final Reading – Heather Colin, Director of Growth Management

Public Hearing Opened at 6:19 PM.

Kevin Quat, 57 Calhoun Street Bluffton - I commend you for attempting to address short term rentals in our town and I have three concerns that I feel warrant a rejection of the proposed ordinance amendment:

1. If only 1 unit may be short term rented, can the other be long term rented? I do not think it is within the scope of this council to define the number of units that may have a specific use post construction.
2. Life Safety of the owner, guests and visitors who stay in the rental should be the priority
3. The Building Department is tasked with making sure compliance for specific use of a space is achieved and this use should be treated no differently than any other. Is renting an accessory dwelling unit or the

main house of a single-family home considered a business? According to *Alvary v. United States*, 302 F.2d 790 (2d Cir. 1962), owning rental property qualifies as a business if you do it to earn a profit and work at it regularly and continuously. Example: Edwin Curphey personally managed his rentals, which included seeking new tenants, supplying furnishings, and cleaning and otherwise preparing the units for new tenants. The court held that these activities were sufficiently regular and continuous to place him in the business of real estate rental. *Curphey v. Comm'r.*, 73 T.C. 766 (1980). Pertinent Information: Any business in the Town Limits requires a business license and a visit from the Town's Building Department to ensure the safety of the operators, visitors and operation. For a business of this type, a transient rental, the following items are of major concern for me that a transient guest may need and not be familiar with and that the proposed certification process should not place on the owner of the property/business, rather the town to ensure compliance:

1. Emergency escape windows – sized properly for ingress, in inspected yearly, operable, painted, clearly identified?
2. Fire Extinguisher – tagged and inspected yearly
3. Electrical panel location with clearly labeled breakers
4. Exit signs with emergency lights (based on size of property)
5. Carbon Dioxide alarm if gas is present
6. Smoke alarm inside and outside each dwelling space, tied together
7. Sprinkler system

Conclusion: The proposed amendment does not adequately address the safety of the property owner who may reside on the same property (either in an accessory unit or main unit), nor the visitors and guests. The fire department does not have jurisdiction over a single-family rental and the Building Department would not have any jurisdiction unless a complaint or permit application were filed. We must follow our mission to take care of our citizens, the Town and each other by continuously making our community and organization better. The business license procedure should require the property be inspected by the Building Department to confirm the safety standards for the type of use of the property for all concerned. The proposed certification process fails to adequately address essential life safety concerns and violates Chapter 9 of the 2018 SC Building Code, specifically [F] 903.2.8 Group R.

Public Hearing Closed at 6:25 PM.

Colin stated that as set forth in Section 3.5.2 of the Unified Development Ordinance (UDO), "an application for a Unified Development Ordinance Text Amendment may be initiated by a Town of Bluffton property owner, Town Council, Planning Commission, or the UDO Administrator when public necessity, convenience, State or Federal law, general welfare, new research, or published recommendations on zoning and land development justifies such action."

On May 8, 2018, the Town of Bluffton Town Council approved a Resolution adopting the 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 to ensure that Bluffton is poised to capitalize on opportunities that advance key goals.

Strategic Plan focus areas include Fiscal Sustainability, Economic Growth, Town Organization, Community Quality of Life, Infrastructure, Affordable and/or Workforce Housing, and the May River & Surrounding Rivers and Watersheds. These amendments relate to Community Quality of Life, which includes updating

policies and ordinances to sustain the Town's "unique and authentic" character, as well as preserving its culture and history.

Chapter 23 (Unified Development Ordinance), Article 5 (Design Standards), Section 15 (Old Town Bluffton Historic District) regulates new construction, redevelopment and exterior changes to all structures within Old Town. The impetus for having both general and architectural standards for these types of activities grew out of the Old Town Master Plan, which identified the need to establish a blueprint for the area in order to maintain its historic and eclectic architectural character and development patterns while still encouraging creativity.

The proposed amendments are intended to address reoccurring issues that have been identified as problematic in their application over the years. This process included input from the Historic Preservation Commission, Town Council, a consultant, local architects and other interested individuals and community members.

Additional amendments are also proposed to fix scrivener's errors, provide consistency with other sections of the UDO, and allow additional flexibility in some instances (e.g., more material choices). These amendments were discussed at a Historic Preservation Workshop on May 1, 2019 and, more recently, May 6, 2020 and are representative of the comments provided.

Finally, these amendments also suggest adjustments to minimum lot widths for certain building types in the Neighborhood Core-HD, Neighborhood Center-HD, Neighborhood General-HD and Neighborhood Conservation-HD zoning districts based on Town Council concerns that lot widths less than 50 feet are too minimal to adequately provide for driveways and off-street parking. Presently, some building types within the four Old Town Historic District zoning districts allow for lot widths as minimal as 30 feet. After discussing lot widths at two meetings in May and June, the Planning Commission suggested that new lots not be less than 40 feet in width and, in some cases, be wider than 40 feet depending on building type.

Of the affected 18 lot widths less than 50 feet in width for the various building types scattered among the four zoning districts, seven (7) are proposed for lot width increases to 40, 45 or 50 feet from 30 and 35 feet; five (5) are proposed to have width increases from 40 feet to 45 or 50 feet. Of the remaining six (6), two would remain the same at 40 feet; two are new building types in the Neighborhood General-HD district with 45-wide lots; and two would have a lot width increase from 40 to 50 feet. These varying lot widths reflect the zoning district, building type, building size range, maximum footprint, typical width for the building type and the side yard setbacks. The Planning Commission also proposes requiring that, if the amendments are adopted, new single and two-family residences would be required to have vehicular access from the rear or side yard. The front yard could be accessible if a shared driveway with the adjacent property is established. If the shared driveway cannot be provided, the UDO Administrator would then have the authority to approve individual driveways. In addition, the Planning Commission recommended that the UDO Administrator be allowed the ability to reduce the minimum lot width requirement by up to five (5) feet if there are site constraints, such as protected/specimen trees or historic resources.

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

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

Finding. The proposed amendments are consistent with the needs, goals and implementation strategies of the Comprehensive Plan. 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, which includes evaluating existing ordinances from time to time to ensure, among other things, that they are adequately protecting and enhancing the Bluffton’s historic and eclectic character.

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

Finding. The proposed amendments will help to promote the Town’s general welfare by ensuring that general and architectural standards for Old Town Bluffton Historic District adequately protect Bluffton’s historic and eclectic character.

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.

Colin stated that the changes that Council requested at First Reading regarding the 50-foot minimum lot width have been incorporated into the Ordinance.

Wood made a motion to approve on Second and Final Reading an Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 Design Standards, General Standards Related to Historic District, Architectural Design and Lot Sizes. Frazier seconded. Roll call was taken, and the motion passed unanimously.

Workshop Agenda Items:

Discussion of Town of Bluffton Action Plan to Support Dominion Energy Periodic Tree Trimming – Scott Marshall, Deputy Town Manager

Marshall stated that on a five-year cycle, Dominion Energy performs rights of way 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.

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 and was carried over into the Fiscal Years 2021-22 Strategic Plan as an initiative to support the Community Quality of Life Strategic Focus Area.

In researching the issue, Town Staff contacted the Town of Edisto Beach, who reportedly had used a process to provide some oversight to prior SCE&G trimming activities in their community. This contact revealed that, although there was no formal agreement in place with SCE&G, the Town of Edisto Beach did gain cooperation from SCE&G to allow an ad-hoc body to follow the trimming crews around and provide input during the tree maintenance activity. This ad-hoc body was composed of representatives from the Edisto Beach Property Owners Association and the Edisto Land Trust.

Staff also contacted Dominion Energy to communicate with Mr. William Epting, their Chief Forester, to inquire about scheduled trimming and to express that providing oversight to the trimming was a strategic priority of Town Council. Tree trimming in the Bluffton area was last performed by SCE&G in 2015. Trimming activities are expected to resume in the November- December time from this year.

Given Town Council's desire to provide oversight of the trimming process, Staff recommends one of the following options:

- a. Utilize members of the standing Beautification Committee, a body already appointed by Town Council. In the Resolution establishing the Beautification Committee, one of the responsibilities of the committee is to advise on matters relating to intergovernmental and private sector relations regarding beautification.
- b. Appoint an ad-hoc committee comprised of community stakeholders who Town Council believe would provide value-added feedback to the trimming process.
- c. A combination of options a and b.

Council feedback was that only the minimum be trimmed and included a request to have no trimming on weekends; to invite Buck Island Simmonsville Committee members involved and other members of the community, which Council will identify; to identify areas that there were of concern from the last trimming and relay that it is desired that more care will be taken in those areas.

Wood asked that Staff inquire about the intended use of the herbicide policy that both utility companies use.

Marshall stated that in order to help mitigate the shock value of the process Staff will communicate the plan and what expectations are so that citizens are aware.

Discussion and Presentation of Beaufort County Impact Fee Study and Proposal – Eric Greenway, Community Development Director, Beaufort County

Greenway stated that an Impact Fee is a one-time payment for growth-related infrastructure and is only paid by new development – not existing residents or businesses. Impact fees fund capital improvements that add capacity and are not a tax but an agreement to build infrastructure.

There are three requirements to meet rational nexus:

- Need: Growth creates the need for infrastructure
- Proportionality: Growth pays its fair share of the cost
- Benefit: Growth receives a benefit from the infrastructure

Impact Fee Eligible Costs include facilities/improvements needed to serve new development and excess capacity in existing facilities. The fees may not be used for maintenance and repairs, operating costs or improvements that are required to correct existing deficiencies (unless there is a funding plan to correct those deficiencies).

Greenway stated that in 2018, Beaufort County went into contract to update parks and recreation, libraries, public safety (EMS), solid waste, transportation, fire and school. Currently, Beaufort County has intergovernmental agreements with all municipalities participating in transportation and libraries. Parks and Rec fees are collected by the Town of Bluffton only and there are currently no Intergovernmental agreements in place for public safety, solid waste or school. Municipalities can opt out of the service is already being provided.

The components for the Parks and Recreation Impact Fee Analysis are Regional Parkland and Improvements, Community Parkland Improvements, Neighborhood Parkland Improvements and Recreation Centers. Service Areas are Regional Parks (county wide) and all other facilities, North and South of the Broad River.

The components for the Library Impact Fee Analysis are Library Branches and Bookmobiles. The service area for the Library Branches are North and South of the Broad River, and the Bookmobiles are county wide.

The components for the Fire Impact Fee Analysis are Fire Stations, Admin and Training Facilities and Fire Apparatuses. The service area is North of the Broad River service area and Bluffton Fire District. The considerations for the Fire Impact Fee are residential fee exempted with approved sprinkler system, higher fee for 5,000 square feet single family units, units require advance equipment and vehicles.

The components for the Solid Waste Impact Fee Analysis are Convenience Centers and Solid Waste Vehicles (both incremental); the service area for convenience centers are North and South of the Broad River and countywide for Solid Waste Vehicles.

The components for the School Impact Fee Analysis are School Construction, School Land, School Buses, which are all incremental with a service area of South of the Broad River.

Greenway stated that the adoption schedule is as follows but is subject to change:

- July 21, 2020 – Beaufort County Planning Commission Workshop and Special Meeting and Recommendation to NRC
- August 3, 2020 – Beaufort County Planning Commission Meeting with no special recommendation to County Council

- August 10, 2020 – Beaufort County Council Natural Resources Committee with the recommended approval of school impact fee
 - August 27, 2020 – County Workshop regarding other fees
 - Beaufort County Council Meeting – First Reading to the School Fee Ordinance by Title
- September 14, 2020 – First Reading; County Council
- September 28, 2020 – Second Reading; County Council
- October 12, 2020 – Third Reading and Public Hearing

Greenway stated that he is available for questions at any time and that his presentation is available online.

Formal Agenda Items:

Consideration of an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000 – First Reading – Heather Colin, Director of Growth Management

Colin stated that on January 3, 2019, the Town of Bluffton (the “Town”) acquired Parcel 4A-2 consisting of 32.44 upland acres, 1.43 acres preserved wetlands, 1.49 acres wetland buffer, and 1.54 acres of wetland permit impacts for a total of 36.9 acres (the “Town Owned Property”), and the Bluffton Township Fire District acquired Parcel 4A-3 consisting of 3.0 upland acres within the New Riverside Concept Plan (“Fire District Property”), subject to certain easements, from New Riverside, LLC.

The contemplated easements at time of acquisition include those for utilities, signage and landscaping as well as a shared primary access easement which is split equally at the centerline between the Town Owned and Fire District Owned properties.

On February 11, 2020, Town Council conditionally approved the New Riverside Village Master Plan as shown on the Master Plan provided as Attachment 3. The Master Plan includes a shift to the existing primary access point on New Riverside Road by moving it closer to the SC Highway 47/170 roundabout. This shift requires the relocation of the existing easements to align with the new median cut on New Riverside Road which places the access right-of-way on the Town Owned Property.

The Fire District contemplated this revision to the access easement as well as the placement of necessary utilities on the site development plans for the new station. As such, their construction contract includes the cost to install the access road as well as the extension of sanitary sewer to the Town Owned Property.

To move forward, the Town and Fire District must authorize the relocation of the existing easements. Additionally, the Town and Fire District need to memorialize provisions for shared costs related to the construction of the access road and stormwater infrastructure.

To address these needs, the Town and applicable parties drafted the First Amendment to the Declaration

of Easements, Covenants, and Restrictions (New Riverside Civic Area).

This comprehensive document details the necessary provisions, which include, but are not limited to:

1. Authorization of the relocation of the primary access and its associated sign, utility, and landscape easements on the Town Owned Property;
2. Obligations of the Fire District to construct the primary access drive, sanitary Sewer, and sewer extension on the Fire District Property;
3. Obligation for the Town to reimburse the Fire District for certain construction costs as shown on the Construction Reimbursement Areas map provided as Attachment and summarized below:
 - a. Access road on the Town Owned Property for a cost not to exceed \$158,287;
 - b. Sanitary sewer installation to the Fire District Property for a cost not to exceed \$34,770; and
 - c. Sanitary Sewer Extension through the Fire District Property to serve the Town Owned Property for a cost not to exceed \$36,770.

Chief John Thompson and Rick Cramer of the Bluffton Township Fire Department were available for questions.

Toomer made a motion to approve on First Reading an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith. Wood seconded. Roll call was taken, and the motion passed unanimously.

Consideration of an Ordinance Authorizing a Parcel Exchange between the Town of Bluffton and MFH Land, LLC for Certain Real Property Owned by the Town of Bluffton within the New Riverside Identified as R610 036 000 3214 0000; and Authorizing Execution and Recording of Certain Documents Therewith – Second and Final Reading – Heather Colin, Director of Growth Management

Let the record show that Mayor Lisa Sulka recused herself for this agenda item and a conflict of interest form is on file in the Clerk's Office. Mayor Pro Tempore Fred Hamilton took the gavel.

Colin stated that on January 3, 2019, New Riverside, LLC donated 7.11 acres known as Parcel 4B-3 within the New Riverside Planned Unit Development Concept Plan.

Town Council then conditionally approved the New Riverside Village Master Plan, consisting of the 7.11 acres owned by the Town and 26.966 acres owned by MFH Land, LLC on February 11, 2020 as shown on the Master Plan provided. The Master Plan included an alternate layout for the Town owned property,

which will house a public park and stormwater facilities, to enhance overall site design. The Master Plan also includes a change to the existing primary access point on New Riverside Road closer to the SC Highway 47/170 roundabout which will require the relocation of the median cut and installation of turn lanes to serve New Riverside Village as well as the Town owned and Fire District owned properties across the street.

To move forward with the Master Plan, an exchange of the Town owned 7.11 acres for the reconfigured parcels, consisting of the proposed Parcel 4B-3A containing 2.476 acres and Parcel 4B-3B containing 3.031 acres for a total of 5.507 acres as shown on the draft plat provide, is necessary. Additionally, the Town and MFH Land, LLC need to memorialize provisions for the development of the project and future responsibilities such as construction of the public park, cost sharing for the relocation of the median cut, future maintenance responsibilities, easements, and signage.

To address these needs, the Town and applicable parties drafted the Land Swap Agreement and Public-Private Development Contract.

This comprehensive document details the necessary provisions, which include, but are not limited to:

1. Authorization of the reconfiguration and exchange of the Town's property;
2. Obligations of MFH Land, LLC for the construction of the public park and stormwater facilities;
3. Obligations for the Town to install the park's playground, lighting, furniture, and kiosk signs as well as optional improvements for the construction of restroom and hydration facilities;
4. Cost share of 60% for the Town and 40% for MFH Land, LLC for improvements to New Riverside Road to relocate the median cut and install turn lanes;
5. Easements in favor of MFH for construction, utilities, stormwater, and maintenance; and
6. Easements in favor of the Town for access, parking, signage, stormwater drainage and maintenance.

Colin stated that there have been no changes since First Reading on July 14th. Present for questions were Weston Newton, Mike Hughes, Tex Small, Tina Garrett, Jim Mattei and Dallas Woods.

Wood made a motion to pass on Second and Final Reading and Ordinance Authorizing a Parcel Exchange between the Town of Bluffton and MFH Land, LLC for Certain Real Property Owned by the Town of Bluffton within New Riverside Identified as R610 036 000 3214 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith. Toomer Seconded. Roll call was taken, and the motion passed with four votes.

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 Report

3. Consideration of a Proposed Construction Contractual Agreement Related to the Law Enforcement Center Parking and Service Yard Expansion – Bryan McIlwee, Director of Engineering
4. Consideration of a Resolution to Adopt an Amendment to the Bylaws for the Don Ryan Center for Innovation – Mike Levine, CEO, Don Ryan Center for Innovation
5. Consideration of a Resolution to Adopt the Town of Bluffton Strategic Plan for Fiscal Years 2021-2022 – Scott Marshall, Deputy Town Manager
6. Consideration of a Resolution to Support the Town of Bluffton's Consent to the State-Issued Certificate of Franchise Authority Filed with the with the South Carolina Office of the Secretary of State by Comcast Communications Management, LLC – Chris Forster, Director of Finance and Administration

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

Executive Session:

1. Personnel Matters Regarding Town Council Appointment of Boards, Committees and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])
2. Contractual Matters Pertaining to the Acquisition of Real Property in the Town of Bluffton Historic District, May River Road and Buck Island Road (Pursuant to Freedom of Information Act 30-4-70 [a][2])

Hamilton made a motion to move into Executive Session at 8:12 PM to discuss the aforementioned items. Frazier seconded. The motion was unanimous.

Town Council exited Executive Session at 9:20 PM. No motions were made, and no votes were taken during Executive Session.

Wood made a motion to appoint Michael Salas to the Beautification Committee. Hamilton seconded. The motion carried unanimously.

Wood made a motion to appoint Steve Wallace to the Board of Zoning Appeals. Hamilton seconded. The motion carried unanimously.

Hamilton made a motion to appoint Tabor Vaux (Bluffton Business Owner), Harry Lutz (Bluffton Business Owner), Jennifer Morrow, William O'Toole, Lawrence Ruocco, George Bailey, Ron Davies, Rosette El Sahlani, Michael Frazier, Reginald Howard and Mayr Rivera Vazquez to the Law Enforcement Citizens Committee. Wood seconded. The motion carried unanimously.

Frazier made a motion to appoint Ron Gleason to the Municipal Election Commission. Wood seconded. The motion carried unanimously.

Frazier made a motion to Adopt a Resolution Authorizing Acquisition of Approximately 0.896 Acres of Real Property in Bluffton's Historic District from Rona Cross for a Price not the Exceed \$475,000. Wood seconded. The motion carried unanimously.

Frazier made a motion to adjourn at 9:25 PM. Wood seconded. The motion carried unanimously.

Lisa Sulka, Mayor

Kimberly Chapman, Town Clerk

BLUFFTON TOWN COUNCIL SPECIAL WORK SESSION MINUTES

August 13, 2020

Mayor Sulka called the meeting to order at 9:15 A.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, Human Resource Director Katherine Robinson, and Town Clerk Kimberly Chapman were also present.

Pledge of Allegiance and Invocation were given by Mayor Sulka.

Adoption of the Agenda:

Toomer made a motion to approve the agenda as presented. Frazier seconded. The motion carried unanimously.

Public Comments:

There were none.

Wood made a motion to go into Executive Session at 9:19 AM to discuss the aforementioned items. Hamilton seconded. The motion carried unanimously.

Executive Session:

1. Personnel Matters Regarding the Recruiting and Selection of Police Chief of the Town of Bluffton Police Department (Pursuant to SC Freedom of Information Act 30-4-70 [a][1])

Town Council exited Executive Session at 3:35 PM. No motions were made, and no votes were taken during Executive Session.

Toomer made a motion to adjourn. Hamilton seconded. The motion carried unanimously.

Lisa Sulka, Mayor

Kimberly Chapman, Town Clerk



TOWN OF BLUFFTON
Turn the Town Teal
September 2020

WHEREAS, ovarian cancer claims more women's lives than any other gynecological cancer; and

WHEREAS, ovarian cancer is difficult to detect and women are often not diagnosed until the disease has reached an advanced stage; and

WHEREAS, early diagnosis of ovarian cancer can increase the survival rate to as high as ninety four percent; and

WHEREAS, certain factors can reduce the risk of ovarian cancer and play an important role in its prevention; and

WHEREAS, awareness and early detection of ovarian cancer is the best means of protecting women's lives from this disease; and

WHEREAS, September has been designated as National Ovarian Cancer Awareness Month, and

WHEREAS, Turn the Towns Teal is a campaign to create awareness of ovarian cancer and its symptoms. This campaign was the inspiration of Gail MacNeil and goes forward in her name and in her honor; and

WHEREAS, teal ribbons will be tied at all Town of Bluffton buildings to raise awareness about the disease along with symptom and information cards that will be available at all locations.

NOW, THEREFORE, I, Lisa Sulka, Mayor of the Town of Bluffton, along with Bluffton Town Council, do hereby proclaim that September 2020 is Ovarian Cancer Awareness Month in the Town of Bluffton. Be it further resolved that the Town of Bluffton supports the Turn the Towns Teal Awareness Campaign.



Lisa Sulka, Mayor

TOWN COUNCIL



STAFF REPORT Department of Growth Management

MEETING DATE:	September 8, 2020
PROJECT:	Public Project Application Update from Beaufort Jasper Water and Sewer Authority (BJWSA) to Install a Water Main Line within the South Carolina Highway 46 Right of Way from its Intersection with Gibbet Road West to the Intersection with Heritage Parkway at the Northern Entrance of Heritage at New Riverside where it will tie into the Existing Main Line
PROJECT MANAGER:	Heather Colin, AICP Director of Growth Management

REQUEST:

For review and comment. No action is requested.

BACKGROUND:

BJWSA supplies potable water to the Town of Bluffton via a long transmission main from their surface water treatment plant to supplement existing groundwater supply. There is a need of a redundant reliable supply of potable water for Bluffton and the rest of the utility's southern service area. The proposed water system improvements will continue to allow the BJWSA system to remain in compliance with the State Primary Drinking Water Regulation.

BJWSA has applied for a Public Project to construct a 36-inch water main along SC HWY 46. As required by the Town of Bluffton, they have submitted for a Public Project, which was reviewed by the Development Review Committee on September 2nd, 2020 (See Attachment 1).

PROJECT:

The proposed project will install approximately 12,200 linear feet of 36-inch ductile iron pipe water main to provide a complete loop of the transmission main for the southern portion of the BJWSA water distribution network. The project will improve pressures and provide a secondary feed of potable water to Bluffton, while providing redundancy and reliability, and address water quality issues inherent to long transmission lines (See Attachment 2).

The project is located along a SC designated Scenic Byway as shown in Attachment 3. A Corridor Management Plan for the SC HWY 46 Byway was developed by the Town of Bluffton in 2006. One of the main goals of the Corridor Management Plan is to conserve and enhance natural and scenic resources that make this area such an important place to protect.

This project affects the existing vegetated buffers along the southern portion of SC HWY 46 including Heritage at New Riverside, the Town of Bluffton New River Linear Trail Park, St. Matthews Church, the Town of Bluffton New Riverside Park (Barn property), and the recently approved New Riverside Commercial Village.

The initial plans presented included the water main placed in new easements along SC HWY 46, which would have removed approximately 66 more trees than the current plan. The revised plans place the water main in the SCDOT right-of-way reducing the number of trees removed. Below is a breakdown of the number of trees being removed in the initial plan compared to the current revised plan.

- Proposal (See Attachment 4)
 - A total of 137 trees are proposed to be removed within town limits.
 - BJWSA & Town Staff will field locate tree protection fencing in order to potentially reduce the number of removals.
 - A Certified Arborist will be on-site to oversee construction around areas with significant trees to limit disturbance and ensure best practices of tree preservation are being followed.
 - A total of 10 significant trees (0 Live Oaks) are proposed to be removed within town limits. Per DSO 90/3 Section 5.2.7.4 of the Jones Estate PUD, significant trees are described as any tree with a trunk diameter of 24" or larger. The following are the significant trees proposed for removal within the Town of Bluffton:
 - Pine – 47", 27", 27", 24", 24", 24"
 - Oak – 40", 29", 24"
 - Maple – 26"
 - Photos of the street view have been included to show the trees and vegetation that is located in the right-of-way along SC HWY 46 (See Attachment 5).

REVIEW CRITERIA & ANALYSIS: Town Staff is required to consider the criteria set forth in Section 3.24.3 of the Unified Development Ordinance in assessing an application for a Public Project. These criteria are provided below followed by a Staff Finding(s).

1. Section 3.24.3.B. The application must be in conformance with the applicable location, character, and extent provisions of the Comprehensive Plan;

Finding. The application is consistent with the Comprehensive Plan.

Section 7.3 of the Comprehensive Plan states the goal for Utilities, "Partner with local utilities for the most effective and reliable provision of services." The following are listed among the implementation strategies:

- Assist BJWSA in community involvement projects.

- Coordinate with utility companies during major roadway projects or placement of substations.
- Ensure consistency between plans approved by the utility companies and plans approved by the town.

2. Section 3.24.3.C. Any application located in the Old Town Bluffton Historic District shall be reviewed for comment only by the Historic Preservation Commission (HPC) using the criteria in Section 3.18 Certificate of Appropriateness – Historic District (HD);

Finding. The project is not located within the Old Town Historic District; therefore, this criteria is not applicable.

3. Section 3.24.3.D. Public Projects will be publicized utilizing the following methods: certified mail to adjacent property owners, posted notice on social media and/or website, and posted signage; and

Finding. The project will be properly publicized according to Section 2.24.3.D. of the Unified Development Ordinance. Once, BJWSA has confirmed their Encroachment Permit approval, they will provide an estimated date of starting the project. Town staff will send certified mailings to the adjacent property owners, publicize the construction project on the various social media sites and inform the various Property Owner's Associations in the New Riverside and Mill Creek area.

NEXT STEPS:

- BJWSA must resubmit their plans to address comments provided at the Development Review Committee meeting (September 2, 2020).
- BJWSA's contractor is expected to begin construction once a Town of Bluffton permit is issued and a SCDOT encroachment permit is approved. They are estimated to begin in 2-3 months.
- BJWSA's Public Information Officer will provide updates to the Town regarding project information, anticipated construction dates, and various impacts to the community. Town staff will forward all information through the Town's various social media sites.
- It is anticipated that the construction of the water line will take approximately 9 months.
- SCDOT has informed BJWSA that they are not allowed to close travel lanes during the day, however, they will allow lane closures on SC HWY 46 at night, typically starting after 7 p.m. and finishing prior to 6 a.m. the following morning.
- Because of the impact of this project to Town of Bluffton, any trees being removed will be required to be mitigated. Town staff has estimated a mitigation

payment of \$70,840 to be paid to the Town of Bluffton tree fund based on the number of trees being removed.

TOWN COUNCIL ACTIONS:

For review and comment. No action is requested.

ATTACHMENTS:

1. Application
2. Tree Removal Plan
3. Project Map
4. Table of Trees Removed – Revised
5. Photos



TOWN OF BLUFFTON DEVELOPMENT PLAN APPLICATION

ATTACHMENT 1

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

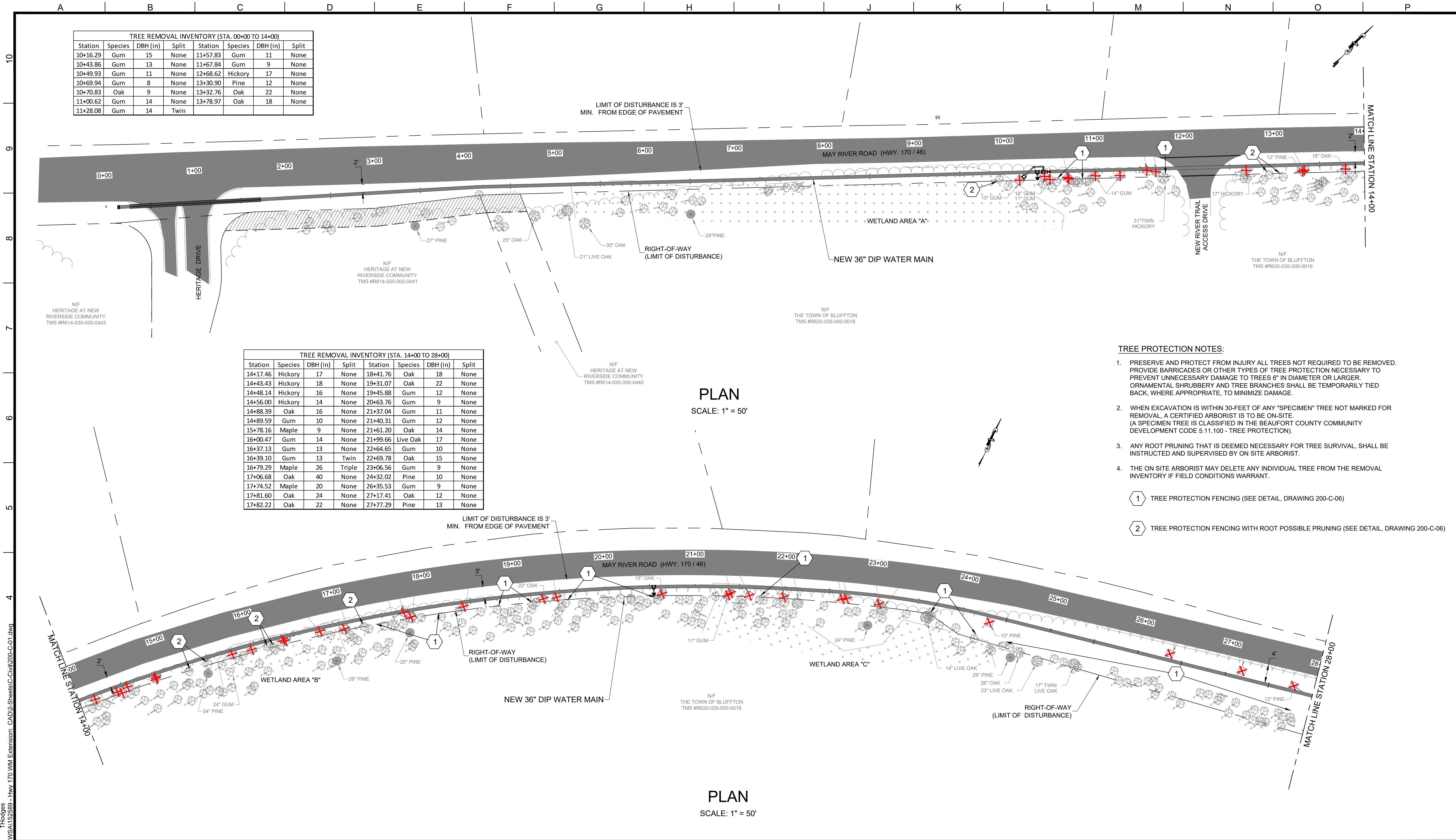
Applicant		Property Owner	
Name: Beaufort-Jasper Water & Sewer Authority		Name: SCDOT - Right of Way	
Phone: Kenneth Frazier - (843) 987-8031 Andrew Dudley - (843) 987-8077		Phone: Elizabeth Penn-Sanders (843) 524-7255	
Mailing Address: Beaufort-Jasper Water and Sewer - 6 Snake Road, Okatie, SC 29909		Mailing Address: 13 State Spur S-7-802 Beaufort, SC 29906	
E-mail: Kenneth Frazier - kenneth.frazier@bjwsa.org Andrew Dudley - andrew.dudley@bjwsa.org		E-mail: penneg@scdot.org	
Town Business License # (if applicable): N/A			
Project Information			
Project Name: Beaufort-Jasper Highway 170 Water Main Extension		<input type="checkbox"/> Preliminary	<input type="checkbox"/> Final
Project Location: Pritchard, Beaufort County, SC		<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment
Zoning District: N/A		Acreage: N/A	
Tax Map Number(s): N/A			
Project Description: A water main extension is needed from the intersection of SC 170/46 and Heritage Parkway past Pritchard to connect to the existing 24" water main. The entire corridor for this new 36" DIP water main project will be along southern side of SC Highway 170/46 (aka: May River Road) being within SCDOT right-of-way.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Two (2) full sized copies and digital files of the Preliminary or Final Development Plans.			
<input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership.			
<input checked="" type="checkbox"/> 3. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
<input type="checkbox"/> 4. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature: N/A, SCDOT Application is in Progress		Date:	
Applicant Signature:		Date: 8/5/2020	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON DEVELOPMENT PLAN APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Unified Development Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Preliminary Development Plan Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Application Check-In Meeting - Preliminary Development Plan Submission	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Preliminary Development Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator & Development Review Committee	Staff
If the UDO Administrator determines that the Preliminary Development Plan Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 4. Development Review Committee Meeting - Preliminary Development Plan Review	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and, if all comments are addressed, the application is placed on the next available Planning Commission agenda.	
Step 5. Planning Commission Meeting - Preliminary Development Plan Review	Applicant, Staff & Planning Commission
The Planning Commission shall review the Preliminary Development Plan Application for compliance with the criteria and provisions in the UDO. The Planning Commission may approve, approve with conditions, or deny the application. Preliminary Development Plan Application approval shall authorize the Applicant to prepare a Final Development Plan Application for administrative review and approval.	
Step 6. Application Check-In Meeting - Final Development Plan Submission	Applicant & Staff
The Applicant shall submit the completed Final Development Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 7. Review by UDO Administrator & Development Review Committee	Staff
If the UDO Administrator determines that the Final Development Plan application is complete, it shall be forwarded to the DRC. The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 8. Development Review Committee Meeting – Final Development Plan Review	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials.	
Step 9. Issue Final Development Permit	Staff
If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report, Preliminary Development Plan approval and, if all comments are addressed, the UDO Administrator shall issue the Final Development Permit.	



Brown and Caldwell
Environmental Engineering and Consulting
250 Berryhill Road, Suite 104, Columbia, SC 29210 803-873-9701

SUBMITTED: _____ DATE: _____
PROJECT MANAGER
APPROVED: _____ DATE: _____
BROWN AND CALDWELL

LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" - SCALE ACCORDINGLY)

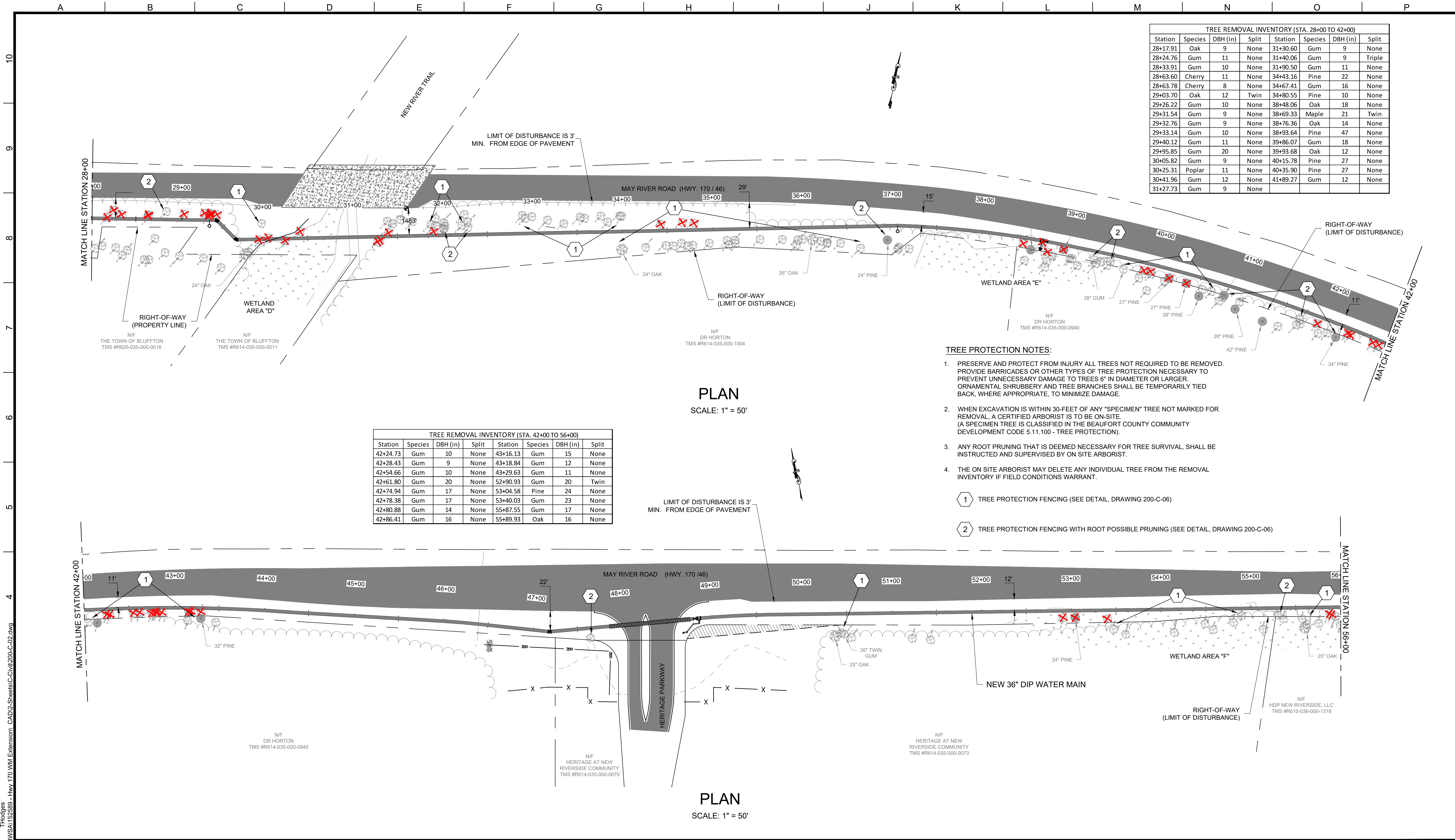
DESIGNED: R. WEST
DRAWN: A. JUMPER
CHECKED: R. WEST
CHECKED: P. WALL
APPROVED: R. WEST

EXTERNAL REFERENCES

ZONE	REV.	DESCRIPTION	BY	DATE	APP.
	1	PERMITTING	AJ	2/18/20	RW
	2	ISSUED FOR BID	AJ	3/19/20	RW
	3	CONFORMED DRAWINGS	AJ	5/27/20	RW
	4	CO#1 - SCDOT REQUIRMENTS	AJ	6/01/20	RW

CIVIL
TREE PROTECTION
PLAN 1
(BJWSA CIP 1696)
HIGHWAY 170 WATER MAIN EXTENSION

FILENAME
200-C-01.DWG
BC PROJECT NUMBER
152589
SCALE
AS SHOWN
DRAWING NUMBER
200-C-01
SHEET NUMBER
20 OF 25



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Environmental Engineering and Consulting
250 Berryhill Road, Suite 104, Columbia, SC 29210 803-873-9701

SUBMITTED: _____ DATE: _____
PROJECT MANAGER
APPROVED: _____ DATE: _____
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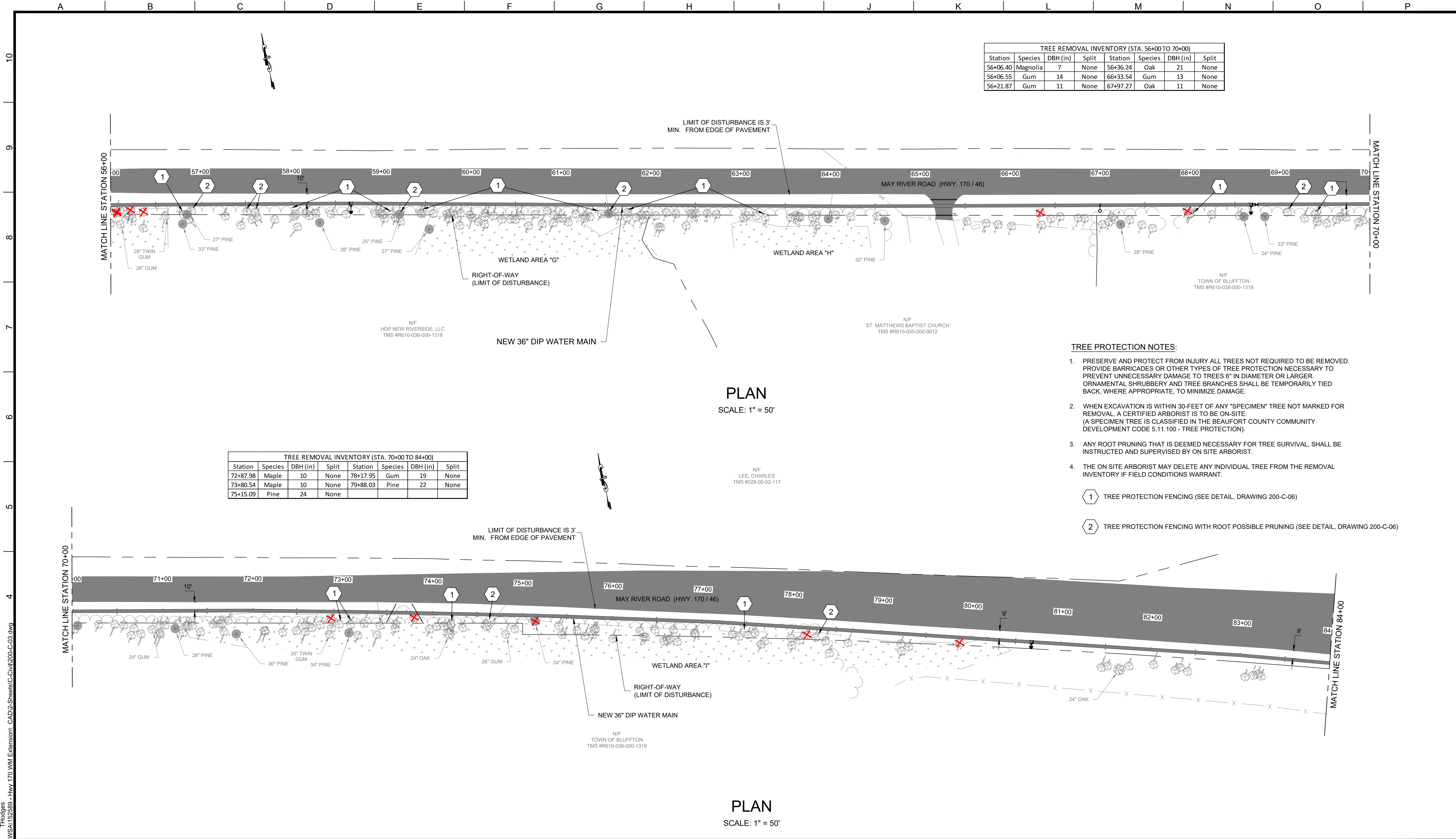
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	3	CONFORMED DRAWINGS	AJ	5/27/20	RW
	4	CO#1 - SCDOT REQUIRMENTS	AJ	6/01/20	RW

CIVIL
**TREE PROTECTION
PLAN 2**
(BJWSA CIP 1696)
HIGHWAY 170 WATER MAIN EXTENSION

FILENAME
200-C-02.DWG
BC PROJECT NUMBER
152589
SCALE
AS SHOWN
DRAWING NUMBER
200-C-02
SHEET NUMBER
21 OF 25

Jun 24, 2020 - 12:39pm
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TREE REMOVAL INVENTORY (STA. 56+00 TO 70+00)							
Station	Species	DBH (in)	Split	Station	Species	DBH (in)	Split
56+06.40	Magnolia	7	None	56+36.24	Oak	21	None
56+06.55	Gum	14	None	66+33.54	Gum	13	None
56+21.87	Gum	11	None	67+97.27	Oak	11	None

TREE REMOVAL INVENTORY (STA. 70+00 TO 84+00)							
Station	Species	DBH (in)	Split	Station	Species	DBH (in)	Split
72+87.98	Maple	10	None	78+17.95	Gum	19	None
73+80.54	Maple	10	None	79+88.03	Pine	22	None
75+15.09	Pine	24	None				

- TREE PROTECTION NOTES:
- PRESERVE AND PROTECT FROM INJURY ALL TREES NOT REQUIRED TO BE REMOVED. PROVIDE BARRICADES OR OTHER TYPES OF TREE PROTECTION NECESSARY TO PREVENT UNNECESSARY DAMAGE TO TREES 6" IN DIAMETER OR LARGER. ORNAMENTAL SHRUBBERY AND TREE BRANCHES SHALL BE TEMPORARILY TIED BACK, WHERE APPROPRIATE, TO MINIMIZE DAMAGE.
 - WHEN EXCAVATION IS WITHIN 30-FEET OF ANY "SPECIMEN" TREE NOT MARKED FOR REMOVAL, A CERTIFIED ARBORIST IS TO BE ON-SITE. (A SPECIMEN TREE IS CLASSIFIED IN THE BEAUFORT COUNTY COMMUNITY DEVELOPMENT CODE 5.11.100 - TREE PROTECTION).
 - ANY ROOT PRUNING THAT IS DEEMED NECESSARY FOR TREE SURVIVAL, SHALL BE INSTRUCTED AND SUPERVISED BY ON SITE ARBORIST.
 - THE ON SITE ARBORIST MAY DELETE ANY INDIVIDUAL TREE FROM THE REMOVAL INVENTORY IF FIELD CONDITIONS WARRANT.
- 1 TREE PROTECTION FENCING (SEE DETAIL, DRAWING 200-C-06)
- 2 TREE PROTECTION FENCING WITH ROOT POSSIBLE PRUNING (SEE DETAIL, DRAWING 200-C-06)

Jun 24, 2020 - 12:48pm
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MBCSCS\FPO\Projects\Clients\B\BWSA\152589 - Hwy 170 WM Extension\CAD\2-Sheets\Civil\200-C-03.dwg



Environmental Engineering and Consulting
250 Berryhill Road, Suite 104, Columbia, SC 29210 803-873-9701

SUBMITTED: _____ DATE: _____
PROJECT MANAGER
APPROVED: _____ DATE: _____
BROWN AND CALDWELL

LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" - SCALE ACCORDINGLY)

DESIGNED: R. WEST
DRAWN: A. JUMPER
CHECKED: R. WEST
CHECKED: P. WALL
APPROVED: R. WEST

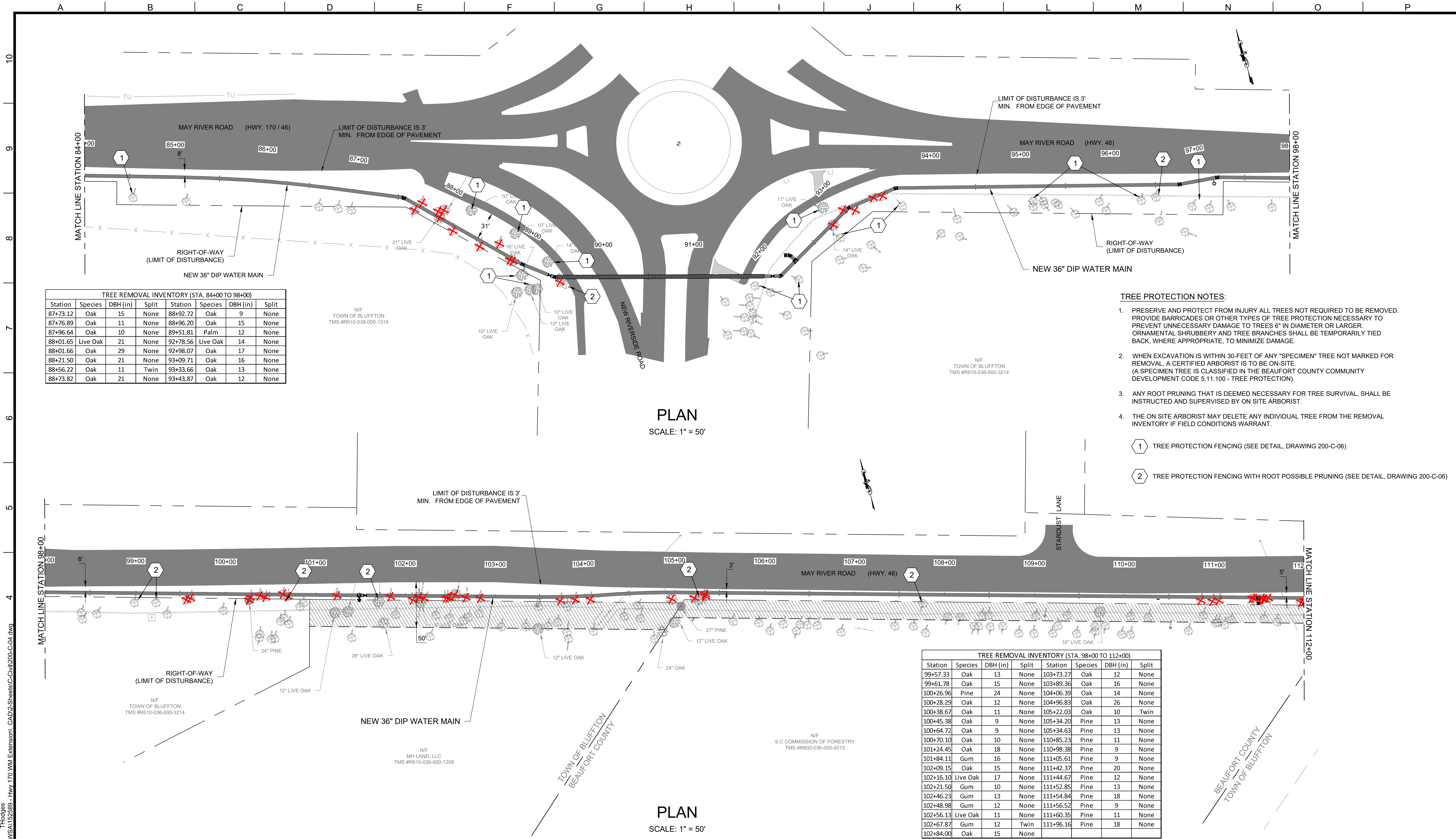
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	3	CONFORMED DRAWINGS	AJ	5/27/20	RW
	4	CO#1 - SCDOT REQUIRMENTS	AJ	6/01/20	RW



CIVIL
TREE PROTECTION
PLAN 3
(BJWSA CIP 1696)
HIGHWAY 170 WATER MAIN EXTENSION

FILENAME 200-C-03.DWG
BC PROJECT NUMBER 152589
SCALE AS SHOWN
DRAWING NUMBER 200-C-03
SHEET NUMBER 22 OF 25



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Environmental Engineering and Consulting
250 Berryhill Road, Suite 104, Columbia, SC 29210 803-873-9701

SUBMITTED: _____ DATE: _____
PROJECT MANAGER
APPROVED: _____ DATE: _____
BROWN AND CALDWELL

LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" - SCALE ACCORDINGLY)

DESIGNED: R. WEST
DRAWN: A. JUMPER
CHECKED: R. WEST
CHECKED: P. WALL
APPROVED: R. WEST

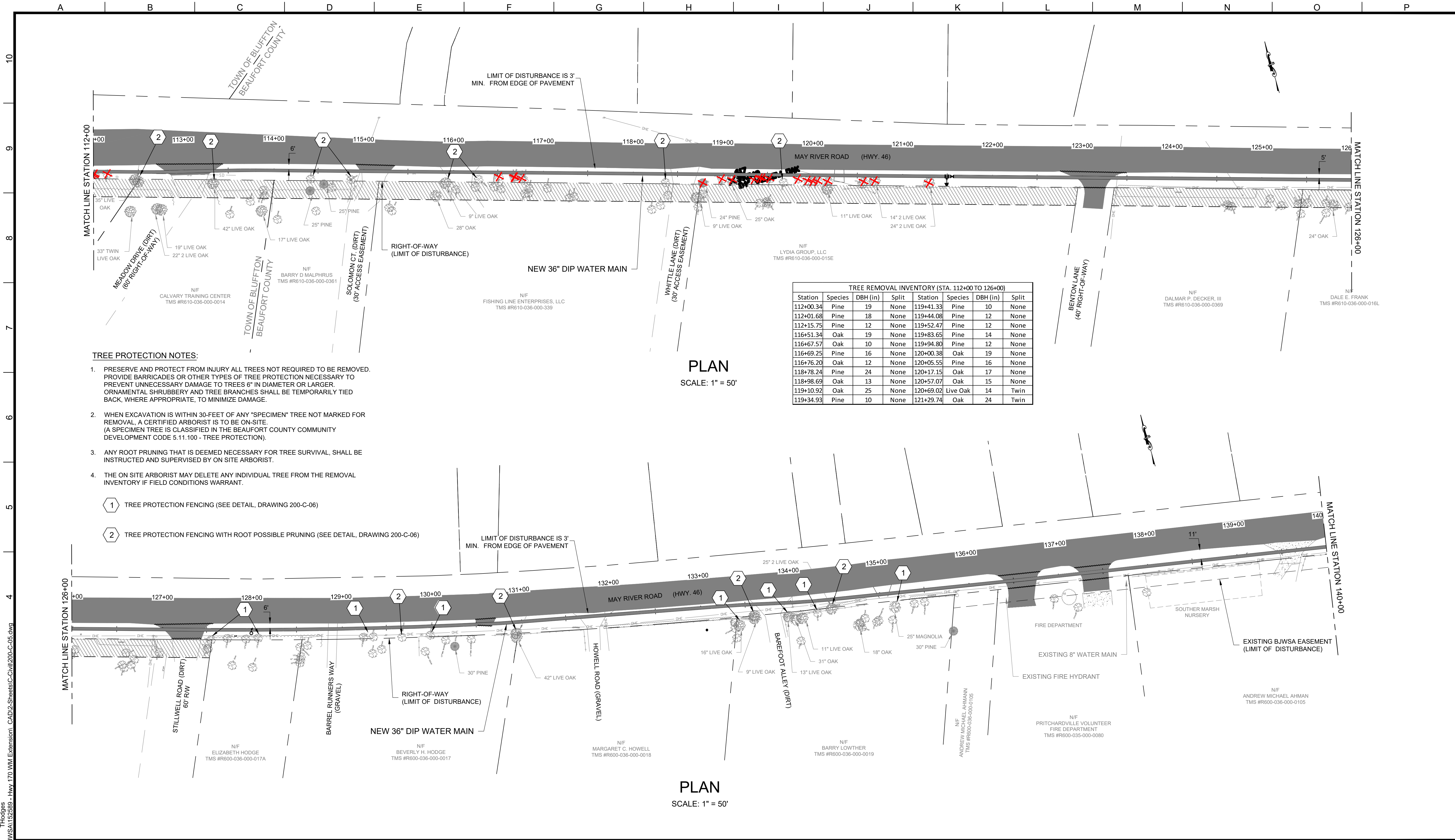
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CIVIL
TREE PROTECTION
PLAN 4
(BJWSA CIP 1696)
HIGHWAY 170 WATER MAIN EXTENSION

FILENAME
200-C-04.DWG
BC PROJECT NUMBER
152589
SCALE

DRAWING NUMBER
200-C-04
SHEET NUMBER
23 OF 25



TREE REMOVAL INVENTORY (STA. 112+00 TO 126+00)							
Station	Species	DBH (in)	Split	Station	Species	DBH (in)	Split
112+00.34	Pine	19	None	119+41.33	Pine	10	None
112+01.68	Pine	18	None	119+44.08	Pine	12	None
112+15.75	Pine	12	None	119+52.47	Pine	12	None
116+51.34	Oak	19	None	119+83.65	Pine	14	None
116+67.57	Oak	10	None	119+94.80	Pine	12	None
116+69.25	Pine	16	None	120+00.38	Oak	19	None
116+76.20	Oak	12	None	120+05.55	Pine	16	None
118+78.24	Pine	24	None	120+17.15	Oak	17	None
118+98.69	Oak	13	None	120+57.07	Oak	15	None
119+10.92	Oak	25	None	120+69.02	Live Oak	14	Twin
119+34.93	Pine	10	None	121+29.74	Oak	24	Twin

TREE PROTECTION NOTES:

- PRESERVE AND PROTECT FROM INJURY ALL TREES NOT REQUIRED TO BE REMOVED. PROVIDE BARRICADES OR OTHER TYPES OF TREE PROTECTION NECESSARY TO PREVENT UNNECESSARY DAMAGE TO TREES 6" IN DIAMETER OR LARGER. ORNAMENTAL SHRUBBERY AND TREE BRANCHES SHALL BE TEMPORARILY TIED BACK, WHERE APPROPRIATE, TO MINIMIZE DAMAGE.
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- THE ON SITE ARBORIST MAY DELETE ANY INDIVIDUAL TREE FROM THE REMOVAL INVENTORY IF FIELD CONDITIONS WARRANT.

1 TREE PROTECTION FENCING (SEE DETAIL, DRAWING 200-C-06)

2 TREE PROTECTION FENCING WITH ROOT POSSIBLE PRUNING (SEE DETAIL, DRAWING 200-C-06)

PLAN

SCALE: 1" = 50'



Environmental Engineering and Consulting
250 Berryhill Road, Suite 104, Columbia, SC 29210 803-873-9701

SUBMITTED: _____ DATE: _____
PROJECT MANAGER
APPROVED: _____ DATE: _____
BROWN AND CALDWELL

LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" - SCALE ACCORDINGLY)

DESIGNED: R. WEST
DRAWN: A. JUMPER
CHECKED: R. WEST
CHECKED: P. WALL
APPROVED: R. WEST

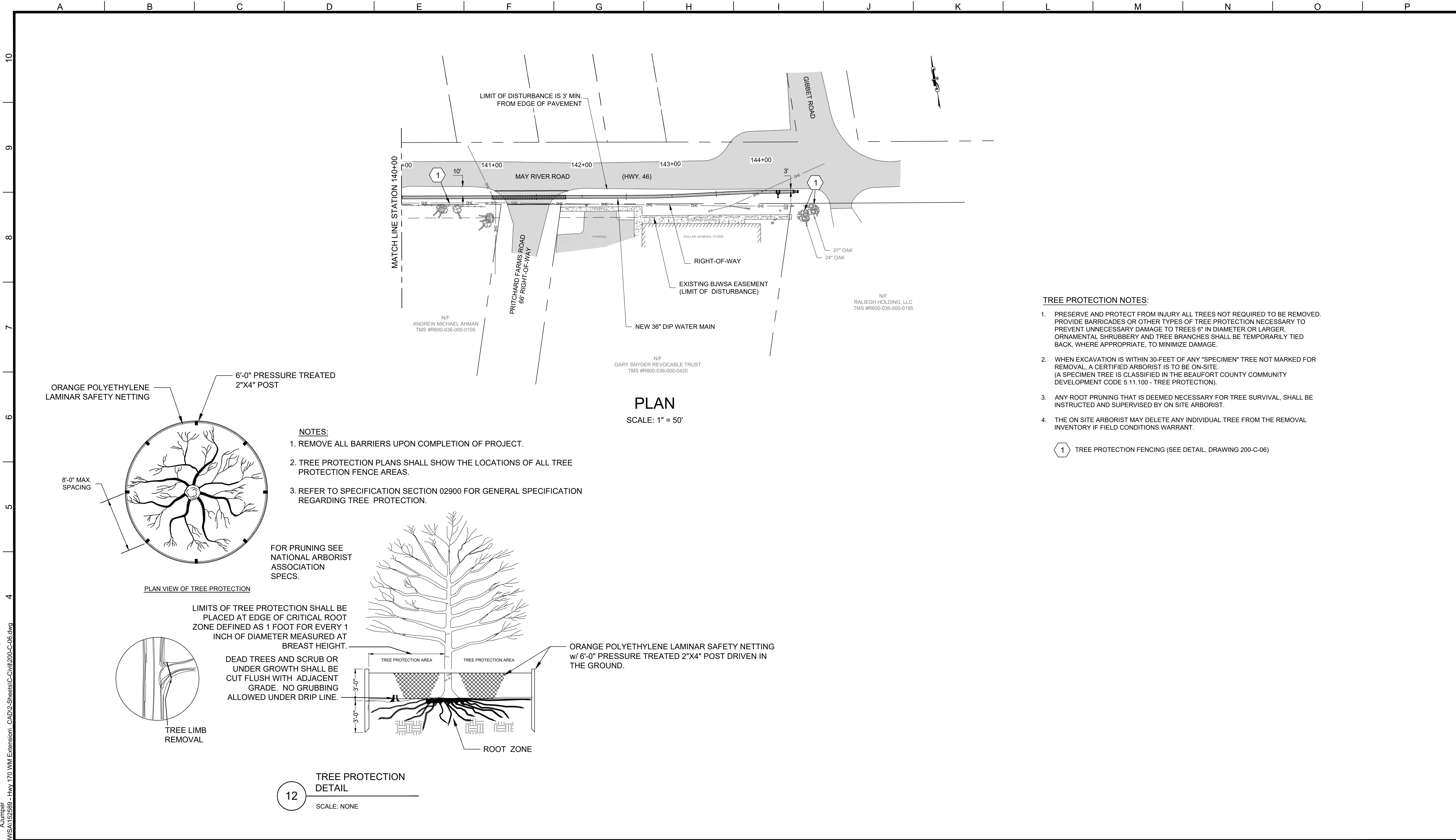
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REVISIONS					
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	3	CONFORMED DRAWINGS	AJ	5/27/20	RW
	4	CO#1 - SCDOT REQUIRMENTS	AJ	6/01/20	RW



CIVIL
TREE PROTECTION
PLAN 5
(BJWSA CIP 1696)
HIGHWAY 170 WATER MAIN EXTENSION

FILENAME 200-C-05.DWG
BC PROJECT NUMBER 152589
SCALE AS SHOWN
DRAWING NUMBER 200-C-05
SHEET NUMBER 24 OF 25



Brown and Caldwell
Environmental Engineering and Consulting
250 Berryhill Road, Suite 104, Columbia, SC 29210 803-873-9701

SUBMITTED: _____ DATE: _____
PROJECT MANAGER

APPROVED: _____ DATE: _____
BROWN AND CALDWELL

LINE IS 2 INCHES
AT FULL SIZE
(IF NOT 2" - SCALE ACCORDINGLY)

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DRAWN: A. JUMPER
CHECKED: R. WEST
CHECKED: P. WALL
APPROVED: R. WEST

EXTERNAL REFERENCES



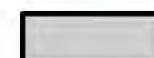

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	2	ISSUED FOR BID	AJ	3/19/20	RW
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	4	CO#1 - SCDOT REQUIREMENTS	AJ	6/01/20	RW

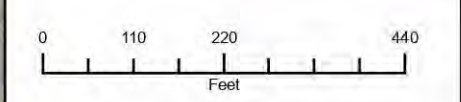
CIVIL
**TREE PROTECTION
PLAN 6**
(BJWSA CIP 1696)
HIGHWAY 170 WATER MAIN EXTENSION

FILENAME
200-C-06.DWG
BC PROJECT NUMBER
152589
SCALE
AS SHOWN
DRAWING NUMBER
200-C-06
SHEET NUMBER
25 OF 25

Jun 24, 2020 - 1:03pm
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- Legend**
-  Water Main
 -  Town Limits
 -  Beaufort
Parcels
 -  Bluffton
Parcels







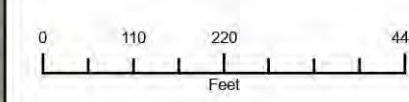
Updated: 9/1/2020
Map Prepared By:
Ryan J. Coleman, GISP

DISCLAIMER:
This map was created by the Town of Bluffton and is solely intended to be used as a graphical representation for the Town of Bluffton. The GIS maps and data distributed by the Town of Bluffton are derived from a variety of public and private sector sources considered to be dependable, but the accuracy, completeness and currency thereof are not guaranteed. The Town of Bluffton makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the town's Geographic Information Systems database. Additionally, the Town of Bluffton or any agent, servant, or employee thereof assume no liability associated with the use of this data, and assume no responsibility to maintain it in any matter or form.



Legend

-  Water Main
-  Town Limits
-  Beaufort
Parcels
-  Bluffton
Parcels







Updated: 9/1/2020
Map Prepared By:
Ryan J. Coleman, GISP

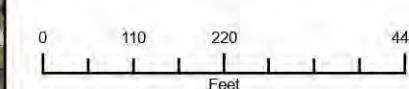
DISCLAIMER:
This map was created by the Town of Bluffton and is solely intended to be used as a graphical representation for the Town of Bluffton. The GIS maps and data distributed by the Town of Bluffton are derived from a variety of public and private sector sources considered to be dependable, but the accuracy, completeness and currency thereof are not guaranteed. The Town of Bluffton makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the town's Geographic Information Systems database. Additionally, the Town of Bluffton or any agent, servant, or employee thereof assume no liability associated with the use of this data, and assume no responsibility to maintain it in any matter or form.



ATTACHMENT 3

Legend

-  Water Main
-  Town Limits
-  Beaufort
Parcels
-  Bluffton
Parcels



Updated: 9/1/2020
Map Prepared By:
Ryan J. Coleman, GISP

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**BJWSA TREE REMOVAL - WATER LINE EXTENSION
TOWN OF BLUFFTON - SC HWY 46**

ATTACHMENT 4

Station	Tree Type	Diameter (inches)	Split Type	Notes
10+16.29	Gum	15	None	Town
10+43.86	Gum	13	None	Town
10+49.93	Gum	11	None	Town
10+69.94	Gum	8	None	Town
10+70.83	Oak	9	None	Town
100+26.96	Pine	24	None	Town
100+28.29	Oak	12	None	Town
100+38.67	Oak	11	None	Town
100+45.38	Oak	9	None	Town
100+64.72	Oak	9	None	Town
100+70.10	Oak	10	None	Town
101+24.45	Oak	18	None	Town
101+84.11	Gum	16	None	Town
102+09.15	Oak	15	None	Town
102+16.10	Live Oak	17	None	Town
102+21.50	Gum	10	None	Town
102+46.23	Gum	13	None	Town
102+48.98	Gum	12	None	Town
102+56.13	Live Oak	11	None	Town
102+67.87	Gum	12	Twin	Town
102+84.00	Oak	15	None	Town
103+73.27	Oak	12	None	Town
103+89.36	Oak	16	None	Town
104+06.39	Oak	14	None	Town
11+00.62	Gum	14	None	Town
11+28.08	Gum	14	Twin	Town
11+57.83	Gum	11	None	Town
11+67.84	Gum	9	None	Town
12+68.62	Hickory	17	None	Town
13+30.90	Pine	12	None	Town
13+32.76	Oak	22	None	Town
13+78.97	Oak	18	None	Town
14+17.46	Hickory	17	None	Town
14+43.43	Hickory	18	None	Town
14+48.14	Hickory	16	None	Town
14+56.00	Hickory	14	None	Town
14+88.39	Oak	16	None	Town
14+89.59	Gum	10	None	Town
15+78.16	Maple	9	None	Town
16+00.47	Gum	14	None	Town
16+37.13	Gum	13	None	Town
16+39.10	Gum	13	Twin	Town
16+79.29	Maple	26	Triple	Town
17+06.68	Oak	40	None	Town
17+74.52	Maple	20	None	Town
17+81.60	Oak	24	None	Town
17+82.22	Oak	22	None	Town
18+41.76	Oak	18	None	Town
19+31.07	Oak	22	None	Town
19+45.88	Gum	12	None	Town
20+63.76	Gum	9	None	Town
21+37.04	Gum	11	None	Town
21+40.31	Gum	12	None	Town
21+61.20	Oak	14	None	Town
21+99.66	Live Oak	17	None	Town
22+64.65	Gum	10	None	Town
22+69.78	Oak	15	None	Town
23+06.56	Gum	9	None	Town
24+32.02	Pine	10	None	Town
26+35.53	Gum	9	None	Town

**BJWSA TREE REMOVAL - WATER LINE EXTENSION
TOWN OF BLUFFTON - SC HWY 46**

ATTACHMENT 4

27+77.29	Pine	13	None	Town
28+17.91	Oak	9	None	Town
28+24.76	Gum	11	None	Town
28+33.91	Gum	10	None	Town
28+63.60	Cherry	11	None	Town
28+63.78	Cherry	8	None	Town
29+03.70	Oak	12	Twin	Town
29+26.22	Gum	10	None	Town
29+31.54	Gum	9	None	Town
29+32.76	Gum	9	None	Town
29+33.14	Gum	10	None	Town
29+40.12	Gum	11	None	Town
29+95.85	Gum	20	None	Town
30+05.82	Gum	9	None	Town
30+25.31	Poplar	11	None	Town
30+41.96	Gum	12	None	Town
31+27.73	Gum	9	None	Town
31+30.60	Gum	9	None	Town
31+40.06	Gum	9	Triple	Town
31+90.50	Gum	11	None	Town
34+43.16	Pine	22	None	Town
34+67.41	Gum	16	None	Town
34+80.55	Pine	10	None	Town
38+48.06	Oak	18	None	Town
38+69.33	Maple	21	Twin	Town
38+76.36	Oak	14	None	Town
38+93.64	Pine	47	None	Town
39+86.07	Gum	18	None	Town
39+93.68	Oak	12	None	Town
40+15.78	Pine	27	None	Town
40+35.90	Pine	27	None	Town
41+89.27	Gum	12	None	Town
42+24.73	Gum	10	None	Town
42+28.43	Gum	9	None	Town
42+54.66	Gum	10	None	Town
42+61.80	Gum	20	None	Town
42+74.94	Gum	17	None	Town
42+78.38	Gum	17	None	Town
42+80.88	Gum	14	None	Town
42+86.41	Gum	16	None	Town
43+16.13	Gum	15	None	Town
43+18.84	Gum	12	None	Town
43+29.63	Gum	11	None	Town
47+63.61	Palm	10	None	Tree will be removed for construction and re-planted
52+90.93	Gum	20	Twin	Town
53+04.58	Pine	24	None	Town
53+40.03	Gum	23	None	Town
55+87.55	Gum	17	None	Town
55+89.93	Oak	16	None	Town
56+06.40	Magnolia	7	None	Town
56+06.55	Gum	14	None	Town
56+21.87	Gum	11	None	Town
56+36.24	Oak	21	None	Town
66+33.54	Gum	13	None	Town
67+97.27	Oak	11	None	Town
72+87.98	Maple	10	None	Town
73+80.54	Maple	10	None	Town
75+15.09	Pine	24	None	Town
78+17.95	Gum	19	None	Town
79+88.03	Pine	22	None	Town
87+73.12	Oak	15	None	Town

BJWSA TREE REMOVAL - WATER LINE EXTENSION TOWN OF BLUFFTON - SC HWY 46

[illegible]



Photo at New River Trail Access Drive



Photo in front of New River Trail Park



Photo looking West over the Bridge



Photo looking East from the Bridge



Photo looking West from Heritage Parkway (East)



Photo looking East from Heritage Parkway (East)



**Photo looking West b/w Bridge and New Riverside
Barn Park**



Photo looking West from roundabout towards
New Riverside Barn Park



Photo looking South from SC 46 towards
New Riverside Barn Park



**Photo looking East from roundabout towards
New Riverside Village**



**Photo looking East in front of
New Riverside Village**



**Photo looking West in front of
New Riverside Village**



**Photo looking West in front of
New Riverside Village**



Photo looking East in front of
New Riverside Village

TOWN COUNCIL

STAFF REPORT

Finance & Administration Department



MEETING DATE:	September 8, 2020
PROJECT:	Formal Items: Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending June 30, 2020.
PROJECT MANAGER:	Natalie Majorkiewicz, Treasury Manager

RECOMMENDATION:

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) held a meeting on August 18, 2020 to review the quarterly grant applications. The committee has made the following grant award recommendations for Town Council's consideration:

Requesting Organization	Amount Requested	Amount Recommended
Historic Arts & Seafood Festival Inc.: Historic Arts & Seafood Festival	\$ 17,000	\$ 17,000
Old Town Bluffton Merchants Society (OTBMS): Bluffton As a Destination	22,600	22,600
Total for the Quarter	\$ 39,600	\$ 39,600

BACKGROUND/DISCUSSION:

Funds Currently Available for Distribution:

Total State and Local Accommodations Tax funds currently available for distribution are \$892,331 as outlined in the following chart:

State ATAX		Local ATAX	
Remaining from Previous Qtr.	\$ 95,031	Remaining from Previous Qtr.	\$ 636,590
4 th Quarter Revenue	101,167	4 th Quarter Revenue (incl. Apr. 2020)	212,942
First \$25k to General Fund*	N/A	51% to Town of Bluffton CIP	(98,827)
5% to General Fund	(5,058)	Disaster Recovery Designation	(2,129)
30% to DMO	(30,350)	8% to DMO	(17,035)
Total State ATAX Funds Remaining for Distribution	\$ 160,790	Total Local ATAX Funds Remaining for Distribution	\$ 731,541

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

Due to COVID-19, Town Council extended the due dates for the March, April, and May tax periods to June 14, 2020. When comparing the State and Local Accommodations Tax collections for the quarter ending June 30, 2020, the revenues for Local does include the majority if not all March taxes that would normally be have been reported in the third quarter.

Funds Requested for Distribution:

- ☐ **Historic Bluffton Arts and Seafood Festival Inc. requested \$17,000 to support advertising and promotion of tourism for an abbreviated and “reimagined” Historic Bluffton Arts and Seafood Festival.**

- The total budget for the festival is \$39,200 with approximately 43% or \$17,000 requested.
- Due to COVID-19, this is an abbreviated event beginning on October 17, 2020 through October 25, 2020 that does not include the large street festival.
- Eligible “tourism-related expenditures” include “advertising and promotion of tourism” budgeted at \$17,500 with \$17,000 being recommended for accommodations tax funding for:
 - Print and digital marketing that includes local and out of town newspapers, magazines, website, social media, artist recruiting, posters, and Vacation Planner
 - Arts and Seafood Festival new website development.

The committee voted to recommend a total award of \$17,000 as presented in the chart below:

Historic Bluffton Arts and Seafood Festival	Total Budget	Recommended ATAX Grant (approx. 43% of project budget)
Advertising and Promotion of Tourism:	\$ 17,500	\$ 17,000
Project Expenses	21,700	N/A
Total	\$ 39,200	\$ 17,000

N/A – Not Applicable

- ☐ **Old Town Bluffton Merchants Society requested \$25,000 to support advertising and promotion of tourism for Bluffton As a Destination.**

- The total budget is \$45,200 with 50% or \$22,600 requested from the Town.
- Maps continue to be popular with tourists.
- Promotes the Old Town Bluffton Art-Centric events such as the multiple Art Walks and Christmas Parade Weekend.
- Surveys and guest registry logs show tourism draw between 40-45% depending on the event with attendees from more than 30 different states and Canada.

The committee voted to recommend a total award of \$22,600 in support of advertising and promotion of tourism as presented in the chart below:

Bluffton As a Destination	Total Budget	Recommended ATAX Grant (50% of project budget)
Advertising and Promotion of Tourism:	\$ 38,100	\$ 22,600
Project Expenses:	7,100	N/A
Total	\$ 45,200	\$ 22,600

N/A – Not Applicable.

ATTACHMENTS:

1. Accommodations Tax Advisory Committee (ATAC) draft meeting minutes from August 18, 2020
2. Historic Bluffton Arts & Seafood Festival Inc.: Historic Bluffton Arts & Seafood Festival Grant Application
3. Historic Bluffton Arts & Seafood Festival Inc.: Historic Bluffton Arts & Seafood Festival ATAC Staff Report
4. Old Town Bluffton Merchants Society: Bluffton As a Destination Grant Application
5. Old Town Bluffton Merchants Society: Bluffton As a Destination ATAC Staff Report
6. ATAC Scoring Table Rating Matrix
7. Previously Funded Grant Listing
8. Council Motion Recommendations

**ACCOMMODATIONS TAX ADVISORY COMMITTEE MEETING MINUTES
AUGUST 18, 2020**

Chairman Sam Britt called the meeting to order at 6:04 p.m. Other committee members present were Jean Wilson, Mike Tripka, Joe Kropiewnicki, Ellen Shumaker, Christy Parker and Nathaniel Pringle. Staff in attendance was as follows: Natalie Majorkiewicz, Treasury Manager and Kristy Carge, Treasury Supervisor.

Roll Call and Confirmation of Quorum

Seven committee members present, zero absent, quorum met.

Adoption of Agenda

Chairman moved to adopt the Agenda.

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

Adoption Minutes:

Chairman moved to adopt the minutes.

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

Financial Report: Natalie Majorkiewicz, Treasury Manager

The total funds available for distributions are **\$892,331**. Revenue is down is down **\$176,284.19** or **36%** compared to the same quarter in the previous year. We have 2 applicants for this quarter with \$36,600 for requests.

Historic Arts & Seafood Festival Inc.: Historical Arts 7 Seafood Festival - \$17,000:

Mary O'Neill, President of the Historical Arts & Seafood Festival provided an overview. Due to the current and potential impacts of COVID-19 changes to planned events have changed including the cancelation of the street festival and most activities. The proposed application is for a scaled down Seafood Festival. Everything outlined is subject to cancelation or change due to the state on the pandemic at that time. To limit the attendance, the Blessing of the Fleet can occur on Sunday without spectators and the Supper Soiree can be held at more than one venue to spread out the attendance. The main weekend would consist of a "Stroll" with only a few vendors throughout Old Town. The budget has been cut down as the \$15,000 typically used for Southern Living will not be done. O'Neill stated the new website will continue to advertise for the event. Last year's one day event went up 36.4% in tourism per USCB. Britt asked how they can limit the crowd that shows up. O'Neill explained that they aren't going to limit the crowd but rather space everything out. Specific entrances, face masks and hand sanitizer will be provided. Britt asked if there is a plan to expand the events should the pandemic improve. O'Neill stated unless they were able to open the street for use, they would not be able to expand. Wilson asked if mandatory masks will be enforced. O'Neill stated it would be left up to the Town as the event is outdoors.

Wilson motioned to grant \$17,000 as presented in the Staff Report. Tripka Seconded. The motion carried unanimously.

Old Town Bluffton Merchants Society: Bluffton as a Destination – \$22,600:

Mary O'Neill, President, Old Town Bluffton Merchants Society provided an overview. She stated their largest event, The Arts Weekend which is held in April was cancelled. Advertising and promotion were paid well in advance of the event and tourism was doing well until the pandemic. The hope is to have Art Walks again once the weather has cooled and number of cases improve. Next year's spring Art Walk will shift to be more inclusive with businesses other than galleries. Wilson asked if businesses have had to close during this time and how many members are currently in Old Town Bluffton Merchants Society. O'Neill explained there are currently 45 members, but businesses survive on tourism and without it, business hours have been reduced and some businesses have closed or are for sale. However, new businesses continue to come into the area. Parker asked if the art walks have increased in attendance over the years. O'Neill said last year the Black Friday walk attracted 4,000 in attendance, the Holiday Walk had 1,000, the February Walk had 2,000 but the large Spring Walk was canceled. The Old Town Bluffton Merchant Society map distribution is down. Digital advertising can be utilized with the new website and social media even without events to highlight the businesses.

Kropiewnicki motioned to grant \$22,600 as presented in the Staff Report. Wilson seconded. Tripka recused himself. The motion carried unanimously with one recusal.

Meeting adjourned at 6:40 p.m.

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

ACCOMMODATIONS TAX FUNDS REQUEST APPLICATION

For Office Use Only		
Date Received:	Time Received:	By:

Date: **June 30, 2020** Total Project Cost **\$39,200.00** Total Amount Requested **\$ 17,000.00**

SUBMIT 15 COMPLETE COPIES OF APPLICATION

ANSWERS MUST BE TYPEWRITTEN

A. PROJECT NAME: **HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL**

B. ORGANIZATION: **HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL INC. – A NOT FOR
PROFIT ORGANIZATION**

MUST BE A NOT-FOR-PROFIT ENTITY

Sponsor Name: Title: **HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL INC.**

Sponsor Address: **PO BOX 2648, BLUFFTON, SC 29910**

Sponsor Phone: **843-757-2583**

Contact Name: Title: **MARY O'NEILL, PRESIDENT**

Contact Address: **PO BOX 2648, BLUFFTON, SC 29910**

Contact Phone: **843-815-2472**

C. DESCRIPTION OF PROJECT:

1 General description.

THE HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL WAS CREATED TO HELP FURTHER A SENSE OF COMMUNITY AND TO BENEFIT THE CITIZENS, THE LOCAL AREA MERCHANTS AND ARTISTS THROUGH TOURISM. THE WEEKLONG ACTIVITIES CREATE A GREAT DESTINATION VENUE FOR VISITORS AND WAS RECOGNIZED JUST AS THAT BY THE SOUTHEAST TOURISM SOCIETY AS ONE OF THE TOP 20 EVENTS IN THE SOUTHEAST AS WELL AS A MUST SEE FOR 2015 BY NATIONAL GEOGRAPHIC TRAVELER. IT IS TOUTED AS AND TRULY IS THE CELEBRATION "WHERE FINE ART AND THE BOUNTY OF THE SEA COME TOGETHER"!

(SEE ATTACHED EXHIBIT 1).

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

THIS REQUEST IS FOR THE FUNDING OF THE NEW WEBSITE (SEE EXHIBIT 10) AND EITHER THE PROMOTION/ADVERTISING BUDGET FOR THE ABBREVIATED WEEK LONG HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL OR THE NECESSARY PROMOTION TO KEEP THE FESTIVAL OUT IN FRONT FOR 2021 IF ALL EVENTS ARE CANCELLED FOR 2020 DUE TO COVID-19. THE ACTIVITIES SCHEDULED THROUGHOUT THE WEEK OFFER SOMETHING FOR EVERYONE AND SHOWCASE THE LOCALLY HARVESTED SEAFOOD, DELICIOUS LOW COUNTRY CUISINE, RICH CULTURE AND HISTORY, GREAT ART AND SOUTHERN HOSPITALITY FOUND ONLY IN BLUFFTON. IT IS THE EPITAMY OF THE PREFERRED TYPE OF EVENT THAT IS WORTHY OF BLUFFTON'S NEWEST DESIGNATION - A STATE RECOGNIZED CULTURAL DISTRICT (SEE ATTACHED COMPLETE SCHEDULE EXHIBIT 2).

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

THE WHOLE PROJECT IS DESIGNED TO INCREASE TOURISM TO BLUFFTON THROUGH THE WEEK LONG FESTIVAL WHICH IS PROMOTED TO OUT OF TOWNERS THROUGH VARIOUS VENUES INCLUDING BUT NOT LIMITED TO PRINT AND DIGITAL ADVERTISING, CHAMBER VACATION PLANNER, WEB SITE, SOCIAL MEDIA PAID ADS, E-BLASTS, CHAMBER NEWSLETTER, AND OTHER SPECIFIC OUT OF TOWN TARGETED MARKET PIECES (DIRECT MAILING, SUNSHINE ARTIST, SOUTH CAROLINA LIVING, SAVANNAH MAGAZINE, ETC.)

4. Duration of project. Starting date: Completion

FOR THIS REQUEST THE DEVELOPMENT OF A NEW WEBSITE ALONG WITH ADVERTISING AND PROMOTION ARE PRESENTED IN A YEARLY BUDGET, MAY 1, 2020 - APRIL 30, 2021. A YEARLY BUDGET IS ATTACHED - EXHIBIT 3. THE PROMOTION AND PLANNING OF THE EVENT IS A YEAR LONG PROJECT. 2020 DATES ARE: OCTOBER 17 - 25, 2020.

5. Permits required (if any). **WILL FILE PERMITS AS REQUIRED**

6. Additional comments.

OUR ADVERTISING PROGRAMS HAVE BEEN VERY SUCCESSFUL IN BRINGING NEW VISITORS TO OUR AREA. WE STRIVE TO BRING TOURISTS TO BLUFFTON FOR THE FESTIVAL AND STAY IN BLUFFTON HOTELS. WE OFFER LOCAL HOTEL PACKAGES ON OUR WEB SITE TO ENCOURAGE JUST THAT ALONG WITH LOCAL RESTAURANT DEALS. WE BELIEVE THAT BROADENING OUR MARKET WITH ADVERTISING WILL ENCOURAGE VISITORS TO MAKE BLUFFTON A DESTINATION PLACE AND THAT LOCAL HOTELS AND RESTAURANTS WILL THEREFORE PROFIT DURING THE FESTIVAL WEEK. IN FACT THAT WAS THE VERY RATIONALE BEHIND EXPANDING THE FESTIVAL FROM A ONE DAY EVENT IN 2005 TO A WEEKEND IN 2006 AND THEN TO THE WEEK LONG EVENT

STARTING IN 2007. OUR GOAL IS TO FILL BEDS AND HAVE LOCAL BUSINESSES PROSPER AS WE HIGHLIGHT THE "GEMS OF BLUFFTON" (NATURAL BEAUTY OF THE RIVER COMMUNITY; ITS RICH HISTORY; THE PRISTINE MAY RIVER; THE BOUNTY OF THE LOCAL WATERWAYS; AND THE CULTURAL AND ARTISTIC ASPECT OF THE COMMUNITY). WE CONDUCT SURVEYS EVERY YEAR AT THE FESTIVAL TO MEASURE THE EFFECTIVENESS OF THE PROMOTIONS; SINCE 2007 THE HOSPITALITY MANAGEMENT DEPARTMENT OF THE UNIVERSITY OF SOUTH CAROLINA HAS BEEN IN CHARGE OF THIS ASPECT. LAST YEAR WE JOINED WITH THE CHAMBER TO CONDUCT IPAD SURVEYS USING USCB HOSPITALITY STUDENTS. ALSO, IN THE PAST TWO YEARS WE ADDED ZIPCODE COLLECTION ON THE SHUTTLES AND WE WILL CONTINUE THIS PRACTICE IN THE YEARS TO COME SINCE MANY GUESTS DO NOT WANT TO COMPLETE THE LONGER IPAD SURVEY. USCB HANDLES THIS ASPECT ALSO. THIS YEAR WE WILL ONLY DO ZIPCODE COLLECTION DURING THE LIMITED EVENTS THAT MIGHT TAKE PLACE.

D. FUNDING:

1 Source of funds.

SPONSORS, MERCHANDISE SALES, EVENT ADMISSIONS AND REGISTRATIONS, TOWN OF BLUFFTON ACCOMODATIONS FUNDS.

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

Yes _____

No X _____

3. Contributions to the project by the sponsoring organization: **WE ARE PROJECTING A TOTAL OF \$22,200.00 TO BE COLLECTED THIS YEAR FROM SPONSORSHIPS, EVENT ADMISSIONS, MERCHANDISE SALES.**

E. FINANCIAL INFORMATION (ADHERE TO STRICTLY):

1 A line-item budget of the project. **SEE ATTACHED DOCUMENT –MAY 1, 2020-APRIL 30, 2021 BUDGET EXHIBIT 3.**

2 Most recent fiscal year balance sheet and profit and loss accounting statement. **SEE ATTACHED EXHIBIT 4.**

F. FINANCIAL GUARANTEES:

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

MINUTES ATTACHED EXHIBIT 5.

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

WE RECEIVED ACCOMMODATIONS FUNDS FROM BEAUFORT COUNTY IN MARCH 2010 FOR \$3000, \$2500 IN SEPTEMBER 2011, \$5000 IN SEPTEMBER 2012, \$5000 IN SEPTEMBER 2013 AND \$10,000 IN 2015, 2016 AND 2017 AND \$7,000 IN 2018.

How did you use the funds? WE USED THEM FOR OUT OF TOWN ADVERTISING specifically toward the Southern Living ads.

WE RECEIVED ATAX FUNDS FROM THE TOWN OF BLUFFTON \$50,000 IN 2019 (ALTHOUGH THIS WAS NOT ALL USED; STILL WAITING ON BILLS), \$31,253 IN 2018, \$30,000 IN 2017, \$25,000 IN 2016, \$20,000 IN 2015, \$23,000 IN 2014, \$20,000 IN 2013 AND 2012 ; \$17,500 IN 2011; \$17,000 IN 2010; \$10,000 IN 2009.

WE USED THESE FUNDS TO PAY FOR OUT OF TOWN ADVERTISING BOTH PRINT AND DIGITAL (POSTCARDS FOR OUT OF TOWN ARTISTS; SUNSHINE ARTIST MAGAZINE AD, CHAMBER VACATION PLANNER, OUT OF TOWN NEWSPAPER AND MAGAZINE ADS INCLUDING SOUTHERN LIVING, SOUTH CAROLINA LIVING, RACK CARDS FOR WELCOME CENTERS) AND POLICE.

What impact did this have on the community or benefit tourism?

THE IMPACT ON THE COMMUNITY WAS AND IS GREAT. MERCHANTS EXPERIENCE A MARKED INCREASE IN TOURIST TRAFFIC THROUGHOUT THEIR STORES/RESTAURANTS EACH YEAR DURING THE FESTIVAL. TOURISTS ON HILTON HEAD NOTICE OUR LOCAL ADS AND COME TO BLUFFTON FOR THE FESTIVAL ACTIVITIES. OUT OF TOWNERS SEE OUR ADS AND PLAN MINI VACATIONS TO THE AREA FILLING BEDS AND SPENDING MONEY AT OUR LOCAL BUSINESSES. THE EXPANSION TO A WEEK LONG EVENT IN 2007 MADE IT A MORE DESIRABLE VACATION OPTION.

WE CONTINUE TO ATTRACT VISITORS FROM OUT OF TOWN AND OUT OF STATE. SURVEY ATTENDANCE RESULTS PER PREVIOUS YEARS REFLECT THIS: 2005 – 10% VISITORS; 2006 – 24% VISITORS; 2007 – 30% VISITORS; 2008 – 32%; 2009 – 30% VISITORS; 2010 – 31% VISITORS; 2011 – 31% VISITORS; 2012 - 33% VISITORS; 2013 – 34% VISITORS; 2014 – 36%; 2015 – 37% VISITORS; 2016 – 29.4%; 31.5% VISITORS 2017; 34% VISITORS 2018; 36.4% VISITORS 2019. See attached survey results 2019. (EXHIBIT 8)

THE LAST COUPLE YEARS OUR LOCAL HOTELS HAD POSITIVE RESULTS FROM THE PACKAGES THEY OFFERED FOR THE FESTIVAL – THEY WERE SOLD OUT.

ALSO, LAST YEAR WE HAD OVER 110 ARTISTS FROM 10 DIFFERENT STATES EXHIBITING OR 75% OUT OF TOWN ARTISTS; 39% OF OUR RUNNERS LAST YEAR WERE FROM OUT OF STATE ALONG WITH OUT OF TOWN MUSICIANS GUARANTEEING BEDS FILLED.

Provide the previous two years and current year budgets.

See attached EXHIBITS 3, 6, 7.

H. ADDITIONAL COMMENTS: (Attach additional sheets, if needed) OUR ADVERTISING AND PROMOTION OF THE HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL HAS GONE A LONG WAY TO HELP PUT OLD TOWN BLUFFTON ON THE MAP AS A DESTINATION AND WILL CONTINUE TO DO SO. EVERYTHING WE DO IS DESIGNED TO BRAND OLD TOWN AS A FIRST CLASS, SOUTHERN HOSPITALITY EXPERIENCE, WORTHY OF A DAY TO A WEEK IN EVERY LOWCOUNTRY TOURIST'S PLANS. OUR RECOGNITION FROM THE SOUTH EAST TOURIST SOCIETY AS A TOP 20 EVENT IN THE SOUTHEAST AS WELL AS THE MENTION IN NATIONAL GEOGRAPHIC TRAVELER AS A MUST SEE FOR 2015 SHOULD HELP ATTRACT EVEN MORE TOURISTS. THE NEW STATE DESIGNATION OF BLUFFTON AS A CULTURAL DISTRICT SHOULD ALSO HELP PROMOTE OUR FESTIVAL. (See Marketing Plan 2020 EXHIBIT 9)

- Our Arts & Seafood Festivals since 2005 have attracted over 8,000-25,000 people each time, many of whom are visitors to our area and that number is growing as reported in our surveys.
- We ran an ad in Southern Living Magazine Travel Directory in 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018 and 2019. We had planned to run it this year also – both South Atlantic and Mid-Atlantic regions totaling a 1,223,000 circulation as well as an additional 1/3 page display ad in South Carolina (144,000 circulation) to further attract the regional drive market as well as a 1/3 page ad in the travel guide of South Carolina Living Magazine. Since the major portion of the festival is cancelled for 2020 the Southern Living ads have been cancelled.
- . Additional benefits to these ads are the leads. This large expenditure produces many leads which receive a mailing each year along with multiple emailed newsletters. We usually have sent a save the date in April and two more, one in late July and then one in mid-September. This year we are sending one out in July informing the guests of the cancellation and the possible smaller events that could still take place along with seafood recipes as a tease. As soon as the new website is up and running another newsletter will go out announcing this and 2021 festival dates. If any events are still taking place for 2020 they will be described along with the virtual artists' platform link.
- The Vacation Planner, designed and mailed by the HHI Chamber was mailed out to over 140,000 people and we consider this to be an extremely valuable source of advertising to out of towners. Unfortunately, now 2020 for the most part is cancelled.

Signature

Mary O'Neill
 PRESIDENT HBA5F
 June 28, 2020

SIXTEENTH ANNUAL HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL OCTOBER 17 – 25, 2020 TBD

The award-winning Sixteenth Annual Historic Bluffton Arts and Seafood Festival possibly might be held with a very abbreviated schedule (Streetfest, the Symphony in the Park which was new this year and the Race are definitely cancelled) in the charming and eclectic historic district of Bluffton, well known for its quirky art community and natural river beauty. The festival is a week long event offering a myriad of activities, showcasing the locally harvested seafood, delicious Low Country cuisine, rich history, great art and Southern hospitality found only in Bluffton. There is truly something for everyone!



HISTORY AND MISSION

The Historic Bluffton Arts & Seafood Festival was created in 2005 to help further a sense of community and to benefit the citizens, the local area merchants and artists through tourism. The citizens of the Town of Bluffton had and continue to express the need to protect and maintain the pristine quality of the May River and the historic Bluffton Oyster Company, as they are both instrumental to the very essence of the community. "As Bluffton continues to grow, it is paramount that we continue to introduce our citizens, old and new, to these precious Bluffton gems. Festivals are like magnets, they attract the young and old, rich and poor, locals and visitors, all to celebrate their community," said Dan Wood, Festival Founder.

What began as a one day event in 2005 and expanded to a weekend celebration in 2006 has since 2007 been a week long celebration highlighting the "gems of Bluffton": the natural beauty of this river community; its rich history; the pristine quality of the May River; the bounty of the local waterways; and the cultural and artistic aspect of the community itself. It is touted as and truly is the celebration "where fine art and the bounty of the sea come together"!

It is our purpose with each festival to help raise awareness that fosters protection of the May River and the rich culture and history of our area for the enjoyment of generations to come.

Events HBASF 2020

EXHIBIT 2

FOLLOW THE OYSTER to the 16th Annual Historic Bluffton Arts and Seafood Festival

October 17 - 25, 2020

Where Fine Art & The Bounty of the Sea Come Together

SCHEDULE OF EVENTS

Saturday, October 17, 2020

BLUFFTON STATE OF MIND SUPPER SOIRÉE 6:00 PM – 9:00 PM

Enjoy a delicious catered Boxed- Dinner with music, wine, history served in the Common Ground area at Heyward House Museum

Come enjoy a night under the stars!

\$125 per person; limited to 120 attendees. (Again possibly attendees split between the 17th and the 24th)

Sunday, October 18, 2020

Galleries and Shops open on Calhoun Street. 11:00am -4:00pm

BOAT PARADE ON THE MAY RIVER AND BLESSING OF THE FLEET 4:00PM

Join the parade in your own boat and receive a blessing. Make plans now to gather at the sandbar before 3:00 PM and process to the Church of the Cross following our Admirals of the Fleet

Monday, October 19, 2020

PADDLE BOARD TOURS ON THE MAY RIVER

Cost is \$35/per person and includes everything including Photography of your Adventure! 2 hours total time (includes the on-land instruction time). Lots of details & information on the website here: www.StandandPaddle.com. Tours are available from Sun Rise to Sun Set everyday. To Schedule please contact Roddy via Text message 843-368-8690 or Email: standandpaddle@gmail.com

MAY RIVER BOAT TOURS WITH MAY RIVER EXCURSIONS, MONDAY - SATURDAY

Join Capt. Chris and his crew for a one hour guided "Skiff" cruise on the May searching for local wildlife, discussing history and soaking up the tidal estuary air.

\$20/ per person...subject to availability. All trips leave on the hour every hour from the county dock at the end of Calhoun Street. Please call Capt. Chris for reservations and more information. 843-304-2878

Thursday, October 22, 2020

PADDLE BOARD TOURS ON THE MAY RIVER

Daily See October 19, 2020 for details

MAY RIVER BOAT TOURS WITH MAY RIVER EXCURSIONS, MONDAY - SATURDAY

Daily See October 19, 2020 for details

DAUFUSKIE ISLAND HISTORY AND ARTIISIANS EXCURSION

See October 19, 2020 for details

MAY RIVER KAYAK NATURE TOUR

See October 19, 2020 for details

MAY RIVER OYSTER FARM TOUR WITH MAY RIVER EXCURSIONS 10:00am – Noon

Come enjoy a rare opportunity for an up-close-and-personal experience with May River Oyster Company's pioneering oyster farm in collaboration with the Bluffton Seafood Festival and May River Excursions. This 2 hour in-depth tour brings you out to a working oyster farm where the farmers demonstrate the techniques and methods used to produce some of the best oysters in the world. Afterward enjoy a delicious catered boxed lunch. Limited availability. Call 843-304-2878 for reservations. \$80.00 per person.

BLUFFTON JACK'S HAUNTED HISTORY TOUR, 6:00 PM AND 8:00PM. Please join us for a walking GHOST TOUR of historic Old Town Bluffton. Hear spooky Bluffton tales told by certified tour guide, Bluffton Jack. Comfortable walking shoes suggested; bring your own flashlight; rain or shine; children welcome (suggested ages 9 and up). Tours begin at The Complete Home, 41 B Calhoun Street. Refreshments served. \$18.00 ADULTS; \$10.00 CHILDREN. RESERVATIONS REQUIRED. CALL 843-717-2175.

Friday, October 23, 2020

PADDLE BOARD TOURS ON THE MAY RIVER

Daily See October 19, 2020 for details

MAY RIVER BOAT TOURS WITH MAY RIVER EXCURSIONS, MONDAY - SATURDAY

Daily See October 19, 2020 for details

DAUFUSKIE ISLAND HISTORY AND ARTIISIANS EXCURSION

See October 19, 2020 for details

MAY RIVER KAYAK NATURE TOUR

See October 19, 2020 for details

RED APRON SIPS AND SEAFOOD PARTY 6:00PM - 10:00PM Location TBD

Presented by Bluffton Self Help

Join us for a grand culinary celebration under the stars. The evening will include sensational Lowcountry dining, savory cocktails, along with contagious excitement with a wine pull, live and silent auctions as we raise money to support our Bluffton neighbors in need. Limited tickets and sponsorships are available and can be purchased online at sipsandseafood.com. All proceeds benefit Bluffton Self Help.

Saturday, October 24, 2020 and Sunday, October 25, 2020

PADDLE BOARD TOURS ON THE MAY RIVER

Daily See October 19, 2020 for details

MAY RIVER BOAT TOURS WITH MAY RIVER EXCURSIONS, MONDAY - SATURDAY

Daily See October 19, 2020 for details

DAUFUSKIE ISLAND HISTORY AND ARTISANS EXCURSION

See October 19, 2020 for details

MAY RIVER KAYAK NATURE TOUR

See October 19, 2020 for details

DISCOVER & CELEBRATE THE ARTS IN OLD TOWN

Galleries and Shops open on Calhoun Street. 10:00am -5:00pm

Enjoy the day strolling from gallery and shop to the next while perusing the extensive art displayed and represented in Old Town Bluffton. Enjoy true Southern Hospitality!

EXHIBIT 3

Historic Bluffton Arts & Seafood Festival 2020 BUDGET

INCOME

SPONSORSHIP	\$ 5,000.00
FUNDING GRANTS (ATAX)	\$ 17,000.00
MERCHANDISE SALES	\$ 450.00
SOIREE DINNER (120 ATTENDEES @ \$125.00PP)	\$15,000.00
CHERISH OUR WATERWAYS (50 ATTENDEES @\$35.00PP)	\$1,750.00
TOTAL INCOME	\$ 39,200.00

EXPENSES

ADVERTISING	\$ 10,000.00
<i>PRINT & DIGITAL</i>	
Ads	
- Newspaper	
Local -The Island Packet/Beaufort Gazette/Savannah Morning News, City Sun	
- Magazines	
Local	
Out of Town	

Artist Recruiting
Posters
Vacation Planner (Chamber)

SOCIAL MEDIA PAID ADS

DONATIONS	\$11,000.00
DEVELOPMENT OF NEW WEBSITE	\$ 7,500.00
PHOTOGRAPHY	\$ 500.00
INSURANCE	\$ 2,500.00
PHONE	\$ 950.00
POSTAGE, MAILING SERVICE	\$ 100.00
SOIREE DINNER (RENTAL EQUIPMENT, PORTABLE TOILETS, SUPPLIES, ETC)	\$5,000.00
CHERISH WATERWAYS EXPENSE	\$750.00
BANK CHARGES	\$ 400.00
BUSINESS FEES	\$ 500.00
TOTAL EXPENSES	\$ 39,200.00
TOTAL INCOME	\$ 39,200.00
TOTAL EXPENSES	\$ 39,200.00
BALANCE	\$ 0.00

Historic Bluffton Arts and Seafood Festival

PROFIT AND LOSS

May 2019 - April 2020

	TOTAL
Income	
4000 Sponsorships	53,705.24
4020 Vendor fees	
4030 Food vendors	10,850.00
4040 Artist fees	39,375.00
Total 4020 Vendor fees	50,225.00
4050 Merchandise sales	3,904.92
4080 5K Run/Health Walk	
4081 Race registrations	6,961.00
Total 4080 5K Run/Health Walk	6,961.00
4095 Author Night Donations	1,995.00
4100 Waddell Fundraiser	
4110 Waddell Admission	3,080.00
Total 4100 Waddell Fundraiser	3,080.00
43400 Direct Public Support	12,128.13
46400 Other Types of Income	
46430 Miscellaneous Revenue	0.16
Total 46400 Other Types of Income	0.16
47200 Program Income	
47230 Membership Dues	-170.00
Total 47200 Program Income	-170.00
Soiree Dinner (Income)	15,000.00
Total Income	\$146,829.45
GROSS PROFIT	\$146,829.45
Expenses	
5001 Donations	7,500.00
5010 Advertising	45,837.99
Online Targeted Advertising	2,987.90
Total 5010 Advertising	48,825.89
5015 Bank Charges	5.00
5030 Entertainment	20,593.65
5035 Festival Supplies	1,330.22
Volunteer Tee-Shirts	773.75
Total 5035 Festival Supplies	2,103.97
5036 Waddell Expense	1,250.00
5040 5K Run/Health Walk expenses	4,452.51
5060 Food and catering services	-450.00
5080 Insurance	5,114.50
5085 Sanitation	3,877.00
5090 Security	6,150.00

Historic Bluffton Arts and Seafood Festival

PROFIT AND LOSS

May 2019 - April 2020

	TOTAL
5100 Merchandise	3,516.61
5105 Surveys Expense	1,625.59
5110 Miscellaneous	165.20
5119 Posters - Festival	800.00
5130 Rentals	6,381.28
5140 Transportation	4,024.40
5150 Telephone	822.00
60900 Business Expenses	
60920 Business Registration Fees	2,531.85
Artist Recruiting	1,997.56
Total 60900 Business Expenses	4,529.41
62100 Contract Services	
62110 Accounting Fees	460.10
Total 62100 Contract Services	460.10
65000 Operations	
65020 Postage, Mailing Service	118.00
Credit Card Fees	151.94
Total 65000 Operations	269.94
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	698.00
Total 65100 Other Types of Expenses	698.00
Art in the Park	1,200.00
Banner Design	1,535.88
Hotel Expense	1,357.42
Return Deposit Item - Vendor	450.00
Soiree Dinner	940.97
Soiree Dinner (Expense) - Donations	10,000.00
Total Expenses	\$138,199.32
NET OPERATING INCOME	\$8,630.13
NET INCOME	\$8,630.13

Historic Bluffton Arts and Seafood Festival

BALANCE SHEET

As of April 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 CoastalStates Bank	19,493.29
Total Bank Accounts	\$19,493.29
Other Current Assets	
12000 Undeposited Funds	0.00
12050 Cash on Hand	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$19,493.29
TOTAL ASSETS	\$19,493.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2580 Prepaid Artist Fees	3,000.00
Total Other Current Liabilities	\$3,000.00
Total Current Liabilities	\$3,000.00
Total Liabilities	\$3,000.00
Equity	
3000 Retained earnings	5,149.15
32000 Unrestricted Net Assets	2,714.01
Net Income	8,630.13
Total Equity	\$16,493.29
TOTAL LIABILITIES AND EQUITY	\$19,493.29

EXHIBIT 5

Minutes from Historic Bluffton Arts & Seafood Festival Board of Directors Meeting
June 29, 2020

Present: PRESIDENT Mary O'Neill; SECRETARY Mary Miller
TREASURER John Anderson; DIRECTOR Dave Dickson; DIRECTOR Tina Toomer;
DIRECTOR John Kirkland, DIRECTOR Chris Shoemaker
Absent: VICE PRESIDENT Barry Connor; DIRECTOR Amiri Farris

Call to Order

Mary O'Neill, President, called the meeting to order virtually. CDC guidelines for events discussed. Town will not approve any events at this time. All approved cancelling of festival as it usually occurs.

Treasurer's Report

John Anderson presented financial report including 2019 P&L and the 2020 budget for ATAX Grant.

Board approved.

Additional Discussion

Festival Schedule of Events was reviewed and discussed; could any of the small events still go on? TBD

Meeting adjourned at 7:30 pm.

EXHIBIT 6

Historic Bluffton Arts & Seafood Festival 2019 BUDGET

INCOME

SPONSORSHIP	\$ 25,000.00
FUNDING GRANTS (HOSPITALITY TAX, ACCOMMODATIONS TAX, ETC.)	\$ 50,000.00
TOWN BUDGETED SECURITY CREDIT	\$ 5,000.00
VENDOR FEES	\$ 43,625.00
FOOD VENDORS (25 AT \$425.00) \$1062.50	
ARTISTS (110 AT \$300.00) \$33,000	
MERCHANDISE SALES	\$ 5,000.00
5K/10K RUN/HEALTH WALK	\$ 7,500.00
RACE REGISTRANT (250 AT \$30.00)	
SOIREE DINNER	\$5,000.40
(120 ATTENDEES @ \$41.67PP)	
WADDELL MARICULTURE TOUR & AUTHOR NIGHT	\$2,600.00
TOTAL INCOME	\$ 143,725.40

EXPENSES

ADVERTISING

\$ 45,000.19

PRINT

Ads

- Newspaper

Local -The Island Packet/Beaufort Gazette/Savannah Morning News,
City Sun
Out of town

- Magazines

Local
Out of Town

Artist Recruiting

Posters

Rack Cards

Vacation Planner (Chamber)

DIGITAL

RADIO

SOCIAL MEDIA

TV

ART IN THE PARK

\$1,000.00

DONATIONS

\$2,000.00

INTERNET/WEBSITE

\$ 150.00

PHOTOGRAPHY

\$ 500.00

ENTERTAINMENT

\$ 28,000.00

MUSIC

OTHER

Fireworks

5K RUN/HEALTH WALK

\$ 4,000.00

INSURANCE

\$ 6,000.00

LABOR	\$25,000.00
Security & Fire	
MERCHANDISE	\$ 3,000.00
(Hats, T-shirts, Commemorative Posters)	
MISC. SUPPLIES	\$ 2,500.00
PHONE	\$ 950.00
POSTAGE, MAILING SERVICE	\$ 100.00
PRINTING	\$2,500.00
RENTAL	\$11,000.00
EQUIPMENT	
PORTABLE TOILETS	
BLUFFTON OYSTER PARK	
SOIREE DINNER MISC	\$1,000.00
SIGNAGE/BANNERS	\$ 2,000.00
TRANSPORTATION	\$ 4,500.00
(LRTA Shuttles)	
USCB (FESTIVAL SURVEYS & SPIFFS)	\$ 1,500.00
WADDELL EXPENSE	\$1,000.00
BANK CHARGES	\$ 400.00
BUSINESS FEES	\$ 500.00
TOTAL EXPENSES	\$ 142,600.19
TOTAL INCOME	\$ 143,725.40
TOTAL EXPENSES	\$ 142,600.19
BALANCE	\$ 1,125.21

EXHIBIT 7

Historic Bluffton Arts & Seafood Festival 2018 BUDGET

INCOME

SPONSORSHIP	\$ 22,000.00
FUNDING GRANTS (HOSPITALITY TAX, ACCOMMODATIONS TAX, ETC.)	\$ 40,000.00
TOWN BUDGETED SECURITY CREDIT	\$ 5,000.00
VENDOR FEES	\$ 42,600.00
FOOD VENDORS (22 AT \$425.00) \$9350.00	
ARTISTS (110 AT \$300.00) \$33,000)	
ENVIRONMENTAL EXHIBITS (5 AT \$50.00) \$250.00	
MERCHANDISE SALES	\$ 5,000.00
5K/10K RUN/HEALTH WALK	\$ 7,500.00
RACE REGISTRANT (250 AT \$30.00)	
WADDELL MARICULTURE TOUR & AUTHOR NIGHT	\$3,000.00
TOTAL INCOME	\$ 125,100.00

EXPENSES

ADVERTISING	\$ 45,000.00
PRINT	
Ads	
- Newspaper	
Local -The Island Packet/Beaufort Gazette/Savannah Morning News,	
City Sun	
Out of town	
- Magazines	
Local	
Out of Town	
Artist Recruiting	
Posters	
Rack Cards	
Vacation Planner (Chamber)	
DIGITAL	
RADIO	
SOCIAL MEDIA	
TV	
INTERNET/WEBSITE	\$ 150.00
PHOTOGRAPHY	\$ 600.00
ENTERTAINMENT	\$ 25,000.00
MUSIC	
OTHER	
Fireworks	
5K RUN/HEALTH WALK	\$ 3,000.00
INSURANCE	\$ 6,000.00
LABOR	\$22,000.00
Security & Fire	

MERCHANDISE (Hats, T-shirts, Commemorative Posters)	\$ 3,000.00
MISC. SUPPLIES	\$ 1,000.00
PHONE	\$ 950.00
POSTAGE, MAILING SERVICE	\$ 100.00
PRINTING	\$2500.00
RENTAL EQUIPMENT PORTABLE TOILETS BLUFFTON OYSTER PARK	\$9,000.00
SIGNAGE/BANNERS	\$ 1,000.00
TRANSPORTATION (LRTA Shuttles)	\$ 4,000.00
USCB (FESTIVAL SURVEYS)	\$ 1,500.00
WADDELL DINNER	\$ 1,000.00
BANK CHARGES	\$ 400.00
BUSINESS FEES	\$ 500.00
TOTAL EXPENSES	\$ 123,500.00
 TOTAL INCOME	 \$ 125,100.00
TOTAL EXPENSES	\$ 123,500.00
BALANCE	\$ 1,600.00

All ZIP codes collected:

	Metropolitan Area	Count MSA	% MSA
1	Hilton Head Island-Beaufort, SC MSA	538	63.6%
2	Savannah, GA MSA	26	3.1%
3	Charleston-North Charleston, SC MSA	25	3.0%
4	New York-Northern New Jersey-Long Island, N'	16	1.9%
5	Houston-Sugar Land-Baytown, TX MSA	10	1.2%
6	Columbia, SC MSA	10	1.2%
7	Charlotte-Gastonia-Concord, NC-SC MSA	9	1.1%
8	Atlanta-Sandy Springs-Marietta, GA MSA	9	1.1%
9	Washington-Arlington-Alexandria, DC-VA-MD-'	9	1.1%
10	Kansas City, MO-KS MSA	8	0.9%
11	Warner Robins, GA MSA	8	0.9%
12	Chicago-Naperville-Joliet, IL-IN-WI MSA	6	0.7%
13	Indianapolis-Carmel, IN MSA	6	0.7%
14	Knoxville, TN MSA	6	0.7%
15	Detroit-Warren-Livonia, MI MSA	6	0.7%
16	Orlando-Kissimmee, FL MSA	5	0.6%
17	Decatur, IN MSA	5	0.6%
18	Columbus, OH MSA	5	0.6%
19	Boston-Cambridge-Quincy, MA-NH MSA	5	0.6%
20	Pensacola-Ferry Pass-Brent, FL MSA	4	0.5%

All ZIP codes collected:

	Metropolitan Area	Count MSA	% MSA
21	Wilmington, NC MSA	4	0.5%
22	Sarasota-Bradenton-Venice, FL MSA	4	0.5%
23	Greenville, SC MSA	4	0.5%
24	Rochester, NY MSA	4	0.5%
25	Augusta-Richmond County, GA-SC MSA	3	0.4%
26	St. Louis, MO-IL MSA	3	0.4%
27	Minneapolis-St. Paul-Bloomington, MN-WI MS,	3	0.4%
28	Baraboo, WI MSA	3	0.4%
29	Greensboro-High Point, NC MSA	3	0.4%
30	Cleveland-Elyria-Mentor, OH MSA	3	0.4%
31	Philadelphia-Camden-Wilmington, PA-NJ-DE-M	3	0.4%
32	Trenton-Ewing, NJ MSA	3	0.4%
33	Worcester, MA MSA	3	0.4%
34	Dallas-Fort Worth-Arlington, TX MSA	2	0.2%
35	Twin Falls, ID MSA	2	0.2%
36	Flagstaff, AZ MSA	2	0.2%
37	Fort Collins-Loveland, CO MSA	2	0.2%
38	LaGrange, GA MSA	2	0.2%
39	Fayetteville-Springdale-Rogers, AR-MO MSA	2	0.2%
40	Georgetown, SC MSA	2	0.2%

All ZIP codes collected:

	Metropolitan Area	Count MSA	% MSA
41	Tifton, GA MSA	2	0.2%
42	Selma, AL MSA	2	0.2%
43	Miami-Fort Lauderdale-Miami Beach, FL MSA	2	0.2%
44	Madisonville, KY MSA	2	0.2%
45	Nashville-Davidson--Murfreesboro, TN MSA	2	0.2%
46	Crossville, TN MSA	2	0.2%
47	Louisville-Jefferson County, KY-IN MSA	2	0.2%
48	Richmond, IN MSA	2	0.2%
49	Fort Wayne, IN MSA	2	0.2%
50	Muskegon-Norton Shores, MI MSA	2	0.2%
51	Mount Pleasant, MI MSA	2	0.2%
52	Parkersburg-Marietta-Vienna, WV-OH MSA	2	0.2%
53	Roanoke, VA MSA	2	0.2%
54	Lynchburg, VA MSA	2	0.2%
55	Akron, OH MSA	2	0.2%
56	Baltimore-Towson, MD MSA	2	0.2%
57	Harrisburg-Carlisle, PA MSA	2	0.2%
58	Bloomsburg-Berwick, PA MSA	2	0.2%
59	Denver-Aurora, CO MSA	1	0.1%
60	Sebastian-Vero Beach, FL MSA	1	0.1%

All ZIP codes collected:

	Metropolitan Area	Count MSA	% MSA
81	Huntington-Ashland, WV-KY-OH MSA	1	0.1%
82	Chattanooga, TN-GA MSA	1	0.1%
83	Dayton, OH MSA	1	0.1%
84	Monroe, MI MSA	1	0.1%
85	Cambridge, OH MSA	1	0.1%
86	Raleigh-Cary, NC MSA	1	0.1%
87	Richmond, VA MSA	1	0.1%
88	Charlottesville, VA MSA	1	0.1%
89	Winchester, VA-WV MSA	1	0.1%
90	Chambersburg, PA MSA	1	0.1%
91	DuBois, PA MSA	1	0.1%
92	Atlantic City, NJ MSA	1	0.1%
93	Bridgeport-Stamford-Norwalk, CT MSA	1	0.1%
94	Providence-New Bedford-Fall River, RI-MA MS	1	0.1%
95	Lewiston-Auburn, ME MSA	1	0.1%
	Total	846	

EXHIBIT 9

HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL MARKETING PLAN 2020

ADVERTISING BUDGET 2020

\$10,000.00

OUT OF TOWN PRINT & DIGITAL

Newsletter advertising the festival will be sent to the email leads from all previous Southern Living ads as well as the leads from the South Carolina Living Magazine ad the week of July 29 and on September 9, 30 and October 7th.

The Vacation Planner, designed and mailed by the Hilton Head Island- Bluffton Chamber, is mailed out to over 140,000 people.

\$2130.00 *paid*

Our additional Out of Town Advertising is targeted to Atlanta, Asheville, Augusta, Charleston, Charlotte, Columbia and Jacksonville includes Hilton Head Island Chamber Newsletter E-Blasts to 140,000 people and Google Pay Per Click and Retargeting Campaign as well as all listed below.

Google Pay Per Click	\$1000.00
Carolina Arts	\$260.00
Sunshine Artist	\$95.00
South Carolina Living Magazine	\$3000.00
Savannah Magazine	\$1000.00
Digital Campaign	\$1000.00

SOCIAL MEDIA PAID ADS

\$500.00

LOCAL PRINT & DIGITAL

- **Celebrate Magazine's** monthly circulation helps us reach tourists staying in Hilton Head Island vacation spots **\$750.00**

17,000 included in Visitor Check In Packages to Hotels, Short term rentals and Timeshare companies; 15,000 in Magazine Stands located in high traffic areas

- **Local Life Magazine** **NC Sponsor**
- **Island Packet/Beaufort Gazette** **\$1000 (\$1000 in kind – sponsor)**

- **Bluffton Today/Savannah Morning News** **NC Sponsor**
- **City Sun (23,000 Households)** **\$600.00**
- **Bluffton Breeze** **NC Sponsor**
- **104.9 The SURF** **NC Sponsor**
- **Posters** **\$100.00**

\$695.00 – not committed yet of \$10,000.00 budget

Proposal: Bluffton Arts and Seafood Festival

WEBSITE DEVELOPMENT

Analyze current site to determine the quality of the technical facets in order to revise and create optimized content for new website, including:

- Initial web usability audit with suggestions; implementation of approved suggestions
- Usefulness of Hyperlinks
- Keyword research
- Evaluate page text for keyword use and ensure there is enough text for indexing.

Review of current site map and webpage copy to ensure optimal on-page SEO tactics are in place

- Development of a cohesive site map for optimal organization of information
- Review of on-page elements & meta data that affect organic search traffic.
- Optimizing copy, title tags, meta descriptions, alt tags, domain redirects, XML sitemap, robots.txt files, & URLs

A fluid, responsive and expandable website to be created using the WordPress content management system (CMS) platform to reinvigorate the site to give a fresh, fun look and feel, and provide a platform that is easy to update/expand. WordPress is an open source, highly flexible CMS that can be remarkably customized in both design and functionality.

- Two concept designs, choice of one (Theme development based on original design comp)
 - The layout will be clear & concise
 - Clean design with animated elements that are mobile-friendly add to the user experience
 - Expand on current features to improve functionality, ease of access for the consumer, vendor, merchant, artist and sponsor;
 - Form creation; lead generations and general contact forms
 - Blogging platform included
 - Event calendar platform included
 - Ticketing integration or set up of e-commerce ticketing capabilities as appropriate

- Sponsorship, vendor, artist sections created to inform, and accept submission/applications
- Call to action / contact on each page
- Select photos for inclusion and/or coordinate with photographer to shoot new photos to best highlight Bluffton Seafood and Arts Festival special events, vendors, artists and sponsors
- Add an email newsletter sign up on every page to help expand email list
- Add a contact form to go to the general email address for general inquiries

SOCIAL MEDIA MARKETING

Fully audit current state of live platforms and set up needed social media accounts to reach target markets (as appropriate)

- Create and consistently update social media platforms to increase awareness, greatly expand reach and develop/increase conversations as they pertain to the Bluffton Arts and Seafood Festival
 - Develop a social media campaigns that includes consistent posts with overlapping theme messaging across channels
 - Create professional videos showcasing vendors, sponsors and artists to help build trust and interest in attending Bluffton Arts and Seafood Festival
 - General social media maintenance, monitoring and reporting; adjusting campaign and tone as needed

PUBLIC RELATIONS

- Public relations and media outreach will focus on generating widespread awareness of Bluffton Arts and Seafood Festival, the educational, culinary and fine arts opportunities it offers, the specific participating sponsors/merchants/artists, and significant impact of the festival locally.
 - Develop and distribute targeted pitch letters for specific media outlets, and follow up with key reporters to secure attendance to key events and features in local, consumer and lifestyle/entertainment/travel publications
- Identify local, regional and travel/lifestyle/food/entertainment bloggers to visit and review trail locations, including:
 - Travel bloggers
 - Family vacation bloggers
 - Young professional bloggers

- Restaurant/food bloggers
- Entertainment bloggers
- Eco/education bloggers
- Wedding/honeymoon destination bloggers

Investment:

Website development - \$7500 fee

- Updates as needed - adding sponsor logos/blogs/press- billed at \$125 an hour in one-hour increments (retainer based fee schedule available as well)

Social media marketing and PR services - \$950 a month

Again, these fees are ½ of what we would normally charge

Business Entities Online

File, Search, and Retrieve Documents Electronically

HISTORIC BLUFFTON ARTS & SEAFOOD FESTIVAL, INC.

Corporate Information

Entity Type: Nonprofit

Status: Good Standing

Domestic/Foreign: Domestic

Incorporated State: South Carolina

Important Dates

Effective Date: 02/26/2007

Expiration Date: N/A

Term End Date: N/A

Dissolved Date: N/A

Registered Agent

Agent: WALTER J NESTER III

Address: 23B SHELTER COVE LANE STE 400
HILTON HEAD ISLAND, South Carolina 29928

Official Documents On File

Filing Type	Filing Date
Amendment	05/18/2009
Incorporation	02/26/2007

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: August 18, 2020
 SUBJECT: Historic Bluffton Arts & Seafood Festival Inc.
 PROJECT MANAGER: Natalie Majorkiewicz, Treasury Manager

Summarized below is the application from the Historic Bluffton Arts & Seafood Festival, Inc. for Accommodations Tax grant dollars in support of advertising and promotion of either an abbreviated weeklong festival or necessary promotion to keep the festival marketed for 2021 if the 2020 events are cancelled due to the COVID-19 pandemic.

Requested Amount: \$17,000

Historic Bluffton Arts & Seafood Festival	Total Budget	Recommended ATAX Grant (approx. 43% of event budget)
Advertising and Promotion:	\$ 17,500	\$ 17,000
Project Expenses:	21,700	N/A
Total	\$ 39,200	\$ 17,000

N/A - Not Applicable

Eligible "Tourism-Related Expenditures" per South Carolina Code of Laws include, *"advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity"* and *"promotion of the arts and cultural events."*

Advertising & Promotion:

- Total budget \$17,500
- Print and digital marketing that includes: local and out of town newspapers, magazines, website, social media, artist recruiting, posters and Vacation Planner. (\$10,000)
- Arts and Seafood Festival new website development. (\$7,500)

Festival/Event: The 16th annual festival is tentatively planned with an abbreviated schedule beginning on October 17th - 25th, 2020.

Bluffton Event: Yes, events hosted throughout Old Town.

Tourism Draw %: 36.4%

Benefit to Tourism: Each year during the festival, merchants experience a marked increase in tourist traffic throughout their stores and restaurants. Tourists from Hilton Head notice local ads and attend the festival as well as vacations have been planned to the area to attend the festival.

Self-Sufficiency % (Financial Need): Requesting approximately 43% of the total budget. A projected total of \$22,220 in revenue if the festival is held from sponsorships, merchandise sales, and events.

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

Amount Recommended	Advertising (15)	Festival/Event (5)	Bluffton Event (5)	Tourism Draw % (5)	Benefit to Tourism (5)	Self-Sufficiency % (5)	Total of 40 possible	Comments
\$ 17,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Electronic Meeting 08/18/2020

Previous Funding Amounts - Historic Bluffton Arts & Seafood Festival Inc.

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2020	\$ 43,000	30%	\$ 43,000	\$ 43,000	\$ 27,078	
2019	30,000	24%	48,070	48,070	40,259	
2018	30,000	24%	30,000	30,000	30,000	

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$17,000 for advertising and promotion of tourism.

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

ACCOMMODATIONS TAX FUNDS REQUEST APPLICATION

For Office Use Only	Time Received:	By:
Date Received:		

Date: **June 30, 2020** Total Project Cost **\$45,200.00** Annual Amount Requested **\$25,000.00**

SUBMIT 15 COMPLETE COPIES OF APPLICATION

ANSWERS MUST BE TYPEWRITTEN

A. PROJECT NAME: **BLUFFTON AS A DESTINATION**

B. ORGANIZATION: **OLD TOWN BLUFFTON MERCHANTS SOCIETY – A NOT FOR PROFIT ORGANIZATION**

MUST BE A NOT-FOR-PROFIT ENTITY

Sponsor Name: Title: **OLD TOWN BLUFFTON MERCHANTS SOCIETY**

Sponsor Address: **PO BOX 3436, BLUFFTON, SC 29910**

Sponsor Phone: **843-815-2472**

Contact Name: Title: **MARY O'NEILL, TREASURER/SECRETARY OTBMS**

Contact Address: **PO BOX 3436, BLUFFTON, SC 29910**

Contact Phone: **843-815-2472**

C. DESCRIPTION OF PROJECT:

1 General description.

OLD TOWN BLUFFTON MERCHANTS SOCIETY WAS FORMED SIXTEEN YEARS AGO "TO ESTABLISH OLD TOWN BLUFFTON AS A DESTINATION FOR TOURISTS AND RESIDENTS BY HIGHLIGHTING ITS UNIQUE HISTORIC, CULTURAL, DINING AND SHOPPING OPPORTUNITIES."

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

THIS REQUEST IS FOR OUR MARKETING CAMPAIGN PROMOTING OLD TOWN BLUFFTON AS A GREAT DESTINATION FOR VISITORS THROUGH THE PROMOTION OF OLD TOWN BLUFFTON AS A HISTORIC RIVERFRONT COMMUNITY OFFERING AN ECLECTIC BLEND OF ARTS, CULTURE AND NATURAL BEAUTY ALONG WITH ART-CENTRIC EVENTS, SUCH AS THE ART WALKS, CHRISTMAS PARADE WEEKEND, SPRING FLING ART WEEKEND, ETC. AND FOR THE NECESSARY POLICE SUPPORT AND TROLLEY NEEDS DURING THESE SPECIAL EVENTS (SEE ATTACHED EXHIBIT 1).

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

THE WHOLE PROJECT IS DESIGNED TO INCREASE TOURISM TO BLUFFTON THROUGH THE GENERATION OF REGIONAL PUBLICITY INCLUDING BUT NOT LIMITED TO PRINT ADVERTISING, RADIO, DIGITAL, VIDEO, SOCIAL MEDIA, WEBSITE AND MAPS.

3 Duration of project. Starting date: Completion

FOR THIS REQUEST THE ADVERTISING AND PROMOTION IS PRESENTED IN A YEARLY BUDGET, JULY 1, 2020 – JUNE 30, 2021. A YEARLY BUDGET IS ATTACHED – EXHIBIT 2.

4 Permits required (if any). WILL FILE PERMITS AS REQUIRED

5 Additional comments.

OUR ADVERTISING PROGRAMS HAVE BEEN VERY SUCCESSFUL IN BRINGING NEW VISITORS TO OUR AREA. IN CONJUNCTION WITH THE CHAMBER WE STRIVE TO BRING TOURISTS TO BLUFFTON. WE BELIEVE THAT BROADENING OUR MARKET WITH ADVERTISING WILL ENCOURAGE THE CONCEPT OF "MAKING BLUFFTON A DESTINATION PLACE" AND THAT LOCAL HOTELS AND RESTAURANTS WILL PROFIT. AS THE SUCCESS OF THE OLD TOWN DISTRICT CONTINUES TO ATTRACT TOURISTS AND THEIR CONSIDERABLE EXPENDITURES, IT ALSO ATTRACTS POTENTIAL NEW BUSINESSES TO THE AREA. THE QUAINTESS OF THE OLD TOWN DISTRICT HOOKS THE TOURIST TO POTENTIALLY BECOME A RESIDENT AND/OR NEW BUSINESS OWNER.

D. FUNDING:

1 Source of funds.

MEMBERSHIP DUES, WEBSITE ADS AND TOWN OF BLUFFTON ACCOMMODATIONS FUNDS.

THIS ACCOMMODATION REQUEST

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

Yes _____

No X _____

3. Contributions to the project by the sponsoring organization: **\$20,850 IS PROJECTED TO BE COLLECTED FROM MEMBERSHIP DUES AND WEBSITE ADS THIS YEAR.**

E. FINANCIAL INFORMATION (ADHERE TO STRICTLY):

- 1 A line-item budget of the project. **SEE ATTACHED DOCUMENT –JULY 1, 2020 -JUNE 30, 2021 BUDGET EXHIBIT 2.**
- 2 Most recent fiscal year balance sheet and profit and loss accounting statement.
SEE ATTACHED EXHIBIT 3.

F. FINANCIAL GUARANTEES:

1. Provide of a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion contemplated in the application, should funding be approved.
MINUTES ATTACHED EXHIBIT 4.

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

WE RECEIVED ACCOMMODATIONS FUNDS FROM THE TOWN OF BLUFFTON IN OUR FISCAL YEAR 2011-2012 IN THE AMOUNT OF \$ 53,200.00; \$39,200 FOR 2012-2013 FISCAL YEAR; \$36,000 FOR 2013-2014 FISCAL YEAR AND \$48, 000 FOR THE FISCAL YEARS 2014-2015, 2015 -2016, 2016-2017, 2017-2018; \$25,000 FOR FISCAL YEARS 2018-2019 AND 2019-2020.

- 1 How did you use the funds? **PROMOTION/ADVERTISING OF OLD TOWN BLUFFTON AND EVENTS IN OLD TOWN AND THE CORRESPONDING POLICE FEES FOR THE EVENTS.**
- 2 What impact did this have on the community or benefit tourism?

The impact on the community is great. Merchants are showing a marked increase in tourist traffic throughout their stores, restaurants and galleries.

OUR ADVERTISING AND PROMOTION OF ART AND CULTURAL EVENTS HAVE GONE A LONG WAY TO HELP PUT OLD TOWN BLUFFTON ON THE MAP AS A SEPARATE ENTITY FROM HHI AND WILL CONTINUE TO DO SO. EVERYTHING WE DO IS DESIGNED TO BRAND OLD TOWN AS A FIRST CLASS, SOUTHERN HOSPITALITY EXPERIENCE, WORTHY OF EVERY LOWCOUNTRY TOURIST'S PLANS, TRULY THE HEART OF THE LOWCOUNTRY AND NOW A STATE DESIGNATED CULTURAL DISTRICT. FOUR YEARS AGO BLUFFTON ALSO WAS CHOSEN AS THE SIGHT OF A BACHELORETTE SEGMENT WHICH THE PRODUCERS NOTED THAT THE TITLE OF OUR SHUCKIN' AND SHAGGIN' EVENT CAUGHT THEIR EYE ALONG WITH OTHER MENTIONS.

- Our maps are now distributed at most state welcome centers (2100 per printing), regional hotels and at the Savannah-Hilton Head Airport (1000 per month).
- Our Special Events have attracted over 1000 - 2000 people each time, many of whom are visitors to our area; 40 visitors/60 residents ratio (many of our shops and galleries keep guest logs as well as zip code collection surveys taken on the street or at admission tables during the event to record where the visitors are from, how they heard about us, and from which age bracket.) Results show more than 30 different states and Canada represented. The Art Walks

alone are a huge success and have attracted 500 to 1000 visitors per gallery walk. Of these over 40% are from outside of Bluffton/Hilton Head area (All shops and galleries keep records).

- The Spring Paint the Town Art Weekend proved to be very successful the last 2 years and the zip code collection in all shops and galleries throughout the weekends gave stats of 42% - 45% visitors; some of the artists were also from out of town (13 out of 31 to be exact last year) and we hope to continue to increase the number as the event grows. It was canceled this April due to COVID-19. We had over 20 artists from out of town pre-registered before event was cancelled.
- Our local merchants have reported increased sales and traffic for 2014 - 2020 (sales are more dependent upon the state of the economy). We have experienced a tremendous increase in foot traffic and have gone through 2x as many visitor maps as ever before. The impact of the virus on our businesses this year proves more visitors shop Old Town than locals.
- The Heyward House stats collected from their guest registry also substantiates tourist increases.

See 2020 Marketing Plan (EXHIBIT 7)

3 Provide the previous two years and current year budgets.

See attached EXHIBITS 2, 5, 6.

Signature

Mary O'Neill
Treasurer / Secretary
OTBM
6/28/20



OTBMS EVENTS 2020 – 2021
Tentative due to COVID-19

November 2020 – Holiday Artwalk

December 2020 - Holiday Weekend in Old Town
“Light up the Night”, Friday, December 4
Christmas Parade, Saturday, December 5

February 2021 – Winter Artwalk

April 2021 – Spring Fling Weekend

OLD TOWN BLUFFTON MERCHANTS 2020 – 2021 BUDGET**EXHIBIT 2****Income****GRANT MONIES**

 ATAX GRANT - \$25,000.00

REVENUE

 MEMBERSHIP DUES REVENUE \$11,250.00
 45 MEMBERS @\$250.00

 WEBSITE ADS @200.00 EA FOR 4 PER MONTH \$9600.00

Total REVENUE FROM OTBM \$20,850.00

Total INCOME \$45,850.00

Expenses**ADVERTISING (PRINT & DIGITAL)**

 4 MAJOR EVENTS \$15,000.00
 (SEE EVENT SCHEDULE)

 GENERAL \$12,000.00

TOURIST MAPS (4 PRINTINGS @\$1700 EACH) \$6800.00

 GRAPHIC DESIGN FOR MAP 4 @\$300 \$1200.00

VIDEO PRODUCTION \$1000.00

SOCIAL MEDIA PAID ADS \$2100.00

Total ADVERTISING \$38,100.00

OTHER (LUMINARY SUPPLIES, TROLLEY, PRINTING) \$1000.00

GENERAL MEETING (9 @\$50.00 EACH) \$450.00

INSURANCE \$4500.00

PROFESSIONAL FEES (ACCOUNTING – TAX RETURN) \$1000.00

WEB HOSTING \$150.00

Total EXPENSES \$45,200.00

OLD TOWN BLUFFTON MERCHANTS 2019 – 2020 P&L

EXHIBIT 3

Income

GRANT MONIES	
ATAX GRANT -	\$23,550.00
REVENUE	
MEMBERSHIP DUES REVENUE	\$10,750.00
43 MEMBERS @\$250.00	
INTEREST	\$4.04
Total REVENUE FROM OTBM	\$10,754.04
Total INCOME	\$34,304.04

Expenses

ADVERTISING 2019	
EVENT MARKETING, 4 MAJOR ART EVENTS	\$13,707.87
TOURIST MAPS (3 PRINTINGS @\$1655.29 EACH)	\$4965.87
GRAPHIC DESIGN FOR MAP 3 @\$300	\$900.00
ART DISTRICT RACK CARDS	\$275.00
GENERAL ADVERTISING	\$2769.85
VIDEO PRODUCTION FOR NEW WEBSITE AND	\$1000.00
SOCIAL MEDIA ETC	
Total ADVERTISING 2019	\$23,618.59
TROLLEY FOR XMAS WALK	\$424.50
LUMINARIES FOR XMAS WALK	\$198.19
GENERAL MEETING (4 @\$50.00 EACH)	\$200.00
INSURANCE	NOT BILLED/PAID TO DATE
POST OFFICE BOX FEE	\$140.00
PROFESSIONAL FEES (ACCOUNTING – TAX RETURN)	\$1635.00
OTHER (CREDIT CARD SERVICES, QUICKBOOKS ON LINE,ETC.)	\$618.64
DEVELOPMENT OF NEW WEBSITE	\$4100.00
WEB HOSTING	\$150.00
Total EXPENSES	\$31,084.92
BALANCE TD:	\$3219.12

EXHIBIT 4

Minutes from the Old Town Bluffton Merchants Society Board of Directors Meeting

May 27, 2020

Present: Mary O'Neill, Ben Whiteside, Mike Tripka, Leslie Rohland, Lynn Ruocco, Stephie Tebrake

Call to Order

President Ben called the meeting to order at 5:30 pm.

Treasurer's Report

Mary gave financial report. She presented end of year P&L as well as 2020 Budget and ATAX submission.

Board approved budget and ATAX.

Membership Report

All current members paid; 3 new members included; 3 out of business or moved out of Old Town.

Discussion

New website proposals were reviewed. Vote taken and passed to go with smart marketing for \$4200 to include video production.

Meeting adjourned at 7:30pm.

Next board meeting and general meeting TBD.

OLD TOWN BLUFFTON MERCHANTS 2019 – 2020 BUDGET**EXHIBIT 5****Income****GRANT MONIES**

ATAX GRANT -

\$25,000.00

REVENUE

MEMBERSHIP DUES REVENUE

\$15,000.00

60 MEMBERS @\$250.00

Total REVENUE FROM OTBM

\$15,000.00

Total INCOME

\$40,000.00

Expenses**ADVERTISING****EVENT MARKETING**

4 MAJOR EVENTS

\$25,000.00

(SEE EVENT SCHEDULE)

TOURIST MAPS (3 PRINTINGS @\$1600 EACH)

\$4800.00

GRAPHIC DESIGN FOR MAP 3 @\$200

\$600.00

ART DISTRICT RACK CARDS

\$500.00

VIDEO PRODUCTION

\$1300.00

Total ADVERTISING

\$32,200.00

MUSIC/TROLLEY/LUMINARIES

\$800.00

GENERAL MEETING (11 @\$50.00 EACH)

\$550.00

INSURANCE

\$4500.00

PROFESSIONAL FEES (ACCOUNTING – TAX RETURN)

\$700.00

OTHER (CREDIT CARD SERVICES, QUICKBOOKS ON LINE,ETC.)

\$1100.00

WEB HOSTING

\$150.00

Total EXPENSES

\$40,000.00

OLD TOWN BLUFFTON MERCHANTS 2018 – 2019 BUDGET**EXHIBIT 6****Income****GRANT MONIES**

ATAX GRANT -

\$25,000.00

REVENUEMEMBERSHIP DUES REVENUE
60 MEMBERS @\$250.00

\$15,000.00

Total REVENUE FROM OTBM

\$15,000.00

Total INCOME

\$40,000.00

Expenses**ADVERTISING****EVENT MARKETING****5 MAJOR EVENTS**

(SEE EVENT SCHEDULE)

\$26,000.00

TOURIST MAPS (3 PRINTINGS @\$1200 EACH)
GRAPHIC DESIGN FOR MAP 3 @\$200

\$3600.00

\$600.00

VIDEO PRODUCTION

\$2000.00

Total ADVERTISING

\$32,200.00

MUSIC

\$800.00

GENERAL MEETING (11 @\$50.00 EACH)

\$550.00

INSURANCE

\$4500.00

PROFESSIONAL FEES (ACCOUNTING – TAX RETURN)

\$700.00

OTHER (CREDIT CARD SERVICES, QUICKBOOKS ON LINE, ETC.)

\$1100.00

WEB HOSTING

\$150.00

Total EXPENSES

\$40,000.00

OTBM MARKETING PLAN 2020 – 2021

ADVERTISING/ MARKETING BUDGET	2020 – 2021	\$38,100.00
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EVENT MARKETING (4 MAJOR ART CENTRIC EVENTS)	\$15,000.00
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All 4 events will be advertised in local newspapers and magazines, in the Carolina Arts publication, as well as digitally to out of town visitors and through social media and eblasts to our list of out of town visitors.

November 2020 - Holiday Artwalk	\$3500.00
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December 2020 - Holiday Weekend in Old Town	\$3000.00
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February 2021 – Winter Artwalk	\$3500.00
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April 2021 - Spring Fling Arts Weekend	\$5,000.00
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GENERAL MARKETING	\$12,000.00
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Savannah Magazine as well as South Carolina Living, both print and digital (see attached sample)

SOCIAL MEDIA PAID ADS	\$2100.00
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TOURIST MAPS (4 PRINTINGS @\$1700 EACH)	\$6800.00
--	------------------

GRAPHIC DESIGN FOR MAP 4 @\$300	\$1200.00
---------------------------------	-----------

VIDEO PRODUCTION FOR WEBSITE, SOCIAL MEDIA, ETC.	\$1000.00
---	------------------

Discover Bluffton, SC

Shop • Dine • Explore • Stay



Come explore. Savor our rich history, culture and natural beauty.
Feast on our local seafood. Shop our unique and sometimes quirky shops and galleries.
Enjoy our true Southern hospitality. Experience the Bluffton State of Mind!



bluffton
HEART OF THE LOWCOUNTRY



Business Entities Online

File, Search, and Retrieve Documents Electronically

BLUFFTON OLDE TOWN MERCHANTS SOCIETY

Corporate Information

Entity Type: Nonprofit

Status: Good Standing

Domestic/Foreign: Domestic

Incorporated State: South Carolina

Important Dates

Effective Date: 11/21/2003

Expiration Date: N/A

Term End Date: N/A

Dissolved Date: N/A

Registered Agent

Agent: ROBERTS VAUX

Address: 1251 MAY RIVER RD
BLUFFTON, South Carolina 29910

Official Documents On File

Filing Type	Filing Date
Incorporation	11/21/2003

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: August 18, 2020
 SUBJECT: Old Town Bluffton Merchants Society: Bluffton As a Destination
 PROJECT MANAGER: Natalie Majorkiewicz, Treasury Manager

Summarized below is the application from The Old Town Bluffton Merchants Society for "Bluffton As a Destination" for Accommodations Tax grant dollars to promote the ambiance of Old Town Bluffton to tourists through event advertising in various medias.

Requested Amount: \$25,000

Bluffton As a Destination	Total Budget		Recommended ATAX Grant (approx. 50% of event budget)
Advertising and Promotion:	\$ 38,100		\$ 22,600
Project Expenses:	7,100		N/A
Total	\$ 45,200	*	\$ 22,600

N/A - Not Applicable

Eligible "Tourism-Related Expenditures" per South Carolina Code of Laws include, *"advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity"* and *"promotion of the arts and cultural events."*

Advertising & Promotion:

- Total budget \$38,100
- General advertising and marketing, promoting Old Town Bluffton as a historic, riverfront community offering an eclectic blend of arts, culture, and natural beauty along with four, tentatively planned art-centric events: Holiday Art Walk, Christmas Parade Weekend, Winter Art Walk, and Spring Fling Art Weekend.
- General and event marketing for 4 major events: \$27,000
- Tourist maps with graphic design: \$8,000
- Video Production: \$1,000
- Social Media Paid Ads: \$2,100

Tourism Draw %: Special Events and Art Weekends consistently show 40-45% higher of attendees from outside the Bluffton/Hilton Head are. Surveys, zip code collection and guest registry logs of many shops and galleries show attendees from more than 30 different states and Canada.

Benefit to Tourism: The project is designed to focus on Bluffton as a separate entity from Hilton Head Island. Merchants show a marked increase in tourist traffic throughout their stores, restaurants, and galleries.

Self-Sufficiency % (Financial Need): Eligible amount requested is 50% of total budget. Anticipated revenue of \$11,250 from membership dues and \$9,600 from website ad space.

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

Amount Recommended	Advertising (15)	Tourism Draw % (5)	Benefit to Tourism (5)	Self-Sufficiency % (5)	Misc. (10)	Total of 40 possible	Comments
\$ 22,600	N/A	N/A	N/A	N/A	N/A	N/A	Electronic Meeting 08/18/2020

Previous Funding Amounts - Old Town Bluffton Merchants Society: Bluffton As a Destination

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2020	\$ 25,000	62%	\$ 25,000	\$ 25,000	\$ 22,272	
2019	25,000	62%	25,000	25,000	25,000	
2018	48,000	61%	48,000	48,000	48,000	

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$22,600 for advertising and promotion of tourism.

Grant Requests	Amount Requested	Advisory Committee Recommendation	Town Council Approved	Source of Funding	Paid FY 2018	Paid FY 2019	Paid FY 2020	Remaining
Applications Received March 31, 2018								
Bluffton Historical Preservation Society: Annual Amount \$177,000	\$ 177,000	\$ 185,000	\$ 185,000	State ATAX	\$ -	\$ 172,224	\$ -	12,776
BHPS: Slave Dwelling Project Sleepover and Juneteenth Celebration	5,300	5,250	5,250	Local ATAX	3,533	-	-	1,717
Celebrate Bluffton: Bluffton Buddy	450	-	450	Local ATAX	450	-	-	-
CFLC: Oyster Shell Public Art Display	15,000	15,000	15,000	Local ATAX	-	10,327	4,662	11
Society of Bluffton Arts	12,150	12,150	12,150	Local ATAX	-	12,150	-	-
Total Grants for 3rd Quarter Payments	\$ 209,900	\$ 217,400	\$ 217,850		\$ 3,983	\$ 194,701	\$ 4,662	14,504
Applications Received June 30, 2018								
Beaufort County Black Chamber of Commerce	\$ 35,800	\$ 3,980	\$ 3,980	State ATAX	\$ -	\$ 3,980	\$ -	-
Historic Bluffton Arts & Seafood Festival	30,000	48,070	48,070	Local ATAX	-	40,259	-	7,811
Old Town Merchants Society	25,000	25,000	25,000	Local ATAX	-	25,000	-	-
Total Grants for 4th Quarter Payments	\$ 90,800	\$ 77,050	\$ 77,050		\$ -	\$ 69,239	\$ -	7,811
Applications Received September 30, 2018								
Farmers Market of Bluffton, Inc.	\$ 24,250	\$ 24,125	\$ 24,125	Local ATAX	\$ -	\$ 9,202	\$ 9,636	5,287
Greater Bluffton Chamber of Commerce: Taste of Bluffton 2019	55,800	54,424	54,424	Local ATAX	-	41,809	2,000	10,615
BHPS: Heyward House Chimney Flashing and Water Intrusion Repair	17,263	17,263	17,263	State ATAX	-	17,263	-	0
Hilton Head Island-Bluffton Chamber of Commerce/VCB: Town of Bluffton Accolade Mktg	25,000	25,000	25,000	Local ATAX	-	-	25,000	-
Hilton Head Symphony Orchestra: Bluffton Community Holiday Concert	10,000	4,180	4,180	Local ATAX	-	3,616	-	564
Hilton Head Symphony Orchestra: Symphony Under the Stars	15,000	17,510	17,510	Local ATAX	-	16,519	-	992
Total Grants for 1st Quarter Payments	\$ 147,313	\$ 142,502	\$ 142,502		\$ -	\$ 88,408	\$ 36,636	17,458
Applications Received December 31, 2018								
No Applicants	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	-
Total Grants for 2nd Quarter Payments	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	-
Applications Received March 31, 2019								
Beaufort CO. PALs - Dixie Jr. Boys & Boys Baseball State Tournament	\$ 54,950	\$ 54,950	\$ 54,950	State ATAX	\$ -	\$ -	\$ -	54,950
Beaufort CO. PALs - Dixie Youth Baseball Ozone State Tournament	59,500	59,500	59,500	State ATAX	-	-	-	59,500
Bluffton Historical Preservation Society: Annual Amount \$190,000	190,000	190,000	190,000	State ATAX	-	-	149,450	40,550
Greater Bluffton Convention Visitors Bureau	47,990	43,990	-	Local ATAX	-	-	-	-
Hilton Head Island Concours d' Elegance	17,500	17,500	17,500	State ATAX	-	-	15,830	1,670
Society of Bluffton Artists	14,001	14,001	14,001	Local ATAX	-	1,206	15,301	(2,506)
Total Grants for 3rd Quarter Payments	\$ 383,941	\$ 379,941	\$ 335,951		\$ -	\$ 1,206	\$ 180,582	154,163
Applications Received June 30, 2019								
Historic Bluffton Arts & Seafood Festival	\$43,000	\$ 43,000	\$ 43,000	State ATAX	\$ -	\$ -	\$ 27,078	15,922
Old Town Bluffton Merchants Society	25,000	25,000	25,000	State ATAX	-	-	22,272	2,728
Palmetto Bluff Conservancy: Annual Holiday Celebration and Tree Lighting	25,000	25,000	25,000	Local ATAX	-	-	17,588	7,412
Palmetto Bluff Conservancy: May River Music Festival	60,000	60,000	60,000	Local ATAX	-	-	38,600	21,400
Total Grants for 4th Quarter Payments	\$ 153,000	\$ 153,000	\$ 153,000		\$ -	\$ -	\$ 105,539	47,461
Applications Received September 30, 2019								
Farmers Market of Bluffton	\$22,450	\$ 22,138	\$ 22,138	TBD	\$ -	\$ -	\$ 4,458	17,680
Greater Bluffton Chamber of Commerce: Taste of Bluffton 2020	50,000	40,318	40,318	TBD	-	-	11,488	28,831
Hilton Head Symphony Orchestra: Symphony Under the Stars	18,000	18,000	18,000	TBD	-	-	12,136	5,864
Lowcountry Gullah: LowcountryGullah.com	N/A	N/A	-	N/A	-	-	-	-
Visitors and Convention Bureau Inc.: The Bluffton Welcome Center	N/A	N/A	-	N/A	-	-	-	-
Total Grants for 1st Quarter Payments	\$ 90,450	\$ 80,456	\$ 80,456		\$ -	\$ -	\$ 28,082	52,374
Applications Received December 31, 2019								
Celebrate Bluffton, Inc.	\$7,132	\$ 7,132	\$ 7,132	Local ATAX	\$ -	\$ -	\$ 1,018	6,114
May River Theatre, Inc.	14,520	14,520	14,520	Local ATAX	-	-	-	14,520
Visitors and Convention Bureau Inc.: The Bluffton Welcome Center	50,000	N/A	-	N/A	-	-	-	-
Total Grants for 2nd Quarter Payments	\$ 71,652	\$ 21,652	\$ 21,652		\$ -	\$ -	\$ 1,018	20,634
Applications Received March 31, 2020								
Bluffton Historical Preservation Society: Annual Amount \$190,000	\$190,000	\$ 190,000	\$ 190,000	State ATAX	\$ -	\$ -	\$ -	190,000
Palmetto Bluff Conservancy: Well Living	100,000	66,095	N/A	Local ATAX	-	-	-	-
Society of Bluffton Artists (SoBA)	16,000	12,000	12,000	Local ATAX	-	-	-	12,000
Total Grants for 3rd Quarter Payments	\$ 306,000	\$ 268,095	\$ 202,000		\$ -	\$ -	\$ -	202,000
Applications Received June 30, 2020								
Historic Bluffton Arts & Seafood Festival	\$17,000	\$ 17,000	\$ -	State ATAX	\$ -	\$ -	\$ -	-
Old Town Bluffton Merchants Society	22,600	22,600	-	State ATAX	-	-	-	-
Total Grants for 4th Quarter Payments	\$ 39,600	\$ 39,600	\$ -		\$ -	\$ -	\$ -	-
Total Grants	\$ 1,492,655	\$ 1,379,695	\$ 1,230,461		\$ 3,983	\$ 353,553	\$ 356,519	516,406

Recommendation of Motions

1. "I make a motion to grant the Historic Bluffton Arts & Seafood Festival Inc. \$17,000 in support of the Historic Bluffton Arts and Seafood Festival event as presented in the Staff Report breakdown for advertising and promotion of tourism expenses.
2. "I make motion to grant the Old Town Bluffton Merchants Society \$22,600 in support of the Bluffton As a Destination project as presented in the Staff Report breakdown for advertising and promotion tourism expenses."

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



MEETING DATE:	September 8, 2020
PROJECT:	Consideration of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds to Carryover Unspent Expenditures and Encumbrances from the FY2020 Budget to the FY2021 Budget – First Reading
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance & Administration

RECOMMENDATION: Town Council approves the proposed ordinance amending 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.

BACKGROUND: 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.

ATTACHMENTS:

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

**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 the Budget Ordinance 2020-07 on June 9, 2020; and

WHEREAS, pursuant to Sections 4 and 5 of said budget, the Town Council is desirous of amending the budget so as to provide for budget appropriations for legal encumbrances and certain other commitments from the Fund Balance and other revenues of Fiscal Year 2020; 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 year and to the projected revenue and expenditure accounts as follows:

GENERAL FUND

Revenues and Other Sources

Other Sources

Prior Year Fund Balance	\$ 101,461
Total Revenues and Other Sources	<u>\$ 101,461</u>

Expenditures and Other Uses

Other Uses

Transfer to Capital Improvements Program Fund	\$ 101,461
Total Expenditures and Other Uses	<u>\$ 101,461</u>

STORMWATER UTILITY FUND

Revenues and Other Sources

Other Sources

Prior Year Fund Balance	\$ 402,014
Total Revenues and Other Sources	<u>\$ 402,014</u>

Expenditures and Other Uses

Other Uses

Transfer to Capital Improvements Program Fund	\$ 402,014
Total Expenditures and Other Uses	<u>\$ 402,014</u>

CAPITAL IMPROVEMENTS PROGRAM FUND

Revenues and Other Sources

Other Sources

Hospitality Tax	\$ 579,868
Local Accommodations Tax	22,693
Stormwater Utility Fund Fund Balance	402,014
Debt Service Fund Fund Balance	390,083
Grants/Priviso	603,174
General Fund Fund Balance	101,461
Capital Improvements Program Fund Fund Balance	334,461
Total Revenues and Other Sources	<u>\$ 2,433,754</u>

Expenditures and Other Uses

Expenditures

Jason-Able Neighborhood Sewer	\$ 129,178
68 Boundary St Park (Martin)	24,433
184 Bluffton Road	36,218
Boundary Street Lighting	48,539
Buckwalter Place Multi-County Commerce Park	154,149
Calhoun Street Streetscape	43,098
Buck Island - Simmonsville Sewer Phase 5	429,416
Historic District Lighting, Signage, Parking & Streetscape Enhancements	59,034
Watershed Management	1,893
BIS Neighborhood Sidewalks & Lighting	155,169
Goethe - Shults Neighborhood Improvements Phase 2	73,056
Oyster Factory Park	77,100
Don Ryan Center for Innovation Upfit	61,122
Sewer Connections	(66)
Calhoun Street Regional Dock	204,735
Wright Family Park	313,259
Oscar Frazier Park	(1,636)
Squire Pope Carriage House Preservation	15,150
Historic District Sewer Extension Phase 1	439,868
Historic District Sewer Extension Phase 2	35,845
Public Works Facility Improvements	160
Rotary Community Center Facility Improvements	7,609
Bridge Street Streetscape	34,530
New Riverside Park / Barn Site	15,842
Park Improvements	8,197
Town of Bluffton Housing Project	38,729
Town Hall Improvements	5,422
Ulmer Auditorium Improvements	7,543
Community Safety Cameras Phase 6	1,197
New River Trail	10,906
Ghost Roads	4,059
Total Expenditures and Other Uses	<u>\$ 2,433,754</u>

DEBT SERVICE FUND

Revenues and Other Sources

Other Sources

Prior Year Fund Balance	\$ 390,083
Total Revenues and Other Sources	<u>\$ 390,083</u>

Expenditures and Other Uses

Other Uses

Transfer to Capital Improvements Program Fund	\$ 390,083
Total Expenditures and Other Uses	<u>\$ 390,083</u>

The effect of this amendment will be to increase the General Fund to \$19,464,476 (Attachment A), to increase the Stormwater Utility Fund budget to \$2,445,831 (Attachment B), to increase the Capital Improvements Program Fund budget to \$11,619,161 (Attachment C), and to increase the Debt Service Fund budget to \$4,021,711 for a total Consolidated Budget of \$37,551,179 (Attachment E).

SECTION 2. SEVERABILITY

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

SECTION 3. EFFECTIVE DATE

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

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS _____
DAY OF _____, 2020.**

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk
Town of Bluffton, South Carolina

Attachments:

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

First Reading: September 8, 2020



**Town of Bluffton
General Fund Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Proposed FY 2021 Budget
Revenues			
Property Taxes	\$ 6,533,000	\$ -	\$ 6,533,000
Licenses & Permits			
Business Licenses	2,161,080	-	2,161,080
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	-	9,528,080
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	-	17,880,115
Other Financing Sources			
Transfers In	1,482,900	101,461	1,584,361
Total Other Financing Sources & Transfers In	1,482,900	101,461	1,584,361
Total Revenues and Other Financing Sources	\$ 19,363,015	\$ 101,461	\$ 19,464,476
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	-	964,265
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	-	19,305,015
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	\$ 19,464,476



**Town of Bluffton
Stormwater Utility Fund Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Proposed FY 2021 Budget
Revenues			
Stormwater Utility Fee	\$ 1,678,667	\$ -	\$ 1,678,667
Licenses & Permits			
NPDES Plan Review Fee	365,000	-	365,000
NPDES Inspection Fee	-	-	-
Total Licenses & Permits	<u>365,000</u>	<u>-</u>	<u>365,000</u>
Grants and Entitlements	-	-	-
Intergovernmental	-	-	-
Service Revenues	-	-	-
Fines & Fees	-	-	-
Interest Income	150	-	150
Miscellaneous Revenues	-	-	-
Total Revenues	<u>2,043,817</u>	<u>-</u>	<u>2,043,817</u>
Other Financing Sources	-	-	-
Transfers In	-	402,014	402,014
Total Other Financing Sources & Transfers In	<u>-</u>	<u>402,014</u>	<u>402,014</u>
Total Revenues and Other Financing Sources	<u>\$ 2,043,817</u>	<u>\$ 402,014</u>	<u>\$ 2,445,831</u>
Expenditures			
Watershed Management	\$ 1,190,783	\$ -	\$ 1,190,783
Total Expenditures	<u>1,190,783</u>	<u>-</u>	<u>1,190,783</u>
Other Financing Uses			
Transfers Out to Capital Improvements Program Fund	722,677	402,014	1,124,691
Transfers Out to General Fund	130,000	-	130,000
Contribution to Fund Balance	357	-	357
Total Transfers	<u>853,034</u>	<u>402,014</u>	<u>1,255,048</u>
Total Expenditures and Other Financing Uses	<u>\$ 2,043,817</u>	<u>\$ 402,014</u>	<u>\$ 2,445,831</u>

TOWN OF BLUFFTON
FY 2021 CAPITAL IMPROVEMENT PROGRAM FUND PROJECTS

Current Projects	Adopted FY 2021 Budget	Proposed FY 2021 Budget	PROPOSED FUNDING SOURCES													
			HTAX	LATAx	SWU	Bond Authorization	TIF	Grants Proviso	General Fund	Boat Ramp	Buckwalter Park Fund	Linear Park Fund	MCIP	MIDF	Utility Tax Credits	CIP Fund Balance
Jason-Able Neighborhood Sewer		129,178	-	-	75,241	-	-	53,937	-	-	-	-	-	-	-	-
68 Boundary St Park (Martin)		24,433	24,433	-	-	-	-	-	-	-	-	-	-	-	-	-
184 Bluffton Road		36,218	36,218	-	-	-	-	-	-	-	-	-	-	-	-	-
Boundary Street Lighting		48,539	-	-	-	-	48,539	-	-	-	-	-	-	-	-	-
Land Acquisition	993,386	993,386	-	-	-	-	-	-	-	-	-	-	-	-	-	993,386
Buckwalter Place Multi-County Commerce Park	271,491	425,640	-	-	-	-	-	-	-	-	218,765	-	1,300	-	205,575	-
Calhoun Street Streetscape	242,714	285,812	43,098	-	-	-	242,714	-	-	-	-	-	-	-	-	-
Buck Island - Simmonsville Sewer Phase 5	1,243,718	1,673,134	-	-	590,831	-	372,671	520,000	-	-	-	-	-	189,632	-	-
Historic District Lighting, Signage, Parking & Streetscape Enhancements	188,550	247,584	-	-	-	-	247,584	-	-	-	-	-	-	-	-	-
Watershed Management	22,200	24,093	-	-	24,093	-	-	-	-	-	-	-	-	-	-	-
BIS Neighborhood Sidewalks & Lighting	405,203	560,372	-	-	-	-	560,372	-	-	-	-	-	-	-	-	-
Goethe - Shults Neighborhood Improvements Phase 2	997,449	1,070,505	68,159	-	-	-	502,346	500,000	-	-	-	-	-	-	-	-
Oyster Factory Park	26,600	103,700	70,542	26,600	-	-	-	-	-	-	-	-	-	-	-	6,558
Don Ryan Center for Innovation Upfit	-	61,122	-	-	-	-	-	-	61,122	-	-	-	-	-	-	-
Sewer Connections	482,000	481,934	-	-	-	-	-	481,934	-	-	-	-	-	-	-	-
Calhoun Street Regional Dock	209,324	414,059	-	-	-	-	62,550	309,509	-	42,000	-	-	-	-	-	-
Wright Family Park	104,302	417,561	313,259	-	-	-	104,302	-	-	-	-	-	-	-	-	-
Oscar Frazier Park	105,100	103,464	-	-	-	-	103,464	-	-	-	-	-	-	-	-	-
Squire Pope Carriage House Preservation	-	15,150	-	15,150	-	-	-	-	-	-	-	-	-	-	-	-
Historic District Sewer Extension Phase 1	243,282	683,150	-	-	243,282	-	81,491	287,530	-	-	-	-	-	-	-	70,847
Historic District Sewer Extension Phase 2	348,940	384,785	-	-	31,845	348,940	4,000	-	-	-	-	-	-	-	-	-
Historic District Sewer Extension Phase 3	161,250	161,250	-	-	-	161,250	-	-	-	-	-	-	-	-	-	-
Historic District Sewer Extension Phase 4	141,125	141,125	-	-	-	141,125	-	-	-	-	-	-	-	-	-	-
Historic District Sewer Extension Phase 5	26,000	26,000	-	-	-	26,000	-	-	-	-	-	-	-	-	-	-
Historic District Sewer Extension Phase 6	31,250	31,250	-	-	-	31,250	-	-	-	-	-	-	-	-	-	-
Law Enforcement Center Facility Improvements	1,029,943	1,029,943	652,830	242,714	134,399	-	-	-	-	-	-	-	-	-	-	-
Public Works Facility Improvements	-	160	-	-	-	-	-	-	160	-	-	-	-	-	-	-
Rotary Community Center Facility Improvements	-	7,609	120	-	-	-	-	-	-	-	-	-	-	-	-	7,489
Garvin-Garvey House Interpretive Signage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bridge Street Streetscape	72,848	107,378	-	-	25,000	-	82,378	-	-	-	-	-	-	-	-	-
New Riverside Park / Barn Site	225,000	240,842	15,842	-	-	-	45,000	180,000	-	-	-	-	-	-	-	-
Park Improvements	-	8,197	8,197	-	-	-	-	-	-	-	-	-	-	-	-	-
Town of Bluffton Housing Project	841,592	880,321	-	-	-	-	-	-	98,179	-	-	-	-	-	-	782,142
Town Hall Improvements	62,139	67,561	-	-	-	-	62,139	-	-	-	-	-	-	5,422	-	-
Ulmer Auditorium Improvements	-	7,543	-	7,543	-	-	-	-	-	-	-	-	-	-	-	-
Technical College of the Lowcountry	500,000	500,000	-	-	-	-	-	-	-	-	-	-	500,000	-	-	-
Community Safety Cameras Phase 6	75,000	76,197	-	-	-	-	75,000	-	-	-	-	-	-	-	-	1,197
New River Trail	-	10,906	-	-	-	-	-	-	-	-	-	10,906	-	-	-	-
Ghost Roads	20,000	24,059	20,000	-	-	-	4,059	-	-	-	-	-	-	-	-	-
Boundary Street Streetscape	115,000	115,000	-	-	-	-	115,000	-	-	-	-	-	-	-	-	-
TOTAL	\$ 9,185,407	\$ 11,619,161	\$ 1,252,698	\$ 292,007	\$ 1,124,691	\$ 708,565	\$ 2,713,609	\$ 2,332,910	\$ 159,461	\$ 42,000	\$ 218,765	\$ 10,906	\$ 501,300	\$ 195,054	\$ 205,575	\$ 1,861,619
Adopted Budget		9,185,407	672,830	269,314	722,677	708,565	2,323,526	1,729,736	58,000	42,000	99,751	-	500,000	110,289	171,740	1,776,978
Carry Forward Amendment		2,433,754	579,868	22,693	402,014	-	390,083	603,174	101,461	-	119,014	10,906	1,300	84,765	33,835	84,641



**Town of Bluffton
Debt Service Fund Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Proposed FY 2021 Budget
Revenues			
Property Taxes			
Real & Personal Property Tax (TIF)	\$ 2,429,000	\$ -	\$ 2,429,000
GO Bond Debt Service Property Tax	380,507	-	380,507
Total Property Tax	2,809,507	-	2,809,507
Licenses & Permits			
Municipal Improvement District Fee	262,440	-	262,440
Grants and Entitlements	-	-	-
Intergovernmental	-	-	-
Service Revenues	-	-	-
Fines & Fees	-	-	-
Interest Income	4,400	-	4,400
Miscellaneous Revenues	-	-	-
Total Revenues	3,076,347	-	3,076,347
Other Financing Sources	-	-	-
Transfers In	555,281	390,083	945,364
Total Other Financing Sources & Transfers In	555,281	390,083	945,364
Total Revenues and Other Financing Sources	\$ 3,631,628	\$ 390,083	\$ 4,021,711
Expenditures			
Series 2014 TIF Bonds Debt Service			
Principal	\$ 808,488	\$ -	\$ 808,488
Interest	123,193	-	123,193
Series 2020 GO Bonds Debt Service			
Principal	210,000	-	210,000
Interest	166,371	-	166,371
Miscellaneous	50	-	50
Total Expenditures	1,308,102	-	1,308,102
Other Financing Uses			
Transfers Out to Capital Improvements Program Fund	2,323,526	390,083	2,713,609
Total Transfers	2,323,526	390,083	2,713,609
Total Expenditures and Other Financing Uses	\$ 3,631,628	\$ 390,083	\$ 4,021,711



**Town of Bluffton
Consolidated Budget**

	Adopted FY 2021 Budget	Carry Forward Budget Amendment	Proposed FY 2021 Budget
Revenues			
General Fund	\$ 19,363,015	\$ 101,461	\$ 19,464,476
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	\$ 37,551,179
Expenditures			
General Fund	\$ 19,363,015	\$ 101,461	\$ 19,464,476
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	\$ 37,551,179

Council Motion Recommendation

Consideration of an Ordinance Amending the Town of Bluffton FY 2021 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds to Carryover Unspent Expenditures and Encumbrances from the FY2020 Budget to the FY2021 Budget – First Reading – Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

“I make a motion to approve the First Reading of an Ordinance Amending the Town of Bluffton Fiscal Year 2021 Budget to Provide for the Expenditures of Certain Funds; and to Allocate Sources of Revenue for the Said Funds to Carryover Unspent Expenditures and Encumbrances from the FY2020 Budget to the Fy2021 Budget.”

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	September 8, 2020
PROJECT:	Consideration of an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith – Second and Final Reading
PROJECT MANAGER:	Heather Colin, AICP Director of Growth Management

REQUEST: Town Staff requests that Town Council approve Second and Final Reading of an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith (Attachment 1).

BACKGROUND: On January 3, 2019, the Town of Bluffton (the "Town") acquired Parcel 4A-2 consisting of 32.44 upland acres, 1.43 acres preserved wetlands, 1.49 acres wetland buffer, and 1.54 acres of wetland permit impacts for a total of 36.9 acres (the "Town Owned Property"), and the Bluffton Township Fire District acquired Parcel 4A-3 consisting of 3.0 upland acres within the New Riverside Concept Plan ("Fire District Property"), subject to certain easements, from New Riverside, LLC as shown on the plat provided as Attachment 2.

The contemplated easements at time of acquisition include those for utilities, signage and landscaping as well as a shared primary access easement which is split equally at the centerline between the Town Owned and Fire District Owned properties.

On February 11, 2020, Town Council conditionally approved the New Riverside Village Master Plan as shown on the Master Plan provided as Attachment 3. The Master Plan includes a shift to the existing primary access point on New Riverside Road by moving it closer to the SC Highway 47/170 roundabout. This shift requires the relocation of the existing easements to align with the new median cut on New Riverside Road which places

the access right-of-way on the Town Owned Property as shown on the draft plat provided as Attachment 4.

The Fire District contemplated this revision to the access easement as well as the placement of necessary utilities on the site development plans for the new station. As such, their construction contract includes the cost to install the access road as well as the extension of sanitary sewer to the Town Owned Property.

To move forward, the Town and Fire District must authorize the relocation of the existing easements. Additionally, the Town and Fire District need to memorialize provisions for shared costs related to the construction of the access road and stormwater infrastructure.

To address these needs, the Town and applicable parties drafted the First Amendment to the Declaration of Easements, Covenants, and Restrictions (New Riverside Civic Area) provided as Exhibit A of Attachment 1.

This comprehensive document details the necessary provisions, which include, but are not limited to:

1. Authorization of the relocation of the primary access and its associated sign, utility, and landscape easements on the Town Owned Property;
2. Obligations of the Fire District to construct the primary access drive, sanitary Sewer, and sewer extension on the Fire District Property;
3. Obligation for the Town to reimburse the Fire District for certain construction costs as shown on the Construction Reimbursement Areas map provided as Attachment and summarized below:
 - a. Access road on the Town Owned Property for a cost not to exceed \$158,287;
 - b. Sanitary sewer installation to the Fire District Property for a cost not to exceed \$34,770; and
 - c. Sanitary Sewer Extension through the Fire District Property to serve the Town Owned Property for a cost not to exceed \$36,770.

On August 11, 2020, Town Council approved First Reading of the proposed Ordinance.

NEXT STEPS: Should Town Council desire to move forward with the proposed exchange, the anticipated schedule is as follows:

Meeting/Task	Date	Description	Action
Town Council	August 11, 2020 6:00 p.m.	Authorization of the First Amendment to Civic Area Declaration	Ordinance 1 st Reading
Town Council	September 8, 2020 6:00 p.m.	Authorization of the First Amendment to Civic Area Declaration	Ordinance 2 nd and Final Reading
Agreement Execution	September 9, 2020	Execution of the First Amendment to Civic Area Declaration	Town and Fire District Execute the First Amendment to Civic Area Declaration
UDO Administrator	September 9, 2020	Exempt Plat: Revision of Easements	Approval of Exempt Plat
Recording of Document	September 16, 2020	Closing	Recording the First Amendment to Civic Area Declaration and Exempt Plat

ATTACHMENTS:

1. Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith:
 - a. Exhibit A - Buffer Parcels Plat;
 - b. Exhibit B - Buffer Subdivision Plat;
 - c. Exhibit C - Site Development Plans;
 - d. Exhibit D - Construction Cost Estimate; and
 - e. Exhibit E - Construction Reimbursement Areas.
2. Plat of New Riverside Parcels 4A-2 and 4A-3
3. New Riverside Village Master Plan
4. Easement Relocation Plat
5. Construction Reimbursement Areas
6. Proposed Motion

ORDINANCE NO. 2020-__

TOWN OF BLUFFTON, SOUTH CAROLINA

AN ORDINANCE AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER AN AMENDMENT TO THE EASEMENT AGREEMENT PROVIDING A NON-EXCLUSIVE PERMANENT ACCESS AND UTILITY EASEMENT TO THE BLUFFTON TOWNSHIP FIRE DISTRICT, OVER CERTAIN REAL PROPERTY OWNED BY THE TOWN OF BLUFFTON IDENTIFIED AS R610 036 000 1319 0000; AND, AUTHORIZING THE EXECUTION AND RECORDING OF CERTAIN DOCUMENTS THEREWITH.

WHEREAS, the Town of Bluffton, South Carolina, (the "Town") presently owns Parcel 4A-2 consisting of 32.44 upland acres, 1.43 acres preserved wetlands, 1.49 acres wetland buffer, and 1.54 acres of wetland permit impacts for a total of 36.9 acres within the New Riverside Concept Plan ("Town Owned Property") subject to certain easements granted by New Riverside, LLC; and,

WHEREAS, the Bluffton Township Fire District (the "Fire District") presently owns Parcel 4A-3 consisting of 3.0 upland acres within the New Riverside Concept Plan (the "Fire District Property") subject to certain easements granted by New Riverside, LLC; and,

WHEREAS, on February 11, 2020, Town of Bluffton Town Council (the "Town Council"), by majority vote, approved the New Riverside Village Master Plan which contemplated a revision to the location of the primary access point onto New Riverside Road which will consequently require a revision to the primary access easement initially granted at time of acquisition of the Town Owned Property and Fire District Property; and,

WHEREAS, the revised primary access easement places the entirety of said easement on the Town Owned Property thereby requiring a revision to easements previously granted; and,

WHEREAS, in addition to the revision of the location of the primary access point, the Town and Fire District have negotiated certain terms and obligations for the construction of infrastructure, all of which are detailed in a certain First Amendment to the Declaration of Easements, Covenants, and Restrictions (New Riverside Civic Area); and

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

NOW, THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:

SECTION 1. EXECUTION AND DELIVERY OF THE FIRST AMENDMENT TO THE DECLARATION OF EASEMENTS, COVENANTS, AND RESTRICTIONS (NEW RIVERSIDE CIVIC AREA). The Town Council hereby authorizes the exchange, acceptance, transfer and conveyance of the necessary property and easements as well as the terms of said document and hereby authorizes the Town Manager to execute the First Amendment to the Declaration of Easements, Covenants, and Restrictions (New Riverside Civic Area) in substantial form to the one attached hereto as Exhibit "A".

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

SECTION 3. This ordinance shall become effective upon its final 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

Kimberly Chapman
Clerk, Town of Bluffton, South Carolina

This Ordinance was passed at Second and Final Reading held on _____, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Kimberly Chapman
Clerk, Town of Bluffton, South Carolina

Exhibit "A"

PREPARED WITHOUT THE BENEFIT OF TITLE BY
FINGER, MELNICK & BROOKS, P.A.
Attn: E. Richardson LaBruce
Post Office Box 24005
Hilton Head Island, South Carolina 29925

STATE OF SOUTH CAROLINA)	FIRST AMENDMENT TO THE
)	DECLARATION OF EASEMENTS,
)	COVENANTS, AND RESTRICTIONS
)	(NEW RIVERSIDE CIVIC AREA)
)	Tax Map No. R610-036-000-3215-0000
)	Tax Map No. R610-036-000-1319-0000
COUNTY OF BEAUFORT)	P/O Tax Map No. R610-044-000-0016-0000

THIS FIRST AMENDMENT TO THE DECLARATION OF EASEMENTS, COVENANTS, AND RESTRICTIONS (NEW RIVERSIDE CIVIC AREA) (the "**Amendment**") is made effective as of _____, 2020 (the "**Effective Date**"), by and between THE TOWN OF BLUFFTON, a South Carolina municipal corporation ("**Town**"), and the BLUFFTON TOWNSHIP FIRE DISTRICT, a political subdivision of the State of South Carolina ("**BTFD**").

WITNESSETH

WHEREAS, on December 31, 2018, New Riverside, LLC, a limited liability company organized and existing under the laws of the State of South Carolina, executed that certain *Declaration of Easements, Covenants, and Restrictions (New Riverside Civic Area)*, which instrument was recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Record Book 3725 at Page 2279 (the "**Declaration**"); and,

WHEREAS, the Declaration governs and controls certain aspects of ownership, maintenance and operation of approximately forty (40) acres, more or less, of real property located within the Town of Bluffton, South Carolina, consisting of two separate parcels of real property identified as "Parcel 4A-2" and "Parcel 4A-3" as shown on that certain plat entitled, "*A Subdivision Plat Parcels 4A-2 & 4A-3 Formerly Parcel 4A-2 A Portion of New Riverside*," recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 150 and Page 169 (collectively, the "**Civic Area Parcel**" and/or the "**Property**"); and,

WHEREAS, on December 31, 2018, New Riverside, LLC, sold Parcel 4A-3 to BTFD as evidenced by that *Title to Real Estate* recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, on January 3, 2019, in Record Book 3725 at Page 3222; and,

WHEREAS, on December 31, 2018, New Riverside, LLC, sold Parcel 4A-2 to the Town as evidenced by that *Title to Real Estate* recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, on January 3, 2019, in Record Book 3725 at Page 3231; and,

WHEREAS, on December 31, 2018, New Riverside, LLC, assigned its rights as Declarant under the Declaration to the Town through that *Assignment of Declarant Rights (New Riverside Civic Area)* recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, on January 3, 2019, in Record Book 3725 at Page 2663; and,

WHEREAS, New Riverside Association, Inc., the Owner of New Riverside Road (as defined herein) subdivided New Riverside Road to create multiple buffer parcels, including that certain parcel of real property consisting of approximately 1.44 acres, more or less, and identified as the "BUFFER PARCEL" on that certain plat entitled, "*A Plat of Parcels 4A-2, 4A-3, and a Portion of New Riverside Road Right-of-Way*," dated February 11, 2020, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book ____ and Page ____, and as more specifically set forth on EXHIBIT "A" hereto (the "**Buffer Parcel**"); and,

WHEREAS, on _____, New Riverside, LLC, conveyed the Buffer Parcel to the Town as evidenced by that *Limited Warranty Deed* recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, on _____, in Record Book _____ at Page _____; and,

WHEREAS, BTFD is in the process of developing its real property according to a Site Development Plans (as defined herein) approved by the Town and is desirous of ratifying the terms of the Declaration and further clarifying the use of the Property and the appropriate exchange of costs relative to the construction of the Joint Facilities (as defined herein) by the owner(s) of the Property; and,

NOW, THEREFORE, in consideration of the foregoing recitals, the Parties, for themselves, their respective successors, successors in title and assigns, do hereby authorize the recording hereof in the Office of the Register of Deeds for Beaufort County, South Carolina, and agree that the Declaration shall be amended as follows, *to wit*:

Section 1. Incorporation of Recitals. The above recitals are hereby incorporated herein as if restated fully and are hereby made an integral part hereof so that their contents are a substantive part of this Amendment.

Section 2. Capitalized Terms. Any and all capitalized terms used but not otherwise defined in this Amendment shall have the meanings ascribed to such terms in the Declaration.

Section 3. Amended Definitions. As used in this Amendment, the following terms shall have the following meanings (in addition to any other terms defined in the above preamble, recitals or elsewhere in this Amendment) and shall amend and replace those terms to the extent used in the original Declaration:

Access Drive Area. The areas labeled "20' Access and Utility Easement," "Access and Utility Easement," and "Buffer Parcel" on the Subdivision Plat (as defined herein).

Construction Cost Estimate. That certain construction cost estimate prepared by Ward Edwards Engineering for the benefit of the Parties detailing the estimated Costs for the delivery, installation, construction, testing, together with professional and technical personnel, labor, supervision, administration, materials, transportation, supplies, tools, equipment, and such other work and materials necessary to be performed or supplied to construct the improvements set forth in the Site Development Plans, including any work which is not expressly described in the Site Development Plans but which is nevertheless necessary for the proper execution of the work, including Engineering Services, a copy of which is attached hereto and fully incorporated herein as EXHIBIT "**D**".

Costs. All hard and soft costs incurred in connection with the design (including all engineering expenses), construction and installation of the improvements shown on the Site Development Plans, including, but not limited to, costs of labor, materials and suppliers, engineering, design and consultant fees and costs, blue printing services, construction staking, demolition, soil amendments or compaction, any processing, plan check or permit fees for the improvements shown on the Site Development Plans, engineering services required to obtain a permit for and complete the improvements shown on the Site Development Plans, costs of compliance with all applicable laws, costs of insurance required by this Agreement, costs of any financial assurances, any corrections, changes or additions to work required by the Approving Authorities or necessitated by site conditions, state and county taxes imposed in connection with construction of the improvements shown on the Site Development Plans, any impact fees, any warranty work, and any other costs incurred in connection with the performance of the obligations of the Parties (as applicable) hereunder to complete the improvements shown on the Site Development Plans.

Improvements. All improvements and/or development to be completed as shown on the Site Development Plans, including but not limited to any vertical construction, roadwork, earthwork, curb and gutter, Storm Drainage System, grading, utility installation, landscaping.

Joint Facilities. The Access Drive, any Utility Facilities or other improvements benefiting both Lots (including on and off-site utilities and facilities such as sewer lift stations, retention/detention ponds, drainage facilities, lighting standards, roadways, sidewalks, pathways, and fences, as existing from time to time and that are designed to service both Lots or provide interconnectivity between the Lots, whether or not memorialized with an amendment hereto or separate easement agreement). The Access Drive and any fencing, landscaping, and signage located within the Signage Easement Area serving the Civic Area Parcel shall be deemed to benefit both Lots for such purpose. The Storm Drainage System located on the Fire Station Parcel shall not be considered a Joint Facility for the purpose of the Amendment.

New Riverside Road. That certain road and right-of-way depicted on that certain plat recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book 108 at Page 44, which is fully incorporated herein by reference, save and except the Buffer Parcel as depicted on the Subdivision Plat.

Sewer Utility Easement Area. The twenty (20') foot, more or less, area generally shown on the Sheets C701 and C702 of the Site Development Plans commencing at EXMH-XX1, and then running approximately 319 feet in a northeasterly direction to SSMH XXXX-XX1, and then running approximately 264 feet in a southeasterly direction to SSMH XXXX-XX2, and then running approximately 198 feet in an easterly direction to SSMH XXXX-XX3, and terminating at the "40' Access & Utility Easement" shown on the Site Development Plans.

Site Development Plans. The Town of Bluffton approved Site Development Plans for the Fire Station Parcel, the Buffer Parcel, and the Access Drive Area prepared by Ward Edwards Engineering, a copy of which is attached hereto and fully incorporated herein as **EXHIBIT "C"**.

Storm Drainage System. The storm water drainage facilities, including, without limitation, storm water pipes, inlets, BMPs, and grates for the drainage of storm water within the Property, the detention or retention pond areas serving the Property to be constructed within the Property (as same may be expanded from time to time and including all fencing, landscaping and

other facilities relating to such area) and the outfall within any drainage easement areas, as more fully set forth in the Site Development Plans.

Subdivision Plat. That certain plat of real property entitled, “*A Plat of Parcels 4A-2, 4A-3, and a Portion of New Riverside Road Right-of-Way*,” prepared for New Riverside, LLC, by Robert K. Morgan, III, SCRLS 26957, Thomas & Hutton Engineering Co., dated February 11, 2020, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book ____ and Page ____, a copy of which is attached hereto and fully incorporated herein as **EXHIBIT “B”**.

Section 4. Confirmation and Reaffirmation of All Easements as Amended. Subject to the terms of this Amendment, all rights, covenants, interests, and easements declared, granted, sold, aligned, conveyed, reserved, imposed, and established by the Declaration are hereby ratified, confirmed, reaffirmed, granted, conveyed, assigned, sold, and conveyed by the Parties unto each other and/or reserved to themselves, their successors, successors-in-title and assigns, and Permittees as such rights, covenants, interests, and easements are amended by this Amendment.

Section 5. Joint Planning of Infrastructure for Civic Area. The Parties agree to jointly provide for the planning and installation of the infrastructure to support the development of the Fire Station Parcel according to the terms and conditions set forth herein and in accordance with the Site Development Plans.

Section 6. Construction of Improvements. In consideration of the promises contained herein, BTFD, by and/or through its contractors, has agreed to complete or cause to be complete the Improvements on or before March 1, 2022 (the “**Completion Deadline**”); provided, however, this obligation shall be subject to subsection 6(a) herein.

(a) *Force Majeure.* Notwithstanding any contrary provision of this Agreement, the Completion Deadline and the time for performance of BTFD’s obligations hereunder shall be extended by a period of time equal to any period that such performance or progress in construction of the Improvements is delayed due to any acts or failure to act of any Approving Authority, strike, riot, act of war, act of terrorism, act of violence, weather, act of God, or any other act, occurrence or non-occurrence beyond BTFD’s reasonable control (each, an “**Uncontrollable Event**”). If BTFD claims a delay due to an Uncontrollable Event, then BTFD shall provide written notice to the Town of the occurrence of a condition that constitutes an Uncontrollable Event, which notice shall reasonably detail the reason(s) giving rise to the Uncontrollable Event and the duration of the delay that was caused by the Uncontrollable Event. BTFD will make reasonable efforts to minimize the delay from any such Uncontrollable Event.

(b) *License for BTFD on the Properties.* Subject to the provisions of this Agreement, Seller, the Town shall grant and does hereby grant to BTFD, its successors, successors-in-title and assigns, and contractors, tenants, invitees, customers, agents, and employees a temporary, non-exclusive license to enter upon the Barn Parcel and the Buffer Parcel as reasonably necessary for the installation and construction of the Improvements as set forth in the Site Development Plans, including but not limited to stubbing of utilities and/or the performance of BTFD’s responsibilities under this Amendment. The Town, acting by and through the Town Manager and/or his designee, further agrees to grant such separate written rights of entry and/or licenses in or upon the Barn Parcel as may be reasonably necessary for installation and construction of the Improvements and stubbing of utilities.

Section 7. Financial Obligation of BTFD. BTFD shall be responsible for the payment of all Costs related to the installation and completion of the Improvements (subject to the reimbursement requirement of the Town set forth in Section 9 below).

Section 8. Covenant Against Liens. BTFD shall pay, or cause to be paid, when due, all liens and claims for labor and/or materials furnished to it to prevent the filing or recording by any third party of any mechanics', materialmen's or other lien, stop notice or bond claim or any attachments, levies or garnishments (collectively "***Liens***") involving the installation or construction of the Improvements by BTFD on the Property prior to the Completion Deadline. To the extent allowed by law, BTFD shall indemnify, defend and hold harmless the Town from and against all injuries, losses, liens, claims, demands, judgments, liabilities, damages, costs and expenses (including but not limited to court costs and reasonable attorneys' fees and expenses) sustained by or made or threatened against the Town which result from or arise out of or in connection with mechanics' or materialmen's liens, stop notices or bonded stop notices which may be asserted against the Town as a result of BTFD's actions in connection with BTFD's installation or construction of the Improvements on the Buffer Parcel or the Barn Parcel. BTFD will, within thirty (30) calendar days after written notice from the Town or after BTFD otherwise becomes aware of such Liens, terminate the effect of any Liens by filing or recording an appropriate release or bond if so requested by the Town. If the Town requests that BTFD file and obtain any such release or bond and BTFD fails to do so within thirty (30) calendar days of such request, the Town may obtain such bond or secure such release on behalf of BTFD and all costs and fees related shall be assessed against BTFD.

Section 9. Reimbursement Requirement of the Town. Upon the completion of the Improvements and upon evidence of BTFD's payment of all Costs related thereto, BTFD shall provide the Town with an itemized invoice for all Costs incurred by BTFD and actually paid by BTFD to complete the Improvements. The Town, within six (6) months of receipt of the aforementioned invoice, shall reimburse BTFD for the following costs as set forth on the invoice to be provided to the Town with such amounts not to exceed the amounts set forth in the Construction Cost Estimate, *to wit*:

(a) **Entry Road.** The Cost of constructing the Access Drive as depicted on Sheets C901 through C903 of the Site Development Plans. The Town's obligation to reimburse the BTFD for this portion of the Improvements shall not exceed ONE HUNDRED FIFTY-EIGHT THOUSAND, TWO HUNDRED EIGHTY-SEVEN AND NO/100 (\$158,287.00) DOLLARS, as set forth on the Construction Cost Estimate.

(b) **Sanitary Sewer Improvements.**

(1) *Sanitary Sewer on Fire Station Parcel.* One-half (1/2) of the Cost of extending approximately 264 linear feet of 8" PVC gravity sewer and associated manholes, main and service lines, valves, meters, and other fixtures and appurtenances from SSMH XXXX-XX1 to SSMH XXXX-XX2, as shown on Sheets C701 and C703-C706 of the Site Development Plans. The Town's obligation to reimburse the BTFD for this portion of the Improvements shall not exceed THIRTY-FOUR THOUSAND, SEVEN HUNDRED SEVENTY AND NO/100 (\$34,770.00) DOLLARS as set forth on the Construction Cost Estimate.

(2) *Fire Station Parcel Sanitary Sewer Extension.* The Cost of extending approximately 198 linear feet of 8" PVC gravity sewer and associated manholes, main and service lines, valves, meters, and other fixtures and appurtenances from SSMH XXXX-XX2 to SSMH XXXX-XX3, as shown on Sheets C701 and C703-C706 of the Site Development Plans. The Town's obligation to reimburse the BTFD for this portion of the

Improvements shall not exceed THIRTY-SIX THOUSAND, SEVEN HUNDRED SEVENTY AND NO/100 (\$36,770.00) DOLLARS as set forth on the Construction Cost Estimate.

(3) *Barn Parcel Sanitary Sewer.* In addition, the Town shall be responsible for Costs associated with extending sanitary sewer from SSMH XXXX-XX3, as shown on Sheet C701 of the Site Development Plan, throughout the Barn Parcel, or reimbursing BTFD if such improvements are constructed by BTFD.

For the mutual benefit of the Parties, a representative illustration of the location of the Improvements for which the Town shall be required to reimburse BTFD for certain Costs and the corresponding maximum amount of such reimbursement is attached hereto as **EXHIBIT “E”**, which is hereby fully incorporated herein and made a substantive part hereof.

Section 10. Permanent Reciprocal Sewer Utility Easement. Subject to the provisions of this Agreement, the Parties declare, grant, bargain, sell, align, convey, reserve, impose and confirm unto each other and/or reserving to themselves, their successors, successors-in-title and assigns, and Permittees, such reciprocal non-exclusive, perpetual, irrevocable, commercial, transmissible, appurtenant appendant, and reciprocal easements and rights-of-way, over, under, across, through, and upon the Sewer Utility Easement Areas located on their respective portions of the Property, which easements shall be appurtenant to and running with and for the benefit of the other Party, for the purposes intended herein, *to wit*: to enter upon, construct, extend, inspect, operate, replace, relocate, repair, and perpetually maintain upon, over, along, across, through, and under the Sewer Utility Easement Area, various sewer main and service lines, manholes, valves, meters, and other sewer line improvements and other usual fixtures and appurtenances as may from time to time be or become convenience to the transaction of its business, or that of municipal, public or private systems, for the provision of sanitary sewer services, together with the right of ingress, egress and access to and from, and across and upon the Sewer Utility Easement Area as may be necessary or convenient for the purposes connected therewith.

11. Representations. Each Party hereby represents to the other that: (a) it has the full right, power, title and interest to make the within grants of easements and accept the obligations herein imposed; (b) such grants of easements and any rights granted under this Amendment may be fully and thoroughly enjoyed and utilized by the other pursuant to the terms hereof; and (c) the rights hereunder granted and obligations hereunder imposed shall not be defeased, impaired and adversely affected by superior title.

12. Town's Reservations. The Town retains, reserves, and shall continue to enjoy ownership and/or use of all of the Access Easement Area and the Access Drive for purposes of vehicular and/or pedestrian ingress and egress, and for all other purposes that do not materially and substantially interfere with the Parties' use of the easements granted herein. The Town reserves the right, from time to time, to impose rules and regulations regarding the use of the Access Drive, including but not limited to the installation of traffic signs, parking restrictions, and/or directional signs, so long as such rules and regulations do not unreasonably interfere with BTFD's use of the Access Drive easements granted herein.

13. Binding Effect. This Amendment shall inure to the benefit and detriment of and be binding upon the Parties hereto, their respective successors and assigns. If any portion of this Amendment shall be declared invalid or unenforceable, the remaining portions of this Amendment shall continue in full force and effect.

14. Counterparts. This Amendment may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed an original for all purposes, and all such counterparts shall together constitute but one and the same instrument.

15. Construction of Agreement. Each Party acknowledges that it has participated in the negotiation and drafting of this Amendment. No provision of this Amendment shall be construed against or interpreted to the disadvantage of any party hereto or thereto by any court by reason of such party having or being deemed to have structured, dictated, or drafted any provision in the Amendment.

16. Conflicts. In the event of a conflict between the terms of the Declaration and the terms of this Amendment, the terms of this Amendment shall control. The Declaration, as amended hereby, is in full force and effect and is hereby ratified and reinstated by the Parties.

17. Severability. The invalidity in whole or in part of any provision of this Amendment shall not void or affect the validity of any other provision of this Amendment.

18. Notices. All notices or other communications required hereunder shall be in writing and shall be personally delivered, or sent by national overnight courier service, or sent by facsimile transmission if also sent by one of the other methods provided in this Section, or sent by registered or certified mail, return receipt requested, and shall be deemed delivered upon the earlier date of (a) the date of delivery to the address of the person to receive such notice or (b) three (3) business days after the date of posting the United States Postal Service at the following addresses:

If to District:

Bluffton Township Fire District
357 Fording Island Road,
Okatie, SC 29909
Attn: John W. Thompson, Jr. Fire Chief

If to Town:

Town of Bluffton
PO Box 836
Bluffton, SC 29910
Attn: Marc Orlando, Town Manager

19. DISCLAIMER DUE TO TRANSFER OF REAL PROPERTY INTEREST BY MUNICIPALITY. NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, PURSUANT TO SECTION 5-7-260 OF THE SOUTH CAROLINA CODE OF LAWS, 1976, AS AMENDED, AND SECTIONS 2-13 AND 2-19 OF THE CODE OF ORDINANCES FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, MFH ACKNOWLEDGES AND AGREES THAT THE TOWN, AS A SOUTH CAROLINA MUNICIPAL CORPORATION, MAY ONLY TRANSFER A REAL PROPERTY INTEREST BY THE ADOPTION OF AN ORDINANCE OF THE BLUFFTON TOWN COUNCIL.

TO HAVE AND TO HOLD, subject to the conditions and limitations set forth above, all and singular, the rights, privileges and easements aforesaid unto the Parties, their successors and assigns, forever.

{Remainder of Page Intentionally Omitted. Signature Page(s) and Exhibit(s) to Follow.}

My Commission Expires: _____

My Commission Expires:

EXHIBIT “A”
(BUFFER PARCEL PROPERTY DESCRIPTION)

ALL that certain piece, parcel or tract of land, situate, lying and being in the Town of Bluffton, County of Beaufort, State of South Carolina, consisting of approximately 1.44 acres, more or less, and being shown and designated as “BUFFER PARCEL” on that certain plat entitled, “*A Plat of Parcels 4A-2, 4A-3, and a Portion of New Riverside Road Right-of-Way*,” prepared for New Riverside, LLC, by Robert K. Morgan, III, SCRLS 26957, Thomas & Hutton Engineering Co., dated February 11, 2020, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina, in Plat Book ____ and Page _____. For a more detailed description as to courses, metes, bounds, courses and distances, reference is made to said plat of record.

SUBJECT, HOWEVER, to those matters set forth on Exhibit “B” to that certain Limited Warranty Deed recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Deed Book 1569 at Page 325.

ALSO, SUBJECT to that certain Access and Utility Easement granted by New Riverside, LLC, to Palmetto Bluff Uplands, LLC, May River Forest, LLC, and South Carolina Electric & Gas Company recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Deed Book 1942 at Page 1059.

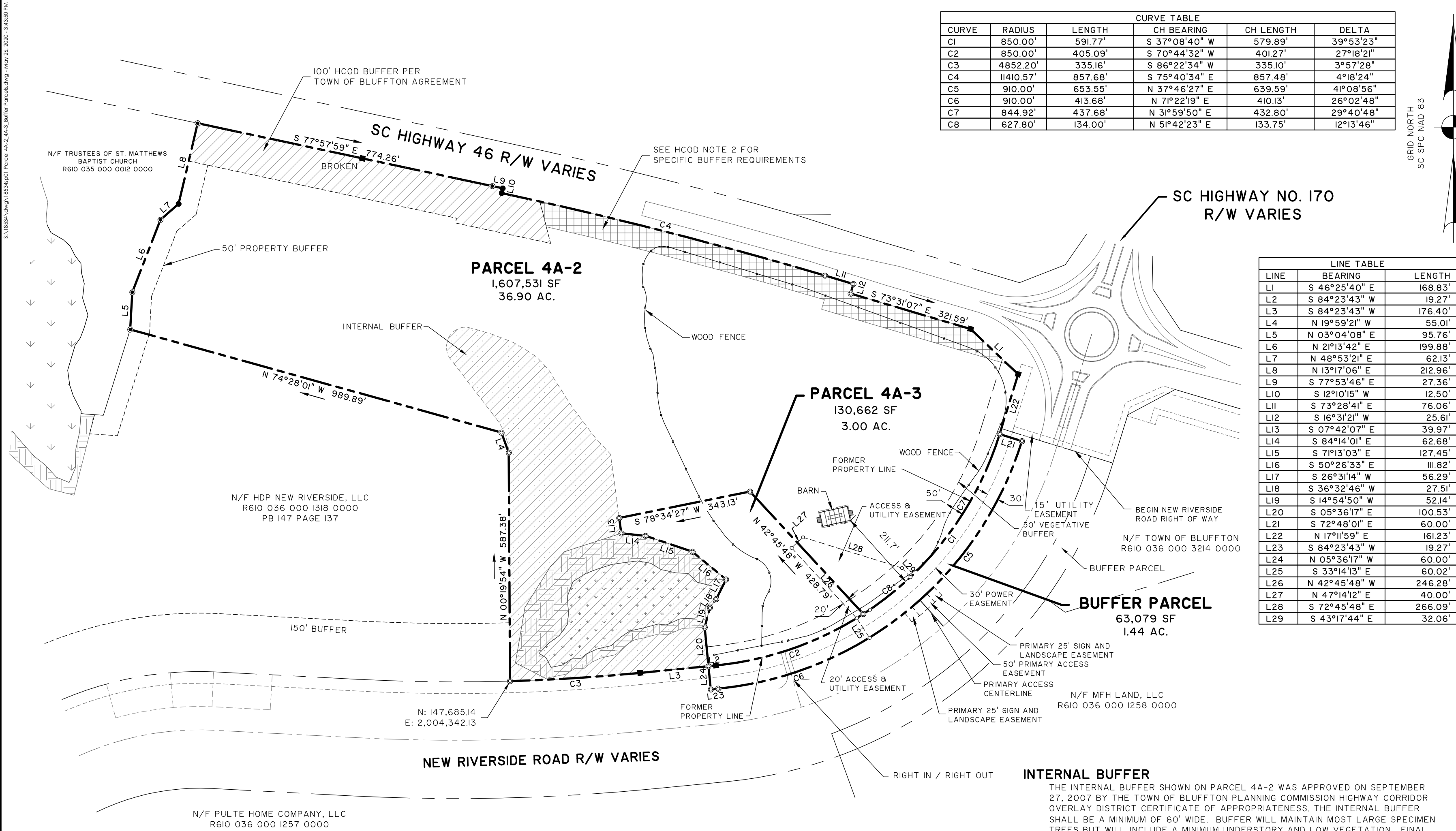
ALSO, SUBJECT to those certain Access, Landscaping, Signage and Temporary Construction Easements (New Riverside Road) granted in Official Record Book 2203 at Page 2190, Book 2250 at Page 290, Book 2286 at Page 1883, Book 2291 at Page 2183, 3561 at Page 1050, Book 3723 at Page 0670, Book 3725 at Page 2357, Book 3725 at Page 2330, and Book 3725 at Page 2301.

SAID PROPERTY is further conveyed subject to those matters set forth on Exhibit “A” attached to deed referenced below in the derivation clause and made a part hereof.

THIS being a portion of the same property conveyed to the Town of Bluffton by Deed of New Riverside, LLC, dated _____, 2020, and recorded _____, 2020, in the Office of the Register of Deeds for Beaufort County, South Carolina in Record Book ____ at Page _____.

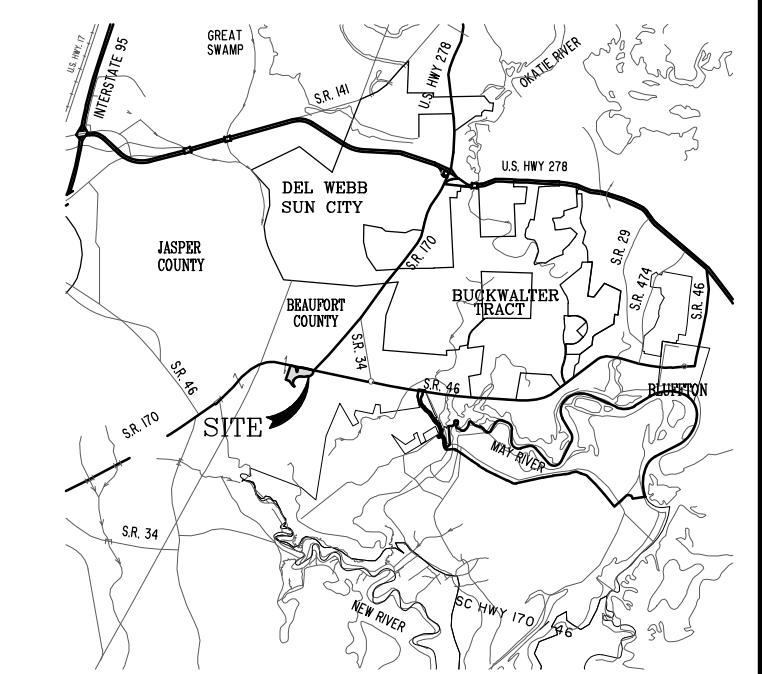
Portion of Tax Map No. R610-044-000-0016-0000

S:\18534\000\18534\001 Parcel 4A-2, 4A-3, Buffer Plat.dwg - May 26, 2020 - 3:45:30 PM



CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	850.00'	591.77'	S 37°08'40" W	579.89'	39°53'23"
C2	850.00'	405.09'	S 70°44'32" W	401.27'	27°18'21"
C3	4852.20'	335.16'	S 86°22'34" W	335.10'	3°57'28"
C4	11410.57'	857.68'	S 75°40'34" E	857.48'	4°18'24"
C5	910.00'	653.55'	N 37°46'27" E	639.59'	41°08'56"
C6	910.00'	413.68'	N 71°22'19" E	410.13'	26°02'48"
C7	844.92'	437.68'	N 31°59'50" E	432.80'	29°40'48"
C8	627.80'	134.00'	N 51°42'23" E	133.75'	12°13'46"

LINE TABLE		
LINE	BEARING	LENGTH
L1	S 46°25'40" E	168.83'
L2	S 84°23'43" W	19.27'
L3	S 84°23'43" W	176.40'
L4	N 19°59'29" E	55.01'
L5	N 03°04'08" E	95.76'
L6	N 21°13'42" E	199.88'
L7	N 48°53'21" E	62.13'
L8	N 13°17'06" E	212.96'
L9	S 77°53'46" E	27.36'
L10	S 12°10'15" W	12.50'
L11	S 73°28'41" E	76.06'
L12	S 16°31'21" W	25.61'
L13	S 07°42'07" E	39.97'
L14	S 84°14'01" E	62.68'
L15	S 71°13'03" E	127.45'
L16	S 50°26'33" E	111.82'
L17	S 26°31'14" W	56.29'
L18	S 36°32'46" W	27.51'
L19	S 14°54'50" W	52.14'
L20	S 05°36'17" E	100.53'
L21	S 72°48'01" E	60.00'
L22	N 17°11'59" E	161.23'
L23	S 84°23'43" W	19.27'
L24	N 05°36'17" W	60.00'
L25	S 33°14'13" E	60.02'
L26	N 42°45'48" W	246.28'
L27	N 47°14'12" E	40.00'
L28	S 72°45'48" E	266.09'
L29	S 43°17'44" E	32.06'



VICINITY MAP not to scale

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I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, SKILL, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

ROBERT K. MORGAN, III
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. 26957

A PLAT OF PARCELS 4A-2, 4A-3 AND A PORTION OF NEW RIVERSIDE ROAD RIGHT OF WAY

TOWN OF BLUFFTON
BEAUFORT COUNTY, SOUTH CAROLINA

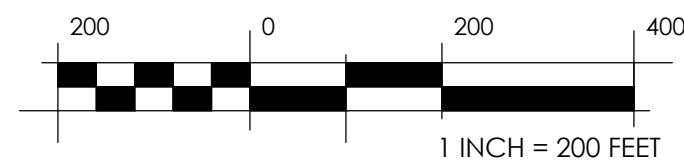
prepared for
NEW RIVERSIDE, LLC

No.	Revision	By	Date



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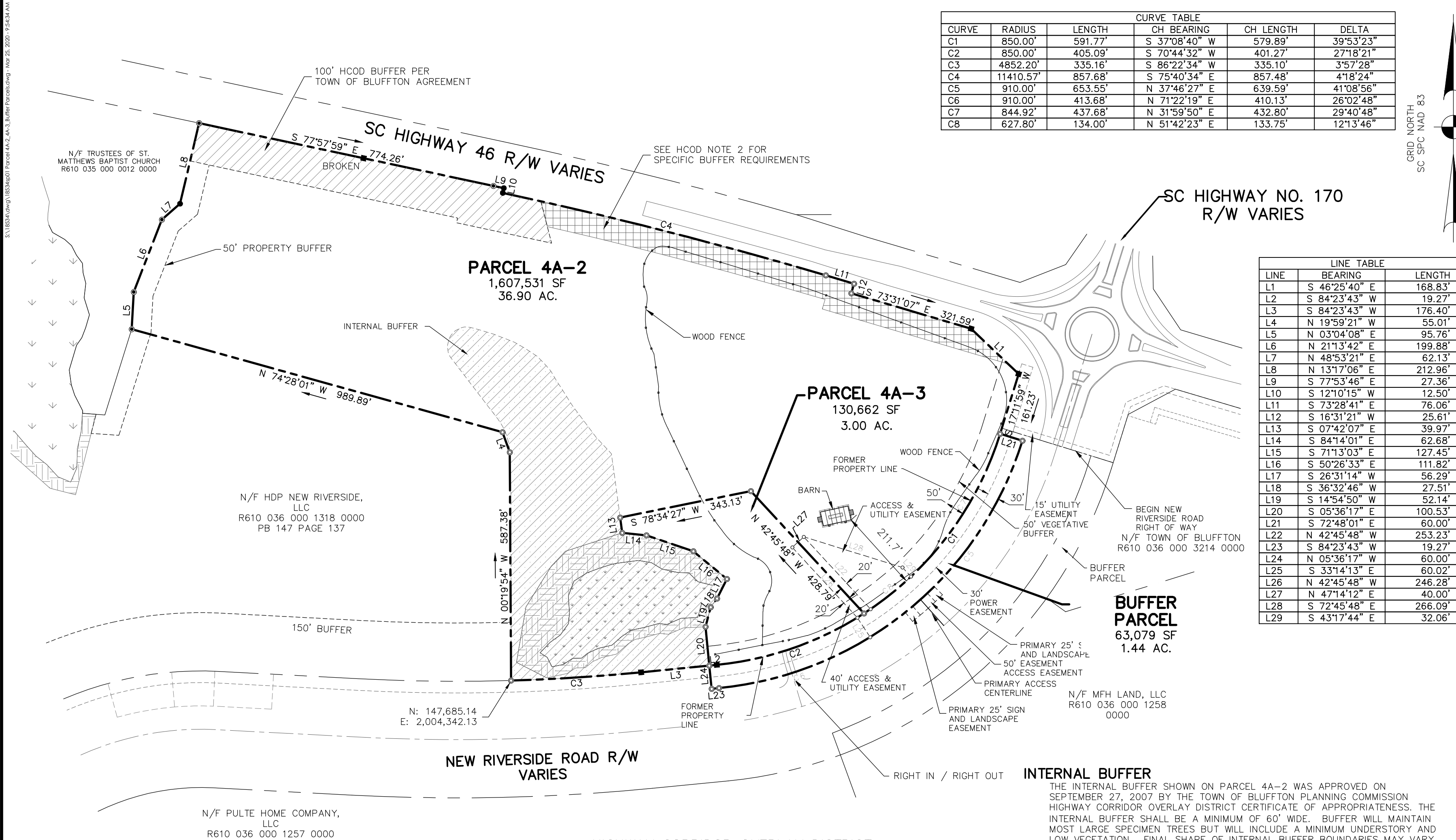
plat 02-11-2020 drawn LPO reviewed RKM field FEB.,2020 crew BB

job 18534.0001/17000.6053 SHEET 1 OF 1

EXHIBIT “B”
(SUBDIVISION PLAT)

INITIAL DRAFT

S:\18534\dwg\18534p01 Parcel 4A-2, 4A-3, Buffer Parcels.dwg - Mar 20, 2020 - 9:54:34 AM



CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	850.00'	591.77'	S 37°08'40\"	579.89'	39°53'23\"
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L27	N 47°14'12\"	40.00'
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L29	S 43°17'44\"	32.06'

- LEGEND**
- MEANDER POINT (NO MONUMENT)
 - CONCRETE MONUMENT (FOUND)
 - CONCRETE MONUMENT (SET)
 - IRON PIPE (FOUND)
 - IRON PIPE (SET)
 - IRON REBAR (FOUND)
 - IRON REBAR (SET)
 - HCOD - HIGHWAY CORRIDOR OVERLAY DISTRICT BUFFER
 - HCOD BUFFER REQUIREMENT MODIFICATIONS - REFER TO NOTES
 - INTERNAL BUFFER - REFER TO NOTES

- WETLAND LEGEND**
- PRESERVED WETLAND
 - WETLAND BUFFER

HIGHWAY CORRIDOR OVERLAY DISTRICT

- THE HCOD BUFFER SHOWN ON THIS PLAN WAS APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. WHERE NOTED, THE 100' WIDE HCOD BUFFER WILL REMAIN UNDISTURBED IN ITS NATURAL STATE.
- AS APPROVED DURING THE TOWN OF BLUFFTON PLANNING COMMISSION HCOD CERTIFICATE OF APPROPRIATENESS ON SEPTEMBER 27, 2006, THIS SECTION OF HCOD BUFFER WILL BE THINNED OF UNDERTORY TREES AND SHRUBS TO ALLOW FOR FILTERED VIEWS. OVERSTORY TREES WILL REMAIN THROUGHOUT THIS PORTION OF THE BUFFER.
- ARCHITECTURAL REVIEW STANDARDS APPLY TO AREAS WITHIN 500' OF SC HIGHWAY 46 AND REQUIRE AN ADDITIONAL REVIEW PROCESS BY THE TOWN OF BLUFFTON PLANNING COMMISSION.

NOTES

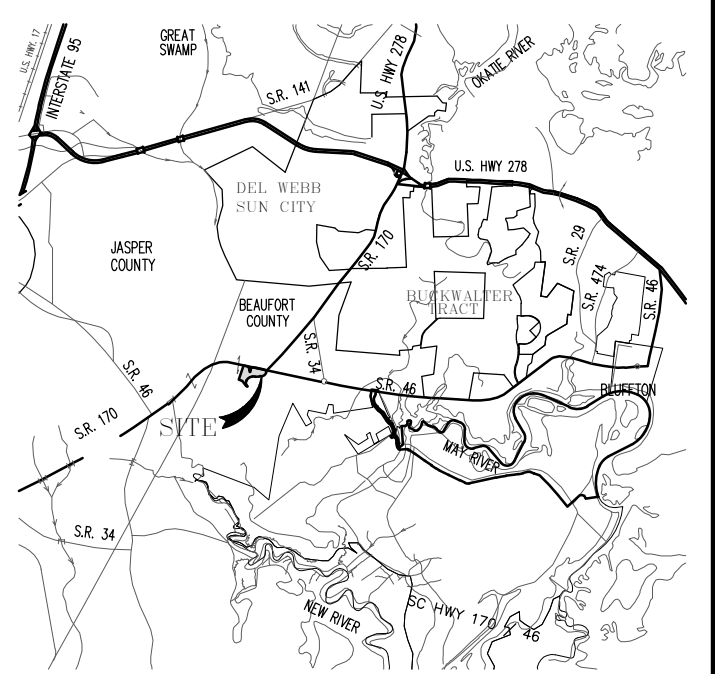
- TAX MAP NO. (PARENT TRACT): 4A-2: R610 036 000 1319 0000, 4A-3: R610 036 000 3215 0000 & ROW: R610 044 000 0016 0000.
- ACCORDING TO F.I.R.M. MAP NO. 450025, PANEL 0080D, REVISED 9-29-86, THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE C.
- COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.
- THIS SURVEY IS VALID ONLY IF THE PRINT OF SAME HAS THE ORIGINAL SIGNATURE AND EMBOSSED SEAL OF THE LAND SURVEYOR.
- A TITLE SEARCH WAS NOT PERFORMED BY THOMAS & HUTTON ENGINEERING CO. AT THE TIME OF THIS SURVEY.
- THE PROPERTY PLATTED HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
- ARMY CORPS OF ENGINEERS PERMIT #2004-1G-025 REQUIRES RESTRICTIVE COVENANTS ON WETLANDS AND WETLAND BUFFERS.
- PLAT SHALL NOT BE USED FOR FLOOD ZONE DETERMINATION. IT IS THE OWNER'S RESPONSIBILITY TO REFERENCE CURRENT FEMA FLOOD INSURANCE RATE MAPS. THE FEMA FLOOD INSURANCE MAPS CHANGE PERIODICALLY AND MAY VARY FROM WHAT IS SHOWN HEREON.
- PER TOWN OF BLUFFTON AGREEMENT, INTERNAL BUFFER SHALL BE A MINIMUM OF 60 FEET WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES AND WILL ALSO INCLUDE MINIMUM UNDERSTORY AND LOW VEGETATION REQUIREMENTS. FINAL SHAPE OF INTERNAL BUFFER BOUNDARY MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.
- REFERENCES: PB 147 PAGE 137, PB 116, PAGE 159, DB 2590, PAGES 1786-1788.

ACREAGE TABLE

PARCEL	UPLAND	WETLAND BUFFER	PRESERVED WETLAND	WETLAND PERMIT IMPACTS	TOTAL	* UPLAND TOTAL
4A-2	32.44	1.49	1.43	1.54	36.90	35.47
4A-3	3.00	0.00	0.00	0.00	3.00	3.00
BUFFER	1.44	0.00	0.00	0.00	1.44	1.44
TOTAL	36.88	1.49	1.43	1.54	41.34	39.91

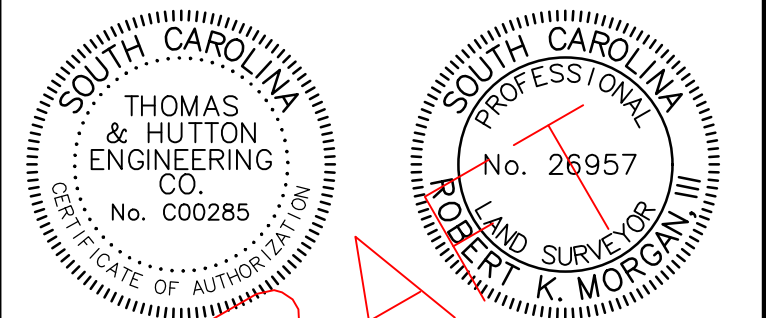
* NOTE:

- UPLAND TOTAL INCLUDES UNDISTURBED WETLAND BUFFER, PERMITTED WETLANDS TO BE IMPACTED, AND EASEMENTS.



VICINITY MAP not to scale

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ROBERT K. MORGAN, III
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. 26957

A PLAT OF

PARCELS 4A-2, 4A-3 AND A PORTION OF NEW RIVERSIDE ROAD RIGHT OF WAY

TOWN OF BLUFFTON
BEAUFORT COUNTY, SOUTH CAROLINA

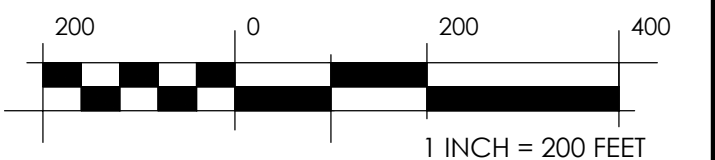
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plat 02-11-2020 drawn LPO reviewed RKM field FEB.,2020 crew BB

job 18534.0001/17000.6053 SHEET 1 OF 1

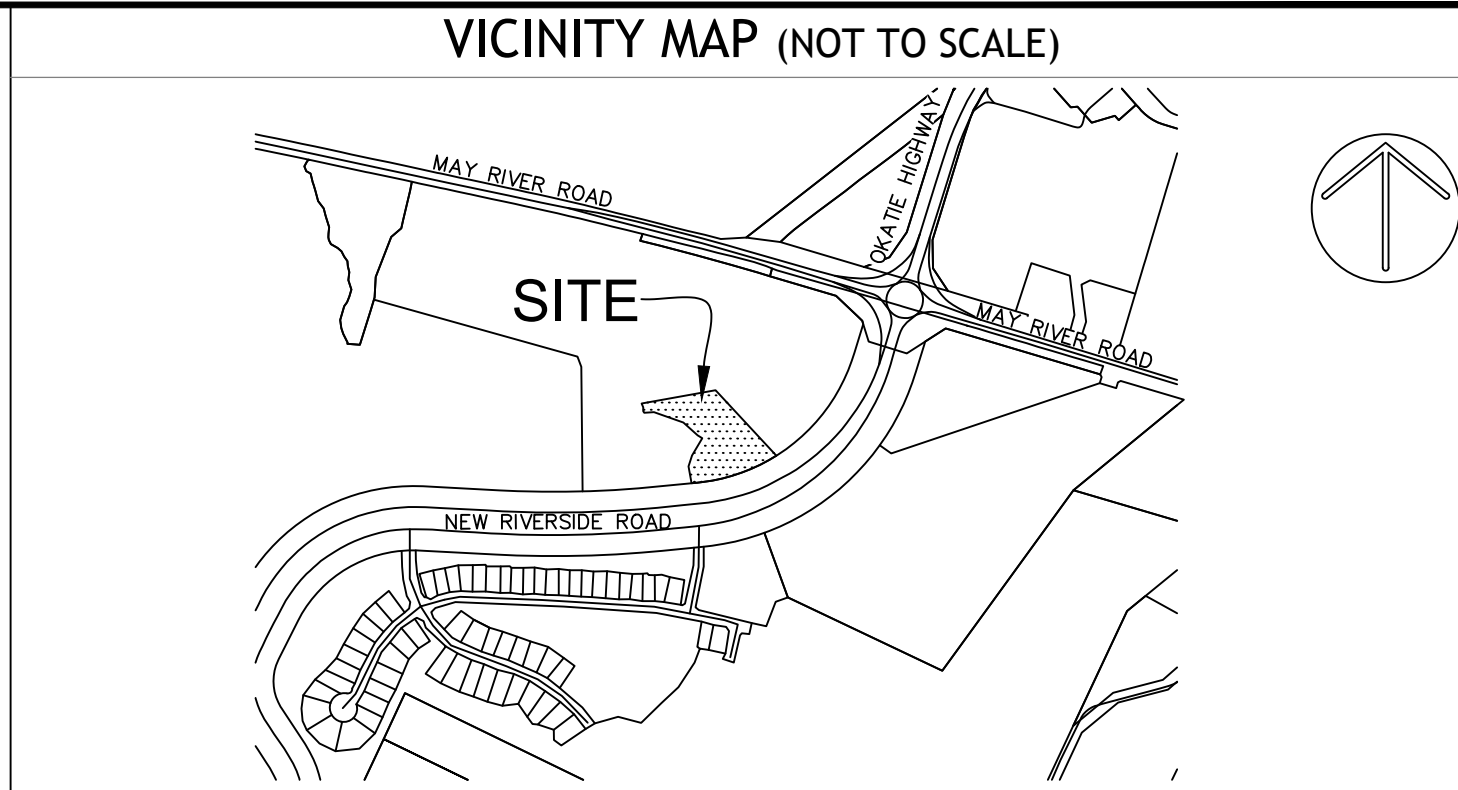
EXHIBIT “C”
(SITE DEVELOPMENT PLANS)

INITIAL DRAFT

SITE DEVELOPMENT PLANS
FOR

NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA



SCHEDULE OF DRAWINGS

SHEET NO.	DESCRIPTION
C001	COVER SHEET & CONSTRUCTION NOTES
C002	OVERALL SITE PLAN
C101	EXISTING CONDITIONS PLANS
C201	INITIAL EROSION CONTROL PLANS AND DETAILS
C301	CLEARING & DEMOLITION PLANS AND DETAILS
C401	SITE LAYOUT PLANS
C501	GRADING PLANS AND DETAILS
C601	DRAINAGE PLANS AND DETAILS
C700	OVERALL UTILITY PLAN
C701	UTILITY PLANS, PROFILES AND DETAILS
C801	INTERMEDIATE EROSION CONTROL PLANS AND DETAILS
C901	PAVING PLANS, ROAD PROFILES AND DETAILS

GENERAL NOTES:

- BOUNDARY INFORMATION PROVIDED BY AN AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF PARCEL 4A-3, DATED 02-04-2019, BY ATLAS SURVEYING, INC.
- TOPOGRAPHIC DATA PROVIDED BY ATLAS SURVEYING, INC., DATED 02-04-2019.
- APPROXIMATE LOCATION OF CERTAIN EXISTING UNDERGROUND UTILITY LINES AND STRUCTURES ARE SHOWN ON THE PLANS FOR INFORMATION ONLY. ADDITIONAL UNDERGROUND LINES OR STRUCTURES MAY EXIST THAT ARE NOT SHOWN. CALL SOUTH CAROLINA 811 AT 811 OR 1-888-721-7877 BETWEEN THE HOURS OF 7:00 AM AND 7:00 PM MONDAY THRU FRIDAY AT LEAST THREE WORKING DAYS BEFORE COMMENCING CONSTRUCTION. REQUEST UNDERGROUND UTILITIES TO BE LOCATED AND MARKED WITHIN AND NEAR THE CONSTRUCTION SITE.
- COMPLY WITH "SOUTH CAROLINA UNDERGROUND FACILITY DAMAGE PREVENTION ACT (EFFECTIVE JUNE 7, 2012). NOTIFICATION OF INTENT TO EXCAVATE MAY BE GIVEN BY CALLING THE TOLL FREE NUMBER: 1-800-922-0983.
- PROTECT BENCH MARKS AND PROPERTY MONUMENTS FROM DAMAGE DURING CONSTRUCTION OPERATIONS. REPLACE ANY BENCH MARKS OR MONUMENTS DAMAGED OR DESTROYED AS A RESULT OF CONTRACTOR'S OPERATIONS, AT NO COST TO THE OWNER, BY A LICENSED SURVEYOR IN THE STATE OF SOUTH CAROLINA.
- OFF-STREET PARKING FOR THE CONTRACTOR'S EMPLOYEES AND AUTHORIZED VISITORS TO THE SITE MUST BE PROVIDED AND MAINTAINED THROUGHOUT CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR ADHERING TO WEIGHT LIMITS PRESCRIBED FOR ALL PUBLIC ROADS WHEN HAULING EQUIPMENT AND MATERIALS TO AND FROM THE PROJECT SITE. DAMAGES TO EXISTING PAVEMENT DUE TO THE CONTRACTOR'S CONSTRUCTION OPERATIONS OR IMPROPER TRANSPORTATION OF MATERIALS AND EQUIPMENT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- AT LEAST ONE DRIVING LANE ON PUBLIC ROADS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. TRAFFIC LANES WILL ONLY BE CLOSED WITH THE EXPRESS WRITTEN CONSENT OF THE AGENCY HAVING JURISDICTION OVER THE ROADWAY. NOTIFY AGENCY HAVING JURISDICTION AT LEAST 5 DAYS BEFORE CLOSING ANY DRIVING LANES TO TRAFFIC. PROVIDE TRAFFIC CONTROL DEVICES, SIGNS AND FLAGMEN AS REQUIRED TO ENSURE PUBLIC SAFETY.
- CONTRACTOR SHALL COORDINATE DEMOLITION, CLEARING AND CONSTRUCTION OF IMPROVEMENTS TO MINIMIZE INTERFERENCE WITH VEHICULAR AND PEDESTRIAN TRAFFIC AND WITH OPERATIONS OF EXISTING FACILITIES.

WATER AND SEWER LINE CONSTRUCTION:

- ALL WATER AND SEWER LINE CONSTRUCTION SHALL CONFORM TO APPLICABLE STATE AND BEAUFORT JASPER WATER SEWER AUTHORITY (BJWSA) REQUIREMENTS, STANDARDS AND SPECIFICATIONS.
- BJWSA WILL BE RESPONSIBLE FOR INSPECTION AND APPROVAL OF ALL WATER AND SEWER SYSTEM CONSTRUCTION AND FOR ACCEPTANCE FOR OPERATION AND MAINTENANCE.
- ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFICATION OF ALL UTILITY OWNERS AND FOR FIELD VERIFICATION OF BOTH HORIZONTAL AND VERTICAL LOCATIONS PRIOR TO COMMENCING CONSTRUCTION. ANY DAMAGES TO EXISTING UTILITIES DUE TO THIS CONSTRUCTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- NOTIFY THE PROJECT ENGINEER, IF CONFLICTS WITH EXISTING STRUCTURES REQUIRE THAT PROPOSED UTILITIES BE RELOCATED.
- THE CONTRACTOR MUST NOTIFY BJWSA FORTY-EIGHT (48) HOURS PRIOR TO ANY CONSTRUCTION, INSPECTION OR TESTING OF THE WATER DISTRIBUTION SYSTEM.
- PIPE, FITTINGS, VALVES AND APPURTENANCES FOR WATER AND SEWER LINES SHALL ALL BE IN ACCORDANCE WITH THE REQUIREMENTS CONTAINED IN THE BJWSA TECHNICAL SPECIFICATIONS.
- INSTALLATION OF WATER AND SEWER LINES AND APPURTENANCES SHALL BE IN ACCORDANCE WITH THE BJWSA STANDARD CONSTRUCTION DETAILS AND SPECIFICATIONS.
- CONTRACTOR SHALL INSTALL MECHANICAL RESTRAINTS ON ALL BENDS, PLUGS AND TEES, 2" OR LARGER, ON WATERLINES AND SANITARY SEWER FORCE MAINS.
- ALL WATER MAINS SHALL BE STERILIZED AND PRESSURE TESTED IN ACCORDANCE WITH BJWSA SPECIFICATIONS.
- SEPARATION OF WATER MAINS AND SEWERS:
 - PARALLEL INSTALLATION: UNLESS OTHERWISE SPECIFICALLY SHOWN IN A SPECIAL DETAIL ON THE PLANS, INSTALL WATER MAINS AT LEAST 10-FT. HORIZONTALLY FROM ANY EXISTING OR PROPOSED SANITARY SEWER OR SANITARY SEWER FORCE MAIN, THE DISTANCE BEING MEASURED IN A HORIZONTAL PLANE BETWEEN THE OUTSIDE SURFACES OF THE PIPES.
 - CROSSINGS: UNLESS OTHERWISE SPECIFICALLY SHOWN IN A SPECIAL DETAIL ON THE PLANS, INSTALL WATER LINES CROSSING SANITARY SEWERS OR SANITARY SEWER FORCE MAINS TO PROVIDE A MINIMUM VERTICAL SEPARATION OF 18-INCHES BETWEEN THE OUTSIDE SURFACES OF THE PIPES. THIS SHALL BE THE CASE WHETHER THE WATER LINE IS ABOVE OR BELOW THE SANITARY SEWER LINE. WHENEVER POSSIBLE LOCATE THE WATER LINE ABOVE THE SEWER LINE. WHERE A NEW WATER LINE CROSSES A NEW SEWER LINE, PLACE A FULL LENGTH OF DUCTILE IRON PIPE CROSSING WATER PIPE POSITIONED SO THAT THE JOINTS ARE AS FAR AS POSSIBLE FROM THE POINT OF CROSSING. WHERE A NEW WATER LINE CROSSES AN EXISTING SEWER LINE, PLACE ONE FULL LENGTH OF DUCTILE IRON PIPE WATER LINE SO THAT THE JOINTS ARE AS FAR FROM THE POINT OF CROSSING AS POSSIBLE.
- SANITARY MANHOLE RIM GRADES SHOWN ARE APPROXIMATE. ADJUST RIM ELEVATIONS TO BE FLUSH WITH FINISHED GRADE.
- THE CONTRACTOR UNDER THIS CONTRACT SHALL NOT MAKE ANY CONNECTIONS TO THE EXISTING WATER OR SANITARY SEWER SYSTEMS UNLESS EXPRESSLY AUTHORIZED TO DO SO BY THE BJWSA. ALL WATER AND SEWER IMPROVEMENTS UNDER THIS CONTRACT MUST BE CONSTRUCTED COMPLETE, TESTED, INSPECTED AND APPROVED BY THE BJWSA BEFORE ANY AUTHORIZATION TO CONNECT WILL BE GIVEN. COORDINATION OF TESTING, INSPECTION AND CONNECTIONS WITH THE BJWSA IS THE RESPONSIBILITY OF THE CONTRACTOR UNDER THIS CONTRACT.
- ALL WATER MAINS SHALL BE INSTALLED WITH THIRTY-SIX INCHES (36") MINIMUM COVER (FROM FINISHED GRADE). MAXIMUM DEPTH SHALL BE FIVE FEET (5'). WHERE WATER MAINS MAY CONFLICT WITH OTHER UTILITIES, THE WATER MAIN CROSSING SHALL BE CONSTRUCTED WITH DUCTILE IRON PIPE, MECHANICAL JOINT 45-DEG. BENDS AND MECHANICAL RESTRAINTS.

WORK ON SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY:

- CONTRACTOR SHALL REVIEW AND COMPLY WITH ALL CONDITIONS AND SPECIAL PROVISIONS CONTAINED IN THE SCDOT ENCROACHMENT PERMIT(S) ISSUED FOR THIS PROJECT.
- CONTRACTOR IS RESPONSIBLE FOR SUBMITTING CONSTRUCTION NOTIFICATION FORM (48 HOUR MINIMUM) AND COORDINATION OF ALL WORK WITHIN SCDOT RIGHTS-OF-WAY WITH THE LOCAL AND/OR DISTRICT SCDOT ENGINEERING REPRESENTATIVE.
- CONTRACTOR IS RESPONSIBLE FOR PREPARING AND SUBMITTING A TRAFFIC CONTROL PLAN TO SCDOT FOR APPROVAL. MINIMUM 48 HOURS PRIOR TO CONDUCTING WORK IN THE RIGHT-OF-WAY. ALL TRAFFIC CONTROL PLANS SHALL CONFORM TO MUTCD AND SCDOT GUIDELINES AND SPECIFICATIONS.
- ALL SIGNAGE, PAVEMENT MARKINGS, AND MARKERS SHALL CONFORM TO MUTCD GUIDELINES AND SCDOT STANDARD SPECIFICATIONS AND DRAWINGS.
- ALL PAVING AND DRAINAGE CONSTRUCTION SHALL CONFORM TO SCDOT STANDARD SPECIFICATIONS AND DRAWINGS.
- ALL PAVEMENT MARKINGS IN SCDOT RIGHT-OF-WAY SHALL BE THERMOPLASTIC AND CONFORM TO MUTCD GUIDELINES AND SCDOT STANDARD SPECIFICATIONS AND DRAWINGS.
- REMOVAL OF PAVEMENT MARKINGS SHALL CONFORM TO SCDOT STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION SECTION 609.4.1.2.

TREE PROTECTION-BLUFFTON

- ALL TREES HAVING A TRUNK DIAMETER OF 8-INCHES (dbh) OR LARGER, AND ENDANGERED OR VALUED TREES HAVING A TRUNK DIAMETER OF 4-INCHES (dbh) OR LARGER MUST BE PRESERVED UNLESS SPECIFICALLY APPROVED FOR REMOVAL IN ACCORDANCE WITH TOWN OF BLUFFTON DEVELOPMENT STANDARDS ORDINANCE AND INDICATED ON THE PLANS TO BE REMOVED.
- THE CONTRACTOR IS RESPONSIBLE FOR MARKING THE TREES DESIGNATED TO BE PRESERVED IN ACCORDANCE WITH THE REQUIREMENTS CONTAINED IN THE TOWN OF BLUFFTON DEVELOPMENT STANDARDS ORDINANCE.
- PRIOR TO COMMENCING ANY CLEARING OR CONSTRUCTION OPERATIONS ON THE SITE, THE CONTRACTOR SHALL ERECT TREE PROTECTION BARRIERS AROUND EACH TREE OR GROUP OF TREES DESIGNATED FOR PRESERVATION IN ACCORDANCE WITH THE DETAILS ON THE PLANS AND THE REQUIREMENTS CONTAINED IN THE TOWN OF BLUFFTON UNIFIED ORDINANCE 5.3.3.
- A TREE PROTECTION ZONE SHALL BE ESTABLISHED IN ACCORDANCE WITH THE PROVISIONS CONTAINED IN THE TOWN OF BLUFFTON UNIFIED ORDINANCE 5.3.3 FOR EACH EXISTING TREE DESIGNATED FOR PRESERVATION. THE MINIMUM TREE PROTECTION ZONE AS DEFINED IN THE ORDINANCE IS A CIRCULAR AREA CENTERED ON THE TREE AND HAVING A RADIUS OF 10-FT. OR ONE AND ONE-HALF FOOT PER INCH dbh (DIAMETER AT BREAST HEIGHT). THE SIZE OR CONFIGURATION OF THE TREE PROTECTION ZONE MAY BE MODIFIED ONLY UPON APPROVAL BY TOWN OF BLUFFTON.
- THE AREA WITHIN THE TREE PROTECTION ZONE MUST REMAIN OPEN AND UNPAVED. NO CHANGE OF GRADE WILL BE ALLOWED WITHIN THE TREE PROTECTION ZONE EXCEPT FOR A 2-INCH CUT OR 2-INCH FILL OF TOPSOIL. SOO OR MULCH. ANY ACTIVITY WITHIN THE TREE PROTECTION ZONE IS SUBJECT TO APPROVAL BY TOWN OF BLUFFTON. THE FOLLOWING ACTIVITIES ARE PROHIBITED WITHIN THE TREE PROTECTION ZONE:
 - PLACEMENT OR STORAGE OF ANY SOIL, DEBRIS, OILS, FUEL, PAINTS, BUILDING MATERIALS OR ANY OTHER MATERIALS.
 - BURNING
 - VEHICLE PARKING
 - PAVING
 - TRENCHING FOR UTILITIES
- WHERE UTILITY LINES MUST PASS THRU THE TREE PROTECTION ZONE, THEY SHALL BE INSTALLED BY HORIZONTAL BORING BENEATH THE ROOTS OF THE TREE.
- WHERE IT IS NECESSARY FOR MACHINERY AND EQUIPMENT TO PASS WITHIN THE TREE PROTECTION ZONE, APPROVAL MUST BE OBTAINED FROM TOWN OF BLUFFTON. SPECIAL MEASURES WILL BE REQUIRED TO PROTECT THE ROOTS FROM EXCESSIVE COMPACTION.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL TREE REMOVAL PERMITS AND FOR COORDINATING ALL INSPECTIONS REQUIRED BY TOWN OF BLUFFTON IN CONNECTION WITH TREE PRESERVATION AND REMOVAL ACTIVITIES. DURING CONSTRUCTION.

SITE GRADING AND DRAINAGE:

- ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING 72-HOUR NOTICE TO ALL RESPECTIVE UTILITY COMPANIES FOR FIELD VERIFICATION OF EXISTING UTILITIES PRIOR TO CONSTRUCTION. ANY DAMAGES TO EXISTING UTILITIES DUE TO THIS CONSTRUCTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- TEMPORARY CONTROL OF STORM WATER DRAINAGE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. SEQUENCING AND CONSTRUCTION TECHNIQUES SHALL PREVENT OBSTRUCTION OF STORM SEWERS, PONDING IN TRAFFIC AREAS OR RISING OF WATER LEVELS WHICH WOULD ENTER ADJACENT BUILDINGS OR STRUCTURES.
- FULL WIDTH OF STREET AND ROAD RIGHTS-OF-WAY MUST BE CLEARED AND GRADED AS SHOWN IN THE DETAILS ON THE DRAWINGS
- SUBGRADE PREPARATION: TOP SOIL SHALL BE REMOVED FROM PAVED AREAS TO A MINIMUM DEPTH AS RECOMMENDED IN THE PROJECT'S GEOTECHNICAL REPORT. ALL EXCAVATION SHALL BE TO SUBGRADE LEVELS.
- ALL UTILITY PIPE LINES, CONDUITS AND SLEEVES UNDER PAVED AREAS MUST BE IN PLACE PRIOR TO COMPLETION OF THE ROADWAY SUBGRADE COMPACTION.
- FINISH GRADING SHALL INCLUDE THE PLACEMENT OF TOPSOIL OVER ALL UNPAVED AREAS NOT OCCUPIED BY BUILDINGS OR STRUCTURES AND FINE GRADING AROUND BUILDINGS, ADJACENT TO WALKS, CURBS, GUTTERS AND STRUCTURES TO ASSURE POSITIVE DRAINAGE.

SCDHEC/OCRM SEDIMENT AND EROSION CONTROL STANDARD NOTES (REVISED DEC-2012):

- IF NECESSARY, SLOPES, WHICH EXCEED EIGHT (8) VERTICAL FEET SHOULD BE STABILIZED WITH SYNTHETIC OR VEGETATIVE MATS, IN ADDITION TO HYDROSEEDING. IT MAY BE NECESSARY TO INSTALL TEMPORARY SLOPE DRAINS DURING CONSTRUCTION. TEMPORARY BERMS MAY BE NEEDED UNTIL THE SLOPE IS BROUGHT TO GRADE.
- STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN FOURTEEN (14) DAYS AFTER WORK HAS CEASED, EXCEPT AS STATED BELOW:
 - WHERE STABILIZATION BY THE 14TH DAY IS PRECLUDED BY SNOW COVER OR FROZEN GROUND CONDITIONS STABILIZATION MEASURES MUST BE INITIATED AS SOON AS PRACTICABLE.
 - WHERE CONSTRUCTION ACTIVITY ON A PORTION OF THE SITE IS TEMPORARILY CEASED, AND EARTH-DISTURBING ACTIVITIES WILL BE RESUMED WITHIN 14 DAYS, TEMPORARY STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE.
- ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE INSPECTED ONCE EVERY CALENDAR WEEK. IF PERIODIC INSPECTION OR OTHER INFORMATION INDICATES THAT A BMP HAS BEEN INAPPROPRIATELY, OR INCORRECTLY INSTALLED, THE PERMITTEE MUST ADDRESS THE NECESSARY REPLACEMENT OR MODIFICATION REQUIRED TO CORRECT THE BMP WITHIN 48 HOURS OF IDENTIFICATION.
- PROVIDE SILT FENCE AND/OR OTHER CONTROL DEVICES, AS MAY BE REQUIRED, TO CONTROL SOIL EROSION DURING UTILITY CONSTRUCTION. ALL DISTURBED AREAS SHALL BE CLEARED, GRADED, AND STABILIZED WITH GRASSING IMMEDIATELY AFTER THE UTILITY INSTALLATION. FILL, COVER, AND TEMPORARY SEEDING AT THE END OF EACH DAY ARE RECOMMENDED. IF WATER IS ENCOUNTERED WHILE TRENCHING, THE WATER SHOULD BE FILTERED TO REMOVE SEDIMENT BEFORE BEING PUMPED BACK INTO ANY WATERS OF THE STATE.
- ALL EROSION CONTROL DEVICES SHALL BE PROPERLY MAINTAINED DURING ALL PHASES OF CONSTRUCTION UNTIL THE COMPLETION OF ALL CONSTRUCTION ACTIVITIES AND ALL DISTURBED AREAS HAVE BEEN STABILIZED. ADDITIONAL CONTROL DEVICES MAY BE REQUIRED DURING CONSTRUCTION IN ORDER TO CONTROL EROSION AND/OR OFFSITE SEDIMENTATION. ALL TEMPORARY CONTROL DEVICES SHALL BE REMOVED ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED.
- THE CONTRACTOR MUST TAKE NECESSARY ACTION TO MINIMIZE THE TRACKING OF MUD ONTO PAVED ROADWAY(S) FROM CONSTRUCTION AREAS AND THE GENERATION OF DUST. THE CONTRACTOR SHALL DAILY REMOVE MUD/SOIL FROM PAVEMENT.
- RESIDENTIAL SUBDIVISIONS REQUIRE EROSION CONTROL FEATURES FOR INFRASTRUCTURE AS WELL AS FOR INDIVIDUAL LOT CONSTRUCTION. INDIVIDUAL PROPERTY OWNERS SHALL FOLLOW THESE PLANS DURING CONSTRUCTION OR OBTAIN APPROVAL OF AN INDIVIDUAL PLAN IN ACCORDANCE WITH S.C. REG. 72-300 ET SEQ. AND SCD100000.
- TEMPORARY DIVERSION BERMS AND/OR DITCHES WILL BE PROVIDED AS NEEDED DURING CONSTRUCTION TO PROTECT WORK AREAS FROM UPLOUSE RUNOFF AND/OR TO DIVERT SEDIMENT-LADEN WATER TO APPROPRIATE TRAPS OR STABLE OUTLETS.
- ALL WATERS OF THE STATE (WWS), INCLUDING WETLANDS, ARE TO BE PLACED OR OTHERWISE CLEARLY MARKED IN THE FIELD. A DOUBLE ROW OF SILT FENCE IS TO BE INSTALLED IN ALL AREAS WHERE A 50-FOOT BUFFER CAN'T BE MAINTAINED BETWEEN THE DISTURBED AREA AND ALL WOS. A 10-FOOT BUFFER SHOULD BE MAINTAINED BETWEEN THE LAST ROW OF SILT FENCE AND ALL WOS.
- LITTER, CONSTRUCTION DEBRIS, OILS, FUELS, AND BUILDING PRODUCTS WITH SIGNIFICANT POTENTIAL FOR IMPACT (SUCH AS STOCKPILES OF FRESHLY TREATED LUMBER) AND CONSTRUCTION CHEMICALS THAT COULD BE EXPOSED TO STORM WATER MUST BE PREVENTED FROM BECOMING A POLLUTANT SOURCE IN STORM WATER DISCHARGES.
- COPY THE DATA FROM INSPECTION RECORDS, RAINFALL DATA MUST BE RETAINED AT THE CONSTRUCTION SITE OR A NEARBY LOCATION EASILY ACCESSIBLE DURING NORMAL BUSINESS HOURS, FROM THE DATE OF COMMENCEMENT OF CONSTRUCTION ACTIVITIES TO THE DATE THAT FINAL STABILIZATION IS REACHED.
- INITIATE STABILIZATION MEASURES ON ANY EXPOSED STEEP SLOPE (3H:1V OR GREATER) WHERE LAND-DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED, AND WILL NOT RESUME FOR A PERIOD OF 7 CALENDAR DAYS.
- MINIMIZE SOIL COMPACTION AND, UNLESS INFEASIBLE, PRESERVE TOPSOIL.
- MINIMIZE THE DISCHARGE OF POLLUTANTS FROM EQUIPMENT AND VEHICLE WASHING, WHEEL WASH WATER, AND OTHER WASH WATERS. WASH WATERS MUST BE TREATED IN A SEDIMENT BASIN OR ALTERNATIVE CONTROL THAT PROVIDES EQUIVALENT OR BETTER TREATMENT PRIOR TO DISCHARGE.
- MINIMIZE THE DISCHARGE OF POLLUTANTS FROM DEWATERING OF TRENCHES AND EXCAVATED AREAS. THESE DISCHARGES ARE TO BE ROUTED THROUGH APPROPRIATE BMPS (SEDIMENT BASIN, FILTER BAG, ETC.).
- THE FOLLOWING DISCHARGES FROM SITES ARE PROHIBITED:
 - WASTEWATER FROM WASHOUT OF CONCRETE, UNLESS MANAGED BY AN APPROPRIATE CONTROL.
 - WASTEWATER FROM WASHOUT AND CLEANOUT OF STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS.
 - FUELS, OILS, OR OTHER POLLUTANTS USED IN VEHICLE AND EQUIPMENT OPERATION AND MAINTENANCE.
 - SOAPS OR SOLVENTS USED IN VEHICLE AND EQUIPMENT WASHING.
- AFTER CONSTRUCTION ACTIVITIES BEGIN, INSPECTIONS MUST BE CONDUCTED AT A MINIMUM OF AT LEAST ONCE EVERY CALENDAR WEEK AND MUST BE CONDUCTED UNTIL FINAL STABILIZATION IS REACHED ON ALL AREAS OF THE CONSTRUCTION SITE.
- IF EXISTING BMPS NEED TO BE MODIFIED OR IF ADDITIONAL BMPS ARE NECESSARY TO COMPLY WITH THE REQUIREMENTS OF THIS PERMIT AND/OR SCD'S WATER QUALITY STANDARDS, IMPLEMENTATION MUST BE COMPLETED BEFORE THE NEXT STORM EVENT WHENEVER PRACTICABLE. IF IMPLEMENTATION BEFORE THE NEXT STORM EVENT IS IMPRACTICABLE, THE SITUATION MUST BE DOCUMENTED IN THE SWPPP AND ALTERNATIVE BMPS MUST BE IMPLEMENTED AS SOON AS REASONABLY POSSIBLE.
- A PRE-CONSTRUCTION CONFERENCE MUST BE HELD FOR EACH CONSTRUCTION SITE WITH AN APPROVED ON-SITE SWPPP PRIOR TO THE IMPLEMENTATION OF CONSTRUCTION ACTIVITIES. FOR NON-LINEAR PROJECTS THAT DISTURB 10 ACRES OR MORE THIS CONFERENCE MUST BE HELD ON-SITE UNLESS THE DEPARTMENT HAS APPROVED OTHERWISE.

DRY UTILITY CONDUITS FOR ELECTRIC, TELEPHONE AND CABLE TV:

- ALL DRY UTILITY CONDUIT ENDS SHALL BE CAPPED AND MARKED WITH A STEEL REBAR STAKE IMBEDDED ONE (1) FOOT BELOW GROUND SURFACE.
- MINIMUM BURIAL DEPTH FOR ALL ELECTRICAL CONDUITS SHALL BE 18" MINIMUM.
- MAINTAIN MINIMUM 12" VERTICAL CLEARANCE WHEN CROSSING WATER, SEWER, AND STORM DRAIN LINES.
- MAINTAIN MINIMUM 18" HORIZONTAL CLEARANCE WHEN PARALLELING WATER, SEWER AND STORM DRAIN LINES.
- EXTEND CONDUIT BEYOND PAVEMENT, CURBS AND SIDEWALKS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF THE INSTALLATION OF ALL UTILITY SERVICE CONNECTIONS. REFER TO APPROVED BUILDING PLANS FOR THE EXACT LOCATION OF ALL SERVICE CONNECTIONS. THE CONTRACTOR MUST INSTALL ALL CONDUITS, AS SHOWN ON THE PLANS, AND AS REQUIRED BY THE RESPECTIVE UTILITY COMPANIES. THE CONTRACTOR SHALL BE RESPONSIBLE TO ENSURE STRICT COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS WITH REGARDS TO THE INSTALLATION OF UTILITIES AND CONDUIT.
- LOCATIONS SHOWN ON THE PLANS FOR PROPOSED DRY UTILITY CONDUITS ARE APPROXIMATE ONLY. ALL DIMENSIONING AND STAKING SHOULD BE BASED ON ECONOMIC AND PRACTICAL CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH THE RESPECTIVE UTILITY REPRESENTATIVES, PRIOR TO ANY CONDUIT INSTALLATION.
- TRANSFORMER PADS SHALL BE LOCATED AS DIRECTED BY THE RESPECTIVE UTILITY REPRESENTATIVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH APPLICABLE CODE REQUIREMENTS.
- NOTIFY THE ENGINEER IF CONFLICTS WITH EXISTING OR PROPOSED STRUCTURES REQUIRE PROPOSED UTILITIES BE RELOCATED.

SITE CLEARING AND DEMOLITION:

- NO CLEARING SHALL OCCUR WITHIN DESIGNATED BUFFER ZONES, TREE PROTECTION ZONES, OUTSIDE OF THE PROPERTY LINES OR OUTSIDE OF THE PLANS.
- ONLY THOSE TREES DESIGNATED ON THE DRAWINGS FOR REMOVAL ARE TO BE REMOVED AS PART OF THE SITE CLEARING OPERATIONS.
- THE CONTRACTOR SHALL INSTALL A CONTINUOUS LINE OF FLAGGING OR FENCING ALONG THE LIMITS OF CLEARING PRIOR TO COMMENCING ANY CLEARING, DEMOLITION, OR CONSTRUCTION WORK ON THE PROJECT.
- EXERCISE CAUTION DURING CLEARING OPERATIONS TO AVOID FELLING TREES INTO DESIGNATED TREE PROTECTION ZONES.
- NO BURNING WILL BE ALLOWED WITHIN 50 FEET OF A TREE PROTECTION ZONE OR TREE DRIP LINE. CONTRACTOR SHALL COORDINATE ANY BURNING OPERATIONS WITH LOCAL JURISDICTION AND FIRE DEPARTMENTS.
- SELECTIVE CLEARING AREAS SHALL BE CLEARED OF ALL BRUSH AND UNDERSTORY GROWTH.

UTILITY CONTACTS:

PALMETTO ELECTRIC	843-208-5512	1 COOPERATIVE WAY, HARDEEVILLE, SC 29927
DOMINION ENERGY	843-913-7947	108 ROBERT SMALLS FHWY, BEAUFORT, SC 29906
BJWSA	843-987-9292	6 SNAKE ROAD, OKATIE, SC 29909
HARROP COMMUNICATIONS	843-815-1675	PO BOX 3360, BLUFFTON, SC 29910
TIME WARNER CABLE	843-815-7947	11 OFFICE PARK ROAD, HILTON HEAD, SC 29928
CENTURY LINK	843-525-0044	2127 BOUNDARY ST #16, BEAUFORT, SC 29902
SANTEE COOPER	843-761-8000	1 RIVERWOOD DRIVE, MONCKS CORNER, SC 29461

CONTRACTOR NOTE:

CONTRACTOR TO OBTAIN AND BECOME FAMILIAR WITH GEOTECHNICAL REPORT # _____ PREPARED BY: _____

ALL WORK MUST CONFORM TO PROJECT TECHNICAL SPECIFICATIONS FOR NEW RIVER PUD FIRE & EMS STATION PREPARED BY WARD EDWARDS ENGINEERING. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING A COPY OF THE TECHNICAL SPECIFICATIONS IF NOT PROVIDED WITH THE DRAWINGS.

PROJECT INFORMATION

DEVELOPER:	PROPERTY OWNER:
JOE FRASER	BLUFFTON TOWNSHIP FIRE DISTRICT
FRASER CONSTRUCTION CO.	357 FORDING ISLAND RD
12-B ARLEY WAY	BLUFFTON, SC 29909
P.O. BOX 2600	
BLUFFTON, SC 29910	

SOURCE OF TITLE:

BEAUFORT COUNTY REGISTER OF DEEDS,
DEED BOOK 150 PAGE 169

PROJECT STREET ADDRESS:

204 NEW RIVERSIDE DR
BLUFFTON, SC 29910

PROPERTY IDENTIFICATION NO.:

County I.D. #R610 036 000 3215 0000

DEVELOPMENT PERMIT JURISDICTION:

TOWN OF BLUFFTON

PROPERTY ZONING:

PLANNED UNIT DEVELOPMENT (PUD)

VERTICAL CONTROL DATUM:

NGVD29

USE:

EXISTING: UNDEVELOPED

PROPOSED: FIRE & EMS STATION

1 BUILDINGS

8,088 SQ FT (4109 SQ FT LIVING QUARTERS +

3979 SQ FT APPARATUS BAY)

8 LIVING QUARTERS

REQUIRED SETBACKS:

FRONT: 50 FEET

REAR: N/A

SIDE: N/A

STREET: 50 FEET

SURFACE COVERAGE:

EXISTING IMPERVIOUS: 6,579 SQ. FT. (5 %)

PROPOSED IMPERVIOUS: 35,823 SQ. FT. (28 %)

PARKING SUMMARY:

PARKING USE TYPES

USE TYPE = 4 SPACES/1000 SQ. FT. X 4109

PARKING REQUIRED:

USE TYPE = 16 SPACES

PARKING PROVIDED:

TOTAL = 16 SPACES

ACCESSIBLE PARKING REQUIRED: 1 SPACES

ACCESSIBLE PARKING PROVIDED: 2 SPACES

DESIGN TEAM

LAND SURVEYOR:

ATLAS SURVEYING, INC.

843.645.9277

ARCHITECT:

COURT ATKINS

843.815.2557

LANDSCAPE ARCHITECT:

JK TILLER & ASSOCIATES

843.815.4600

GEOTECHNICAL ENGINEER:

WHITAKER LABORATORY

912.234.0696

WETLAND CONSULTANT:

N/A

SEQUENCE OF CONSTRUCTION ACTIVITIES

ESTIMATED START DATE: 05-01-20 ESTIMATED COMPLETION DATE: 05-01-21

ITEMS MUST OCCUR IN THE ORDER LISTED; ITEMS CANNOT OCCUR CONCURRENTLY UNLESS SPECIFICALLY NOTED.

PHASE 1: (INITIAL)

- RECEIVE NPDES COVERAGE FROM DHEC.
- HOLD PRE-CONSTRUCTION MEETING.
- NOTIFY DHEC EDC REGIONAL OFFICE OR OCRM OFFICE 48 HOURS PRIOR TO BEGINNING LAND-DISTURBING ACTIVITIES.
- INSTALLATION OF CONSTRUCTION ENTRANCE.
- CLEARING & GRUBBING ONLY AS NECESSARY FOR INSTALLATION OF PERIMETER CONTROLS.
- INSTALLATION OF PERIMETER CONTROLS (E.G. SILT FENCE).
- INSTALL TREE PROTECTION.
- INSTALL INLET PROTECTION.
- INSTALL SEDIMENT TUBES.
- CLEARING & GRUBBING ONLY IN AREAS OF BASIN.

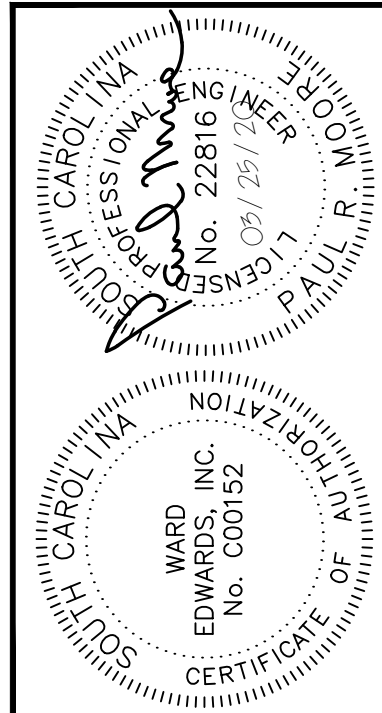
PHASES 2 & 3: (INTERMEDIATE & FINAL)

- INSTALLATION OF BASIN AND INSTALLATION OF DIVERSIONS TO THOSE STRUCTURES (OUTLET STRUCTURES MUST BE COMPLETELY INSTALLED AS SHOWN ON THE DETAILS BEFORE PROCEEDING TO NEXT STEP; AREAS DRAINING TO THESE STRUCTURES CANNOT BE DISTURBED UNTIL THE STRUCTURES & DIVERSIONS TO THE STRUCTURES ARE COMPLETELY INSTALLED). INSTALL SURFACE DEWATERING SKIMMER PRIOR TO MOVING TO NEXT STEP.
- CLEARING & GRUBBING OF SITE OR DEMOLITION (SEDIMENT & EROSION CONTROL MEASURES FOR THESE AREAS MUST ALREADY BE INSTALLED).
- ROUGH GRADING.
- INSTALLATION OF STORM DRAIN SYSTEM AND PLACEMENT OF INLET PROTECTION AS EACH INLET IS INSTALLED.
- INSTALL ALL REQUIRED UTILITIES AND CURBING.
- FINE GRADING, PAVING, ETC.
- PLACE TOPSOIL & ESTABLISH FINISH GRADES.
- PERMEABLE PAVERS SHALL BE LAID WHEN ALL HEAVY CONSTRUCTION IS COMPLETED.
- CLEAN-OUT OF DETENTION BASINS THAT WERE USED AS SEDIMENT CONTROL STRUCTURES AND RE-GRADING OF DETENTION POND BOTTOMS; IF NECESSARY, MODIFICATION OF SEDIMENT BASIN PRIOR TO CONVERT TO DETENTION BASIN OUTLET STRUCTURE.
- INSTALL PERMANENT SEEDING.
- FLUSH ANY SEDIMENT FROM STORM SEWER PIPES AND INLETS.
- REMOVAL OF TEMPORARY SEDIMENT & EROSION CONTROL MEASURES (INCLUDING SKIMMER) AFTER ENTIRE AREA DRAINING TO THE STRUCTURE IS FINALLY STABILIZED (THE DEPARTMENT RECOMMENDS THAT THE PROJECT OWNER / OPERATOR HAVE THE SWPPP PREPARER OR REGISTRATION EQUIVALENT APPROVE THE REMOVAL OF TEMPORARY STRUCTURES).
- PERFORM AS-BUILT SURVEYS OF ALL DETENTION STRUCTURES AND SUBMIT TO DHEC OR MS4 FOR ACCEPTANCE.
- SUBMIT NOTICE OF TERMINATION (NOT) TO DHEC AS APPROPRIATE.

- NOTE: PERFORM WEEKLY SITE INSPECTIONS DURING LAND DISTURBING ACTIVITIES AND MAKE RECOMMENDATIONS FOR ADDITIONAL BMPS OR MAINTENANCE OF EXISTING BMPS
- NOTE: ALL PUMPED DEWATERING SHALL BE PERFORMED USING AN APPROPRIATELY SIZED PUMPED WATER FILTER BAG.

SCDHEC-OCRM CERTIFICATION:

"I HAVE PLACED MY SIGNATURE AND SEAL ON THE DESIGN DOCUMENTS SUBMITTED SIGNIFYING THAT I ACCEPT RESPONSIBILITY FOR THE DESIGN OF THE SYSTEM. FURTHER, I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE DESIGN IS CONSISTENT WITH THE REQUIREMENTS OF TITLE 48, CHAPTER 14 OF THE CODE OF LAWS OF SC, 1976 AS AMENDED, PURSUANT TO REGULATION 72-300 ET SEQ. (IF APPLICABLE), AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF SCD100000."



NO.	DESCRIPTION	DATE
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Ward Edwards
ENGINEERING
P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5750 / FAX (843) 837-2556
WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
COVER SHEET & CONSTRUCTION NOTES

VERTICAL DATUM:	NGVD29
PROJECT #:	170267B
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

SHEET
C001

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- NOTES
1. THIS PARCEL APPEARS TO LIE IN FLOOD ZONE C, FIRM PANELS 50050-D COMMUNITY 450025 & 50080-D COMMUNITY 450025.
 2. CONTOURS ARE IN ONE FOOT INTERVALS. TREE SIZES SHOWN ARE IN INCHES OF DIAMETER.
 3. VERTICAL DATUM IS NGVD 29.
 4. HORIZONTAL DATUM IS SOUTH CAROLINA STATE PLANE GRID (NAD 83).
 5. PROPERTY EASEMENTS SCALED IN PER REFERENCE #3.
 6. ALL UNDERGROUND UTILITIES WERE LOCATED AS MARKED IN THE FIELD BY SC 811 LOCATING SERVICES AT THE TIME THE FIELD WORK WAS CONDUCTED (01-18-19).

- REFERENCES
1. PLAT BOOK:147 PAGE:137
 2. PLAT BOOK:108 PAGE:84
 3. A SUBDIVISION PLAT OF PARCELS 4A-2 & 4A-3 FORMERLY PARCEL 4A-2 A PORTION OF NEW RIVERSIDE BY: THOMAS AND HUTTON DATED: 12-13-18 S.C.P.L.S. No.:26957

PREPARED FOR:
FRASER CONSTRUCTION
AN AS-BUILT, TREE AND TOPOGRAPHIC SURVEY OF

PARCEL 4A-3

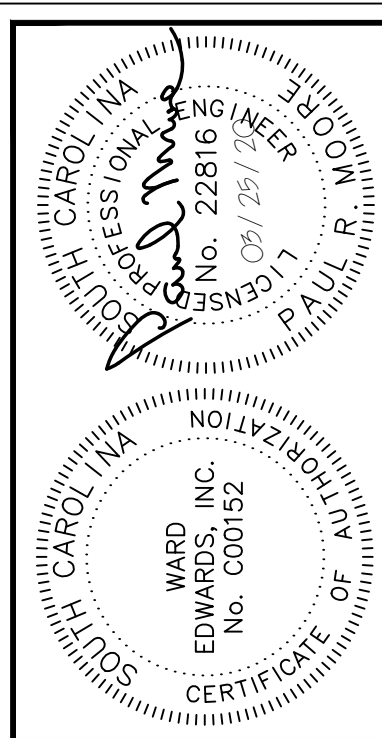
TAX PARCEL No. R610 036 000 3215 0000

THE TOWN OF BLUFFTON
TOWN OF BLUFFTON, SOUTH CAROLINA
FIELD WORK: JWR
FIELD CHECK: JWR
DRAWN BY: BBN
DATE: 02-04-2019
SCALE: 1"=20'
PROJECT No.: BFT-19008
FILE: BFT-19008 AT1.DWG

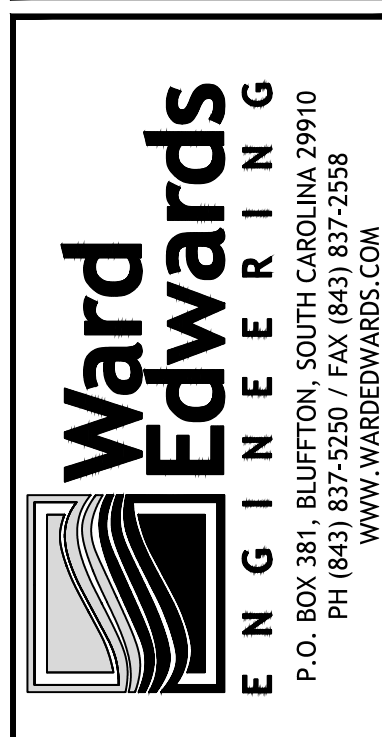
SHEET 1 OF 3

ATLAS
SURVEYING, INC.

49 BROWN'S COVE ROAD, SUITE #5
RIDGECLAND, SC 29936
PHONE: (843) 645-9277
WEBSITE: WWW.ATLASSURVEYING.COM



PLAN REVISIONS		DATE
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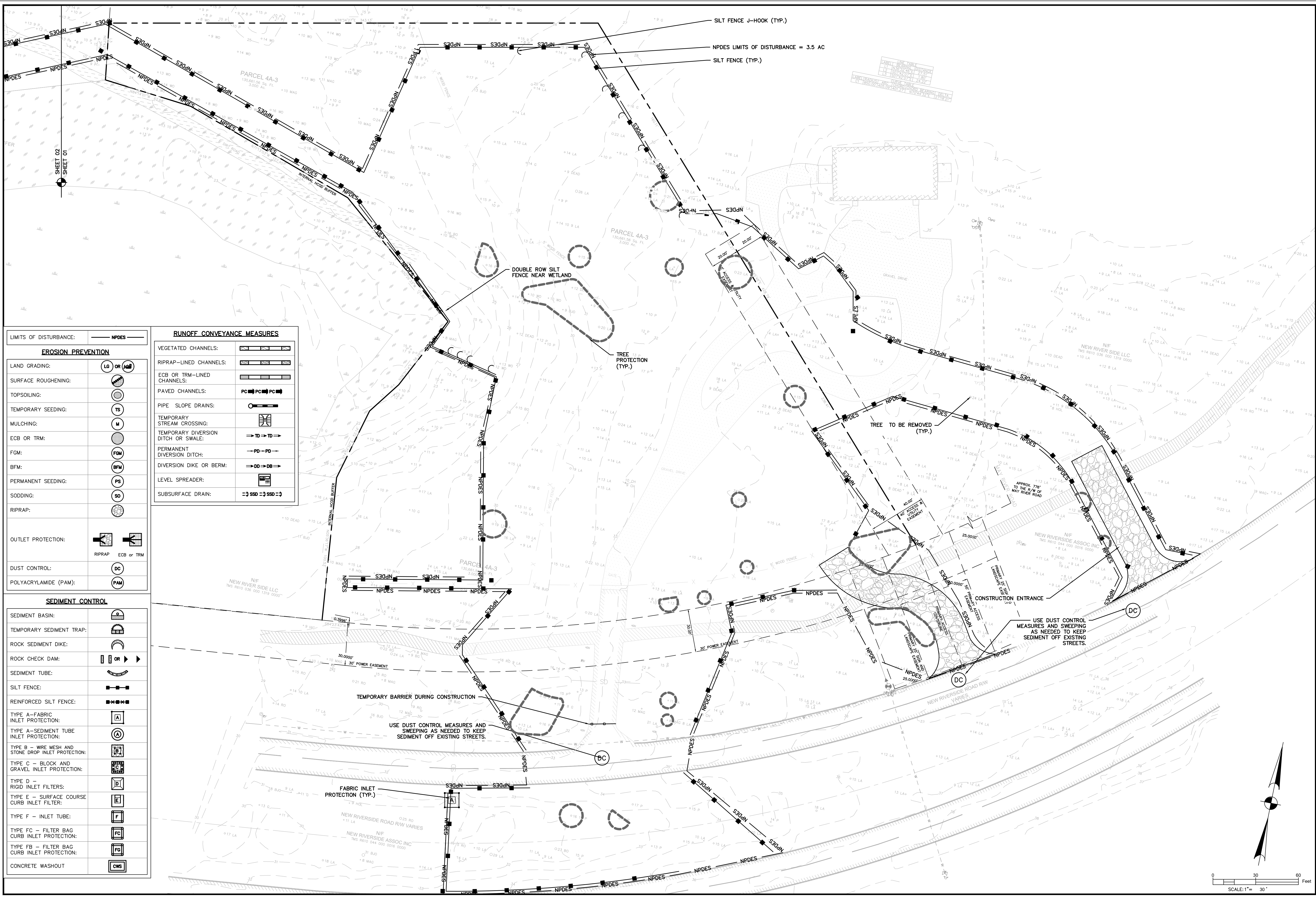
NEW RIVER PUD FIRE & EMS STATION	TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY	BLUFFTON, SOUTH CAROLINA
EXISTING CONDITIONS PLAN	

VERTICAL DATUM:	NGVD29
PROJECT #:	1702678
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

SHEET	C101
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NOT FOR CONSTRUCTION

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LIMITS OF DISTURBANCE:		NPDES
EROSION PREVENTION		
LAND GRADING:	LG OR (LG)	
SURFACE ROUGHENING:	(SR)	
TOPSOILING:	(TS)	
TEMPORARY SEEDING:	(TS)	
MULCHING:	(M)	
ECB OR TRM:	(ECB)	
FGM:	(FGM)	
BFM:	(BFM)	
PERMANENT SEEDING:	(PS)	
SODDING:	(SD)	
RIPRAP:	(RIPRAP)	
OUTLET PROTECTION:	RIPRAP ECB or TRM	
DUST CONTROL:	(DC)	
POLYACRYLAMIDE (PAM):	(PAM)	

RUNOFF CONVEYANCE MEASURES	
VEGETATED CHANNELS:	(VC)
RIPRAP-LINED CHANNELS:	(RIPRAP)
ECB OR TRM-LINED CHANNELS:	(ECB)
PAVED CHANNELS:	PC PC PC
PIPE SLOPE DRAINS:	(PSD)
TEMPORARY STREAM CROSSING:	(TSC)
TEMPORARY DIVERSION DITCH OR SWALE:	TD TD
PERMANENT DIVERSION DITCH:	PD PD
DIVERSION DIKE OR BERM:	DD DB
LEVEL SPREADER:	(LS)
SUBSURFACE DRAIN:	SSD SSD

SEDIMENT CONTROL	
SEDIMENT BASIN:	(SB)
TEMPORARY SEDIMENT TRAP:	(TST)
ROCK SEDIMENT DIKE:	(RSD)
ROCK CHECK DAM:	(RCD)
SEDIMENT TUBE:	(ST)
SILT FENCE:	(SF)
REINFORCED SILT FENCE:	(RSF)
TYPE A-FABRIC INLET PROTECTION:	(A)
TYPE A-SEDIMENT TUBE INLET PROTECTION:	(AT)
TYPE B - WIRE MESH AND STONE DROP INLET PROTECTION:	(B)
TYPE C - BLOCK AND GRAVEL INLET PROTECTION:	(C)
TYPE D - RIGID INLET FILTERS:	(D)
TYPE E - SURFACE COURSE CURB INLET FILTER:	(E)
TYPE F - INLET TUBE:	(F)
TYPE FC - FILTER BAG CURB INLET PROTECTION:	(FC)
TYPE FB - FILTER BAG CURB INLET PROTECTION:	(FB)
CONCRETE WASHOUT	(CWS)

WARD EDWARDS ENGINEERING

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WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

INITIAL EROSION CONTROL PLAN

VERTICAL DATUM:
NGVD29

PROJECT #:
170267B

DATE:
03/25/20

DESIGNED BY:
BCB

CHECKED BY:
PRM

SHEET
C201

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WARD EDWARDS ENGINEERING

1000 W. 10TH STREET, SUITE 100
BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5750 / FAX (843) 837-2556
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
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











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



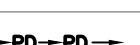
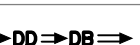



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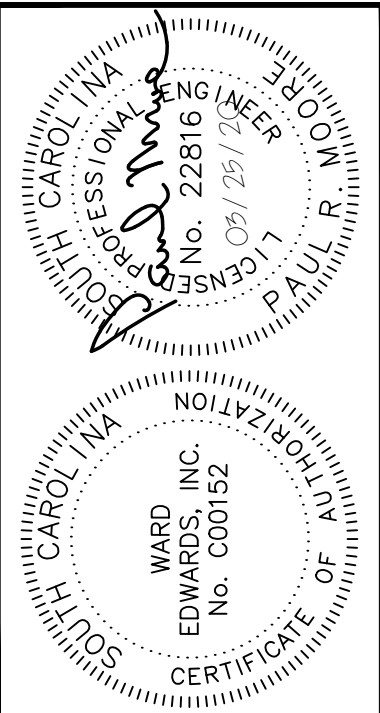
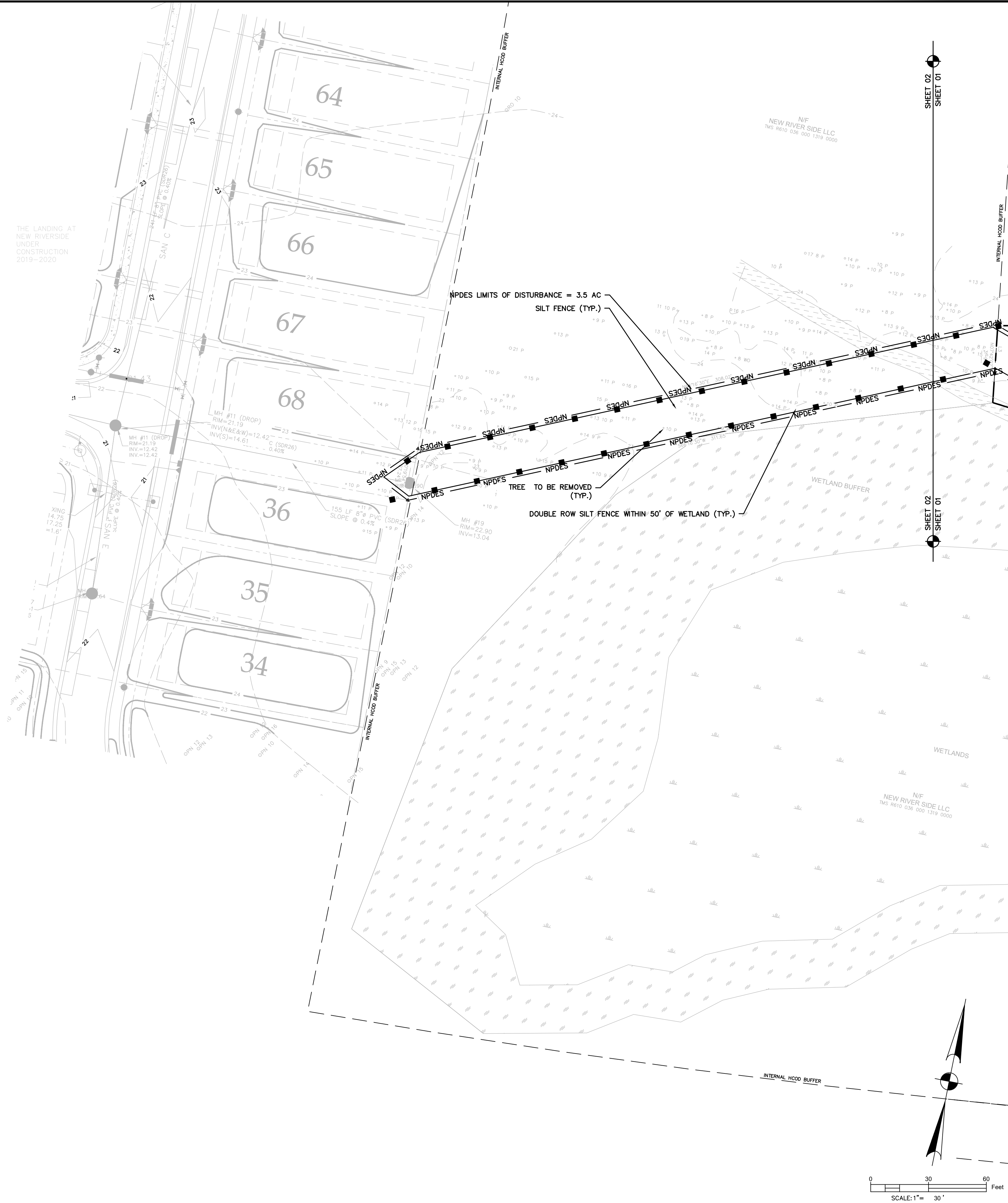
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EROSION PREVENTION	
LAND GRADING:	LG OR 
SURFACE ROUGHENING:	
TOPSOILING:	
TEMPORARY SEEDING:	TS
MULCHING:	M
ECB OR TRM:	
FGM:	FGM
BFM:	BFM
PERMANENT SEEDING:	PS
SODDING:	SO
RIPRAP:	
OUTLET PROTECTION:	 RIPRAP  ECB or TRM
DUST CONTROL:	DC
POLYACRYLAMIDE (PAM):	PAM

SEDIMENT CONTROL	
SEDIMENT BASIN:	
TEMPORARY SEDIMENT TRAP:	
ROCK SEDIMENT DIKE:	
ROCK CHECK DAM:	 OR 
SEDIMENT TUBE:	
SILT FENCE:	
REINFORCED SILT FENCE:	
TYPE A—FABRIC INLET PROTECTION:	
TYPE A—SEDIMENT TUBE INLET PROTECTION:	
TYPE B—WIRE MESH AND STONE DROP INLET PROTECTION:	
TYPE C—BLOCK AND GRAVEL INLET PROTECTION:	
TYPE D—RIGID INLET FILTERS:	
TYPE E—SURFACE COURSE CURB INLET FILTER:	
TYPE F—INLET TUBE:	
TYPE FC—FILTER BAG CURB INLET PROTECTION:	
TYPE FB—FILTER BAG CURB INLET PROTECTION:	
CONCRETE WASHOUT	

RUNOFF CONVEYANCE MEASURES	
VEGETATED CHANNELS:	
RIPRAP—LINED CHANNELS:	
ECB OR TRM—LINED CHANNELS:	
PAVED CHANNELS:	PC  PC 
PIPE SLOPE DRAINS:	
TEMPORARY STREAM CROSSING:	
TEMPORARY DIVERSION DITCH OR SWALE:	
PERMANENT DIVERSION DITCH:	
DIVERSION DIKE OR BERM:	
LEVEL SPREADER:	
SUBSURFACE DRAIN:	



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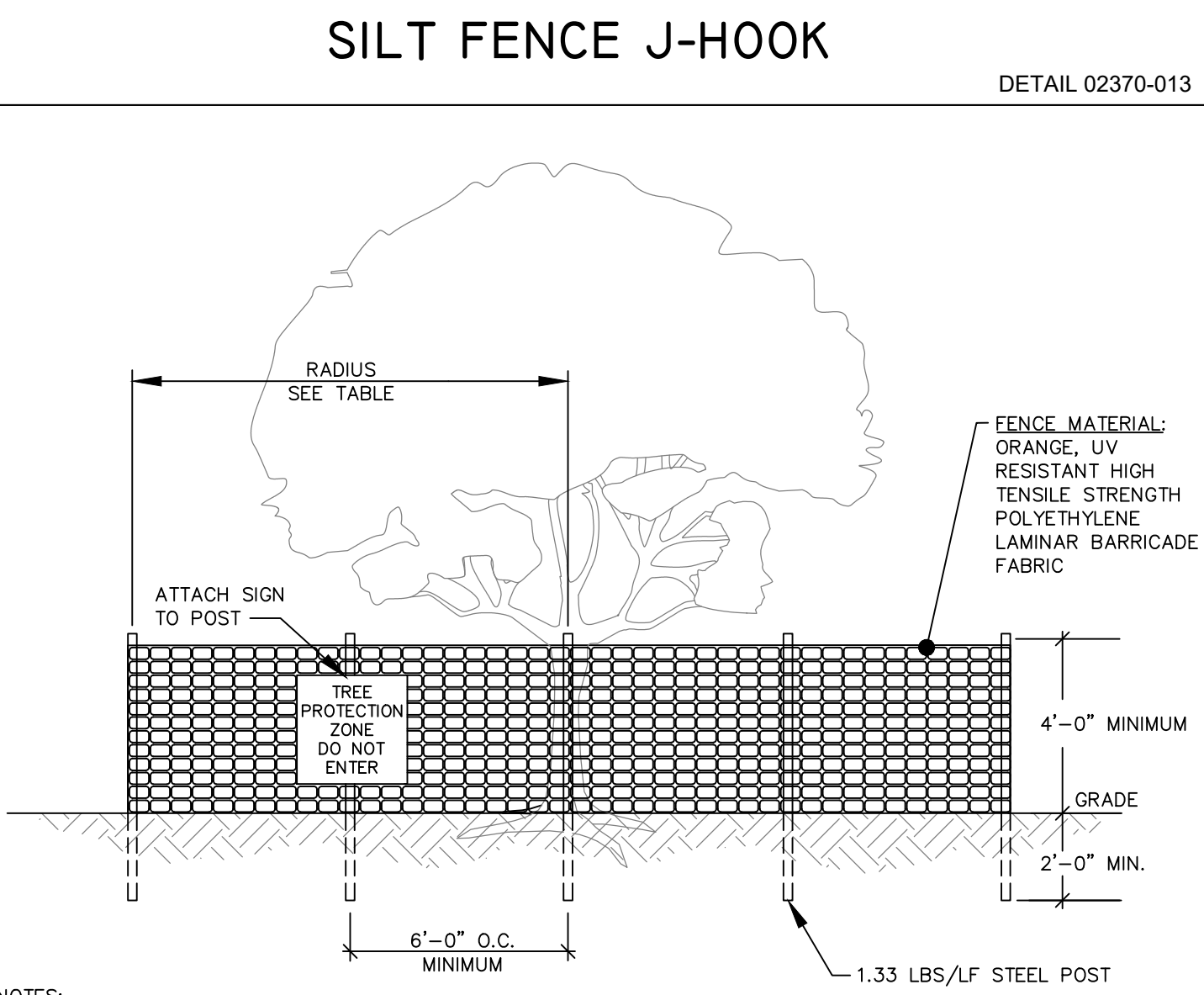
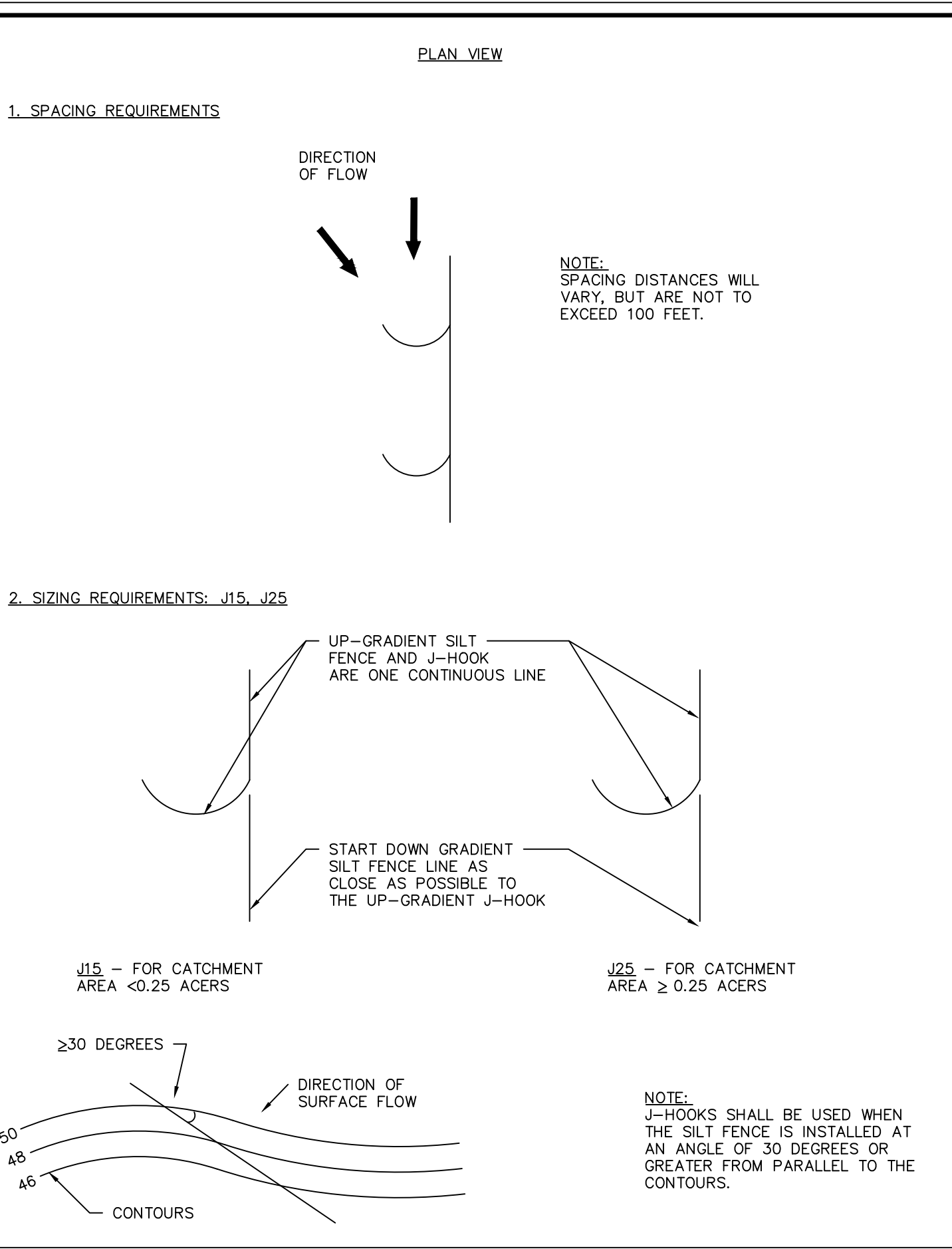
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
INITIAL EROSION CONTROL PLAN

VERTICAL DATUM:	NGVD29
PROJECT #:	170267B
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

SHEET
C202

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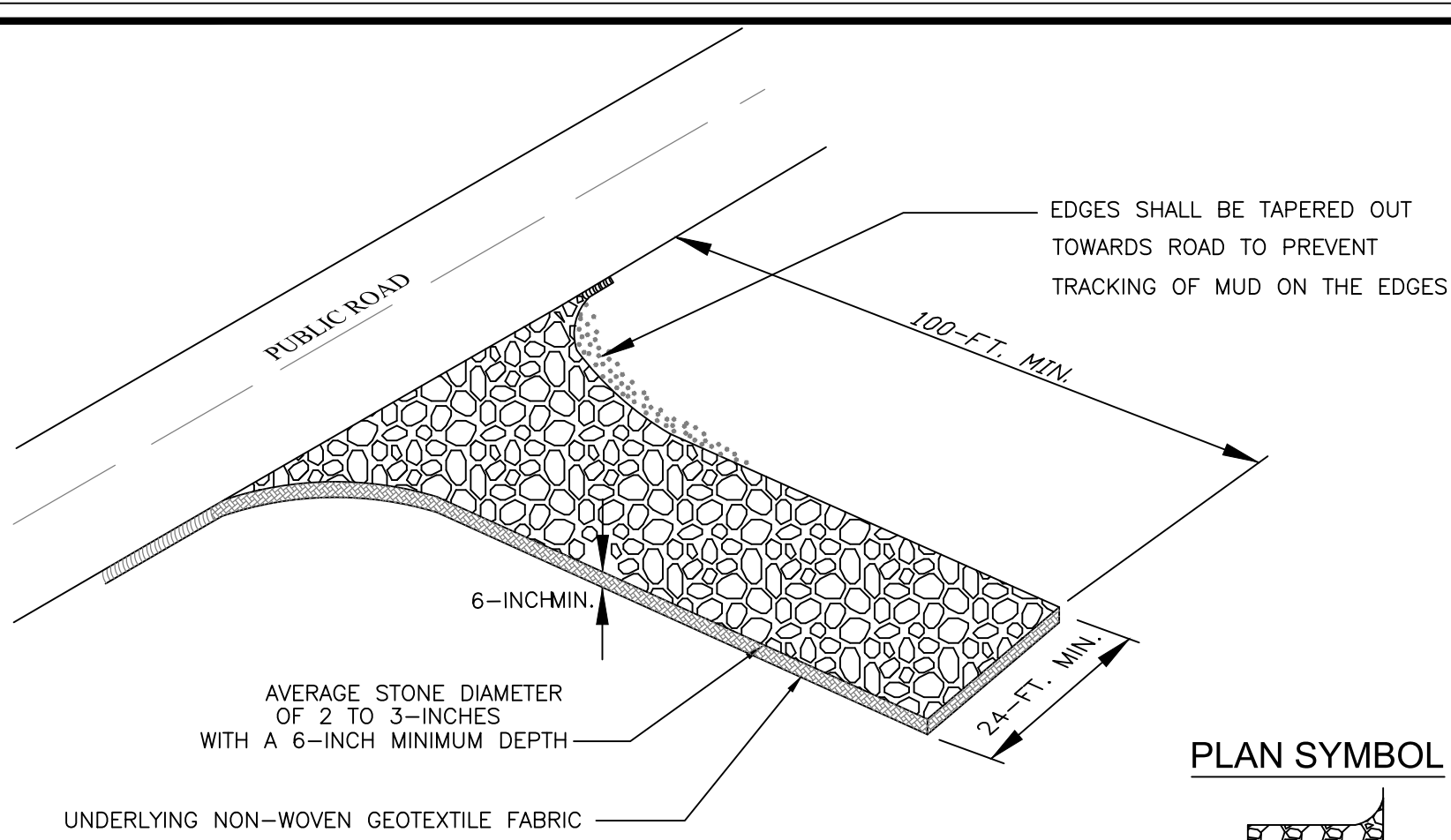
- ALL TREES DESIGNATED TO BE SAVED SHALL BE PROTECTED BY FENCING.
- INSTALL TREE PROTECTION FENCE TO RADIUS INDICATED IN TABLE UNLESS OTHERWISE INDICATED ON PLANS.
- WARNING SIGNS TO BE MADE OF DURABLE WATERPROOF MATERIAL
- ALL WARNING SIGN LETTERS TO BE AT LEAST 3 INCHES HIGH, CLEARLY LEGIBLE AND SPACED A MINIMUM OF ONE EVERY 40 FT. FOR PROTECTION AREAS LESS THAN 40 FT IN PERIMETER, PROVIDE NO LESS THAN ONE SIGN PER SIDE.
- THE SIZE OF EACH WARNING SIGN MUST BE A MINIMUM OF 2' x 2' AND BE VISIBLE FROM BOTH SIDES OF THE FENCE.
- ATTACH SIGNS SECURELY TO FENCE POSTS AND FABRIC.
- THERE SHALL BE NO STORAGE OF MATERIAL WITHIN THE BOUNDARIES OF THE TREE PROTECTION FENCING.
- TREE PROTECTION FENCING SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT. FENCING MUST REMAIN UPRIGHT AND SLACK FREE.

JURISDICTION	RADIUS OF CIRCULAR TPZ
BEAUFORT COUNTY BEAUFORT CO. DEV. CODE 5.11.100	1 FOOT PER INCH OF TRUNK DBH
TOWN OF BLUFFTON UDO 5.3.3	1.5 FEET PER INCH OF TRUNK DBH OR 10 FEET WHICHEVER IS GREATER
TOWN OF HILTON HEAD LMO 16-6-104, J-3A	FENCING AT DRIP LINE FOR ALL TREES TO BE RETAINED
CITY OF BEAUFORT BEAUFORT CODE 5.3.3	0.5 FOOT PER INCH OF TRUNK DBH
JASPER COUNTY ZONING ORD. ART. 13.5	FENCING AT DRIP LINE FOR ALL TREES TO BE RETAINED
TOWN OF PORT ROYAL PORT ROYAL CODE 5.7.70	1.5 FEET PER INCH OF TRUNK DBH OR 5 FEET WHICHEVER IS GREATER
CITY OF HARDEEVILLE MZ&DO 4.8, F-3	FENCING AT DRIP LINE FOR ALL TREES TO BE RETAINED

DBH = TRUNK DIAMETER AT BREAST HEIGHT

TREE PROTECTION FENCE

DETAIL #02915-008



SPECIFICATION	SIZE
ROCK PAD THICKNESS	6 INCHES
ROCK PAD WIDTH	24 FEET
ROCK PAD LENGTH	100 FEET
ROCK PAD STONE SIZE	D = 2-3 INCHES

South Carolina Department of Health and Environmental Control

CONSTRUCTION ENTRANCE

STANDARD DRAWING NO. SC-06 PAGE 1 of 2

NOT TO SCALE

FEBRUARY 2014 DATE

CONSTRUCTION ENTRANCE - GENERAL NOTES

- Stabilized construction entrances should be used at all points where traffic will egress/ingress a construction site onto a public road or any impervious surfaces, such as parking lots.
- Install a non-woven geotextile fabric prior to placing any stone.
- Install a culvert pipe across the entrance when needed to provide positive drainage.
- The entrance shall consist of 2-inch to 3-inch D50 stone placed at a minimum depth of 6-inches.
- Minimum dimensions of the entrance shall be 24-feet wide by 100-feet long, and may be modified as necessary to accommodate site constraints.
- The edges of the entrance shall be tapered out towards the road to prevent tracking at the edge of the entrance.
- Divert all surface runoff and drainage from the stone pad to a sediment trap or basin or other sediment trapping structure.
- Limestone may not be used for the stone pad.

CONSTR. ENTRANCE - INSPECTION & MAINTENANCE

- The key to functional construction entrances is weekly inspections, routine maintenance, and regular sediment removal.
 - Composed of a high strength steel with a minimum yield strength of 50,000 psi.
 - Include a standard "T" section with a nominal face width of 1.38-inches and a nominal "T" length of 1.48-inches.
 - Weigh 1.25 pounds per foot (± 8%)
- Posts shall be equipped with projections to aid in fastening of filter fabric.
- Steel posts may need to have a metal soil stabilization plate welded near the bottom when installed along steep slopes or installed in loose soils. The plate should have a minimum cross section of 17-square inches and be composed of 15 gauge steel, at a minimum. The metal soil stabilization plate should be completely buried.
- Install posts to a minimum of 24-inches. A minimum height of 1- to 2-inches above the fabric shall be maintained, and a maximum height of 3 feet shall be maintained above the ground.
- Post spacing shall be at a maximum of 6-feet on center.
- Wash or replace stones as needed and as directed by site inspector. The stone in the entrance should be washed or replaced whenever the entrance fails to reduce the amount of mud being carried off-site by vehicles. Frequent washing will extend the useful life of stone pad.
- Immediately remove mud and sediment tracked or washed onto adjacent impervious surfaces by brushing or sweeping. Flushing should only be used when the water can be discharged to a sediment trap or basin.
- During maintenance activities, any broken pavement should be repaired immediately.
- Construction entrances should be removed after the site has reached final stabilization. Permanent vegetation should replace areas from which construction entrances have been removed, unless area will be converted to an impervious surface to serve post-construction.

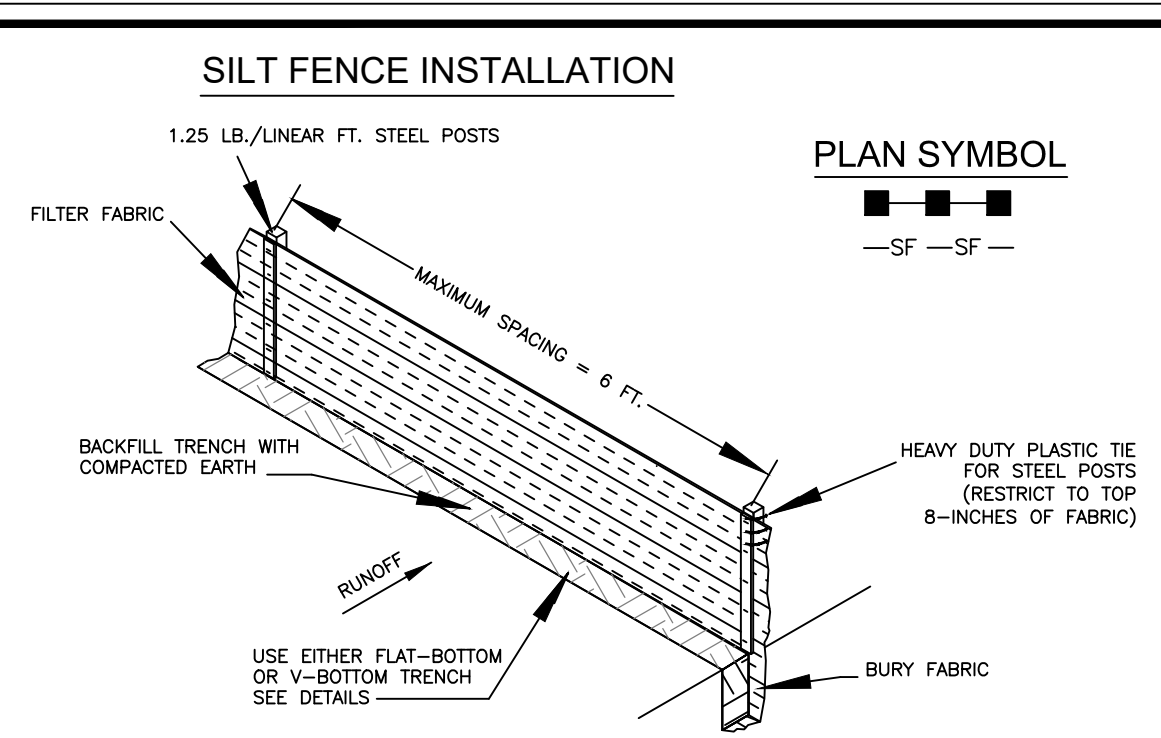
South Carolina Department of Health and Environmental Control

CONSTRUCTION ENTRANCE

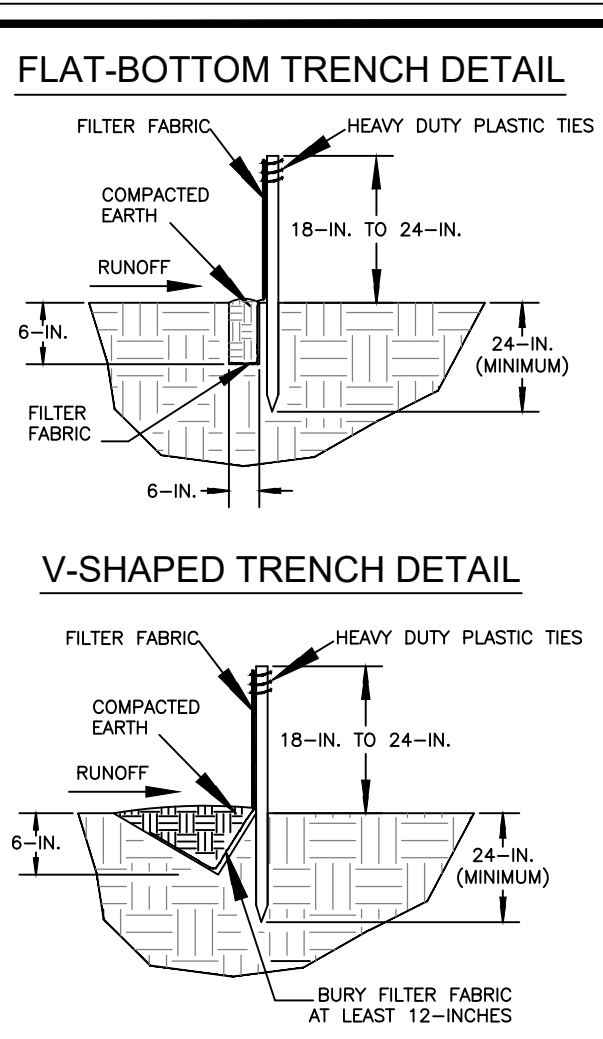
STANDARD DRAWING NO. SC-06 PAGE 2 of 2

GENERAL NOTES

FEBRUARY 2014 DATE



- SILT FENCE - GENERAL NOTES
- Do not place silt fence across channels or in other areas subject to concentrated flows. Silt fence should not be used as a velocity control BMP. Concentrated flows are any flows greater than 0.5 cfs.
 - Maximum sheet or overland flow path length to the silt fence shall be 100-feet.
 - Maximum slope steepness (normal [perpendicular] to the fence line) shall be 2:1.
 - Silt fence joints, when necessary, shall be completed by one of the following options:
 - Wrap each fabric together at a support post with both ends fastened to the post, with a 1-foot minimum overlap.
 - Overlap silt fence by installing 3-feet passed the support post to which the new silt fence roll is attached. Attach old roll to new roll with heavy-duty plastic ties; or
 - Overlap entire width of each silt fence roll from one support post to the next support post.
 - Attach filter fabric to the steel posts using heavy-duty plastic ties that are evenly spaced within the top 8-inches of the fabric.
 - Install the silt fence perpendicular to the direction of the stormwater flow and place the silt fence the proper distance from the toe of steep slopes to provide sediment storage and access for maintenance and cleanout.
 - Install Silt Fence Checks (Tie-Backs) every 50-100 feet, dependent on slope, along silt fence that is installed with slope and where concentrated flows are expected or are documented along the proposed/installed silt fence.



South Carolina Department of Health and Environmental Control

SILT FENCE

STANDARD DRAWING NO. SC-03 Page 1 of 2

NOT TO SCALE

FEBRUARY 2014 DATE

CONSTRUCTION ENTRANCE - GENERAL NOTES

- The key to functional silt fence is weekly inspections, routine maintenance, and regular sediment removal.
- Regular inspections of silt fence shall be conducted once every calendar week and, as recommended, within 24-hours after each rainfall event that produces 1/2-inch or more of precipitation.
- Attention to sediment accumulations along the silt fence is extremely important. Accumulated sediment should be continually monitored and removed when necessary.
- Remove accumulated sediment when it reaches 1/3 the height of the silt fence.
- Removed sediment shall be placed in stockpile storage areas or spread thinly across disturbed area. Stabilize the removed sediment after it is relocated.
- Check for areas where stormwater runoff has eroded a channel beneath the silt fence, or where the fence has sagged or collapsed due to runoff overlapping the silt fence. Install checks/tie-backs and/or reinstall silt fence, as necessary.
- Check for tears within the silt fence, areas where silt fence has begun to decompose, and for any other circumstance that may render the silt fence ineffective. Removed damaged silt fence and reinstall new silt fence immediately.
- Silt fence should be removed within 30 days after final stabilization is achieved and once it is removed, the resulting disturbed area shall be permanently stabilized.

South Carolina Department of Health and Environmental Control

SILT FENCE

STANDARD DRAWING NO. SC-03 PAGE 2 of 2

GENERAL NOTES

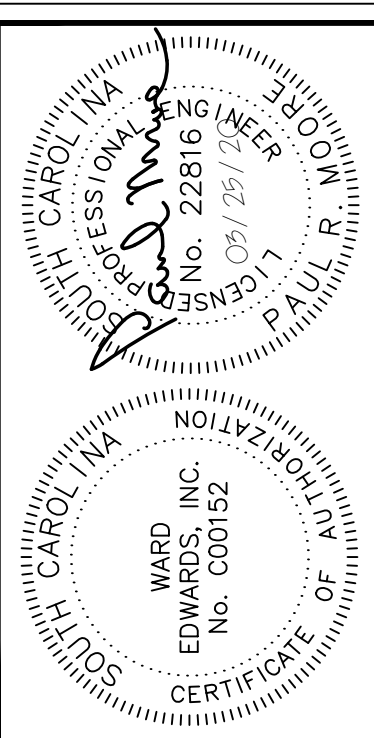
FEBRUARY 2014 DATE

ADHESIVE	WATER DILUTION	NOZZLE TYPE	APPLICATION (GAL./ACRE)
ANIONIC ASPHALT EMULSION	7:1*	COARSE SPRAY	1,200
LATEX EMULSION	12.5:1*	FINE SPRAY	235
RESIN-IN-WATER EMULSION	4:1*	FINE SPRAY	300

- *USE MANUFACTURER'S RECOMMENDATIONS WHEN AVAILABLE.
- MAINTENANCE:
- PROHIBIT TRAFFIC ON SURFACE AFTER SPRAYING.
 - SUPPLEMENT SURFACE COVERING AS NEEDED.
- INSTALLATION:
- APPLY ACCORDING TO APPROVED PLAN.
 - MULCH DISTURBED AREAS AND TACKIFY WITH RESINS SUCH AS ASPHALT, CURASOL OR TERRATAK ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.
 - STABILIZE DISTURBED AREAS WITH TEMPORARY OR PERMANENT VEGETATION.
 - IRRIGATE DISTURBED AREAS UNTIL SURFACE IS WET.
 - COVER SURFACES WITH CRUSHED STONE OR GRAVEL.
 - APPLY CALCIUM CHLORIDE AT A RATE TO KEEP SURFACES MOIST.
 - APPLY SPRAY-ON ADHESIVES TO MINERAL SOILS (NOT MUCK SOILS) AS DESCRIBED IN TABLE 1.



DUST CONTROL ON DISTURBED AREAS



NO.	DESCRIPTION	PLAN REVISIONS
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NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

INITIAL EROSION CONTROL DETAILS

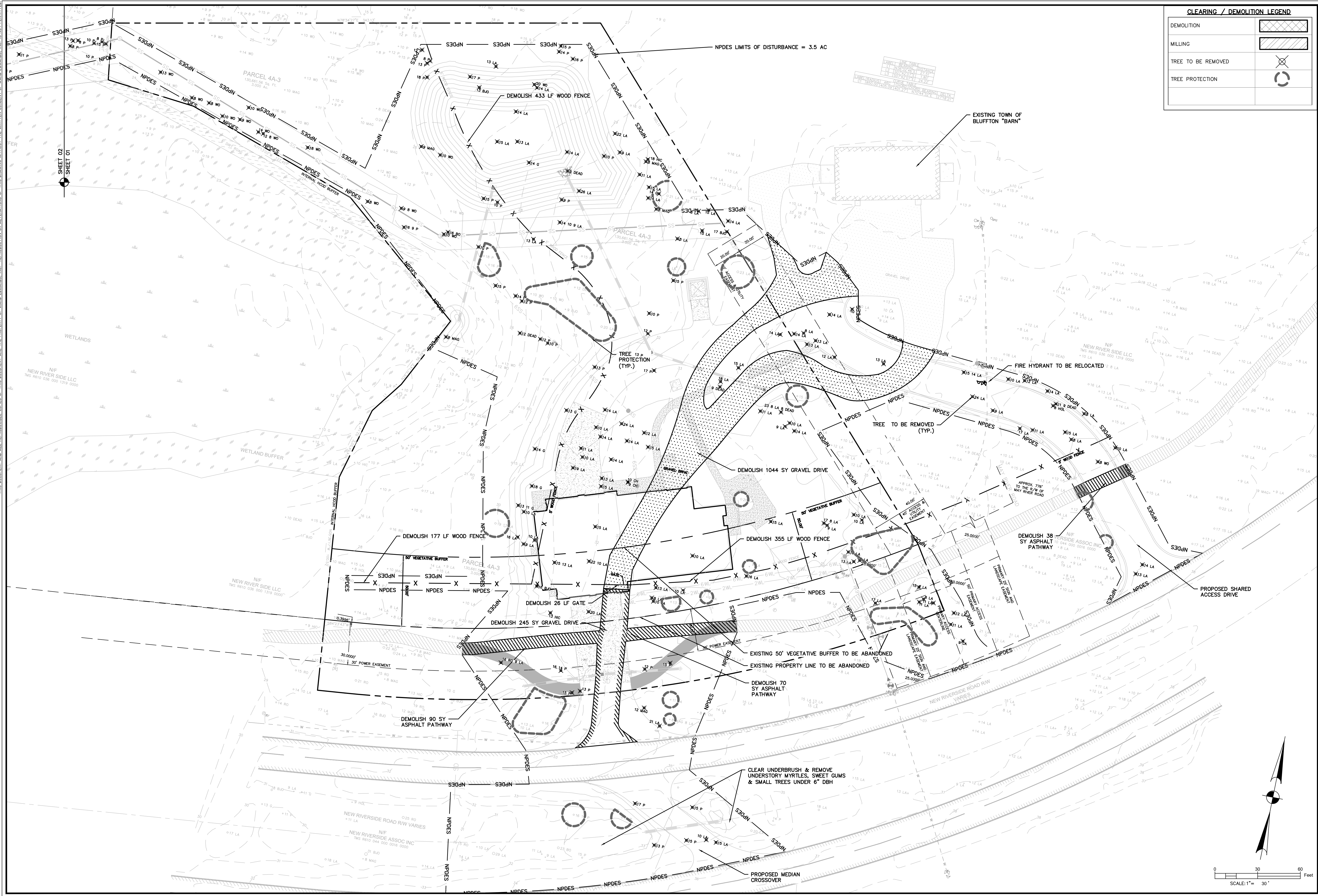
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CLEARING / DEMOLITION LEGEND	
DEMOLITION	
MILLING	
TREE TO BE REMOVED	
TREE PROTECTION	

CAROLINA PROFESSIONAL ENGINEERING

Ward Edwards Engineering

Professional Engineer No. 22816

State of North Carolina

CERTIFICATE OF AUTHORIZATION

WARD EDWARDS, INC.

NO. 000152

CERTIFICATE OF AUTHORIZATION

PLAN REVISIONS	
NO.	DESCRIPTION
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NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

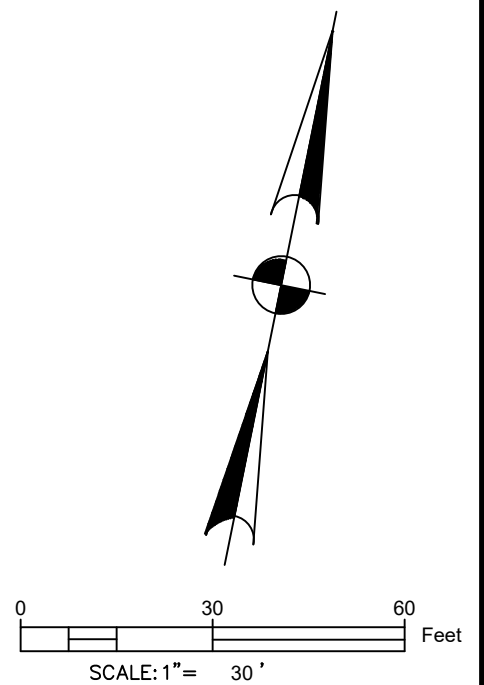
BLUFFTON, SOUTH CAROLINA

CLEARING & DEMOLITION PLAN

VERTICAL DATUM:
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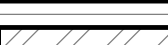
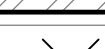

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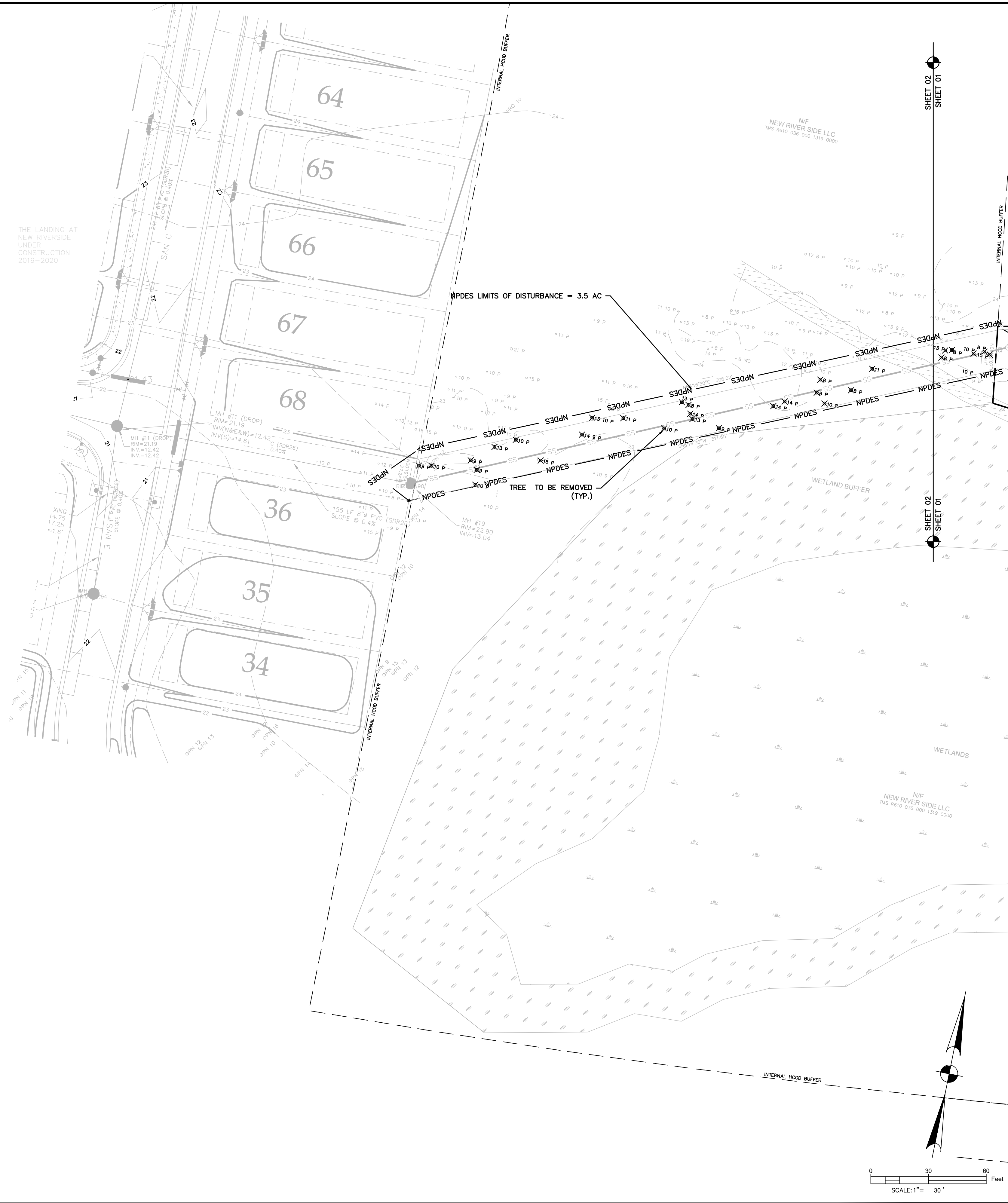
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<u>CLEARING / DEMOLITION LEGEND</u>	
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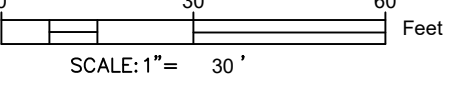
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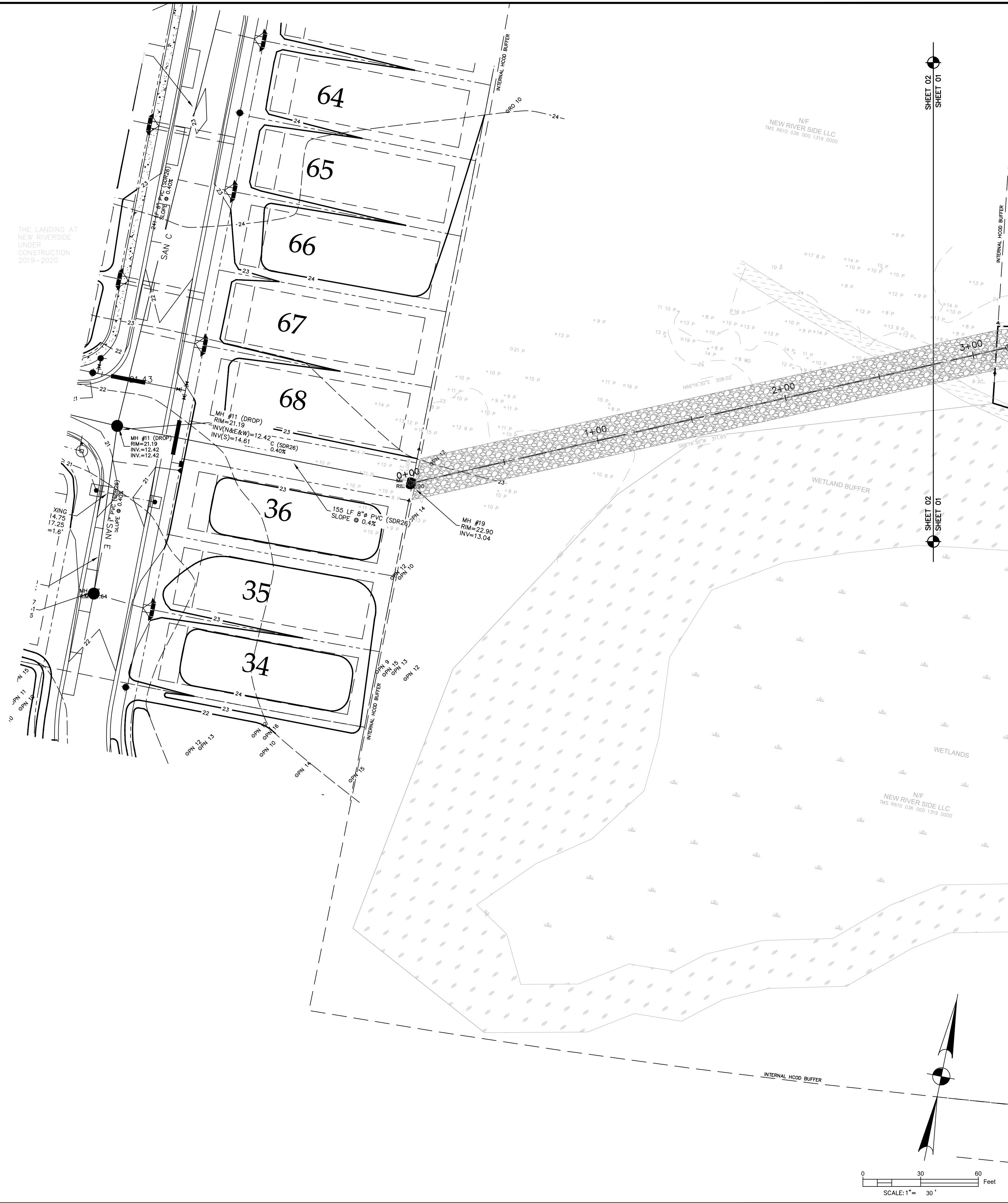
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FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
SITE LAYOUT PLAN

VERTICAL DATUM:
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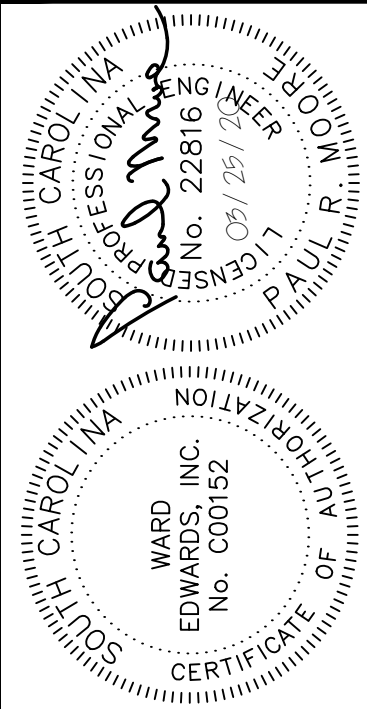
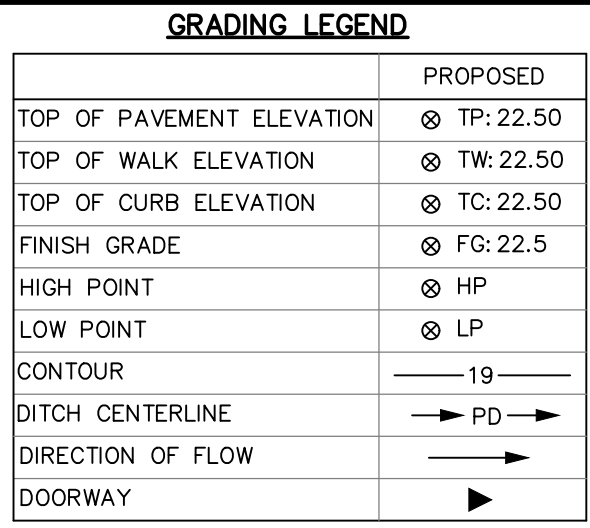
DESCRIPTION
PLAN REVISIONS

DATE

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NO. 000152
SOUTH CAROLINA
PLUMBING
L. GESSLOW
No. 22816
09/26/19

CERTIFICATE OF AUTHORIZATION
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NO. 000152
SOUTH CAROLINA
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA

GRADING PLAN

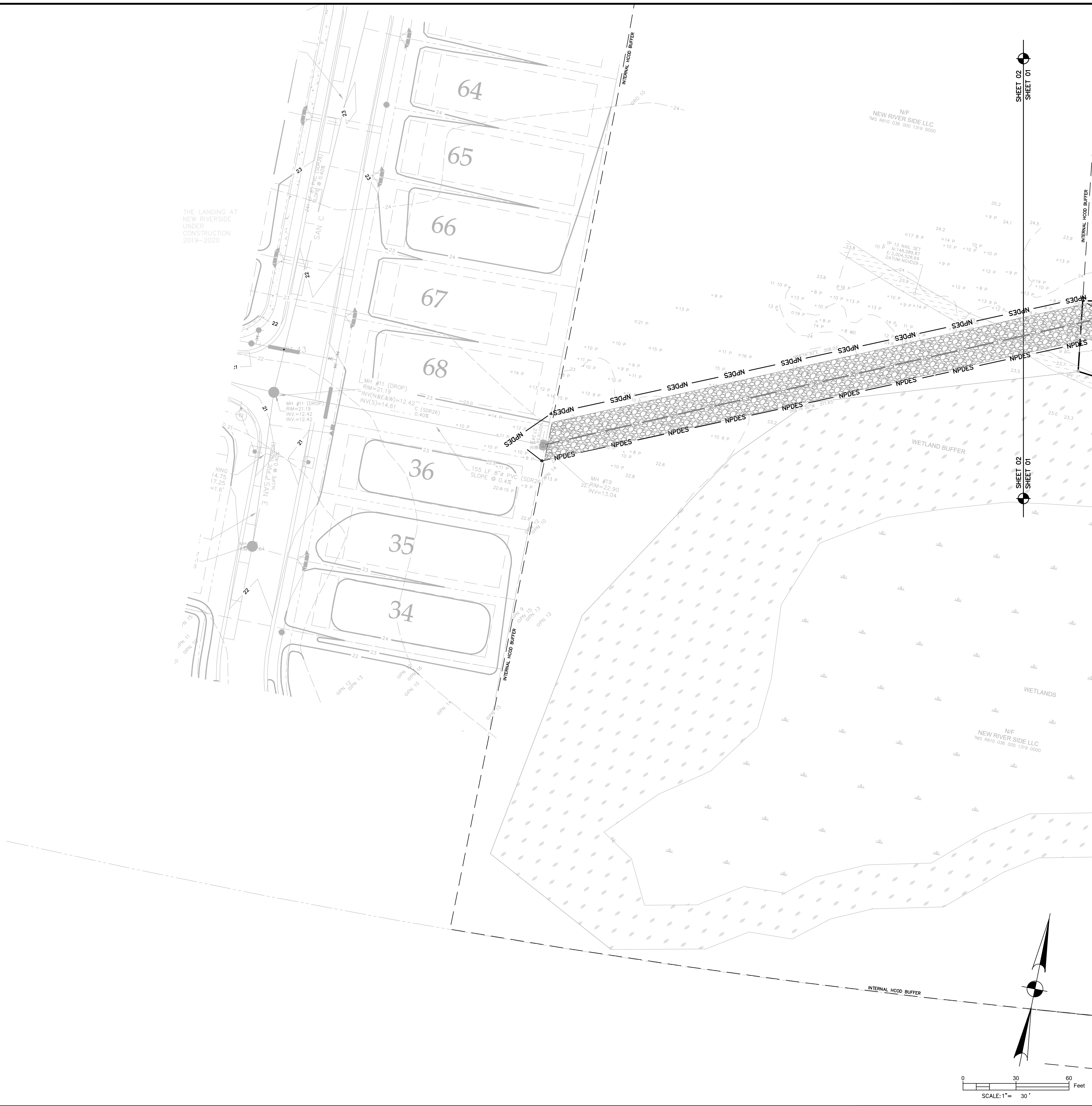
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<u>GRADING LEGEND</u>	
	PROPOSED
TOP OF PAVEMENT ELEVATION	⊗ TP: 22.50
TOP OF WALK ELEVATION	⊗ TW: 22.50
TOP OF CURB ELEVATION	⊗ TC: 22.50
FINISH GRADE	⊗ FG: 22.5
HIGH POINT	⊗ HP
LOW POINT	⊗ LP
CONTOUR	— 19 —
DITCH CENTERLINE	→ PD →
DIRECTION OF FLOW	→ — — — →
DOORWAY	►



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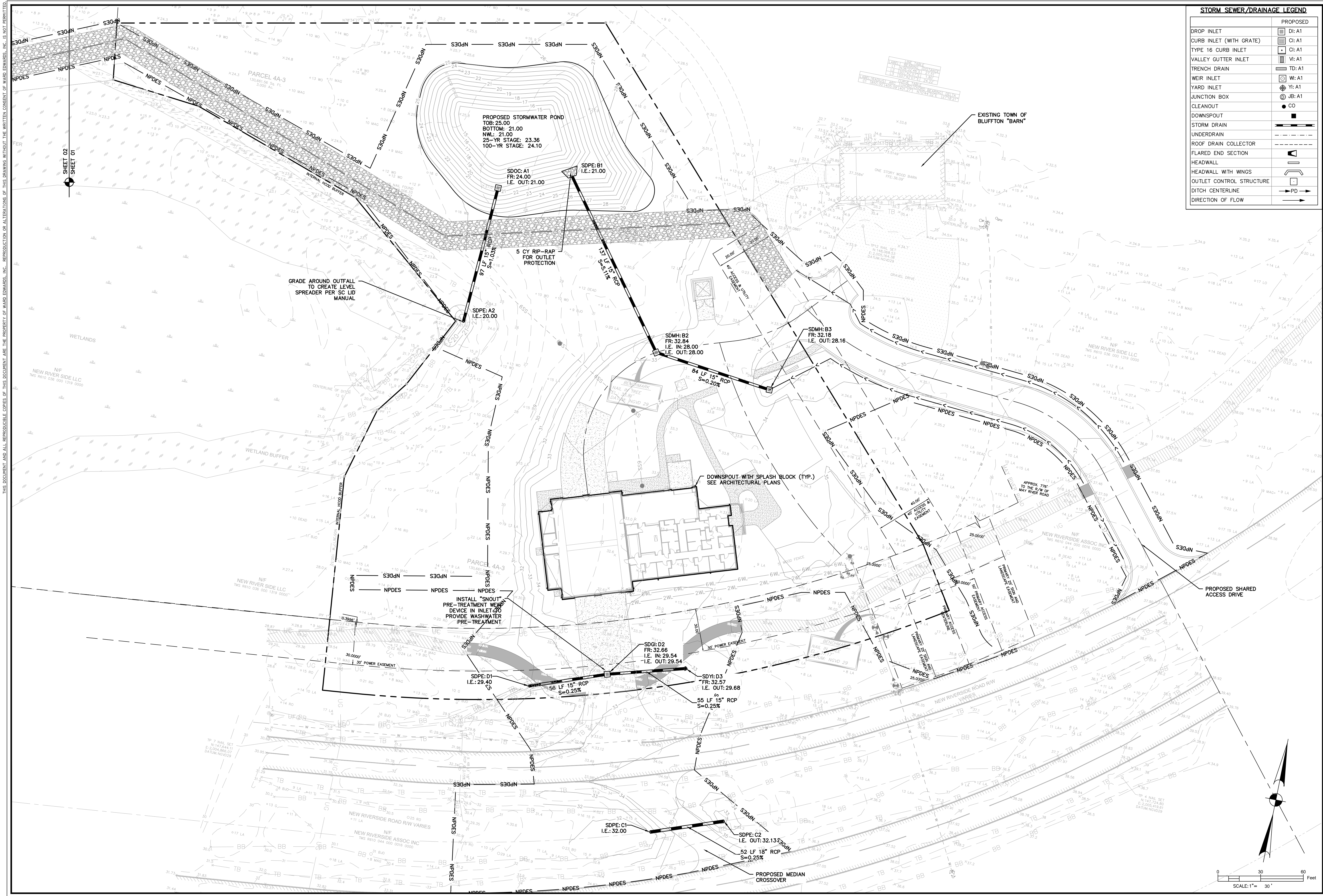
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VERTICAL DATUM: NGVD29	
PROJECT #:	I70267B
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DESIGNED BY:	BCB
CHECKED BY:	PRM

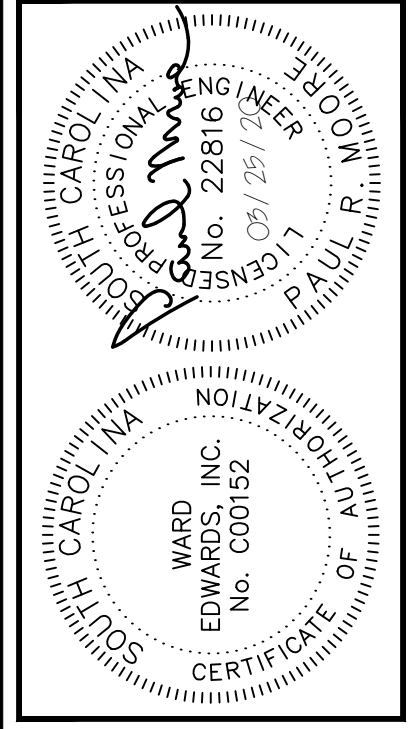
SHEET
C502

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NOT FOR CONSTRUCTION



STORM SEWER/DRAINAGE LEGEND	
	PROPOSED
DROP INLET	DI: A1
CURB INLET (WITH GRATE)	CI: A1
TYPE 16 CURB INLET	CI: A1
VALLEY GUTTER INLET	VI: A1
TRENCH DRAIN	TD: A1
WEIR INLET	WI: A1
YARD INLET	YI: A1
JUNCTION BOX	JB: A1
CLEANOUT	CO
DOWNSPOUT	
STORM DRAIN	
UNDERDRAIN	
ROOF DRAIN COLLECTOR	
FLARED END SECTION	
HEADWALL	
HEADWALL WITH WINGS	
OUTLET CONTROL STRUCTURE	
DITCH CENTERLINE	
DIRECTION OF FLOW	



NO.	DESCRIPTION	DATE
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Ward Edwards
ENGINEERING
P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5750 / FAX (843) 837-2556
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA

DRAINAGE PLAN

VERTICAL DATUM:
NGVD29

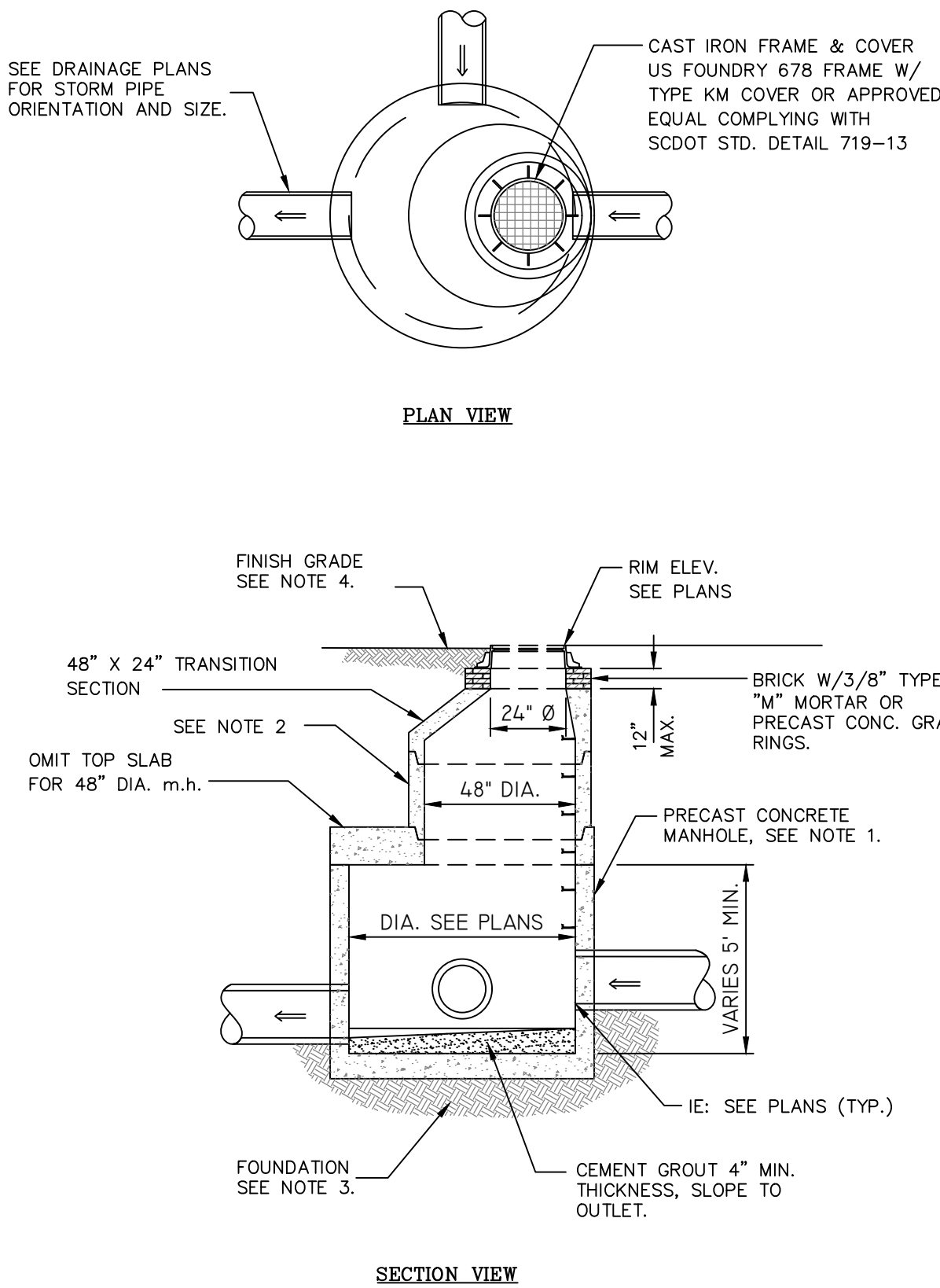
PROJECT #: 1702678
DATE: 03/25/20
DESIGNED BY: BCB
CHECKED BY: PRM

SHEET
C601

NOT FOR CONSTRUCTION

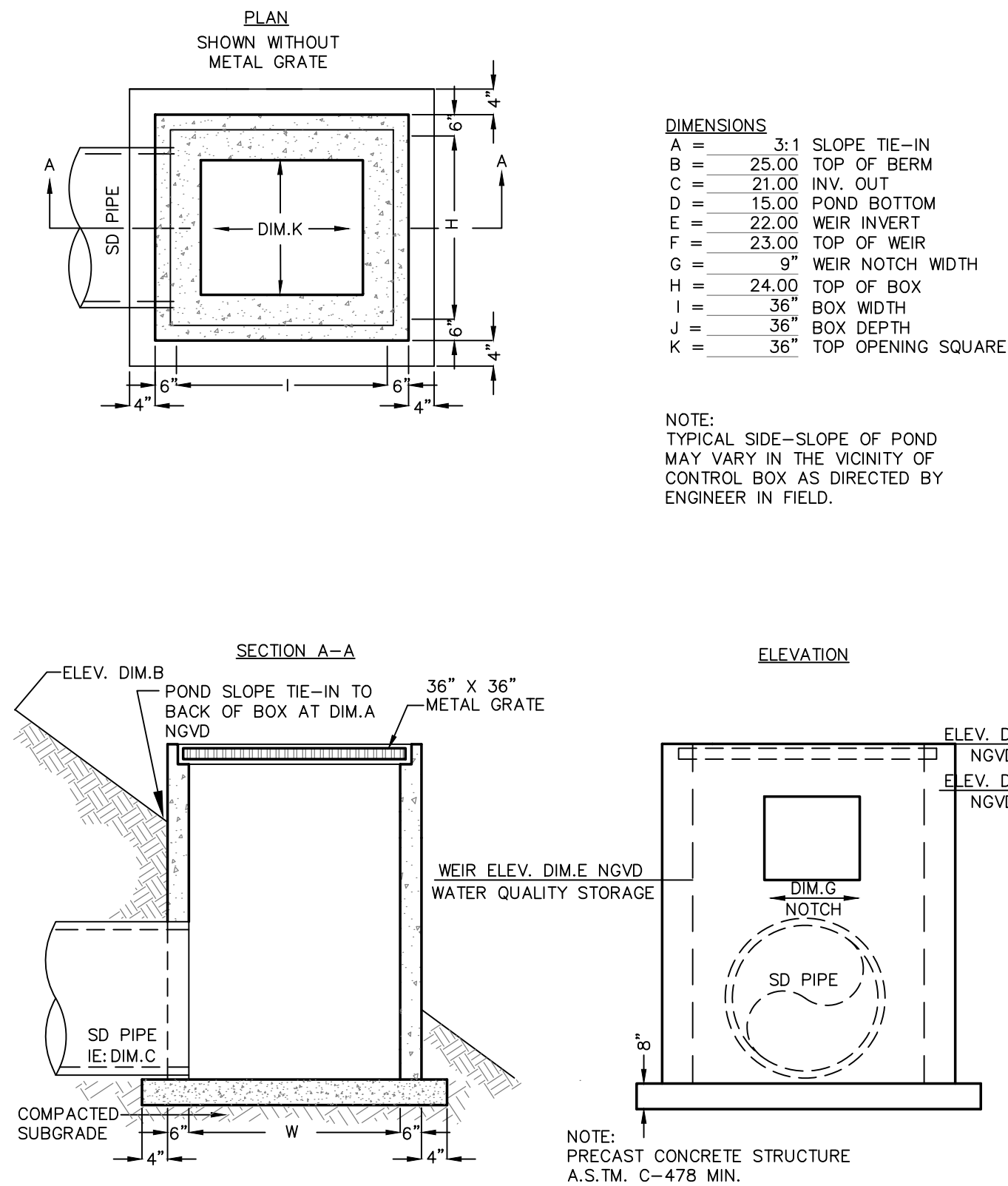
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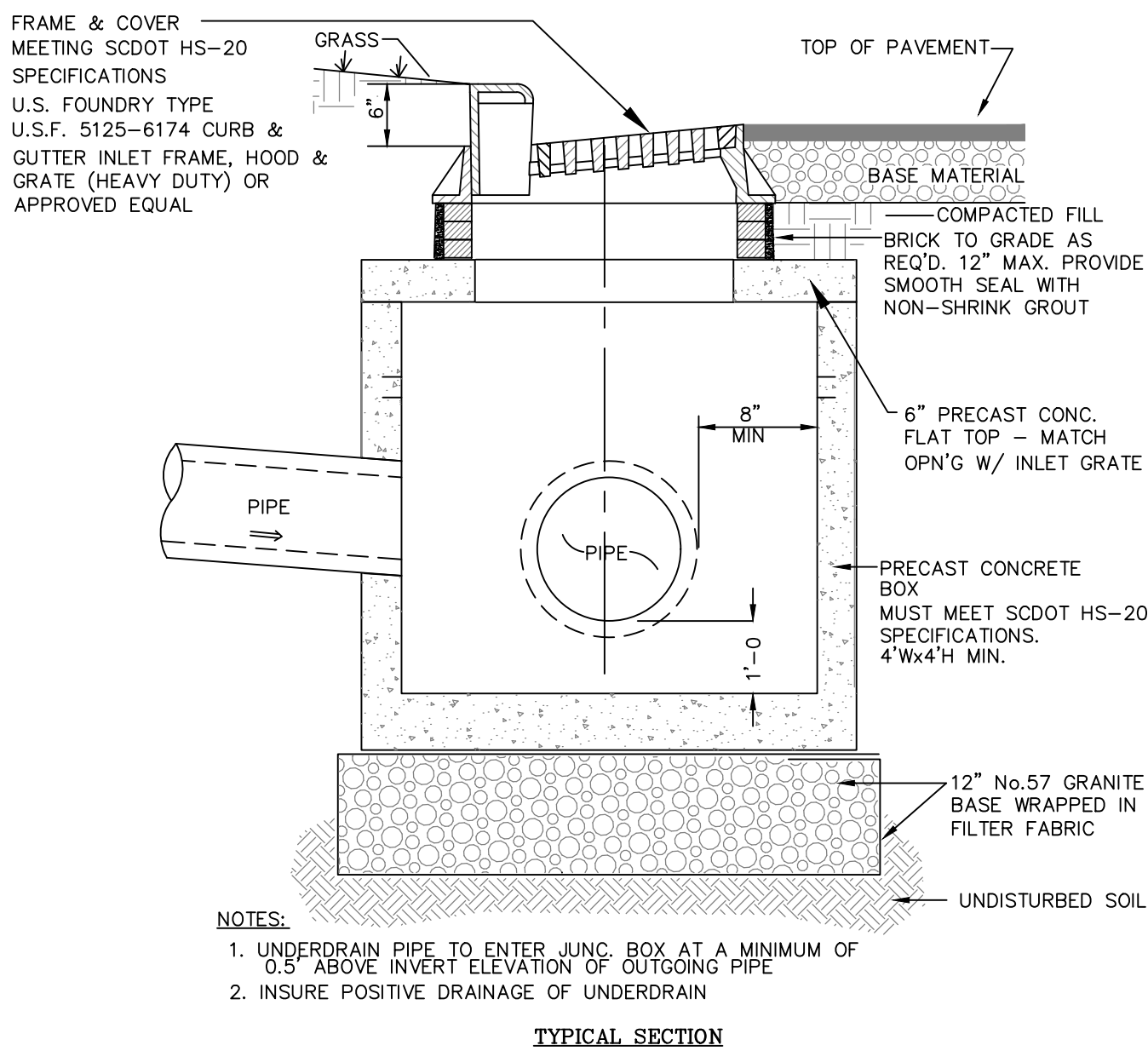
STORM DRAIN MANHOLE

DETAIL: 02630-037



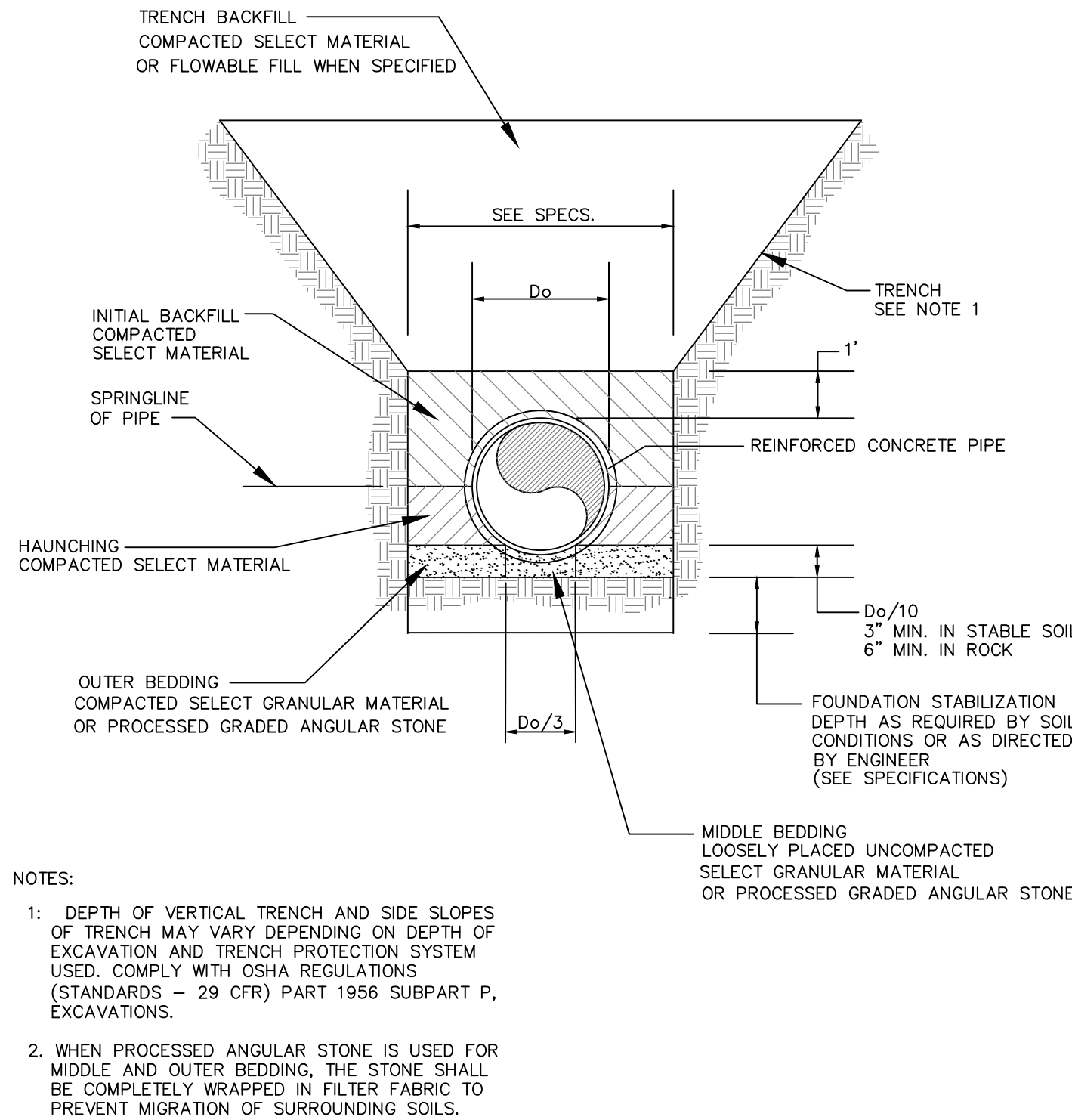
OUTLET CONTROL STRUCTURE

DETAIL 02630-032

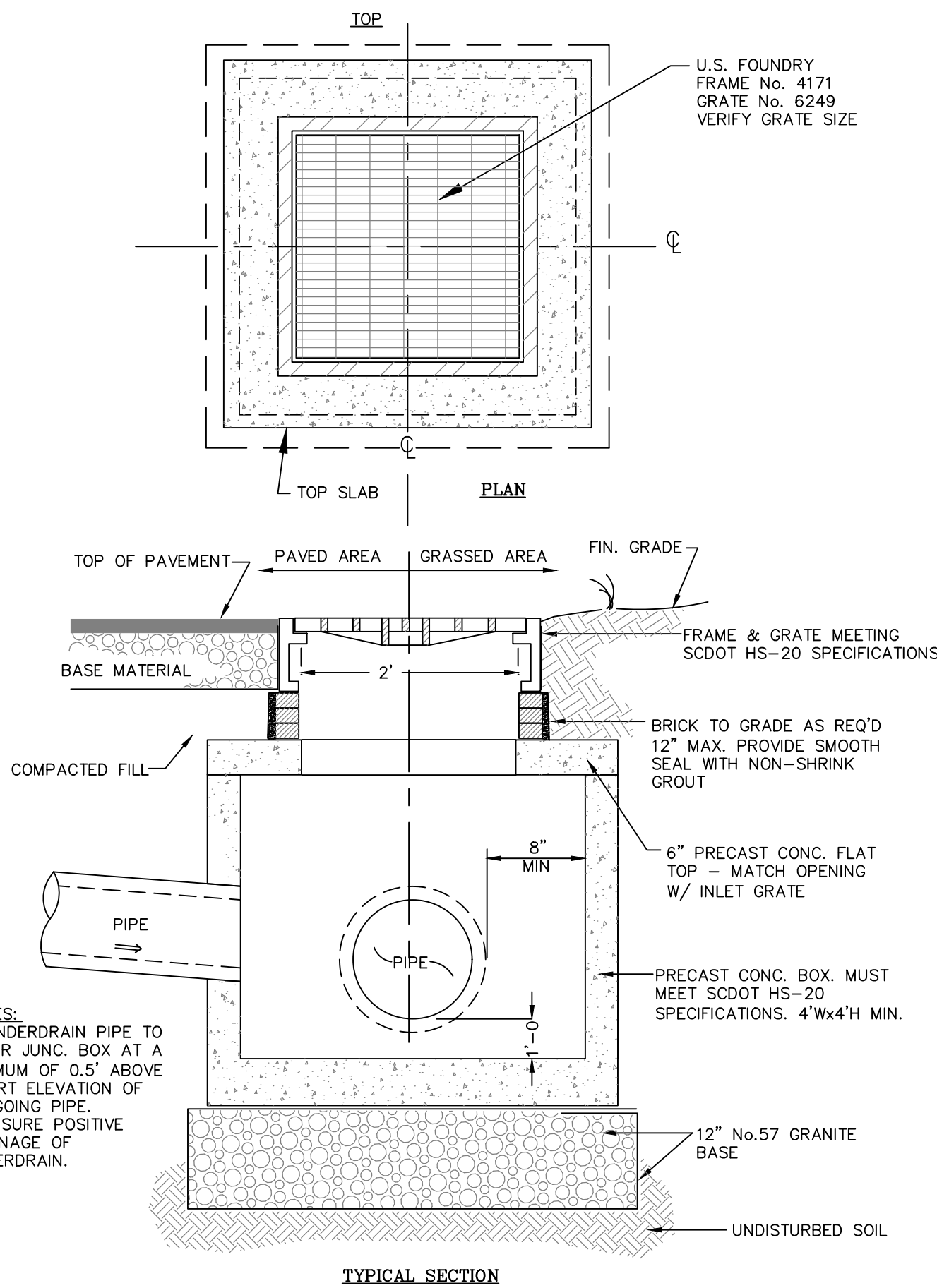


CURB INLET WITH FRAME AND COVER

DETAIL 02630-028

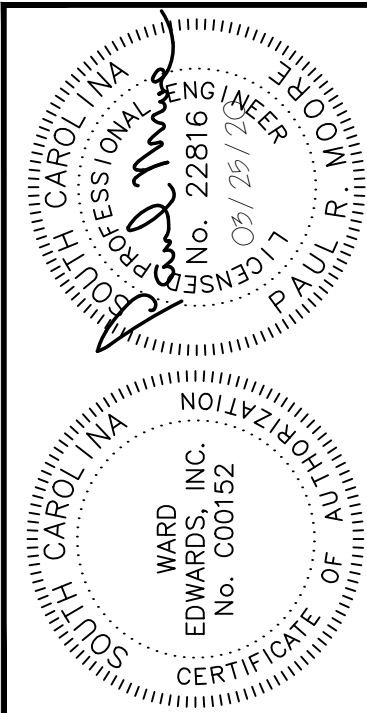


EMBEDMENT DETAIL FOR REINFORCED CONCRETE PIPE



GRATE INLET

DETAIL 02630-027



PLAN REVISIONS		DATE
NO.	DESCRIPTION	
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA

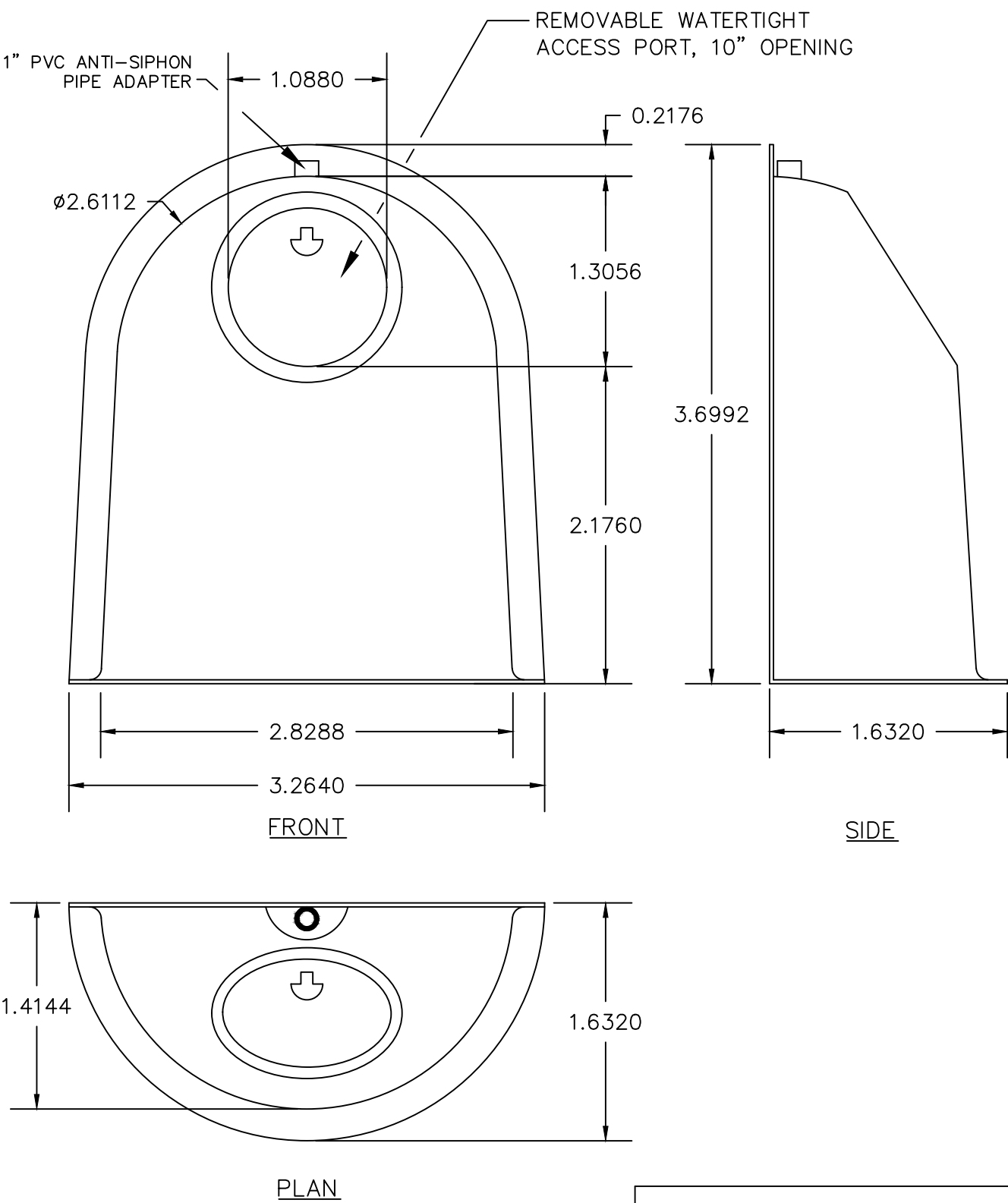
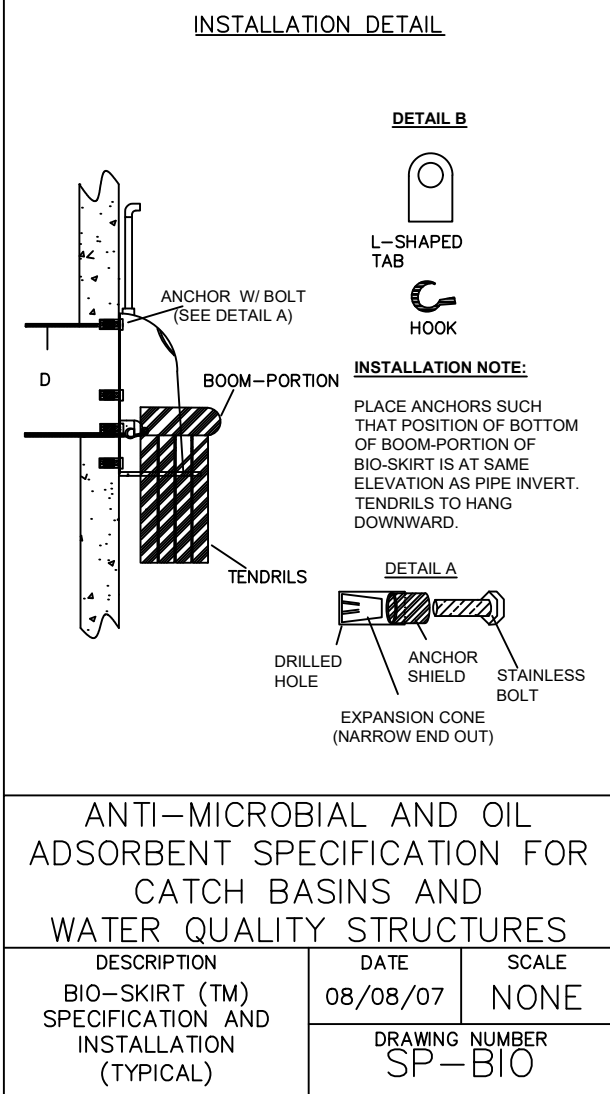
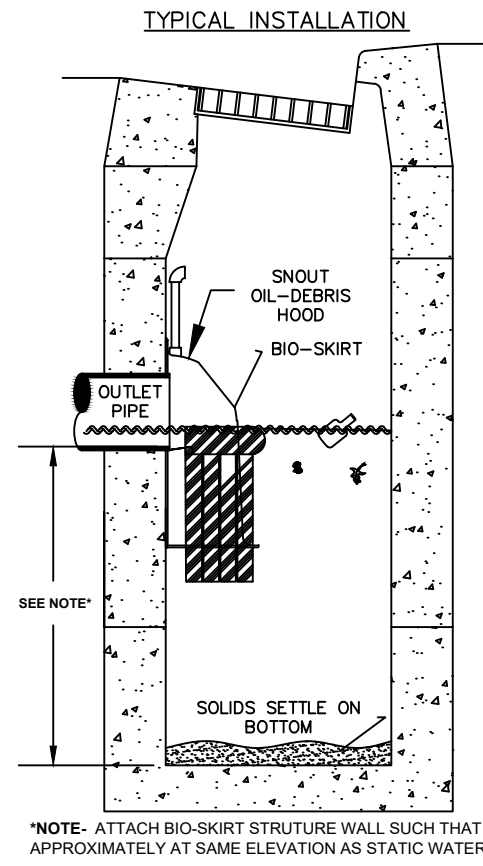
VERTICAL DATUM: NGVD29	
PROJECT #:	170267B
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

SHEET
C602

DRAINAGE DETAILS

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ACCUMULATED DEBRIS AND OIL TO BE REMOVED ON A YEARLY BASIS AND THE BIO-SKIRT REPLACED PER MANUFACTURERS RECOMMENDED SCHEDULE.

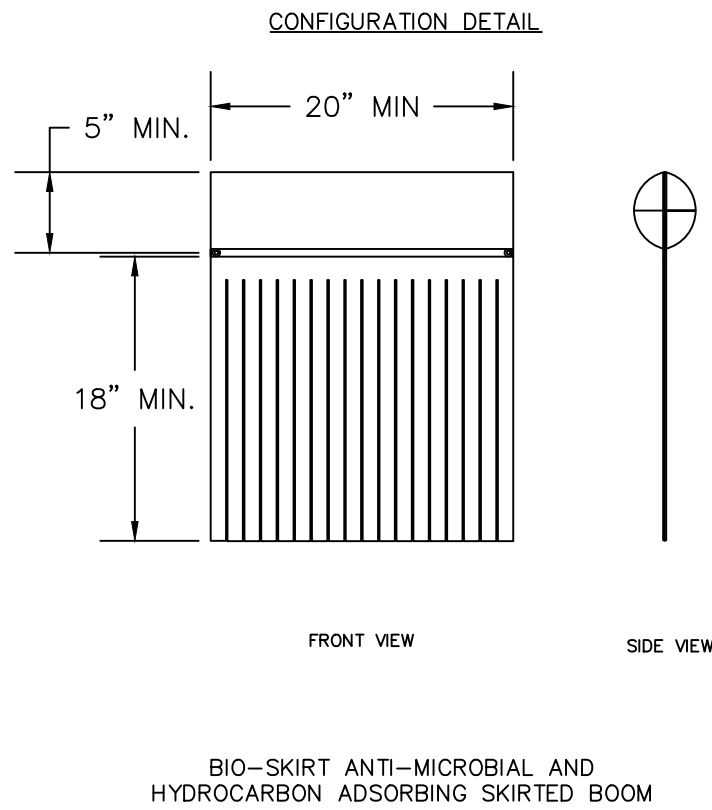
BMP, INC. 53 MT. ARCHER ROAD, LYME, CT. 06371 (800) 504-8008 FAX: (860) 434-3195		
DESCRIPTION	DATE	SCALE
24F SNOUT OIL & DEBRIS STOP	09/20/99	NONE
DRAWING NUMBER 24F		

NOTES:

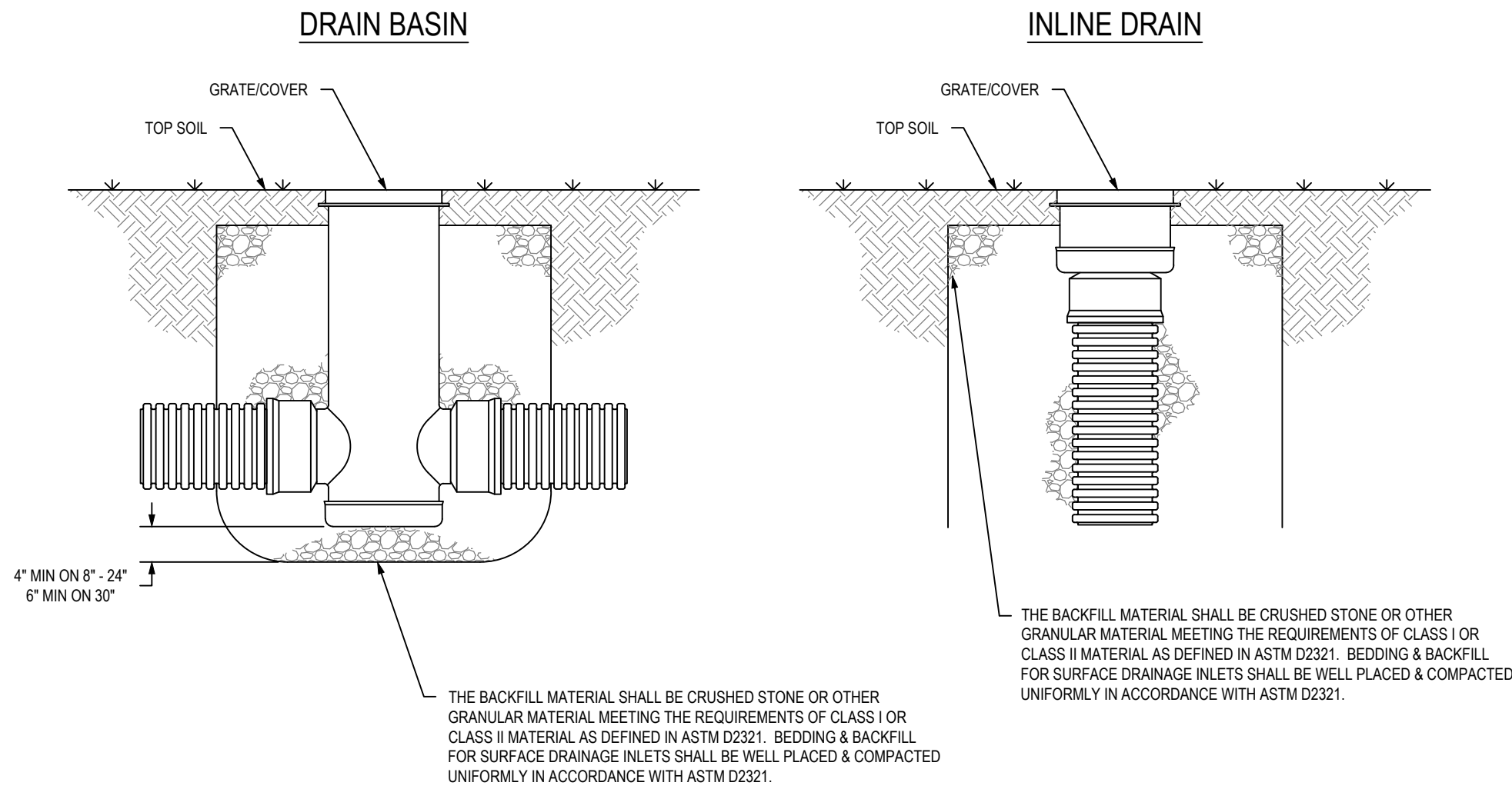
- The Bio-Skirt(R) product called out for specific inlets on the drainage plan: Bacteria and Hydrocarbon reducing skirted boom as manufactured by: BEST MANAGEMENT PRODUCTS, INC. 53 MT. ARCHER RD. LYME, CT 06371 (860) 434-0277, (860) 434-3195 FAX TOLL FREE: (800) 504-8008 OR (888) 434-0277 WEB SITE: www.bmpinc.com or pre-approved equal.
- The skirted boom shall be comprised of an upper boom portion that is an adsorbent fabric covered floating boom of 5" minimum diameter with an integral lower skirt portion comprised of fabric tendrils of an 18" minimum length that hang beneath the boom.
- All booms shall be made from geo-textile quality needle-woven filtration fabric manufactured from 100% recycled select fibers with a .125" minimum thickness.
- All fabric shall be treated with a covalently surface bonded non-leaching antimicrobial agent and booms shall display a tag indicating "Antimicrobial".
- The Bio-Skirt shall be positioned in front of the exit pipe and SNOUT® Oil-Debris Separator, if so equipped (the preferred application of the Bio-Skirt is to be deployed with the SNOUT).
- The skirted boom shall be securely attached to the structure wall on each side of the exit pipe with 3/8" stainless steel bolts, stainless steel tabs, plastic-composite hooks and elastomeric cord as found in manufacturer supplied installation kit.
- For applications where multiple Bio-Skirts are deployed together for larger SNOUTs (e.g. on 24" and larger SNOUTs per schedule below*), connect skirts grammet to grammet with hooks and cord as supplied in the installation kit.

Typical Deployment Schedule:
12-18" SNOUT- One Bio-Skirt
24-30" SNOUT- Two Bio-Skirts
36-52" SNOUT- Three Bio-Skirts
72" and up, Call 800-504-8008 for guidance.

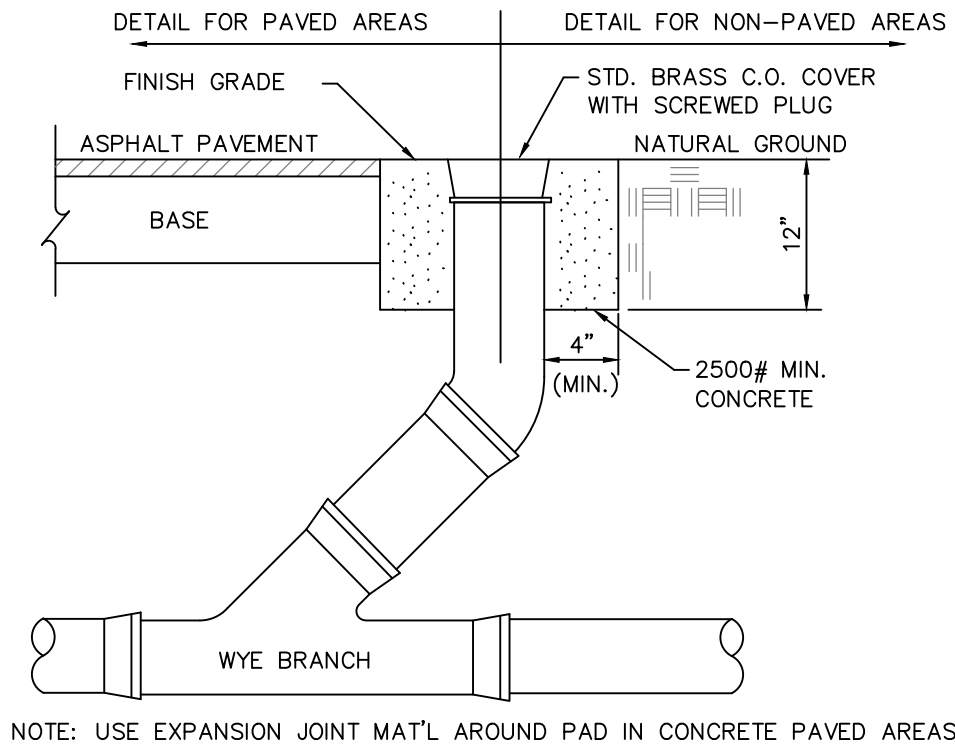
SNOUT US Patent # 6126817



NON TRAFFIC INSTALLATION

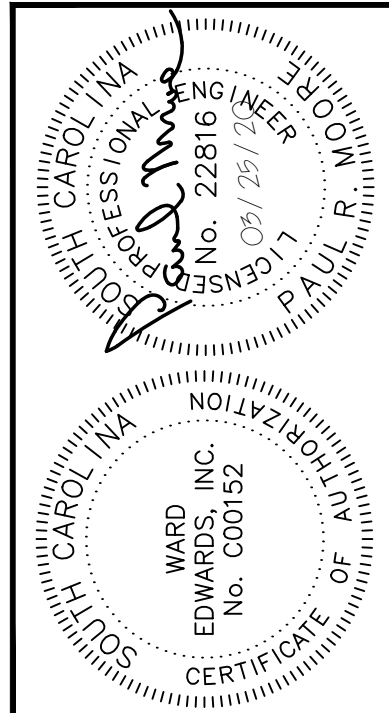


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DRAINAGE CLEANOUT DETAIL

NOT TO SCALE



NO.	DESCRIPTION	DATE
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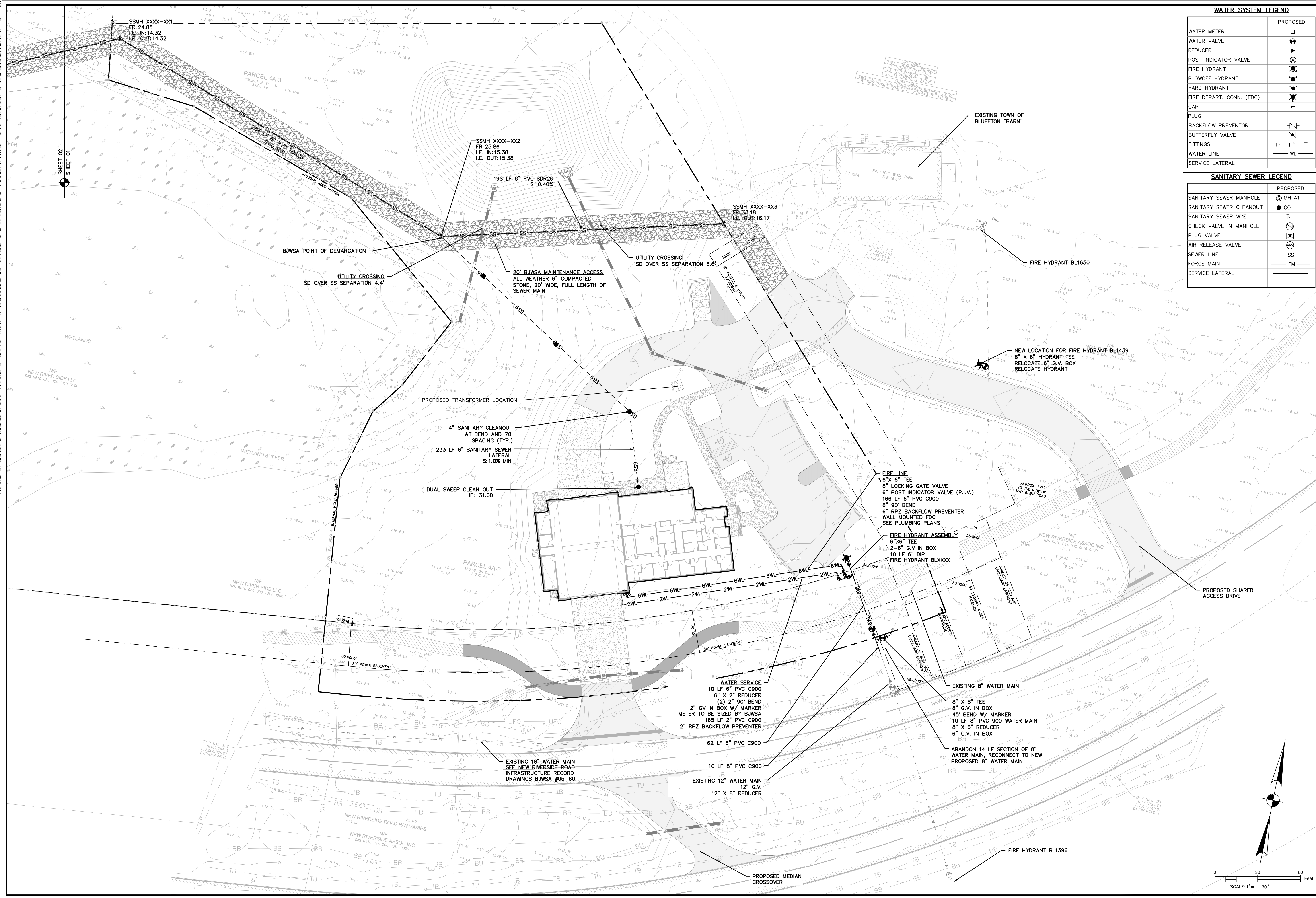
NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
DRAINAGE DETAILS

VERTICAL DATUM: NGVD29	
PROJECT #:	170267B
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

SHEET
C603

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WATER SYSTEM LEGEND	
	PROPOSED
WATER METER	□
WATER VALVE	□
REDUCER	□
POST INDICATOR VALVE	□
FIRE HYDRANT	⊗
BLOWOFF HYDRANT	⊗
YARD HYDRANT	⊗
FIRE DEPART. CONN. (FDC)	⊗
CAP	□
PLUG	□
BACKFLOW PREVENTOR	□
BUTTERFLY VALVE	□
FITTINGS	□
WATER LINE	— WL —
SERVICE LATERAL	—

SANITARY SEWER LEGEND	
	PROPOSED
SANITARY SEWER MANHOLE	⊗ MH: A1
SANITARY SEWER CLEANOUT	● CO
SANITARY SEWER WYE	⊗
CHECK VALVE IN MANHOLE	⊗
PLUG VALVE	⊗
AIR RELEASE VALVE	⊗
SEWER LINE	— SS —
FORCE MAIN	— FM —
SERVICE LATERAL	—

WARD EDWARDS ENGINEERING

PROJECT No. 22816

DATE 03/25/20

CERTIFICATE OF AUTHORIZATION

WARD EDWARDS ENGINEERING

PROJECT No. 22816

DATE 03/25/20

CERTIFICATE OF AUTHORIZATION

NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

VERTICAL DATUM:

NGVD29

PROJECT #:

1702678

DATE:

03/25/20

DESIGNED BY:

BCR

CHECKED BY:

PRM

SHEET

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PLAN REVISIONS

NO.	DESCRIPTION	DATE
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









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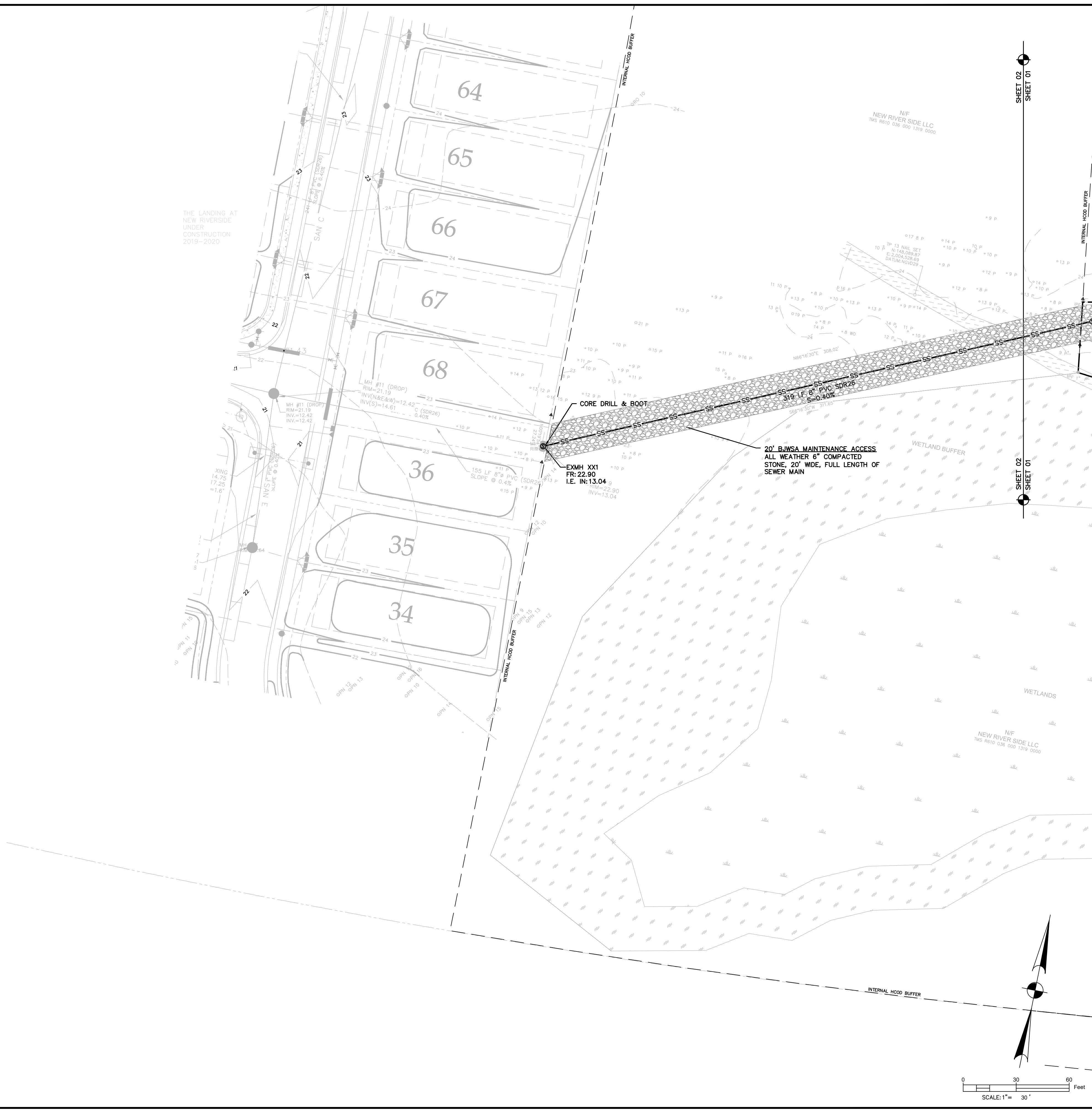
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<u>WATER SYSTEM LEGEND</u>	
	PROPOSED
WATER METER	
WATER VALVE	
REDUCER	
POST INDICATOR VALVE	
FIRE HYDRANT	
BLOWOFF HYDRANT	
YARD HYDRANT	
FIRE DEPART. CONN. (FDC)	
CAP	
PLUG	
BACKFLOW PREVENTOR	
BUTTERFLY VALVE	
FITTINGS	  
WATER LINE	____ WL ____
SERVICE LATERAL	____

<u>SANITARY SEWER LEGEND</u>	
	PROPOSED
SANITARY SEWER MANHOLE	⊙ MH: A1
SANITARY SEWER CLEANOUT	● CO
SANITARY SEWER WYE	
CHECK VALVE IN MANHOLE	
PLUG VALVE	
AIR RELEASE VALVE	
SEWER LINE	____ SS ____
FORCE MAIN	____ FM ____
SERVICE LATERAL	____



NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

UTILITY PLAN

VERTICAL DATUM:
NGVD29

PROJECT #:

DATE:

DESIGNED BY:

CHECKED BY:

170267B

03/25/20

BCB

PRM

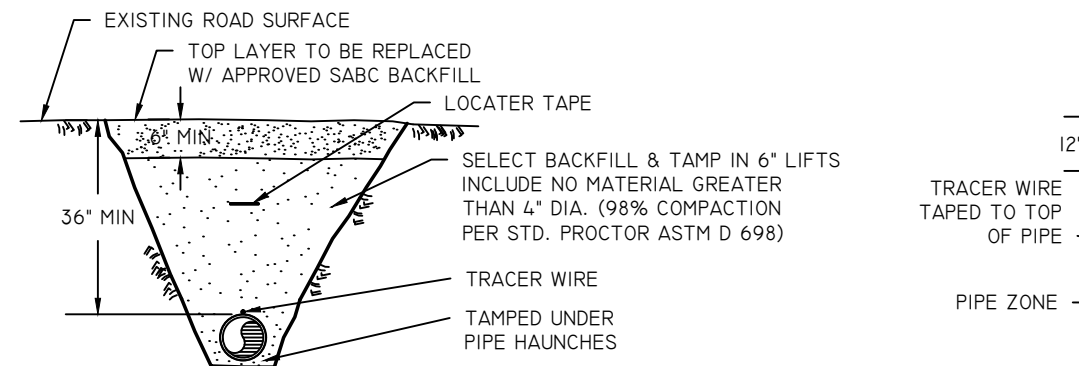
SHEET

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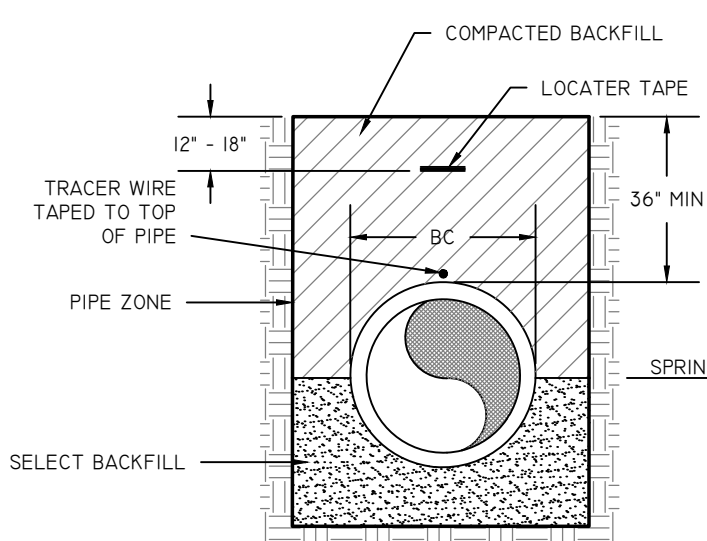
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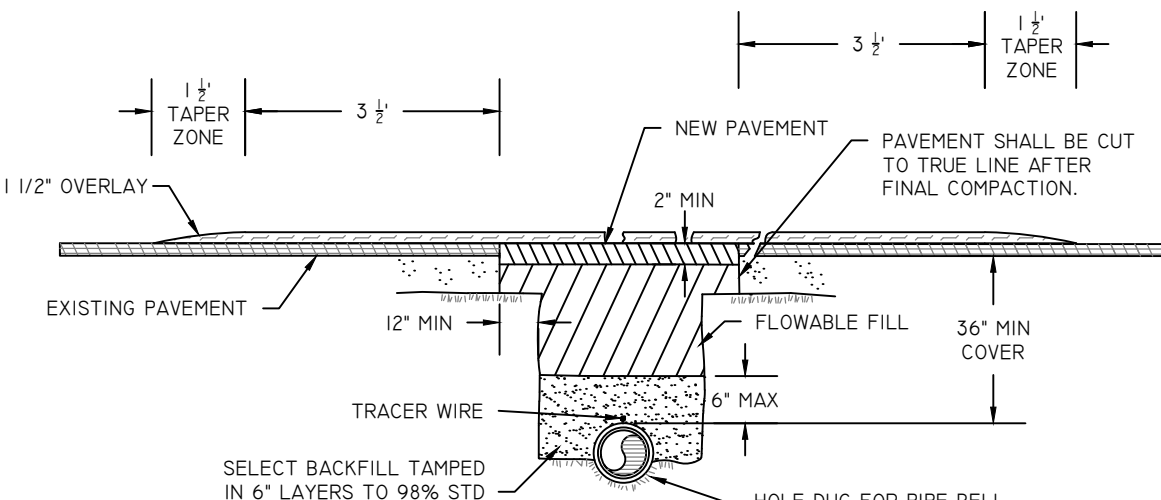
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UNPAVED ROADWAY BEDDING DETAIL



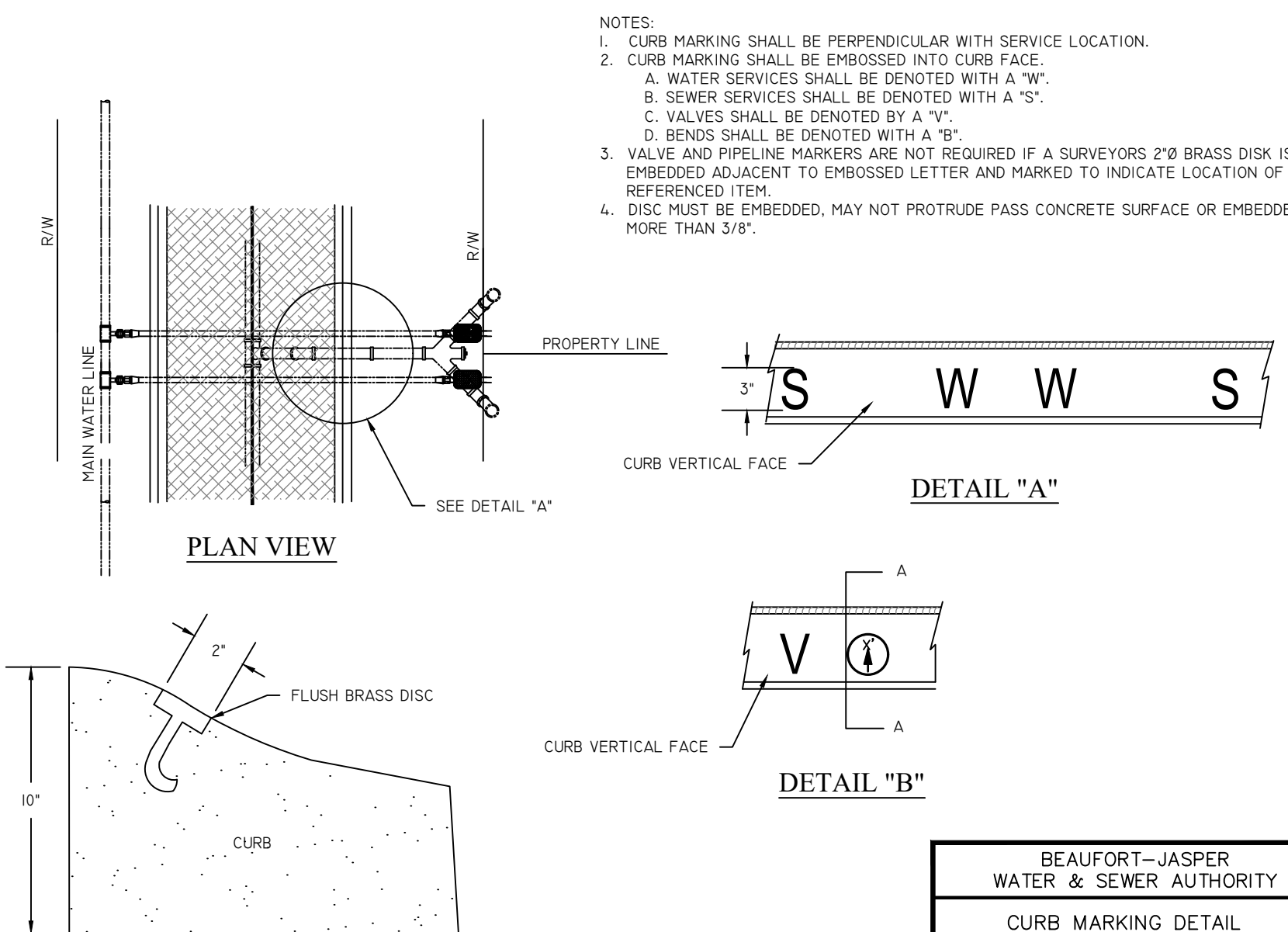
TYPICAL BEDDING DETAIL



PAVED AREA DETAIL

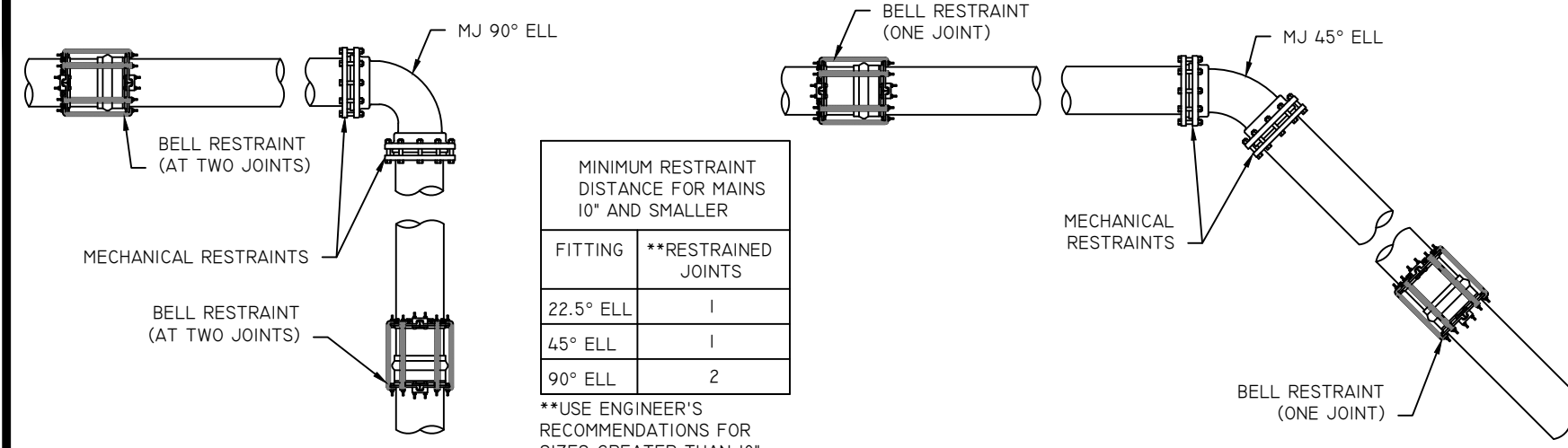
- NOTES:
1. PAVEMENT CUT TO EXTEND 12" BEYOND EDGES OF TRENCH AS SHOWN.
 2. MATCH EXISTING PAVEMENT TYPE AND THICKNESS. MINIMUM THICKNESS OVER TRENCH IS 2".
 3. ALL INSTALLATIONS IN PUBLIC ROADWAYS SHALL COMPLY WITH CONDITIONS OUTLINED ON APPLICABLE ENCROACHMENT PERMIT.

BEAUFORT-JASPER WATER & SEWER AUTHORITY			
BEDDING PRESSURE PIPE DETAIL			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-02	

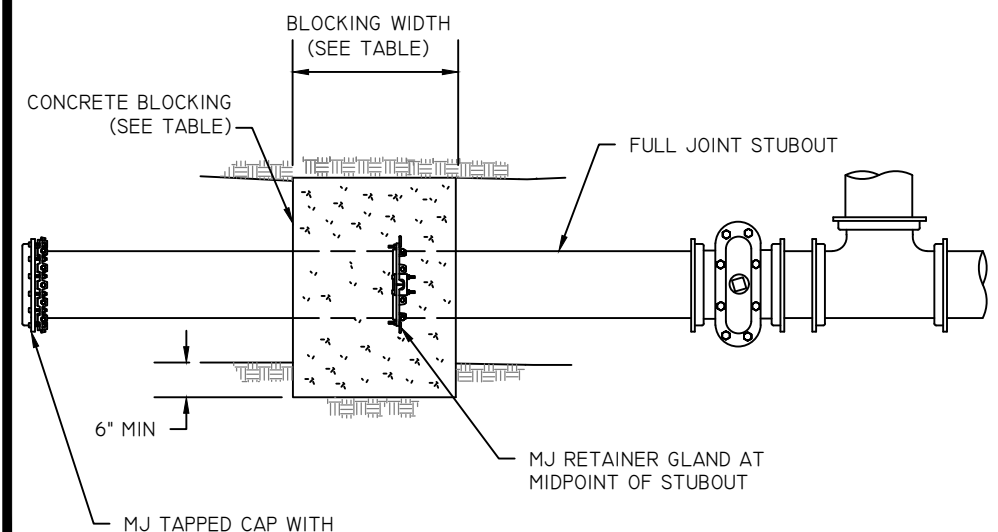


SECTION A-A

BEAUFORT-JASPER WATER & SEWER AUTHORITY			
CURB MARKING DETAIL			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-07	



TYPICAL FITTING AND JOINT RESTRAINT

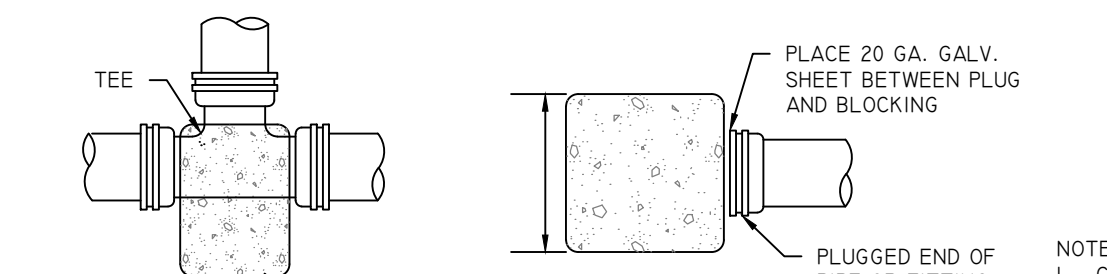


TYPICAL FUTURE STUBOUT

MINIMUM BLOCKING DIMENSIONS		
PIPE SIZE (IN)	BLOCKING BEARING AREA (FT²)	BLOCKING WIDTH (IN)
4	2	24
6	4	24
8	7	36
10	11	36
12	15	36

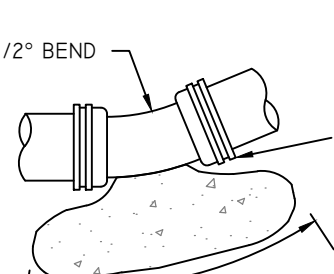
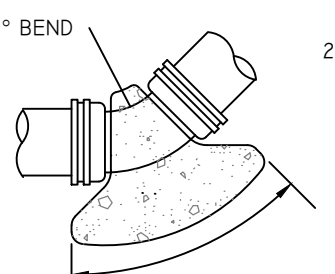
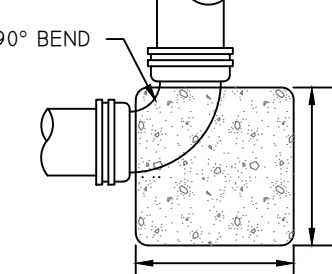
- NOTE:
1. THE MINIMUM DIMENSIONS TABLE IS BASED ON AN ASSUMED SOIL BEARING OF 2000 LBS PER SQ. FT. IF BEARING VALUE FOR SOIL IS LESS THAN AREA SHOWN HEREIN SHOULD BE INCREASED ACCORDINGLY.
 2. JOINT IS DEFINED TO BE A MINIMUM OF 18" IN LENGTH.

BEAUFORT-JASPER WATER & SEWER AUTHORITY			
MECHANICAL RESTRAINT			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-08	



PIPE	AREA AGAINST UNDISTURBED SOIL
4"	1'-2" X 1'-2"
6"	1'-6" X 1'-6"
8"	1'-9" X 1'-9"
10"	2'-2" X 2'-2"
12"	2'-8" X 2'-8"

PIPE	AREA AGAINST UNDISTURBED SOIL
4"	1'-2" X 1'-2"
6"	1'-6" X 1'-6"
8"	1'-9" X 1'-9"
10"	2'-2" X 2'-2"
12"	2'-8" X 2'-8"

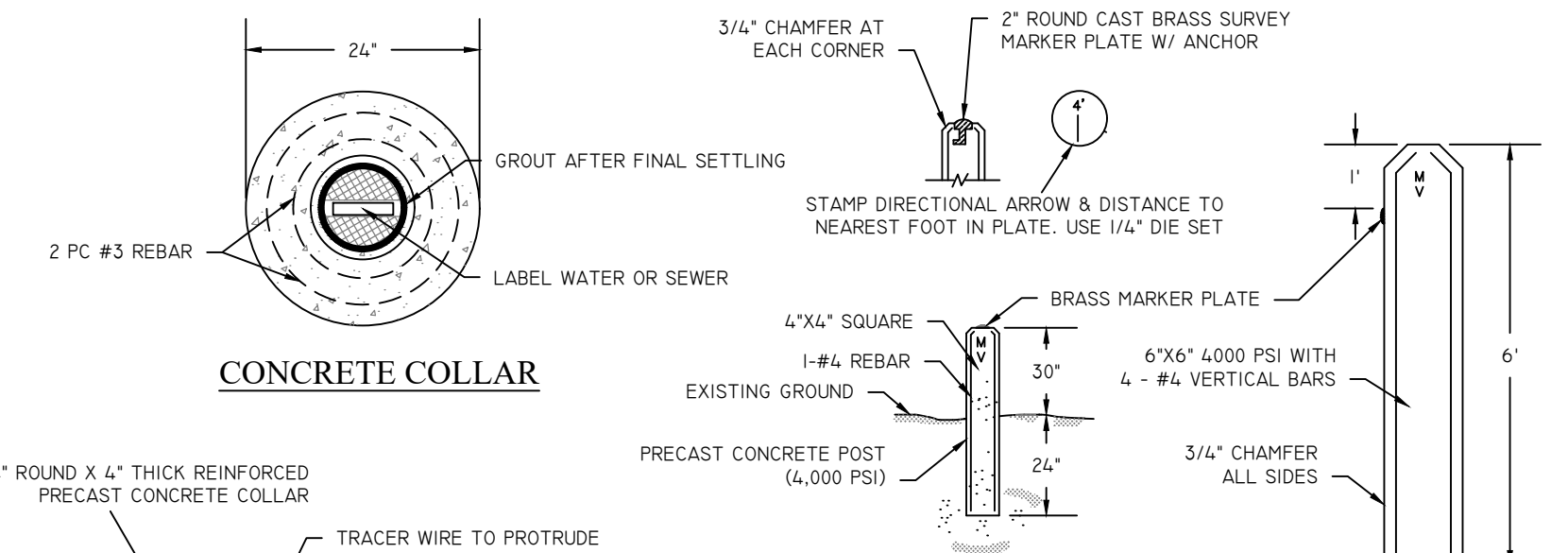


PIPE	AREA AGAINST UNDISTURBED SOIL
4"	1'-0" X 1'-0"
6"	1'-3" X 1'-3"
8"	1'-6" X 1'-6"
10"	2'-0" X 2'-0"
12"	2'-3" X 2'-3"

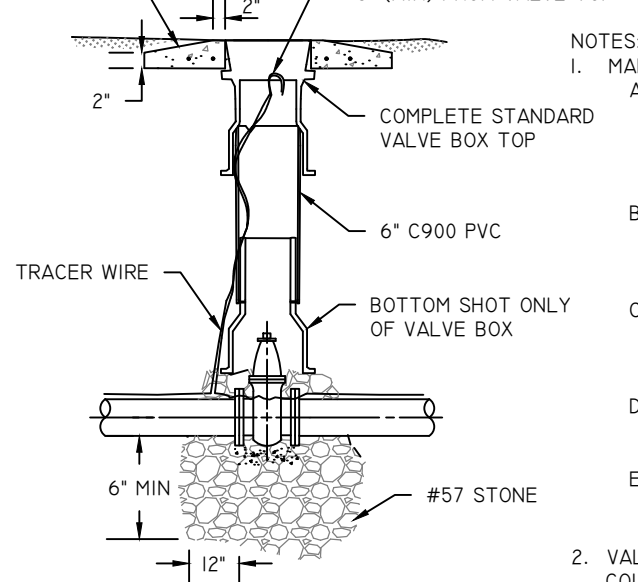
PIPE	AREA AGAINST UNDISTURBED SOIL
4"	1'-0" X 1'-0"
6"	1'-3" X 1'-3"
8"	1'-6" X 1'-6"
10"	2'-0" X 2'-0"
12"	2'-3" X 2'-3"

PIPE	AREA AGAINST UNDISTURBED SOIL
4"	1'-0" X 1'-0"
6"	1'-3" X 1'-3"
8"	1'-6" X 1'-6"
10"	2'-0" X 2'-0"
12"	2'-3" X 2'-3"

BEAUFORT-JASPER WATER & SEWER AUTHORITY			
RESTRAINT, THRUST BLOCKING			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-09	



CONCRETE COLLAR



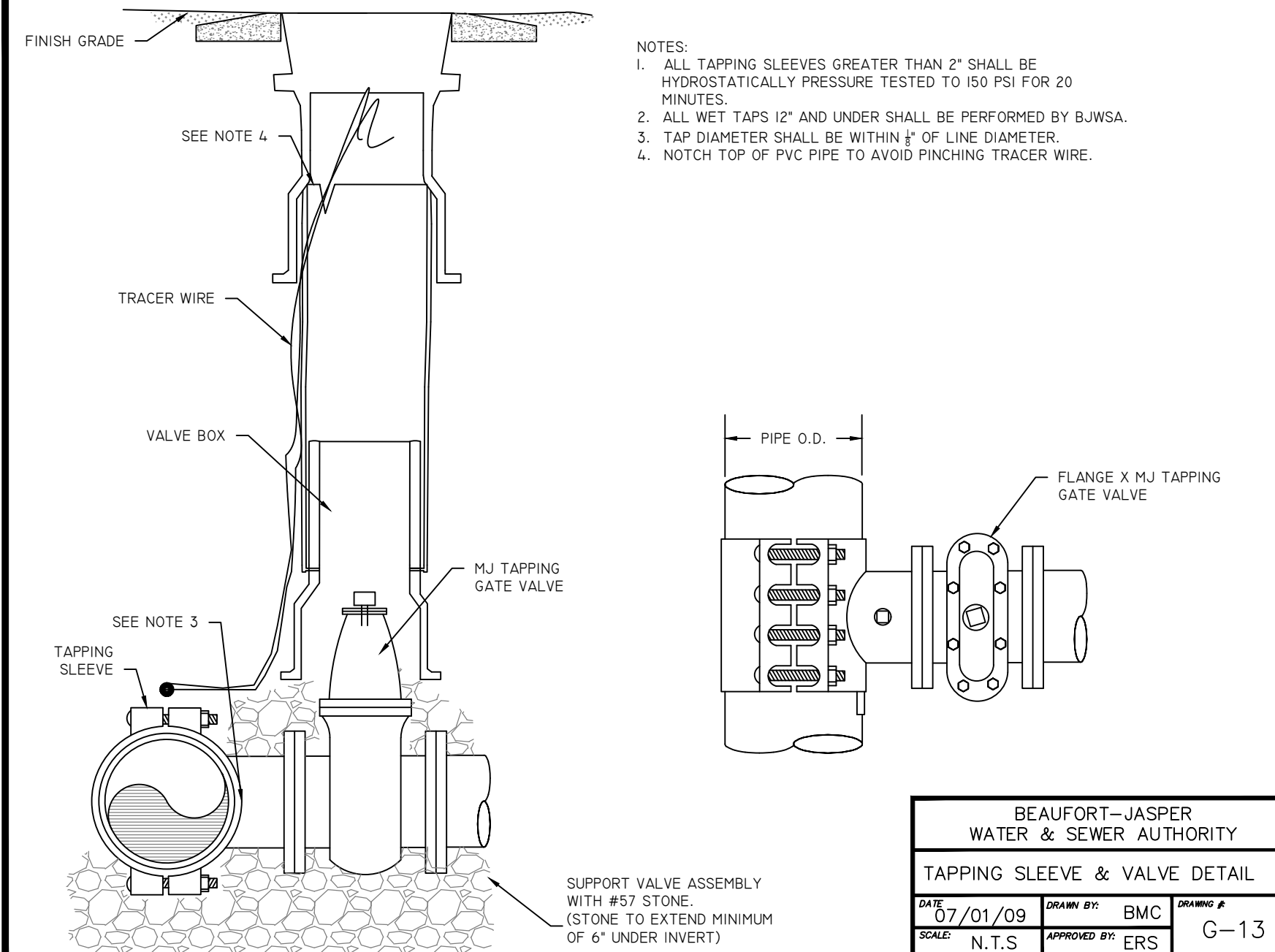
VALVE AND VALVE BOX

URBAN CONCRETE MARKER

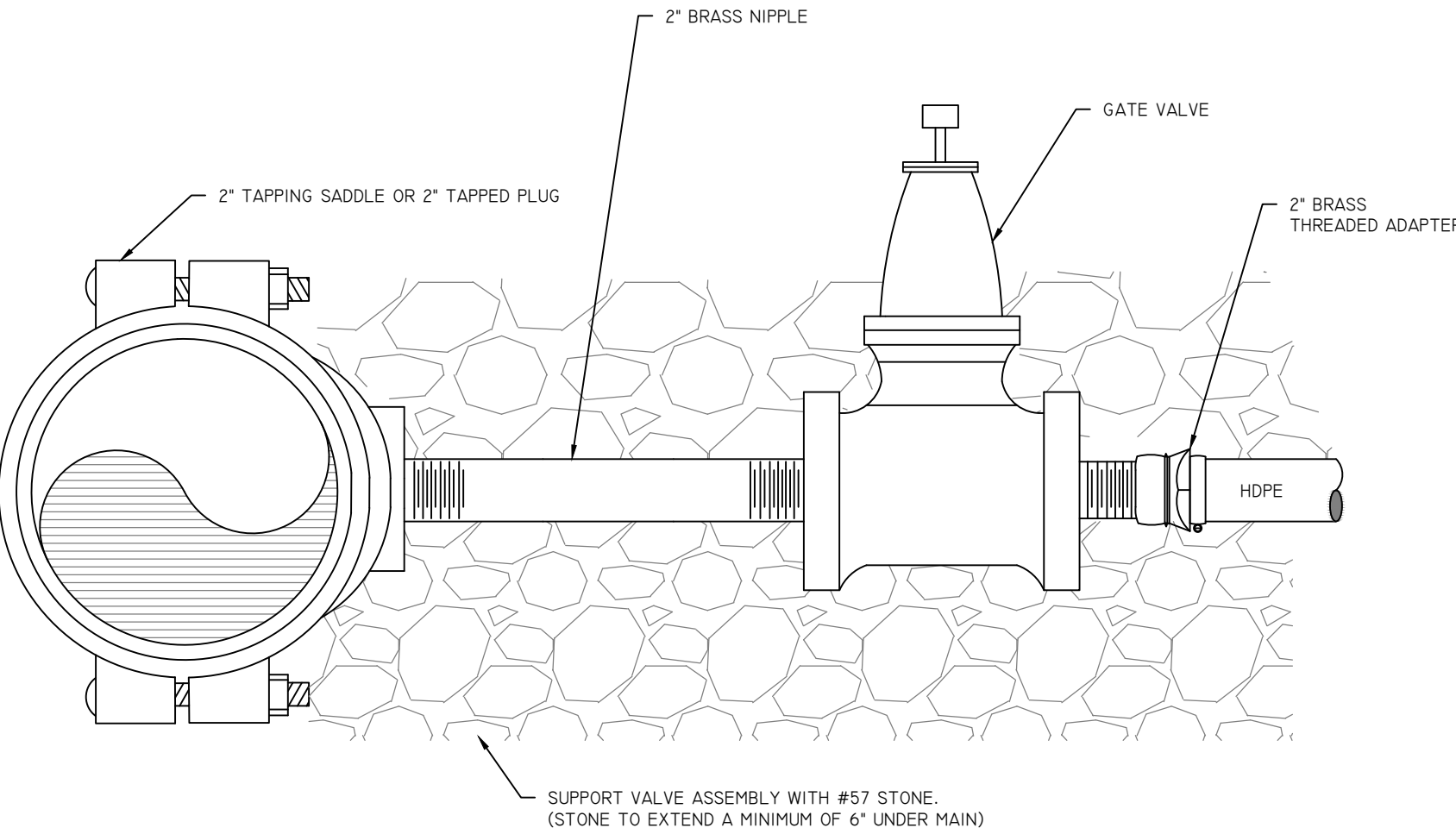
- NOTES:
1. MARKERS
A. VALVE MARKERS ARE REQUIRED FOR EACH VALVE (EXCEPT HYDRANT VALVES). PIPE LINE MARKERS ARE REQUIRED AT FITTINGS AND EACH 700' WHERE LINES RUN THROUGH AN UNDEVELOPED AREA. AR MANHOLE REQUIRES MANHOLE.
B. MARKER PAINTING
WATER - PAINTING NOT REQUIRED
SEWER EFFLUENT - TOP 4" GREEN
MARK MARKERS AS FOLLOWS
MV - MAIN VALVE
AV - AIR RELEASE VALVE
PIPELINE - PIPELINE MARKER
D. VALVE AND PIPELINE MARKERS IN MOWED AREAS TO BE SET TO AN EXPOSURE OF NOT MORE THAN 18" OR LESS THAN 6" ABOVE FINAL GRADE.
E. IF SOILS ARE NOT STABLE ENOUGH TO MAINTAIN THE URBAN MARKERS VERTICAL, CONCRETE FOOTINGS ARE TO BE INSTALLED.
2. VALVE BOX LID SHALL BE WITHIN 4" OF COLLAR TOP. COLLAR TOP IS TO BE NO MORE THAN 1" ABOVE FINAL GRADE AND NO LOWER THAN 1" BELOW FINAL GRADE.
3. CONCRETE COLLAR NOT REQUIRED IN PAVEMENT. VALVE BOX TOP IS TO BE TRAFFIC RATED.

RURAL CONCRETE MARKER

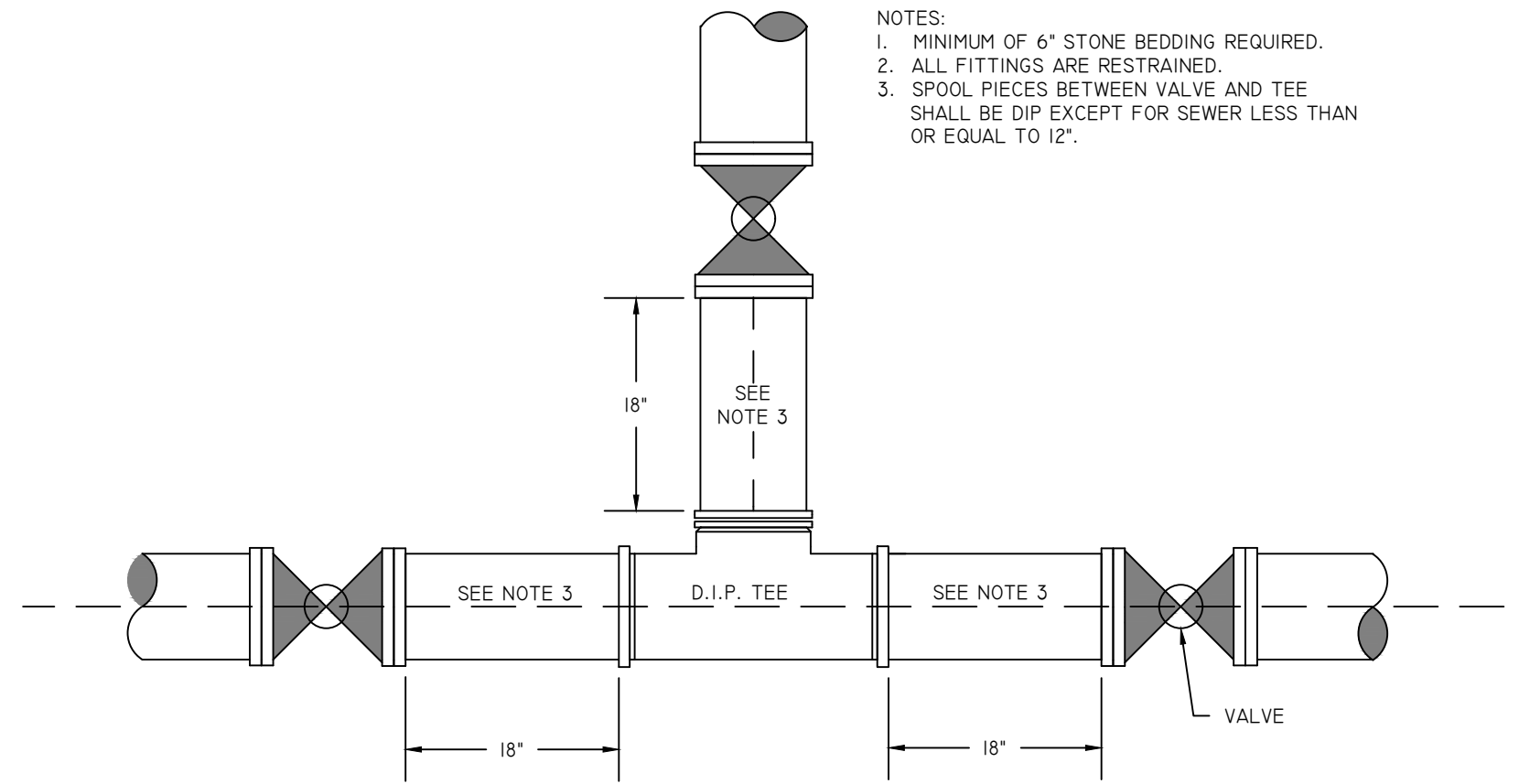
BEAUFORT-JASPER WATER & SEWER AUTHORITY			
STANDARD VALVE DETAIL			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-12	



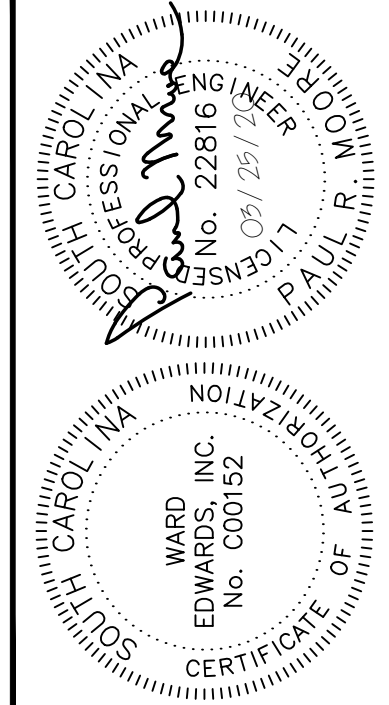
BEAUFORT-JASPER WATER & SEWER AUTHORITY			
TAPPING SLEEVE & VALVE DETAIL			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-13	



BEAUFORT-JASPER WATER & SEWER AUTHORITY			
2" CONNECTION			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-14	



BEAUFORT-JASPER WATER & SEWER AUTHORITY			
TEE AND VALVES			
DATE 07/01/09	DRAWN BY: BMC	DRAWING #	
SCALE N.T.S.	APPROVED BY: ERS	G-15	



PLAN REVISIONS		DATE
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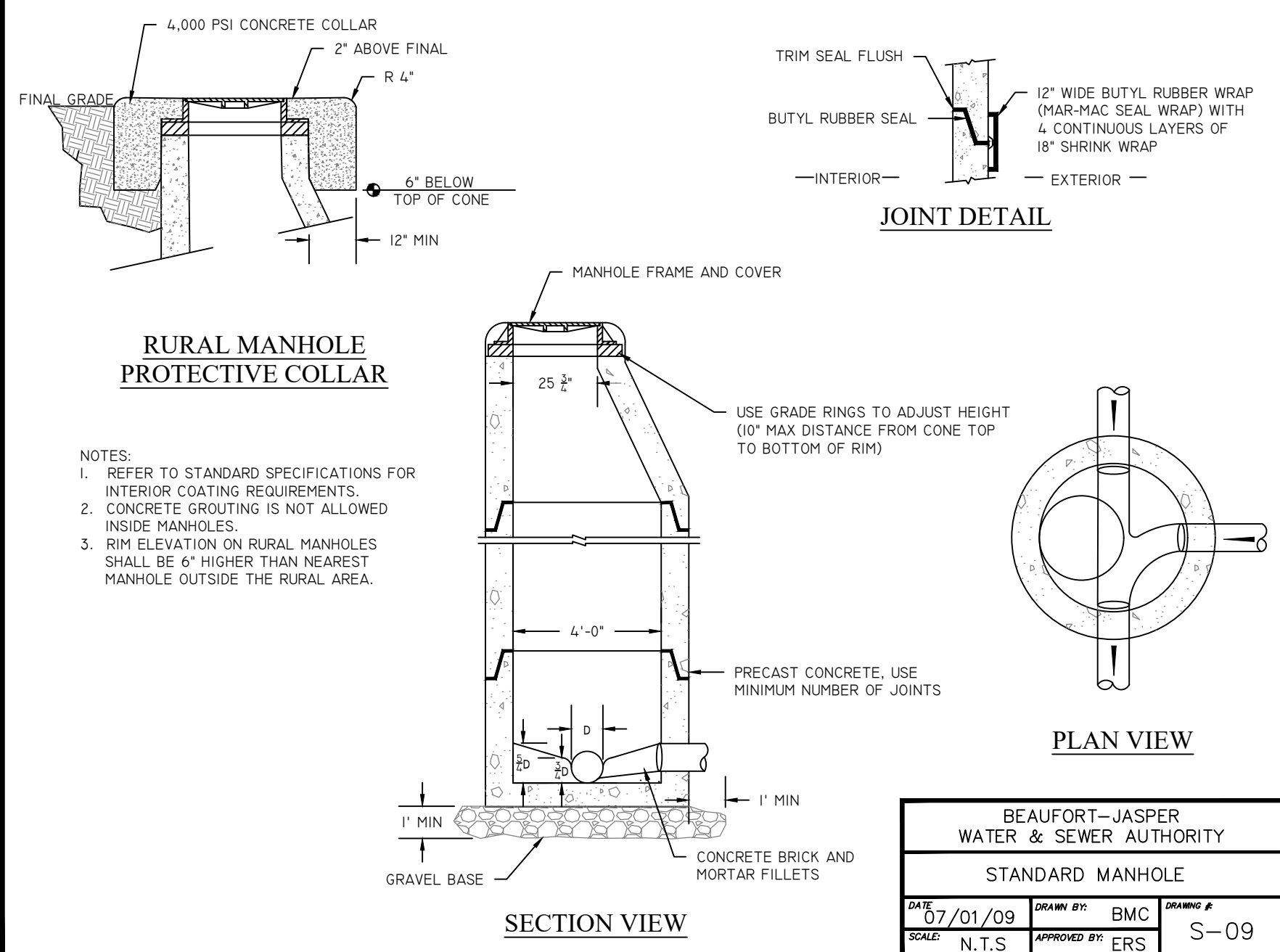
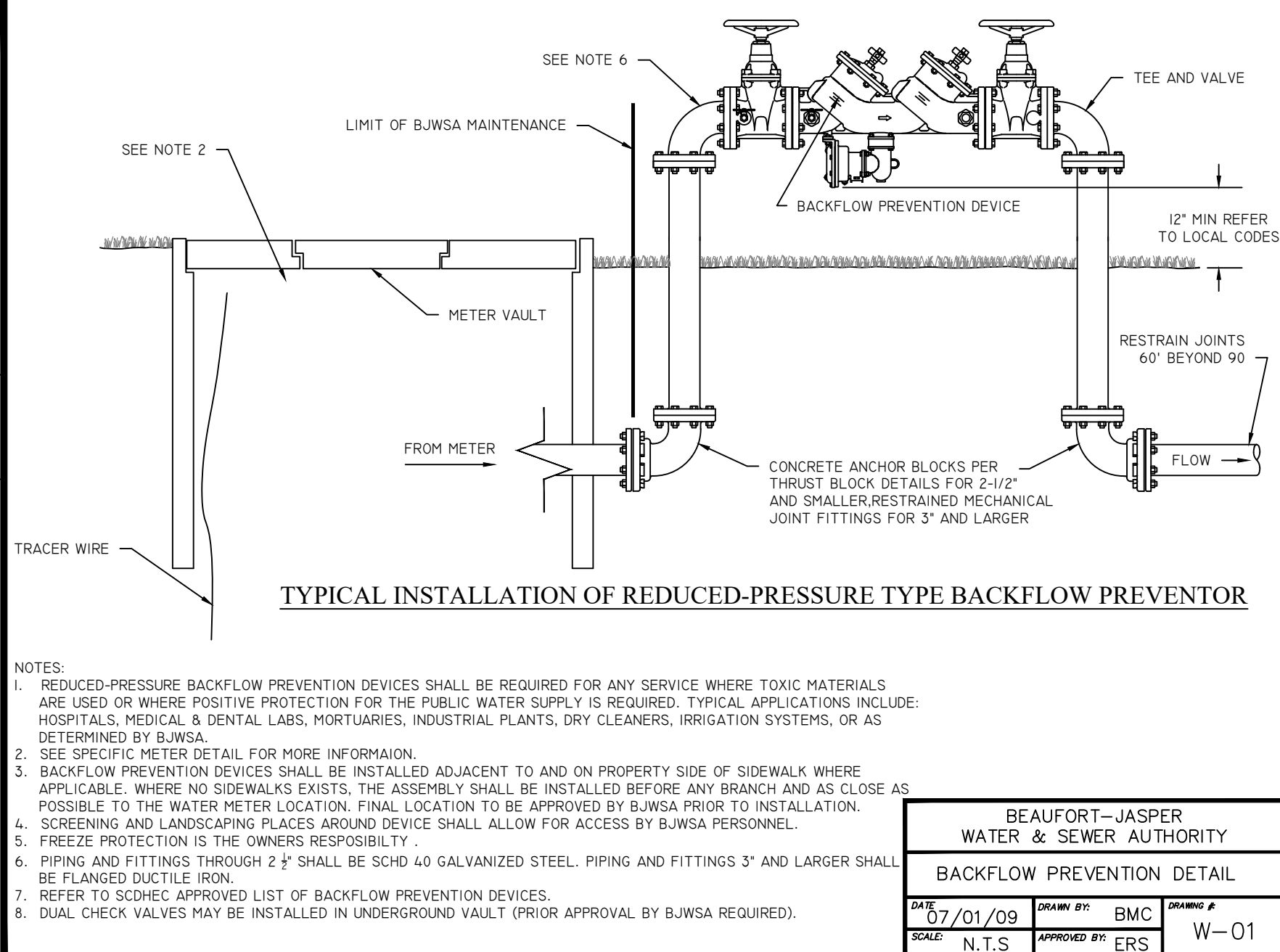
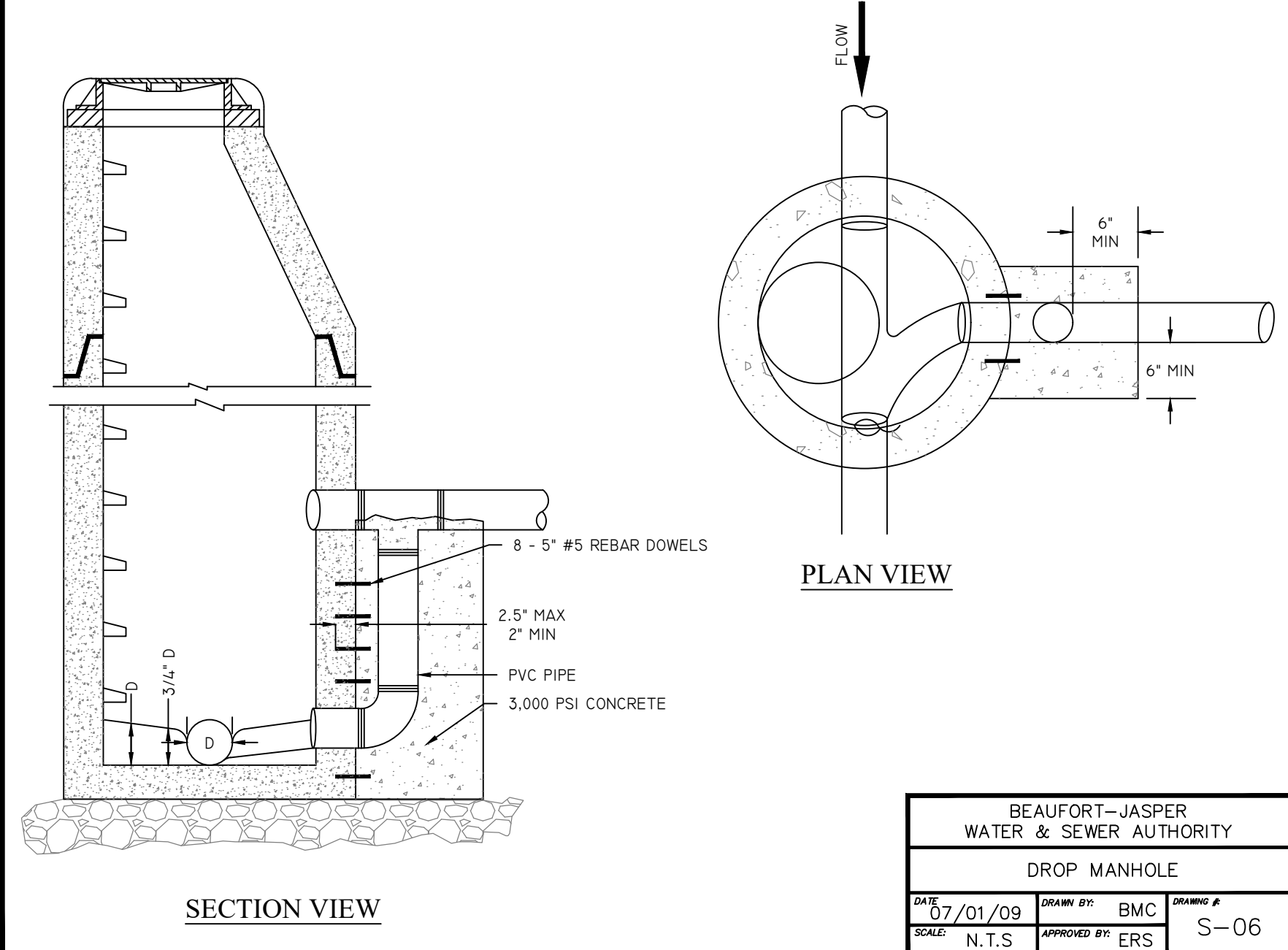
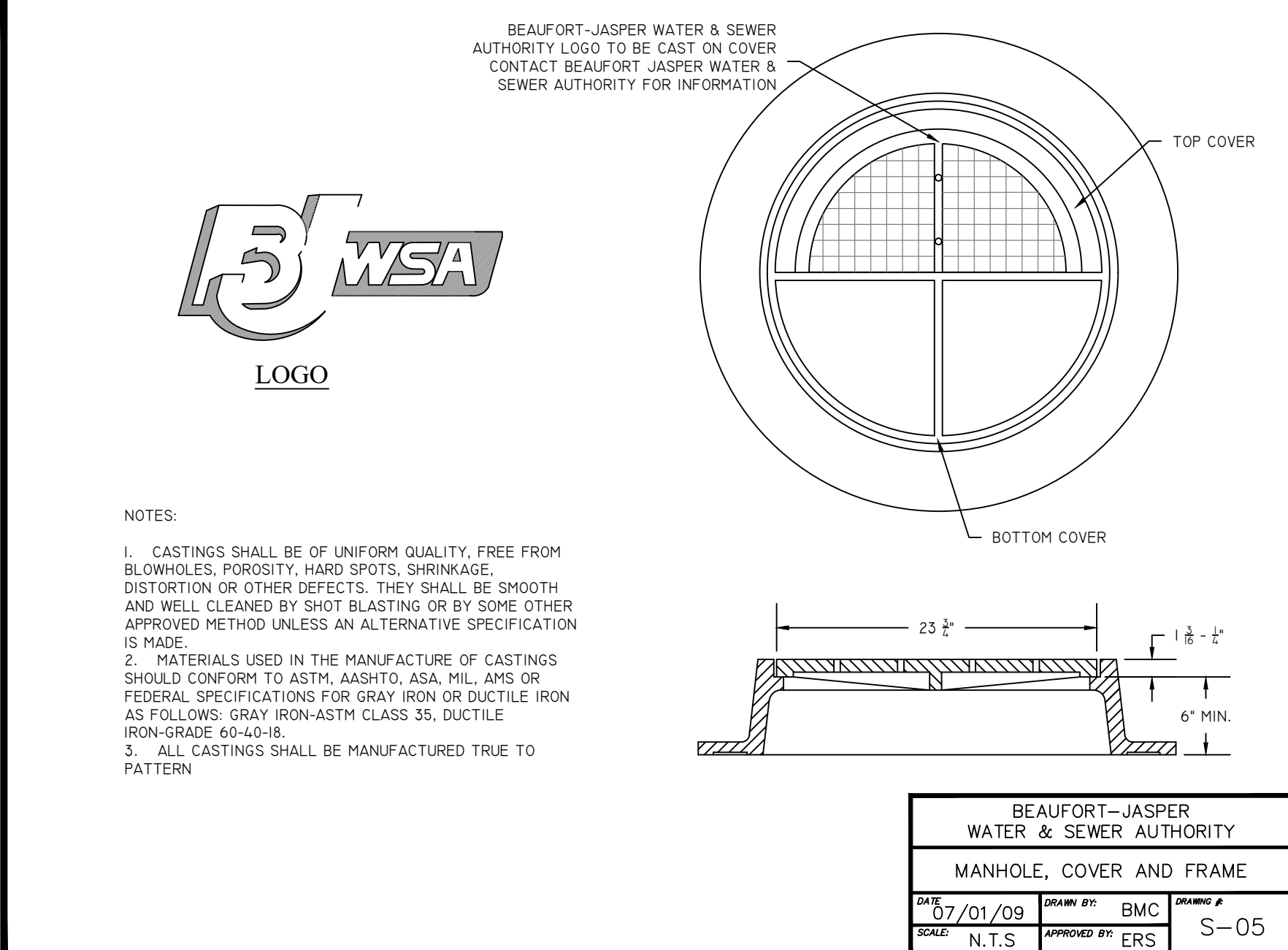
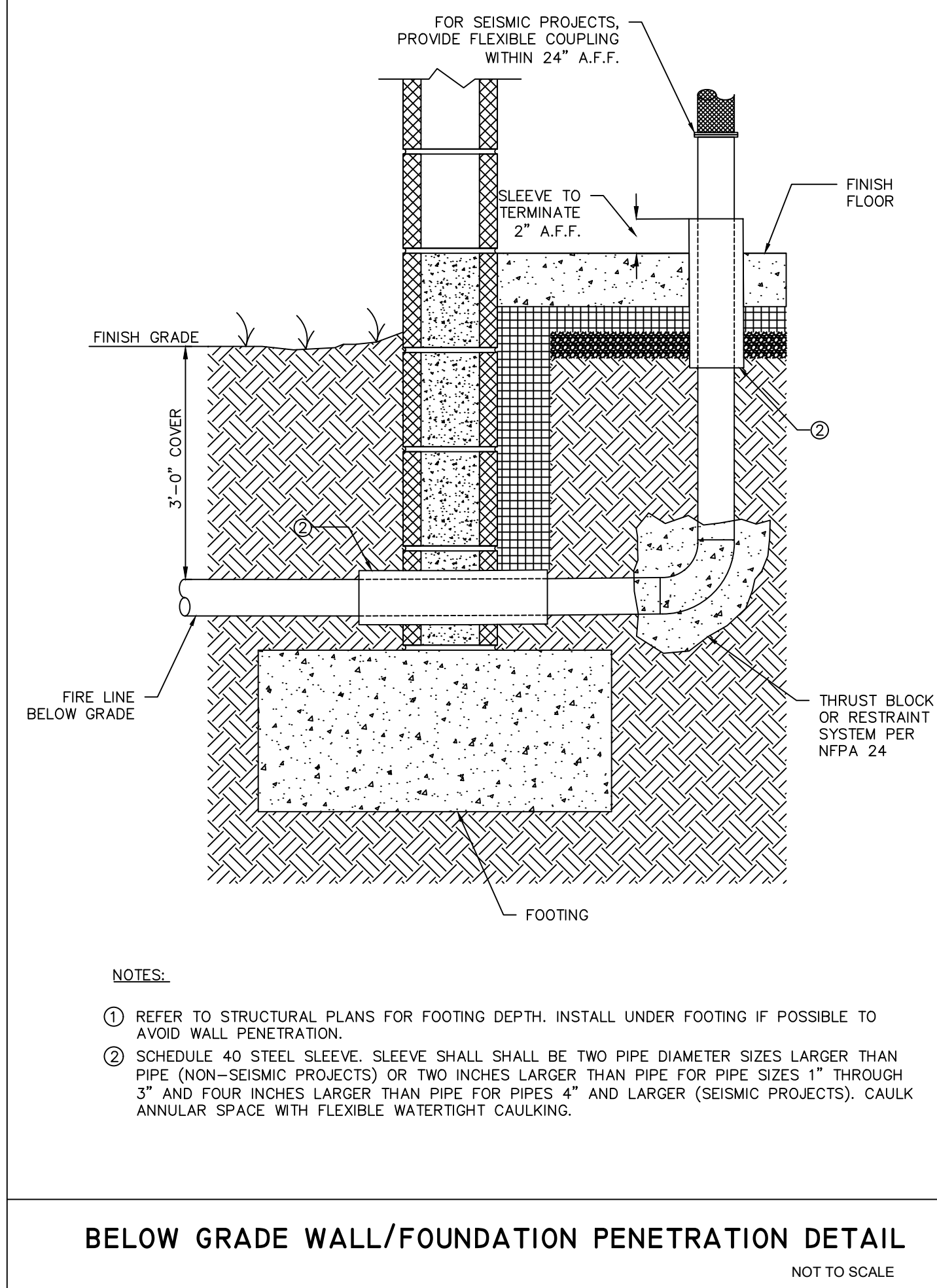
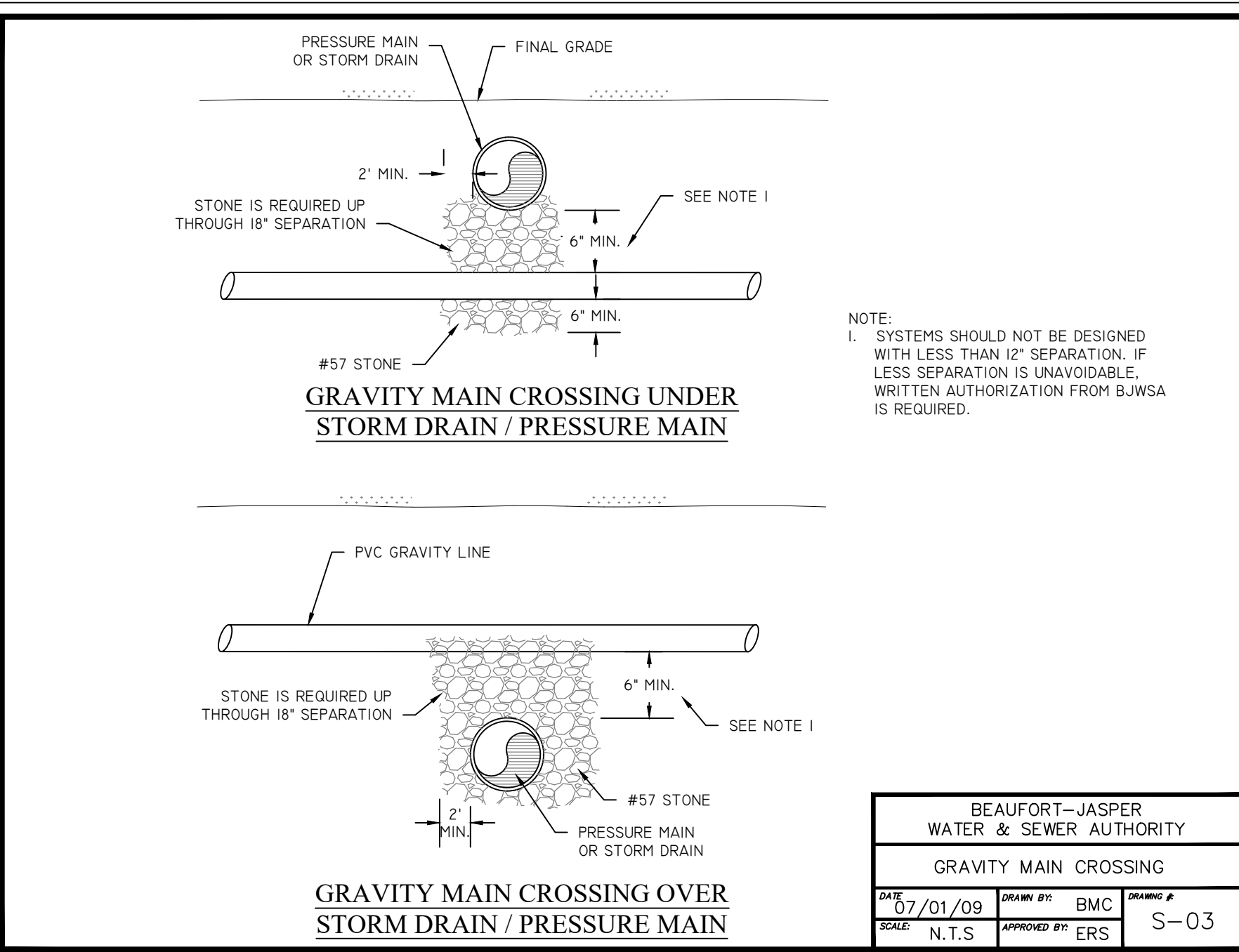
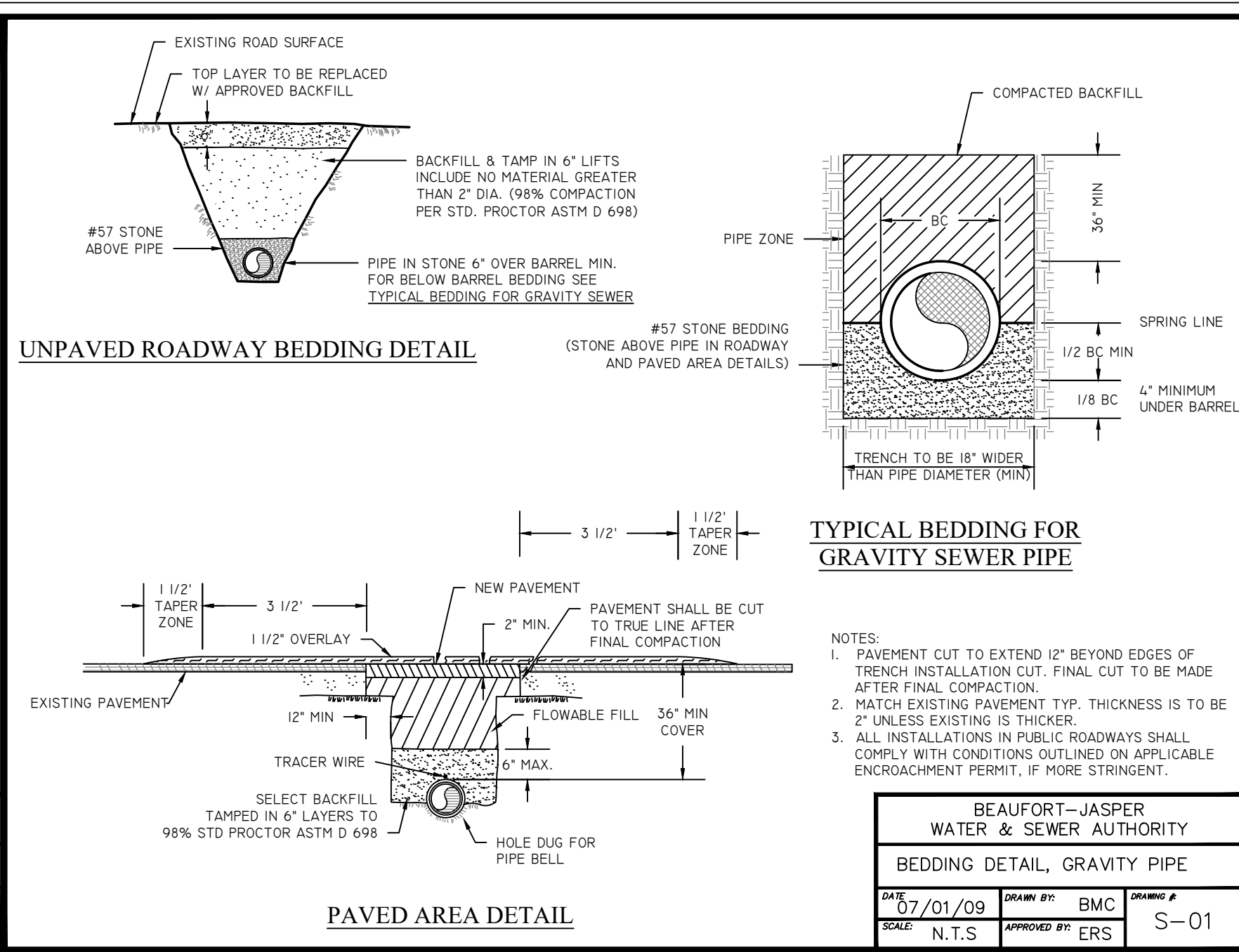
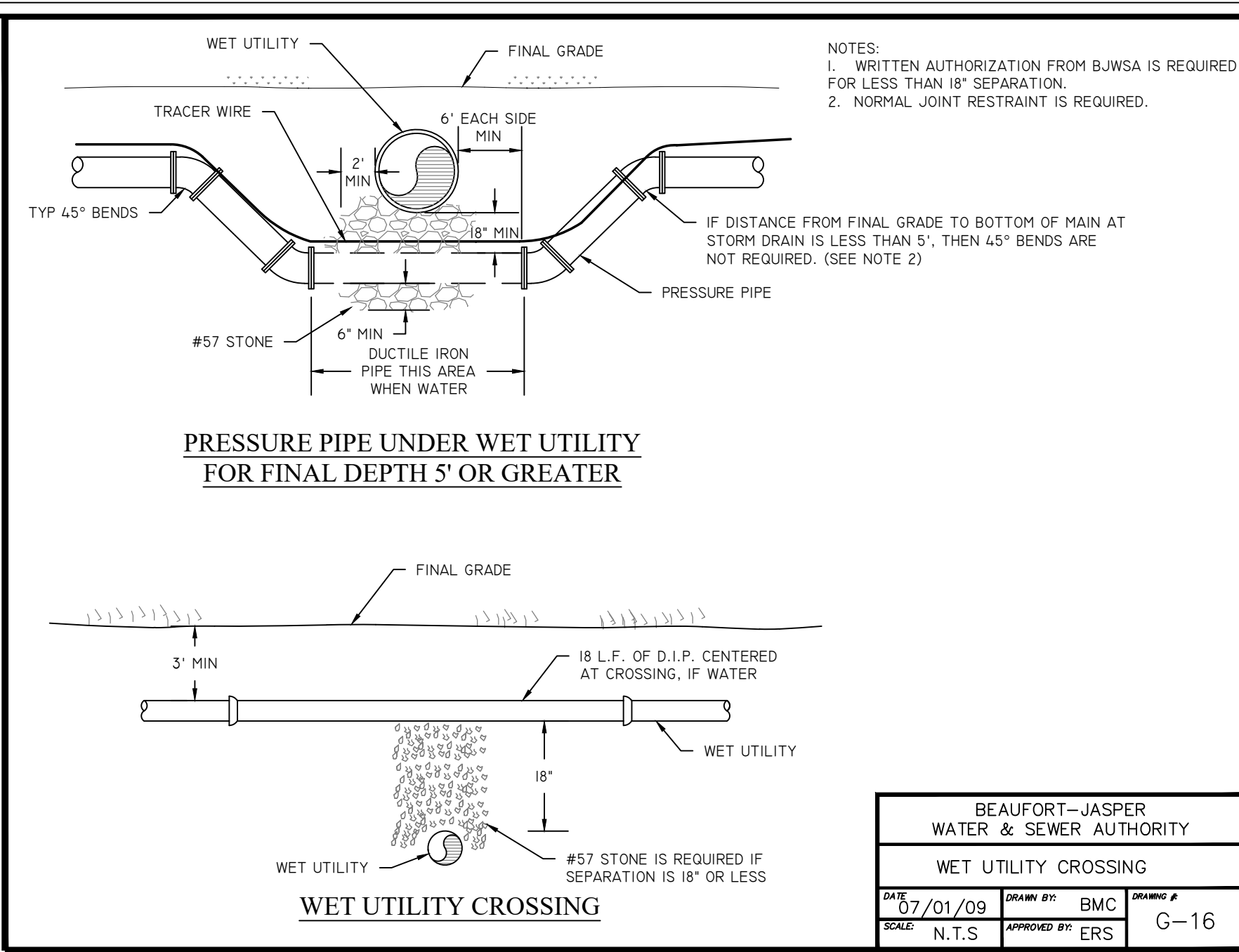
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
UTILITY DETAILS

VERTICAL DATUM: NGVD29	
PROJECT #:	170267B
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

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WARD EDWARDS ENGINEERING

NO. 22816

07/29/09

CERTIFICATE OF QUALITY

WARD EDWARDS, INC.

NO. C00152

PLAN REVISIONS

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NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

UTILITY DETAILS

VERTICAL DATUM: NGVD29

PROJECT #: 170267B

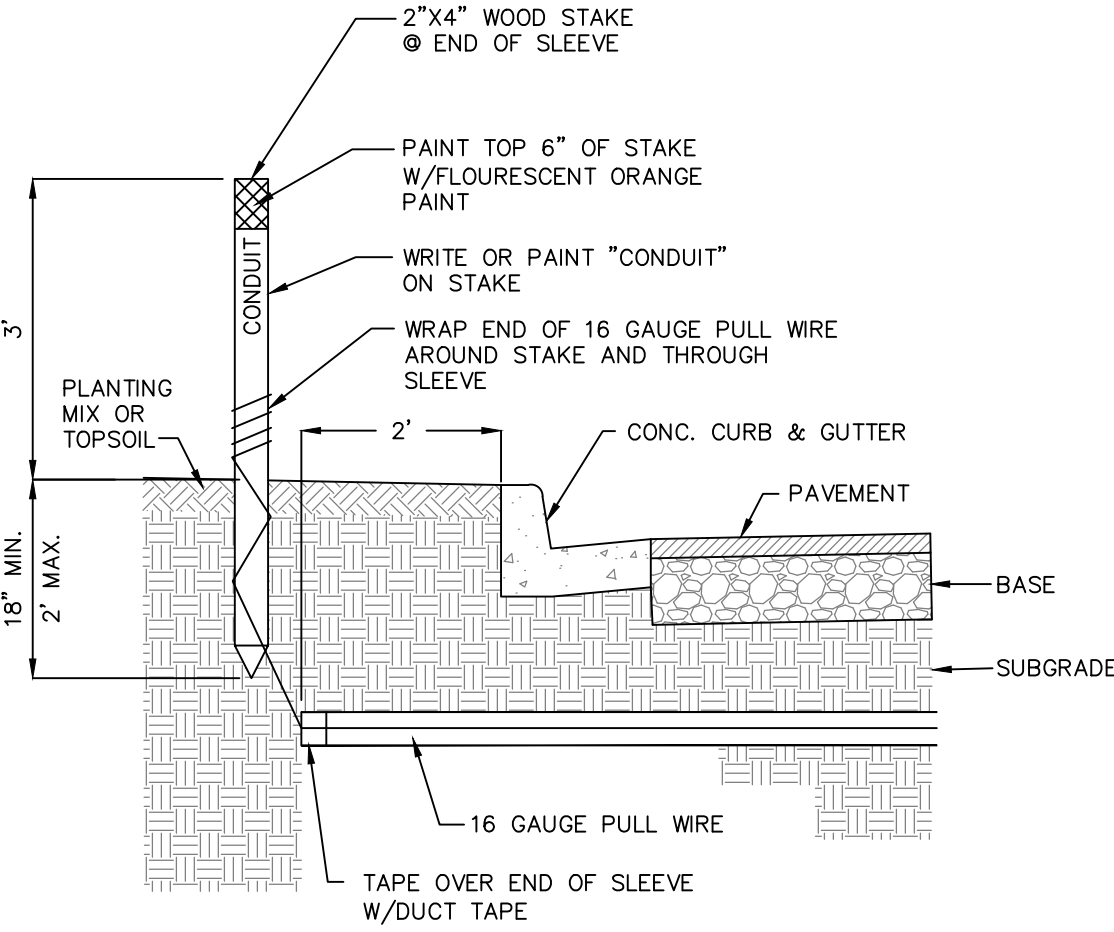
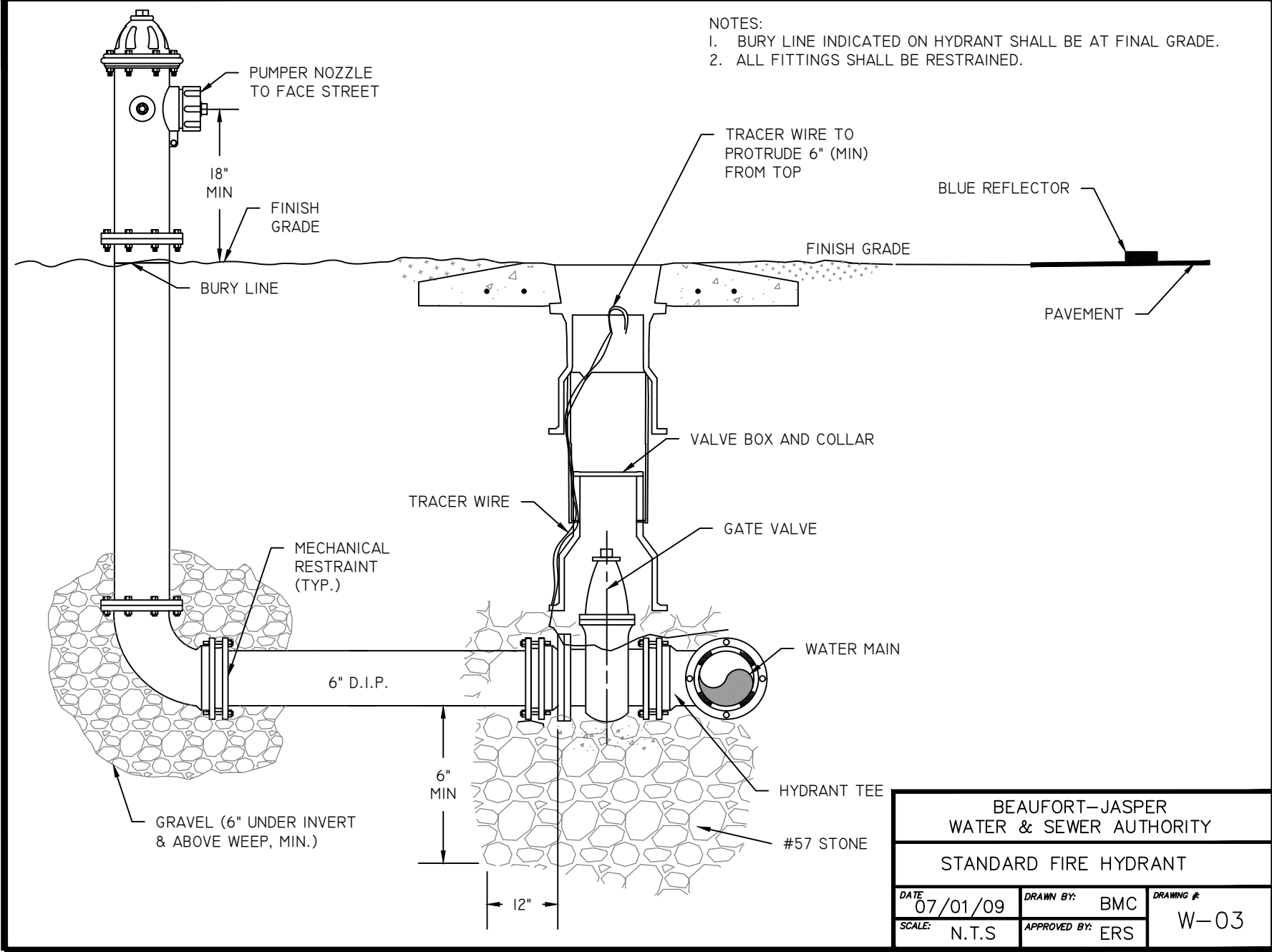
DATE: 03/25/20

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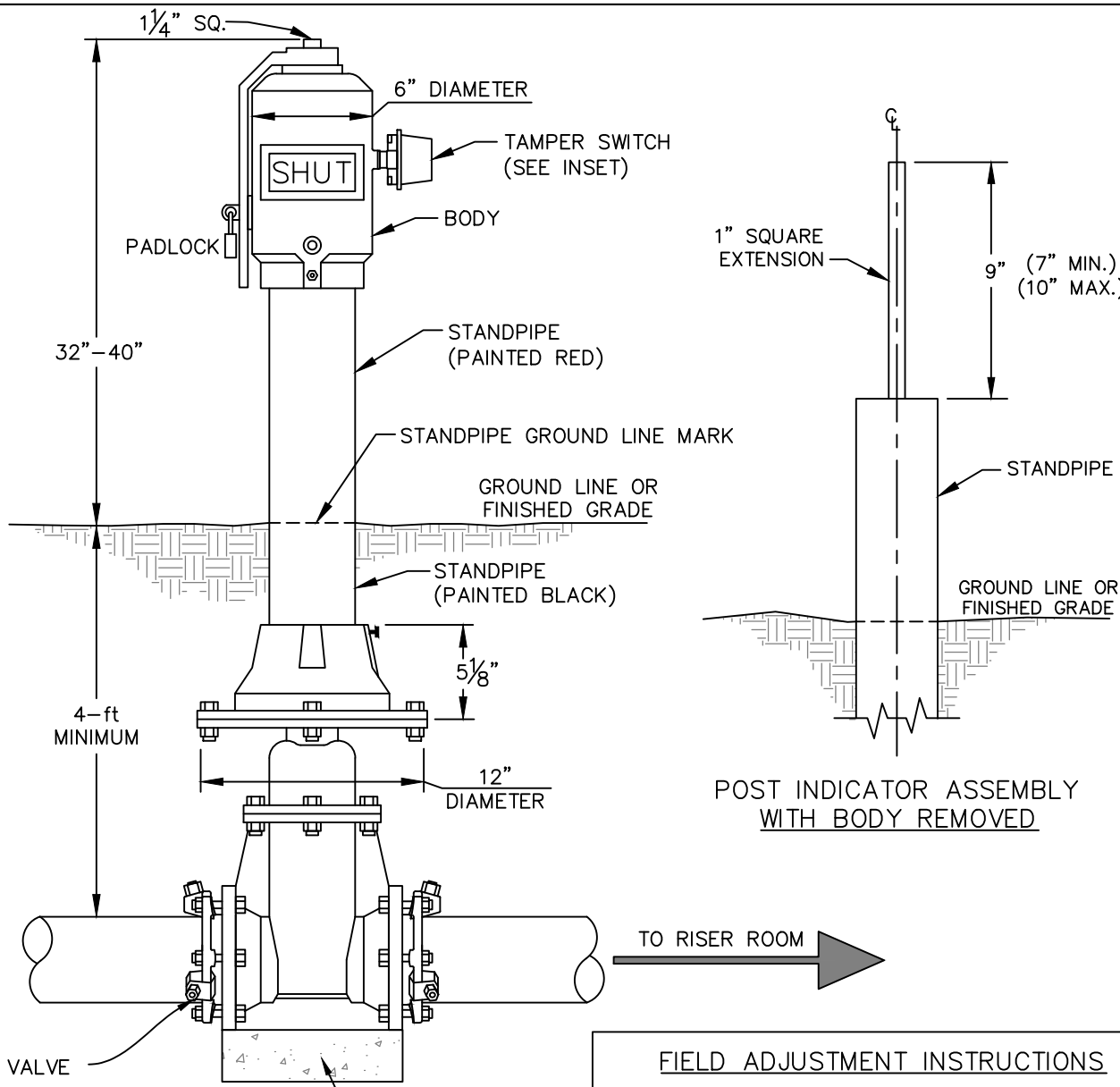


CONDUIT NOTES:

1. ALL CONDUIT ENDS SHALL BE CAPPED AND MARKED AS ILLUSTRATED.
2. ELECTRICAL CONDUIT: 42" BURY DEPTH, SCH 40 ELECTRICAL GRADE (N.E.C.) PVC
3. TELCO CONDUIT: 36" BURY DEPTH, SCH 40 ELECTRICAL GRADE (N.E.C.) PVC
4. IRRIGATION CONDUIT: 24" BURY DEPTH, SCH 40 PVC
5. MINIMUM 12" VERTICAL CLEARANCE WHEN CROSSING WATER, SEWER, AND DRAINAGE.
6. MINIMUM 18" HORIZONTAL CLEARANCE WHEN PARALLELING WATER, SEWER, AND DRAINAGE.
7. MINIMUM 12" HORIZONTAL SEPARATION BETWEEN CONDUIT.
8. CONDUIT MUST EXTEND BEYOND PAVEMENT, CURB, AND SIDEWALKS.
9. THE CONTRACTOR MUST INSTALL ALL CONDUITS, AS SHOWN ON THE PLANS OR AS REQUIRED BY DRY UTILITY COMPANIES. THE CONTRACTOR SHALL BE RESPONSIBLE TO ENSURE STRICT COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS WITH REGARDS TO THE INSTALLATION OF UTILITIES AND CONDUIT.
10. REFER TO PLANS FOR CONDUIT SIZE AND LOCATION. PLAN VIEW LOCATIONS OF CONDUIT ARE APPROXIMATE.
11. NO 90° OR 45° COUPLINGS TO BE USED ON CONDUIT.
12. CONDUIT MUST BE STRAIGHT TO ALLOW PIPE AND/OR WIRING BY UTILITY COMPANY AND IRRIGATION INSTALLER.
13. CONDUIT NOT INSTALLED AT PROPER DEPTH WILL BE REINSTALLED TO CONFORM TO DETAIL.
14. CONTRACTOR TO VERIFY CONDUIT INTEGRITY PRIOR TO FINAL PAVING.

CONDUIT DETAIL

UTILITY CONDUIT TRENCH DETAIL

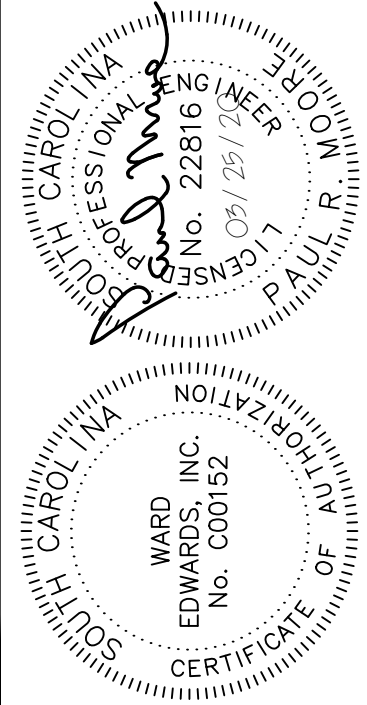


FIELD ADJUSTMENT INSTRUCTIONS

1. REMOVE THE BODY FROM THE TOP OF THE INDICATOR POST ASSEMBLY.
2. CUT THE REQUIRED LENGTH OFF THE BOTTOM OF THE STANDPIPE FOR THE GROUND LINE TO MATCH UP WITH STANDPIPE GROUND LINE MARK.
3. CUT THE 1" SQ. EXTENSION AT A DISTANCE OF 9" ABOVE THE TOP OF THE STANDPIPE.
4. SET THE "OPEN" AND "SHUT" TARGETS FOR THE APPROPRIATE VALVE SIZE.
5. RE-ATTACH THE BODY TO THE TOP OF THE INDICATOR POST ASSEMBLY.
6. ALL POST INDICATOR VALVES SHALL BE INSTALLED WITH AN ELECTRONIC UL LISTED TAMPER SWITCH.
7. THERE SHALL BE 36" OF UNOBSTRUCTED CLEARANCE AROUND THE PERIMETER OF ALL POST INDICATOR VALVES.
8. POST INDICATOR VALVE SHALL BE LOCATED AT A MINIMUM 40-FT FROM BUILDING.

STANDARD POST INDICATOR VALVE

DETAIL 02510-032A



PLAN REVISIONS	
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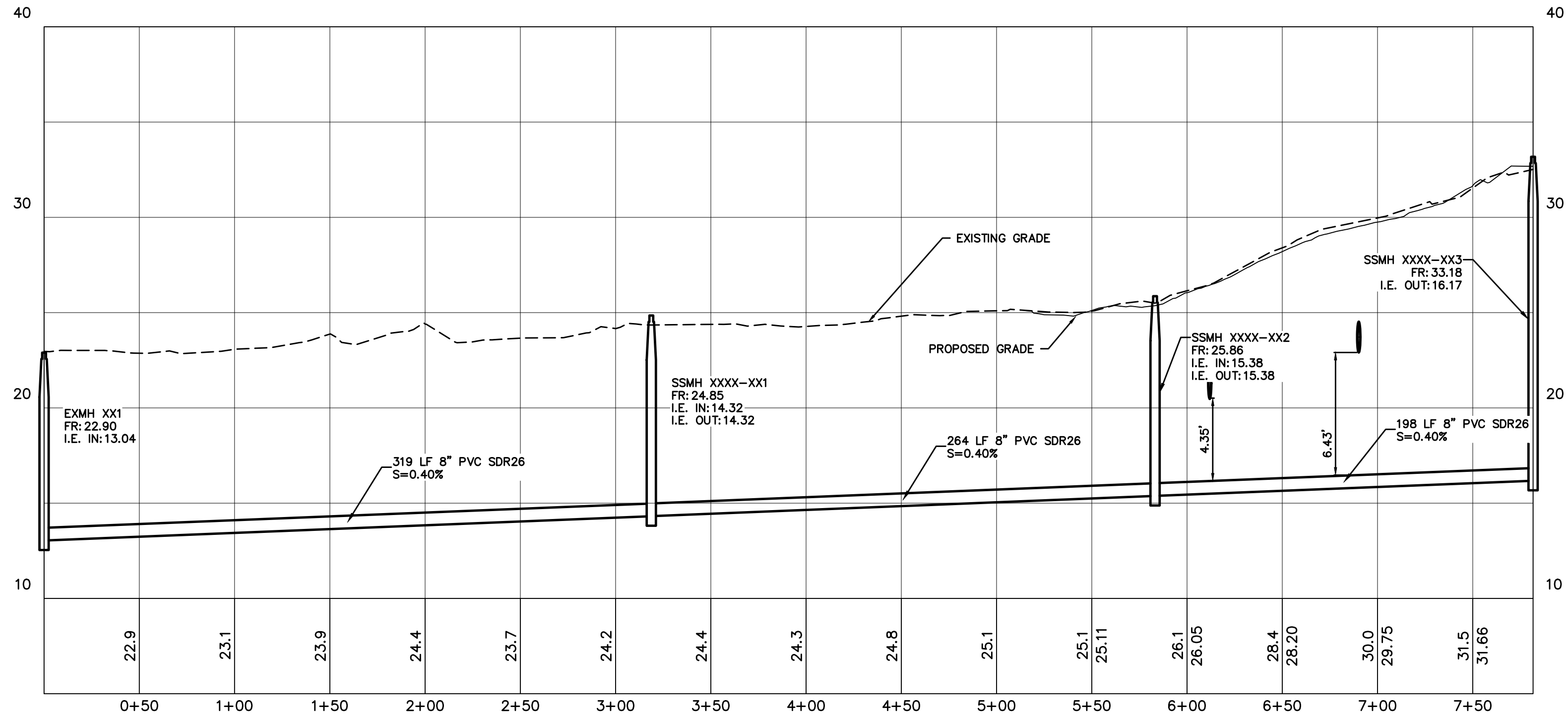
NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA

UTILITY DETAILS

VERTICAL DATUM: NGVD29	
PROJECT #:	170267B
DATE:	03/25/20
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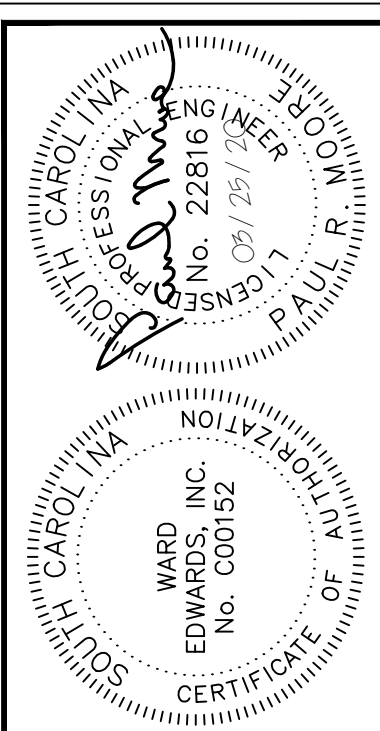
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SANITARY SEWER PROFILE 'A'

SCALE: 1" = 50' HORIZ
1" = 5' VERT



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NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

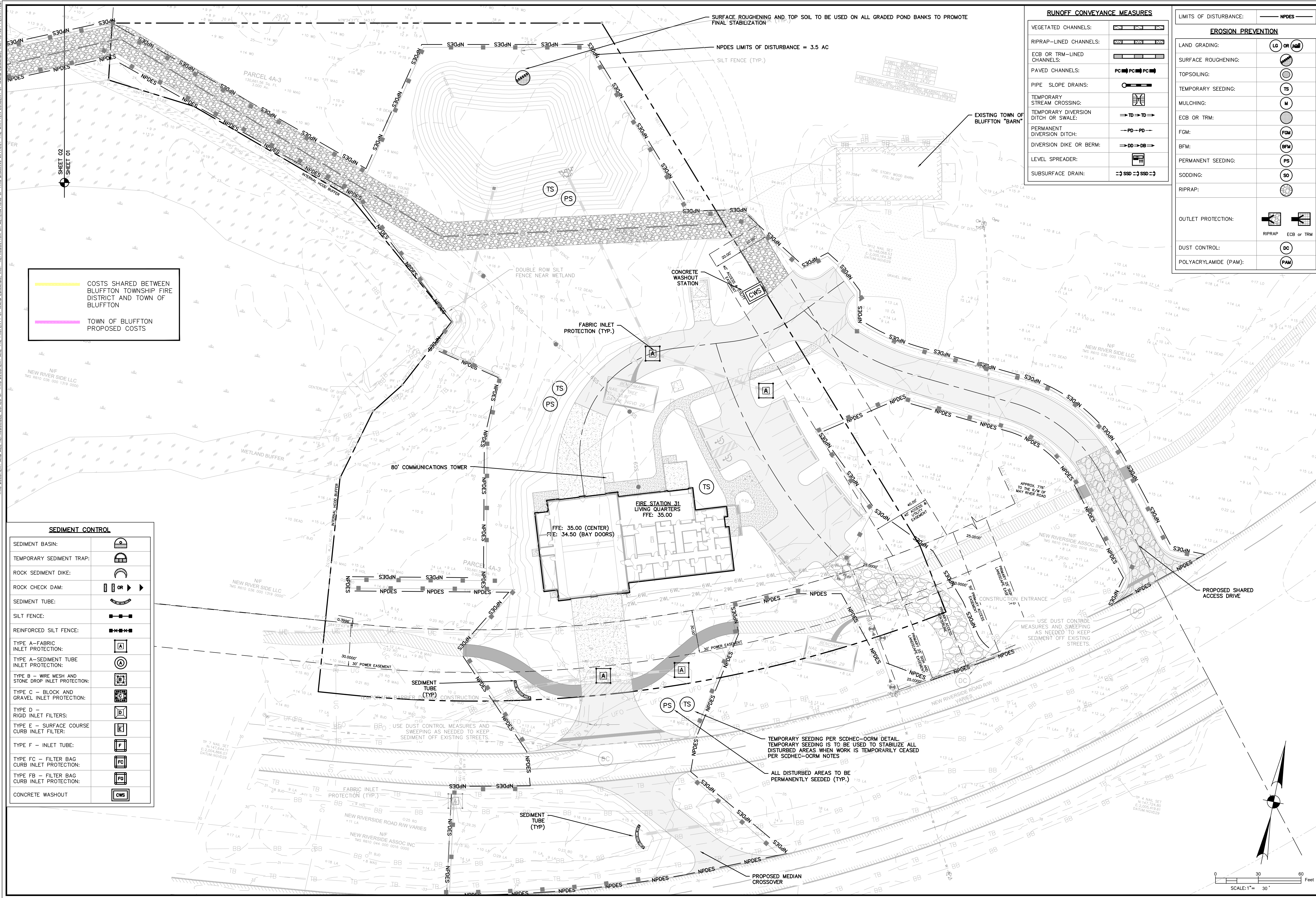
SANITARY SEWER PROFILES

VERTICAL DATUM: NGVD29	
PROJECT #:	170267B
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA

INTERMEDIATE EROSION CONTROL PLAN

VERTICAL DATUM:
NGVD29








PROJECT #:
1702678
DATE:
03/25/20
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




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




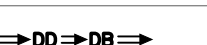



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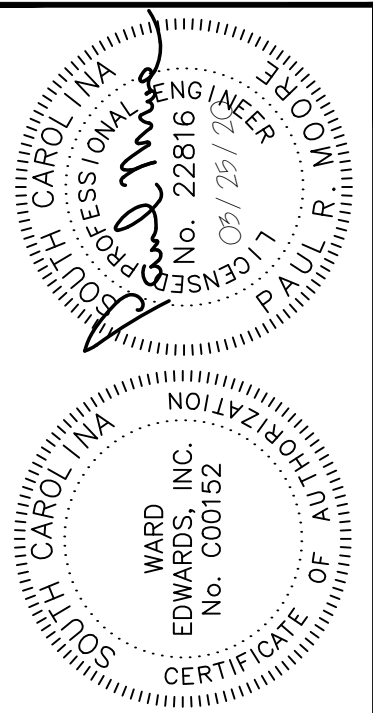
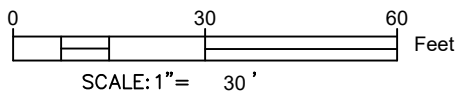
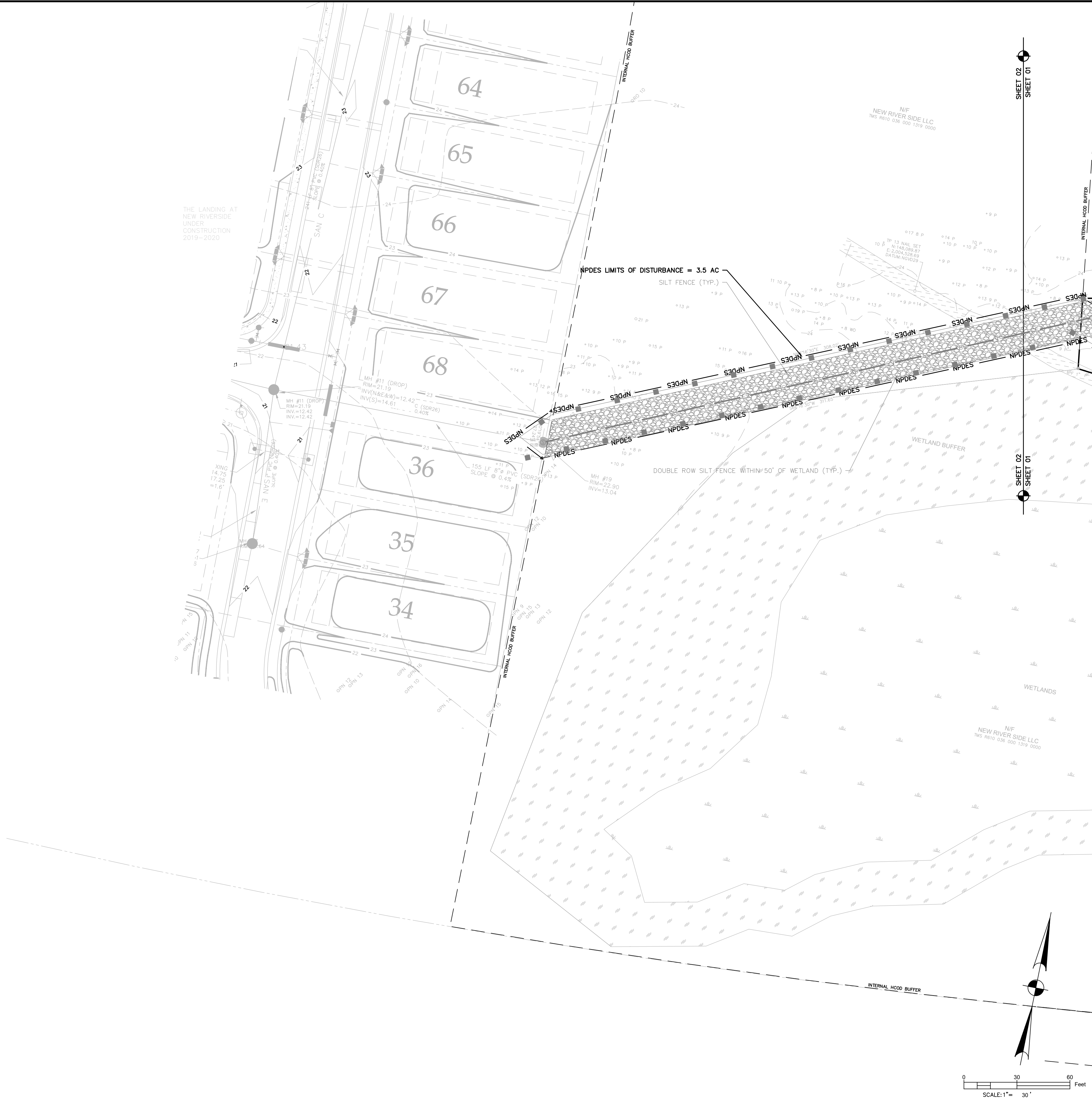
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LIMITS OF DISTURBANCE:	NPDES
EROSION PREVENTION	
LAND GRADING:	LG OR 
SURFACE ROUGHENING:	
TOPSOILING:	
TEMPORARY SEEDING:	TS
MULCHING:	M
ECB OR TRM:	
FGM:	FGM
BFM:	BFM
PERMANENT SEEDING:	PS
SODDING:	SO
RIPRAP:	
OUTLET PROTECTION:	 RIPRAP  ECB or TRM
DUST CONTROL:	DC
POLYACRYLAMIDE (PAM):	PAM

SEDIMENT CONTROL	
SEDIMENT BASIN:	
TEMPORARY SEDIMENT TRAP:	
ROCK SEDIMENT DIKE:	
ROCK CHECK DAM:	 OR 
SEDIMENT TUBE:	
SILT FENCE:	
REINFORCED SILT FENCE:	
TYPE A—FABRIC INLET PROTECTION:	
TYPE A—SEDIMENT TUBE INLET PROTECTION:	
TYPE B—WIRE MESH AND STONE DROP INLET PROTECTION:	
TYPE C—BLOCK AND GRAVEL INLET PROTECTION:	
TYPE D—RIGID INLET FILTERS:	
TYPE E—SURFACE COURSE CURB INLET FILTER:	
TYPE F—INLET TUBE:	
TYPE FC—FILTER BAG CURB INLET PROTECTION:	
TYPE FB—FILTER BAG CURB INLET PROTECTION:	
CONCRETE WASHOUT	

RUNOFF CONVEYANCE MEASURES	
VEGETATED CHANNELS:	
RIPRAP—LINED CHANNELS:	
ECB OR TRM—LINED CHANNELS:	
PAVED CHANNELS:	PC  PC 
PIPE SLOPE DRAINS:	
TEMPORARY STREAM CROSSING:	
TEMPORARY DIVERSION DITCH OR SWALE:	
PERMANENT DIVERSION DITCH:	
DIVERSION DIKE OR BERM:	
LEVEL SPREADER:	
SUBSURFACE DRAIN:	



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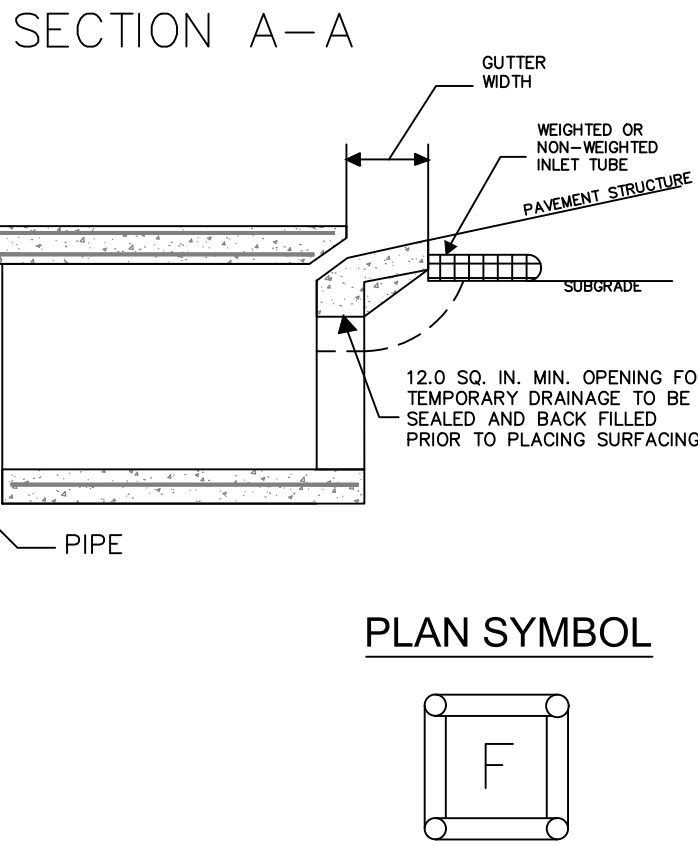
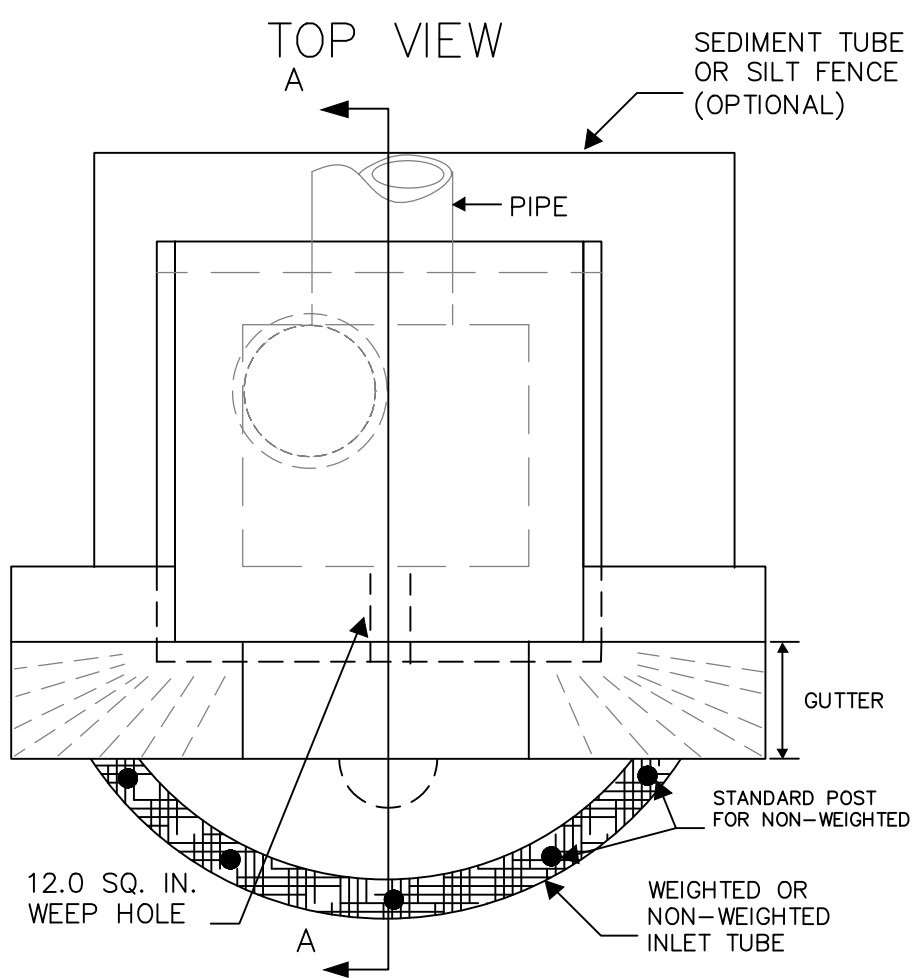
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NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
INTERMEDIATE EROSION CONTROL PLAN

VERTICAL DATUM:	NGVD29
PROJECT #:	170267B
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DESIGNED BY:	BCB
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South Carolina Department of
Health and Environmental Control
Type F
INLET TUBES
STANDARD DRAWING NO. SC-11 PAGE 1 of 2
NOT TO SCALE FEBRUARY 2014
DATE

TYPE F – INLET TUBES INLET PROTECTION

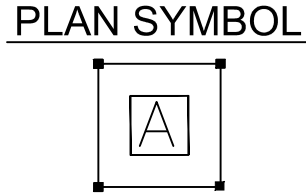
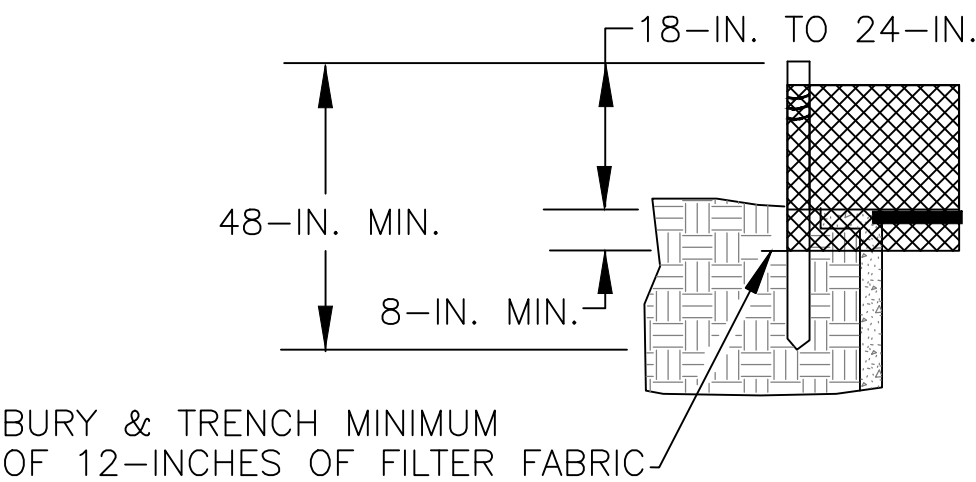
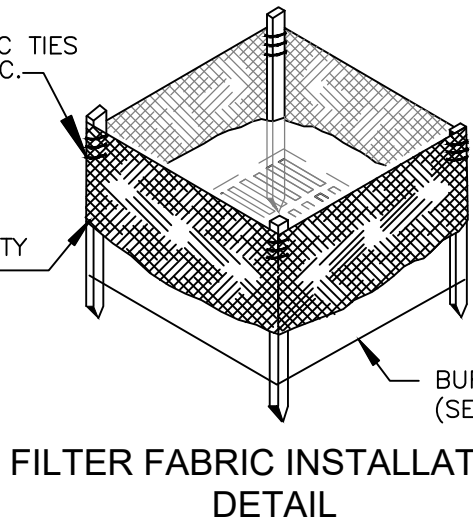
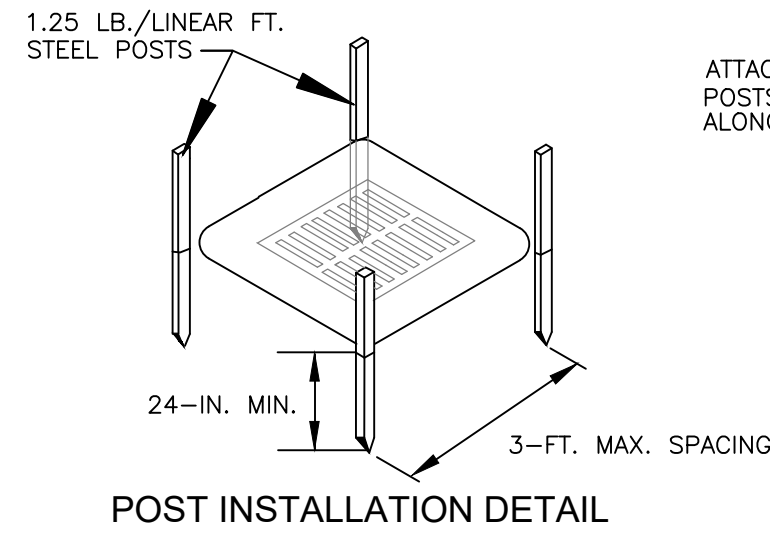
GENERAL NOTES

- Inlets tubes should be composed of compacted geotextiles, curled excelsior wood, natural coconut fibers, a hardwood mulch, or a mix of these materials enclosed by a flexible netting material.
- Inlets tubes should utilize an outer netting that consists of seamless, high-density polyethylene photodegradable materials treated with ultraviolet stabilizers or a seamless, high-density polyethylene non-degradable material. Curled wood excelsior fiber, or natural coconut fiber rolled erosion control products rolled up to create an inlet tube device are not allowed.
- Do not use straw, straw fiber, straw bales, pine needles, or leaf mulch as fill material within inlet tubes.
- Weighted inlet tubes must be capable of staying in place without external stabilization measures and may have a weighted inner core or other weighted mechanism to keep them in place.
- Install weighted tubes lying flat on the ground, with no gaps between the underlying surface and the inlet tube. Do not stack inlet tubes. Do not completely block inlet with tube.
- Non-weighted inlet tubes require staking or other stabilization methods to keep them safely in place.
- Overflow or overtopping of inlet tubes must be allowed to flow into inlet unobstructed.
- To avoid possible flooding, two or three concrete cinder blocks may be placed between the tube and the inlet.

INSPECTION AND MAINTENANCE

- The key to functional inlet protection is weekly inspection, routine maintenance, and regular sediment removal.
- Regular inspections of all inlet protection shall be conducted once every calendar week and, as recommended, within 24-hours after each rainfall event that produces 1/2-inch or more of precipitation.
- Attention to sediment accumulations in front of the inlet protection is extremely important. Accumulated sediment should be continually monitored and removed when necessary.
- Remove accumulated sediment when it reaches 1/3 the height of the blocks. If a sump is used, sediment should be removed when it fills approximately 1/3 the depth of the hole.
- Removed sediment shall be placed in stockpile storage areas or spread thinly across disturbed area. Stabilize the removed sediment after it is relocated.
- Large debris, trash, and leaves should be removed from in front of tubes when found.
- Replace inlet tube when damaged or as recommended by manufacturer's specifications.
- Inlet protection structures should be removed after the disturbed areas are permanently stabilized. Remove all construction material and sediment, and dispose of them properly. Grade the disturbed area to the elevation of the drop inlet structure crest. Stabilize all bare areas immediately.

South Carolina Department of
Health and Environmental Control
Type F
INLET TUBES
STANDARD DRAWING NO. SC-11 PAGE 2 of 2
GENERAL NOTES FEBRUARY 2014
DATE



South Carolina Department of
Health and Environmental Control
Type A
FILTER FABRIC INLET PROTECTION
STANDARD DRAWING NO. SC-07 PAGE 1 of 2
NOT TO SCALE FEBRUARY 2014
DATE

TYPE A – FILTER FABRIC REQUIREMENTS

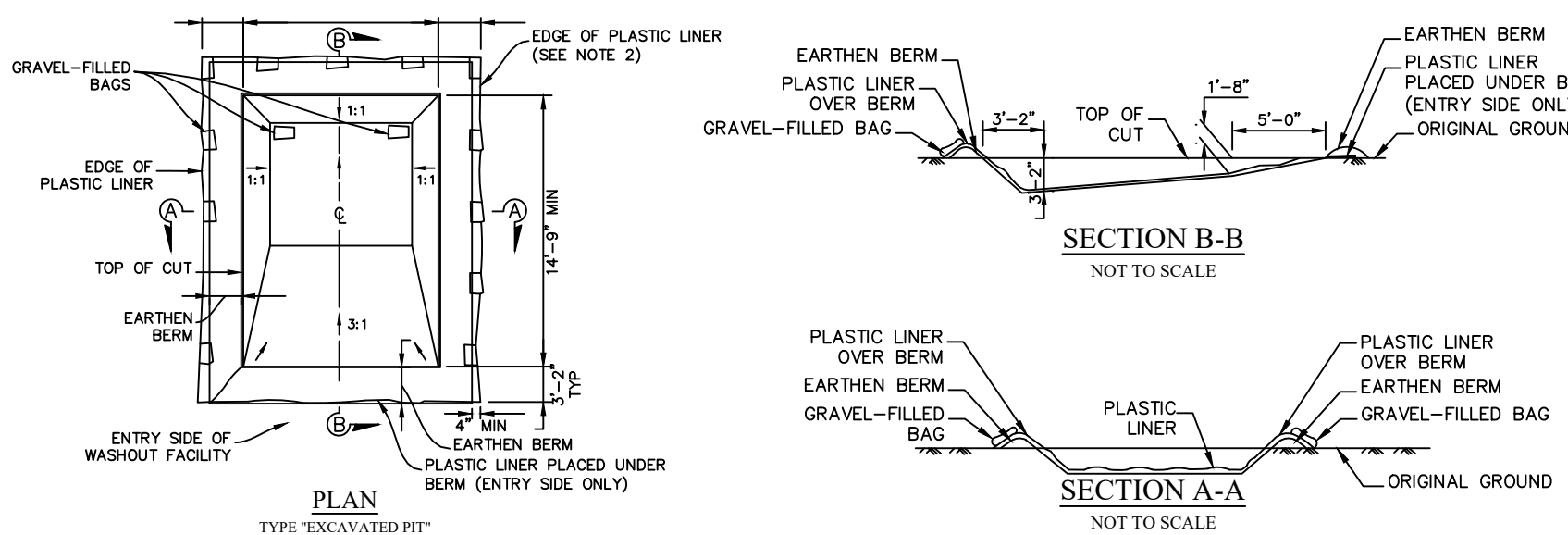
- Silt fence must be composed of woven geotextile filter fabric that consists of the following requirements:
 - Composed of fibers consisting of long chain synthetic polymers of at least 85% by weight of polyolefins, polyesters, or polyamides that are formed into a network such that the filaments or yarns retain dimensional stability relative to each other;
 - Free of any treatment or coating which might adversely alter its physical properties after installation;
 - Free of any defects or flaws that significantly affect its physical and/or filtering properties; and,
 - Have a minimum width of 36-inches.
 - Use only fabric appearing on SC DOT's Qualified Products Listing (QPL), Approval Sheet #34, meeting the requirements of the most current edition of the SC DOT Standard Specifications for Highway Construction.
 - 12-inches of the fabric should be placed within excavated trench and toed in when the trench is backfilled.
 - Filter Fabric shall be purchased in continuous rolls and cut to the length of the barrier to avoid joints.
 - Filter Fabric shall be installed at a minimum of 24-inches above the ground.
- TYPE A – POST REQUIREMENTS**
- Silt Fence posts must be 48-inch long steel posts that meet, at a minimum, the following physical characteristics:
 - Composed of a high strength steel with a minimum yield strength of 50,000 psi.
 - Include a standard "T" section with a nominal face width of 1.38-inches and a nominal "T" length of 1.48-inches.
 - Weigh 1.25 pounds per foot (± 8%)
 - Posts shall be equipped with projections to aid in fastening of filter fabric.
 - Install posts to a minimum of 24-inches. A minimum height of 1- to 2- inches above the fabric shall be maintained, and a maximum height of 3 feet shall be maintained above the ground.
 - Post spacing shall be at a maximum of 3-feet on center.

TYPE A – INSPECTION & MAINTENANCE

- The key to functional inlet protection is weekly inspections, routine maintenance, and regular sediment removal.
- Regular inspections of inlet protection shall be conducted once every calendar week and, as recommended, within 24-hours after each rainfall event that produces 1/2-inch or more of precipitation.
- Attention to sediment accumulations along the filter fabric is extremely important. Accumulated sediment should be continually monitored and removed when necessary.
- Remove accumulated sediment when it reaches 1/3 the height of the filter fabric. When a sump is installed in front of the fabric, sediment should be removed when it fills approximately 1/3 the depth of the sump.
- Removed sediment shall be placed in stockpile storage areas or spread thinly across disturbed area. Stabilize the removed sediment after it is relocated.
- Check for areas where stormwater runoff has eroded a channel beneath the filter fabric, or where the fabric has sagged or collapsed due to runoff overtopping the inlet protection.
- Check for tears within the filter fabric, areas where fabric has begun to decompose, and for any other circumstance that may render the inlet protection ineffective. Removed damaged fabric and reinstall new filter fabric immediately.
- Inlet protection structures should be removed after all the disturbed areas are permanently stabilized. Remove all construction material and sediment, and dispose of them properly. Grade the disturbed area to the elevation of the drop inlet structure crest. Stabilize all bare areas immediately.

South Carolina Department of
Health and Environmental Control
Type A
FILTER FABRIC INLET PROTECTION
STANDARD DRAWING NO. SC-07 PAGE 2 of 2
GENERAL NOTES FEBRUARY 2014
DATE

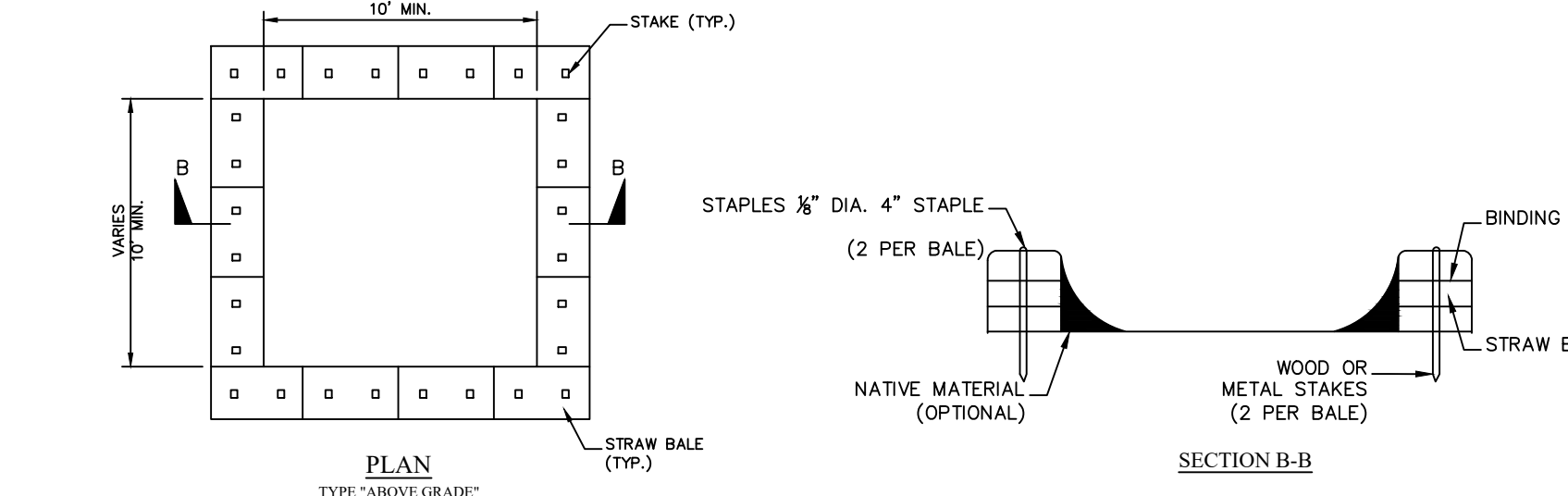
EXCAVATED PIT CONCRETE WASHOUT



- NOTES:
- ACTUAL LAYOUT DETERMINED IN FIELD.
 - INSTALL CONCRETE WASHOUT SIGN (24"x24", MINIMUM) WITHIN 30' OF THE TEMPORARY CONCRETE WASHOUT FACILITY.
 - TEMPORARY WASHOUT AREA MUST BE AT LEAST 50' FROM A STORM DRAIN, CREEK BANK OR PERIMETER CONTROL.
 - CLEAN OUT CONCRETE WASHOUT AREA WHEN 50% FULL.
 - THE KEY TO FUNCTIONAL CONCRETE WASHOUTS IS WEEKLY INSPECTIONS, ROUTINE MAINTENANCE, AND REGULAR CLEAN OUT.

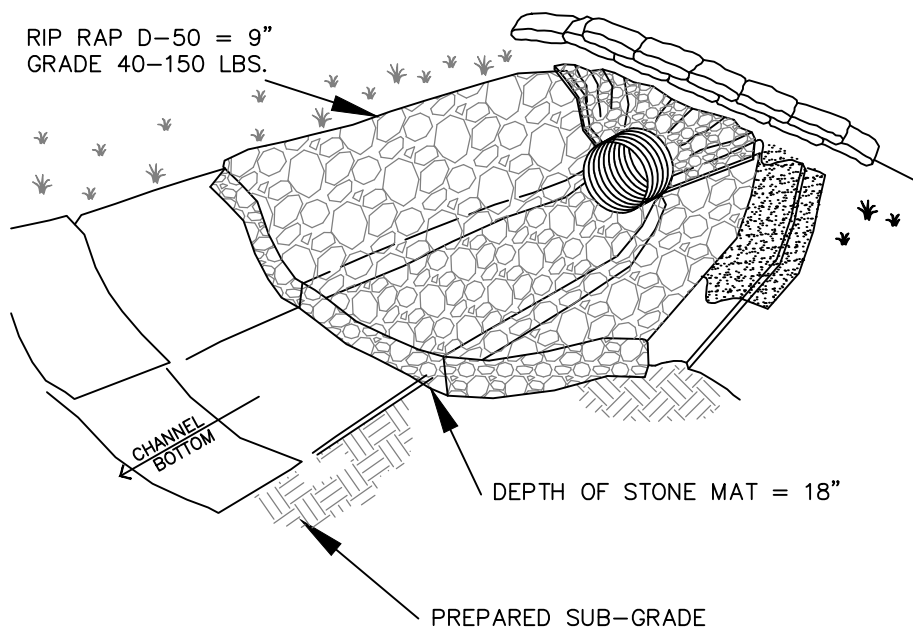
South Carolina Department of
Health and Environmental Control
CONCRETE WASHOUT
EXCAVATED PIT
STANDARD DRAWING NO. RC-08 PAGE 1 of 1
NOT TO SCALE FEBRUARY 2014
DATE

STRAW BALE BARRIER CONCRETE WASHOUT



- NOTES:
- ACTUAL LAYOUT DETERMINED IN FIELD.
 - INSTALL CONCRETE WASHOUT SIGN (24"x24", MINIMUM) WITHIN 30' OF THE TEMPORARY CONCRETE WASHOUT FACILITY.
 - TEMPORARY WASHOUT AREA MUST BE AT LEAST 50' FROM A STORM DRAIN, CREEK BANK OR PERIMETER CONTROL.
 - CLEAN OUT CONCRETE WASHOUT AREA WHEN 50% FULL.
 - THE KEY TO FUNCTIONAL CONCRETE WASHOUTS IS WEEKLY INSPECTIONS, ROUTINE MAINTENANCE, AND REGULAR CLEAN OUT.

South Carolina Department of
Health and Environmental Control
CONCRETE WASHOUT
STRAW BALES OR ABOVE GROUND
STANDARD DRAWING NO. RC-07 PAGE 1 of 1
NOT TO SCALE FEBRUARY 2014
DATE



NOTES:

- PLACE ALL RIP RAP ON 8 OUNCE NON-WOVEN FILTER CLOTH.
- STAKING OF FILTER CLOTH PER MANUFACTURER'S SPECIFICATIONS.
- LENGTH OF OUTLET STABILIZATION = 8 TIMES PIPE DIA. TOP WIDTH OF OUTLET STABILIZATION = 3 TIMES PIPE DIA. BOTTOM WIDTH OF OUTLET STABILIZATION = 6 TIMES PIPE DIA.

RIP RAP OUTLET STABILIZATION DETAIL

DETAIL #02370-009

ADHESIVE	WATER DILUTION	NOZZLE TYPE	APPLICATION (GAL./ACRE)
ANIONIC ASPHALT EMULSION	7:1*	COARSE SPRAY	1,200
LATEX EMULSION	12.5:1*	FINE SPRAY	235
RESIN-IN-WATER EMULSION	4:1*	FINE SPRAY	300

*USE MANUFACTURER'S RECOMMENDATIONS WHEN AVAILABLE.

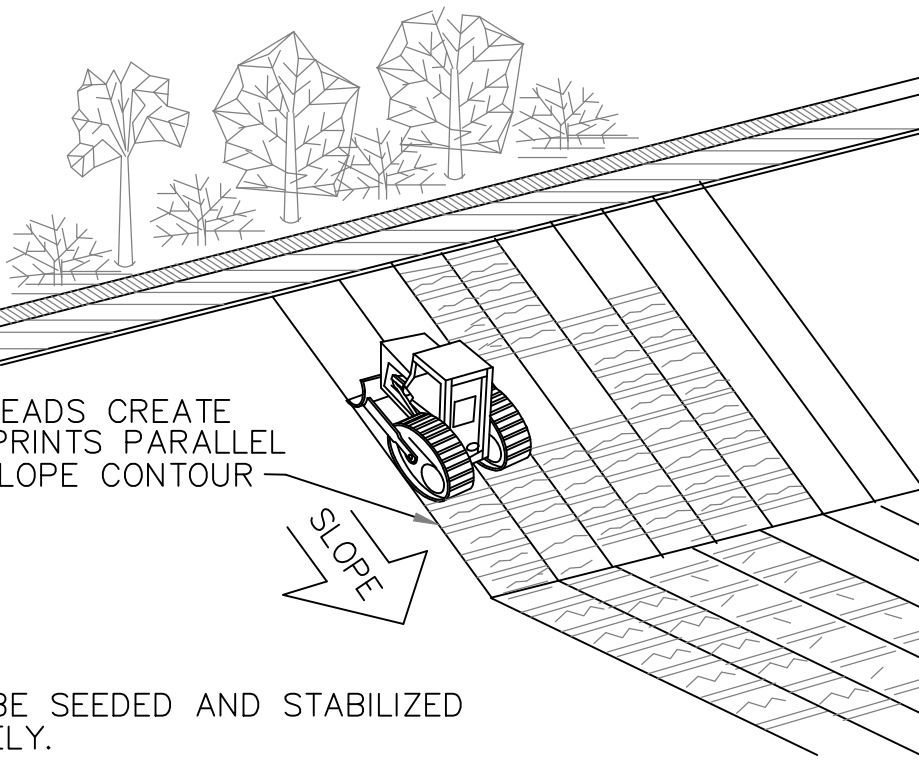
- MAINTENANCE:
- PROHIBIT TRAFFIC ON SURFACE AFTER SPRAYING.
 - SUPPLEMENT SURFACE COVERING AS NEEDED.

INSTALLATION:

- APPLY ACCORDING TO APPROVED PLAN.
- MULCH DISTURBED AREAS AND TACKIFY WITH RESINS SUCH AS ASPHALT, CURASOL OR TERRATAK ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.
- STABILIZE DISTURBED AREAS WITH TEMPORARY OR PERMANENT VEGETATION.
- IRRIGATE DISTURBED AREAS UNTIL SURFACE IS WET.
- COVER SURFACES WITH CRUSHED STONE OR GRAVEL.
- APPLY CALCIUM CHLORIDE AT A RATE TO KEEP SURFACES MOIST.
- APPLY SPRAY-ON ADHESIVES TO MINERAL SOILS (NOT MUCK SOILS) AS DESCRIBED IN TABLE 1.



DUST CONTROL ON DISTURBED AREAS

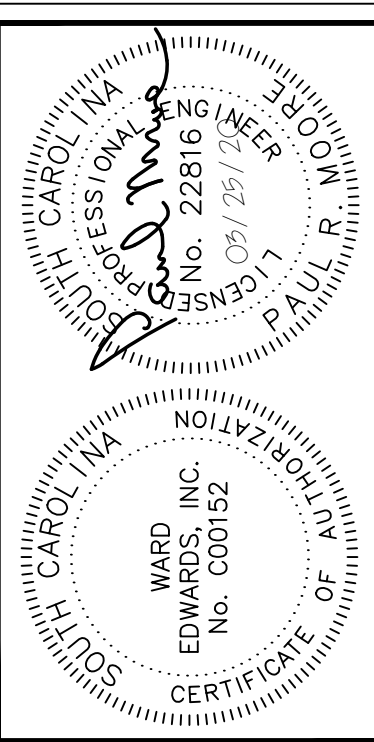


DOZER TREADS CREATE
CLEAT IMPRINTS PARALLEL
TO THE SLOPE CONTOUR

SHOULD BE SEEDED AND STABILIZED
IMMEDIATELY.

TRACKING

South Carolina Department of
Health and Environmental Control
TRACKING
STANDARD DRAWING NO. EC-01 Page 1
APPROVED BY: _____ DATE: _____



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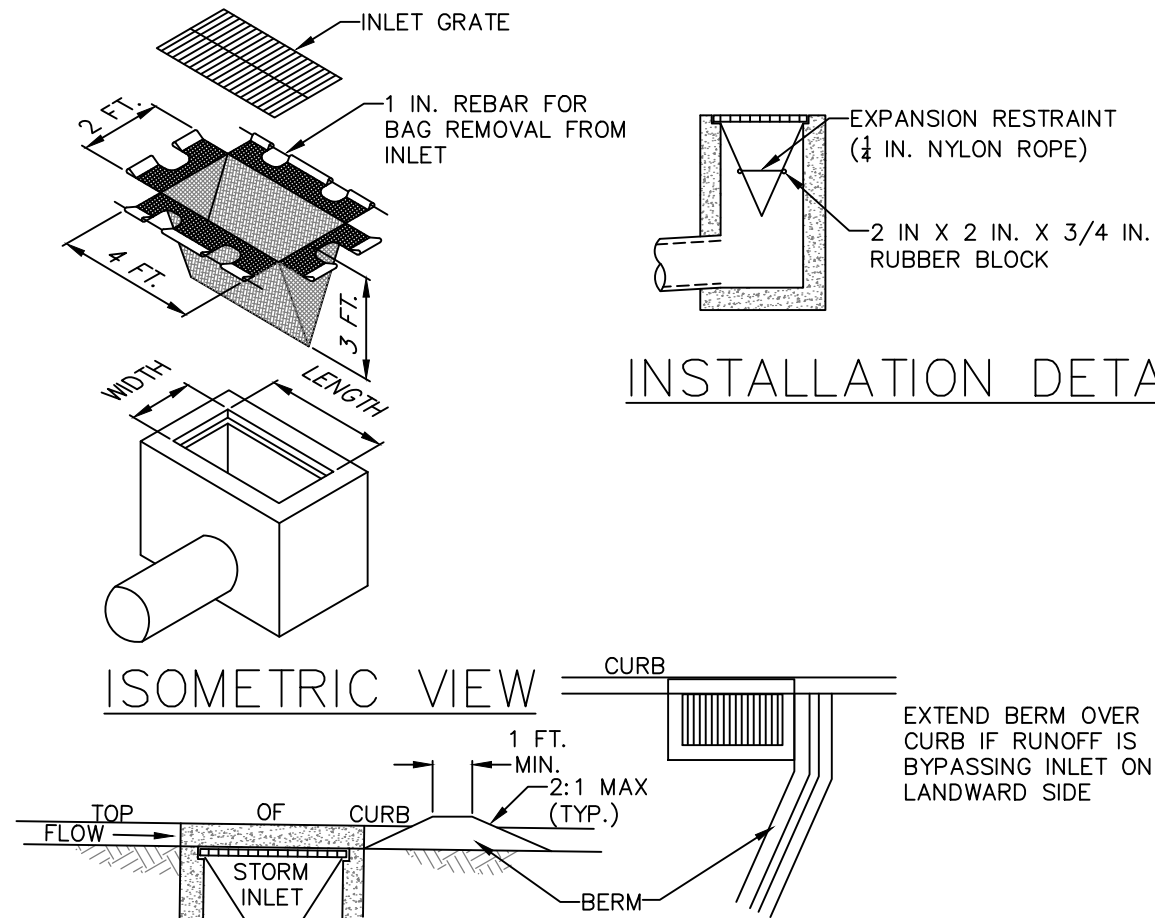
Ward Edwards
ENGINEERING
P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5250 / FAX (843) 837-2558
WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
INTERMEDIATE EROSION CONTROL
DETAILS

VERTICAL DATUM:
NGVD29
PROJECT #: 170267B
DATE: 03/25/20
DESIGNED BY: BCB
CHECKED BY: PRM

SHEET
C803

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NOTES:

MAXIMUM DRAINAGE AREA = 1/2 ACRE.

INLET PROTECTION SHALL NOT BE REQUIRED FOR INLET TRIBUTARY TO SEDIMENT BASIN OR TRAP. BERMS SHALL BE REQUIRED FOR ALL INSTALLATIONS.

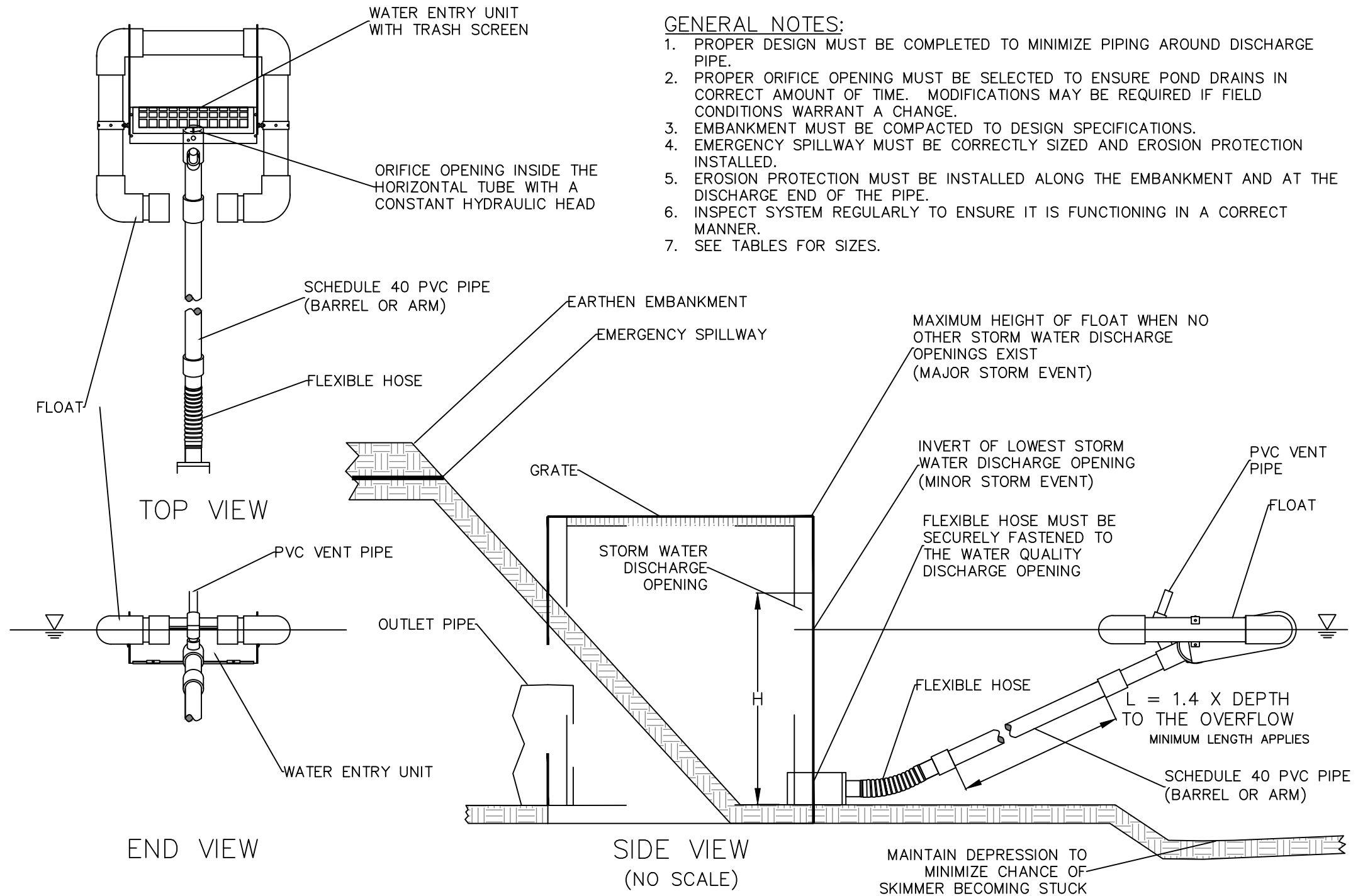
ROLLED EARTHEN BERM SHALL BE MAINTAINED UNTIL ROADWAY IS STONED. ROAD SUBBASE BERM SHALL BE MAINTAINED UNTIL ROADWAY IS PAVED. SIX INCH MINIMUM HEIGHT ASPHALT BERM SHALL BE MAINTAINED UNTIL ROADWAY SURFACE RECEIVES FINAL COAT. AT A MINIMUM, THE FABRIC SHALL HAVE A MINIMUM GRAB TENSILE STRENGTH OF 120 LBS. A MINIMUM BURST STRENGTH OF 200 PSI, AND A MINIMUM TRAPEZOIDAL TEAR STRENGTH OF 50 LBS. FILTER BAGS SHALL BE CAPABLE OF TRAPPING ALL PARTICLES NOT PASSING A NO. 40 SIEVE.

INLET FILTER BAGS SHALL BE INSPECTED ON A WEEKLY BASIS AND AFTER EACH RUNOFF EVENT. BAGS SHALL BE EMPTIED AND RINSED OR REPLACED WHEN HALF FULL OR WHEN FLOW CAPACITY HAS BEEN REDUCED SO AS TO CAUSE FLOODING OR BYPASSING OF THE INLET. DAMAGED OR CLOGGED BAGS SHALL BE REPLACED. A SUPPLY SHALL BE MAINTAINED ON SITE FOR REPLACEMENT OF BAGS. ALL NEEDED REPAIRS SHALL BE INITIATED IMMEDIATELY AFTER THE INSPECTION. DISPOSE OF ACCUMULATED SEDIMENT AS WELL AS ALL USED BAGS ACCORDING TO THE PLAN NOTES.

DO NOT USE ON MAJOR PAVED ROADWAYS WHERE PONDING MAY CAUSE TRAFFIC HAZARDS.

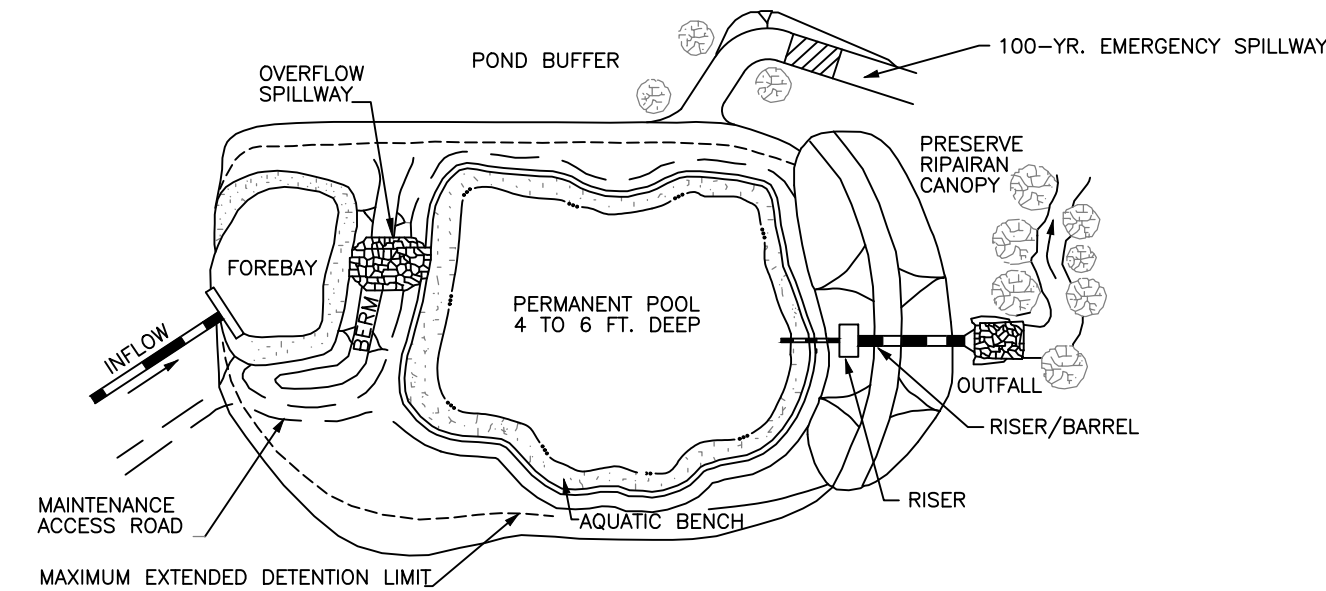
FILTER BAG GRATE INLET PROTECTION

NO SCALE

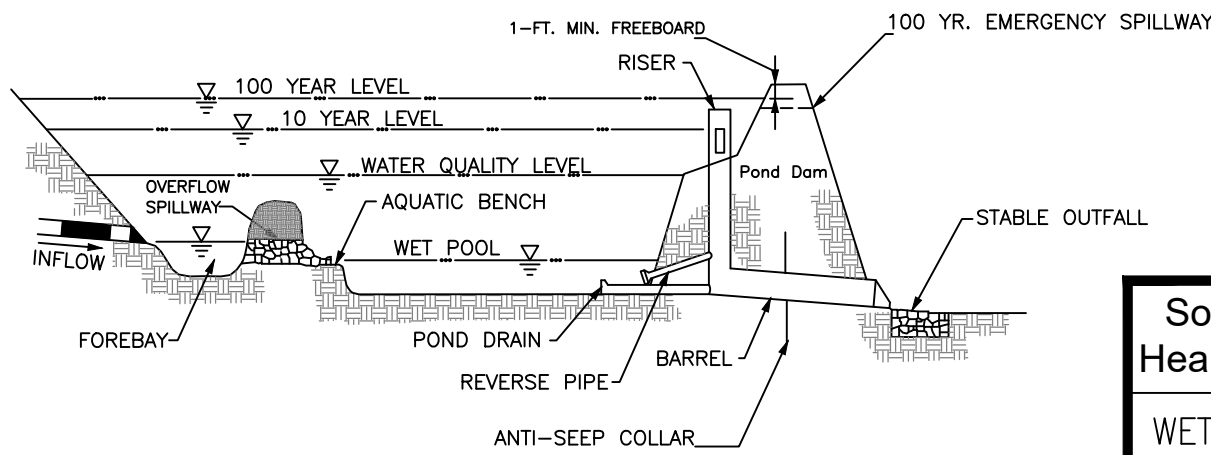


FAIRCLOTH SKIMMER® DISCHARGE SYSTEM WITH OUTLET STRUCTURE

J. W. FAIRCLOTH & SON INC.
WWW.FAIRCLOTHSKIMMER.COM
TELEPHONE: (919) 732-1244
FAX: (919) 732-1266
EMAIL: WARREN@FAIRCLOTHSKIMMER.COM



PLAN VIEW



PROFILE

WET EXTENDED DETENTION POND

Installation:

A forebay shall be provided for all inlets to a wet extended water quality pond and shall be placed upstream of the main wet pond area. The forebay is separated from the larger wet detention pond area by a berm that may be constructed of earth, stones, riprap, gabions, or geotextiles. The top of the forebay barrier shall be equal to the normal pool elevation, and may extend above the elevation of the permanent pool. A spillway shall be constructed to convey flow from the forebay to the wet detention pond area.

A low flow orifice shall be installed to slowly release the water quality volume. The low flow orifice shall be protected from clogging by designing appropriate trash guards. Acceptable trash guards include:

Hoods that extend at least 6-inches below the permanent pool water surface elevation.

Reverse flow pipes where the outlet structure inlet is located at least 6-inches below the permanent pool water surface elevation.

Trash boxes made of sturdy wire mesh.

Emergency spillways shall be installed to safely pass the post-development 100-year 24-hour storm event without overtopping any dam structures.

Inspection and Maintenance:

The side slopes of the pond shall be mowed monthly.

Since decomposing vegetation captured in the wetpond can release pollutants, especially nutrients, it may be necessary to harvest dead vegetation annually.

Otherwise the decaying vegetation can export pollutants out of the pond and also can cause nuisance conditions to occur.

Debris shall be cleared from all inlet and outlet structures monthly.

All eroded or undercut areas shall be repaired as needed.

A sediment marker shall be placed in the forebay to determine when sediment removal is required.

Sediment accumulations in the main pond area shall be monitored and sediment shall be removed when the permanent pool volume has been significantly filled and/or the pond becomes eutrophic.

South Carolina Department of Health and Environmental Control

WET EXTENDED DETENTION POND

STANDARD DRAWING NO: WQ-04B Page 1 of 2

APPROVED BY: _____ DATE: AUGUST, 2005

PERMANENT SEEDING - COASTAL

SPECIES	LBS/AC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
SANDY, DROUGHTY SITES													
BROWNTOP MILLET	10 LBS/AC												
BAHIA GRASS	40 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
BAHIA GRASS	30 LBS/AC												
SERICEA LESPEDEZA	40 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
ATLANTIC COASTAL PANICGRASS	15 LBS/AC												
PLS	PLS												
BROWNTOP MILLET	10 LBS/AC												
SWITCHGRASS (ALAMO)	8 LBS/AC												
PLS	PLS												
LITTLE BLUESTEM	4 LBS/AC												
SERICEA LESPEDEZA	20 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
WEEPING LOVEGRASS	8 LBS/AC												
WELL DRAINED, CLAYEY/LOAMEY SITES													
BROWNTOP MILLET	10 LBS/AC												
BAHIA GRASS	40 LBS/AC												
RYE, GRAIN	10 LBS/AC												
BAHIA GRASS	40 LBS/AC												
CLOVER, CRIMSON (ANNUAL)	5 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
BAHIA GRASS	30 LBS/AC												
SERICEA LESPEDEZA	40 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
BERMUDA, COMMON	10 LBS/AC												
SERICEA LESPEDEZA	40 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
BAHIA GRASS	20 LBS/AC												
BERMUDA, COMMON	6 LBS/AC												
KOBE LESPEDEZA (ANNUAL)	10 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
BAHIA GRASS	20 LBS/AC												
BERMUDA, COMMON	6 LBS/AC												
SERICEA LESPEDEZA	40 LBS/AC												
BROWNTOP MILLET	10 LBS/AC												
SWITCHGRASS	8 LBS/AC												
PLS	PLS												
LITTLE BLUESTEM	3 LBS/AC												
PLS	PLS												
INDIAN GRASS	3 LBS/AC												
PLS	PLS												

PS PERMANENT SEEDING - COASTAL

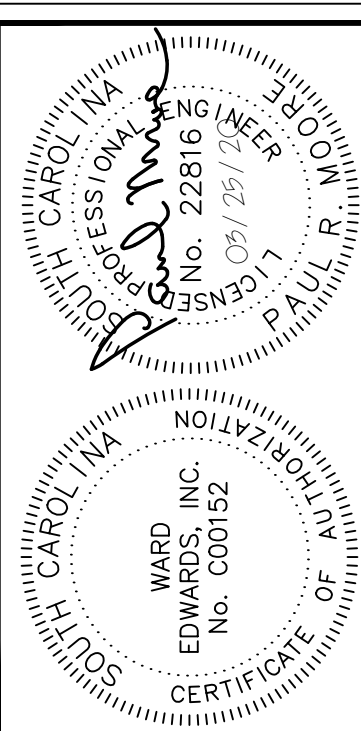
DETAIL 02370-010

TEMPORARY SEEDING - COASTAL

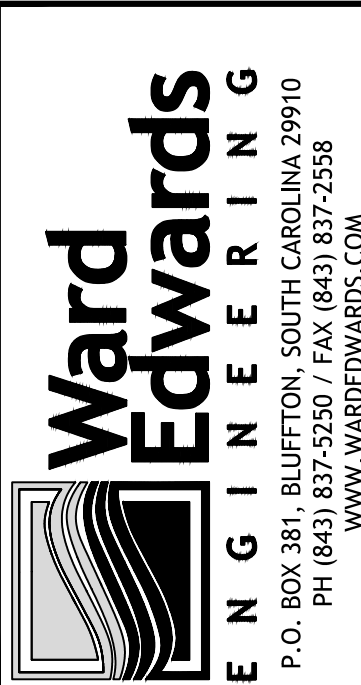
SPECIES	LBS/AC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
SANDY, DROUGHTY SITES													
BROWNTOP MILLET	40 LBS/AC												
RYE, GRAIN	56 LBS/AC												
RYEGRASS	50 LBS/AC												
WELL DRAINED, CLAYEY/LOAMEY SITES													
BROWNTOP MILLET OR JAPANESE MILLET	40 LBS/AC												
RYE, GRAIN OR OATS	56 LBS/AC												
75 LBS/AC	75 LBS/AC												
RYEGRASS	50 LBS/AC												

TS TEMPORARY SEEDING - COASTAL

DETAIL 02370-011



NO.	DESCRIPTION	PLAN REVISIONS	DATE
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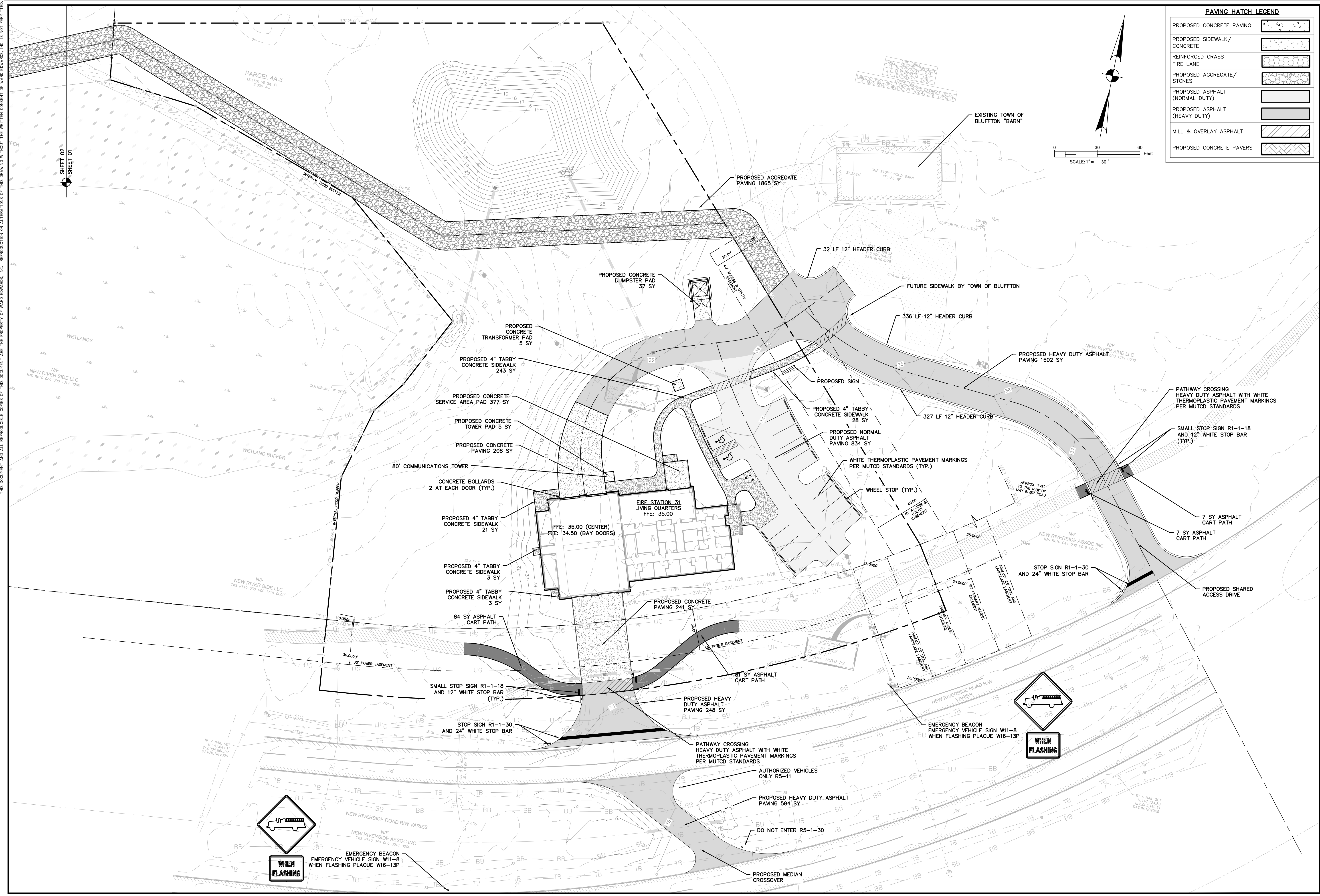
NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA
INTERMEDIATE EROSION CONTROL DETAILS

VERTICAL DATUM:	NGVD29
PROJECT #:	170267B
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

SHEET
C804

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PAVING HATCH LEGEND	
PROPOSED CONCRETE PAVING	
PROPOSED SIDEWALK/ CONCRETE	
REINFORCED GRASS FIRE LANE	
PROPOSED AGGREGATE/ STONES	
PROPOSED ASPHALT (NORMAL DUTY)	
PROPOSED ASPHALT (HEAVY DUTY)	
MILL & OVERLAY ASPHALT	
PROPOSED CONCRETE PAVERS	

CAROLINA PROFESSIONAL ENGINEERING

WARD EDWARDS, INC.

NO. 22816

DATE 03/25/20

CERTIFICATE OF AUTHORIZATION

7

6

5

4

3

2

1

NO.

DATE

DESCRIPTION

PLAN REVISIONS

Ward Edwards

ENGINEERING

P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910

PH (843) 837-5750 / FAX (843) 837-2558

WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

PAVING AND MARKING PLAN

VERTICAL DATUM:
NGVD29

PROJECT #:

1702678

DATE:

03/25/20

DESIGNED BY:

BCB

CHECKED BY:

PRM

SHEET

C901

NOT FOR CONSTRUCTION

1/8" THICK DOMED PLASTIC BOLLARD COVER - YELLOW

SLOPE TO DRAIN AWAY FROM PIPE 1/2" MINIMUM

3'-0"

FINISH GRADE

6" DIA. STEEL CAP WELDED TO PIPE

6" DIA. STRUCTURAL STEEL PIPE

PAINT PIPE AND CAP WITH BLACK RUSTOLEUM FLAT PAINT (2 COATS)

FILL PIPE WITH GROUT TO GROUND LEVEL

COMPACTED SUBGRADE

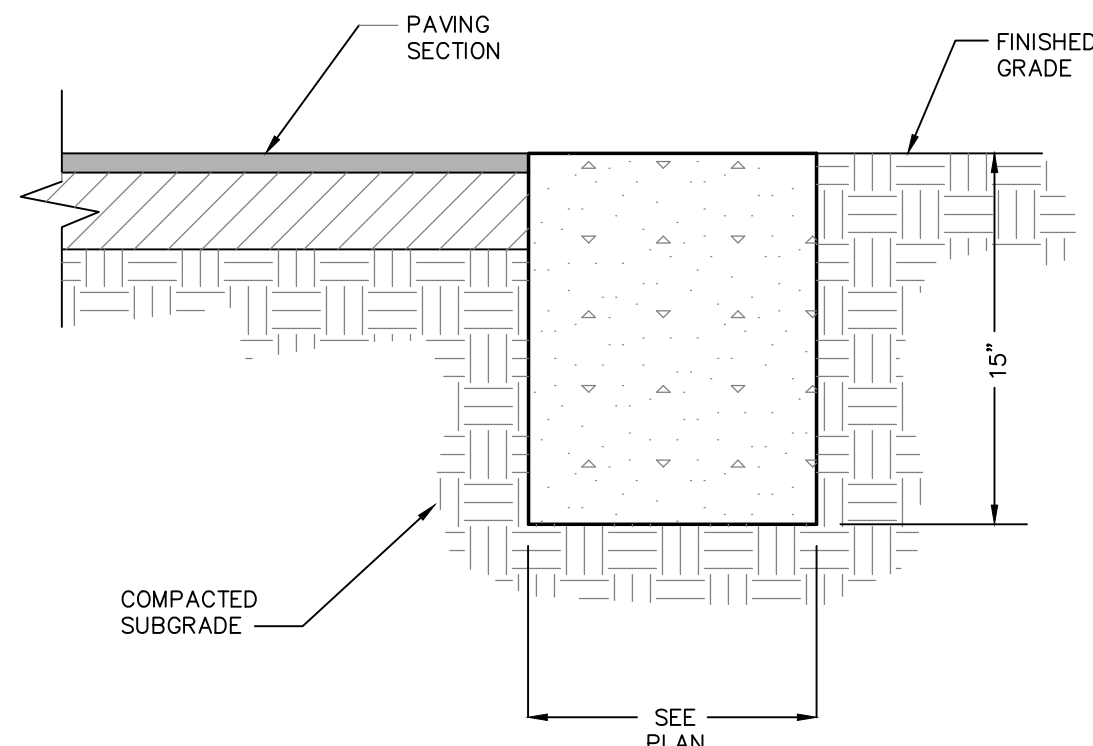
CONCRETE FOOTING

6"

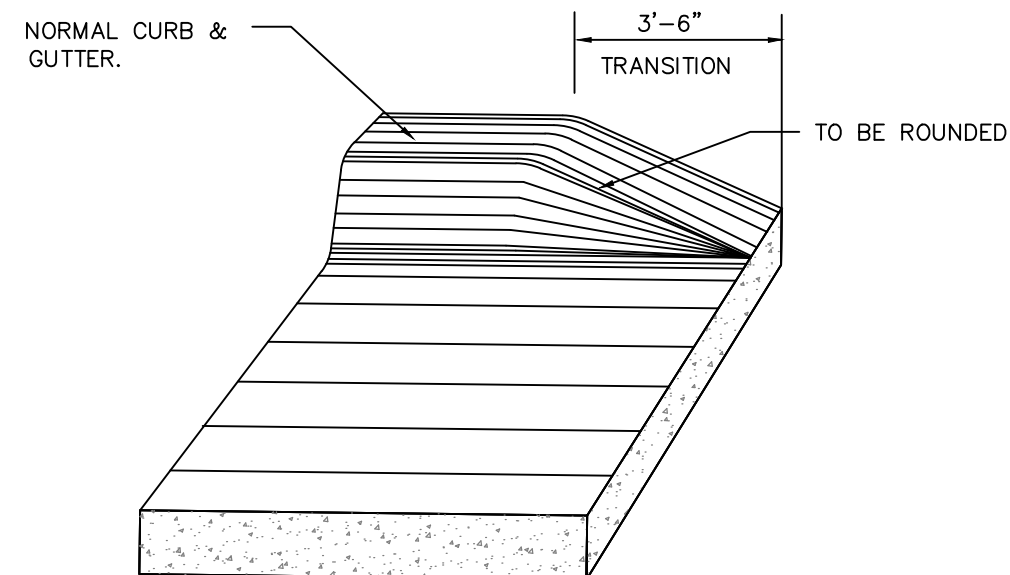
1'-6"

6"

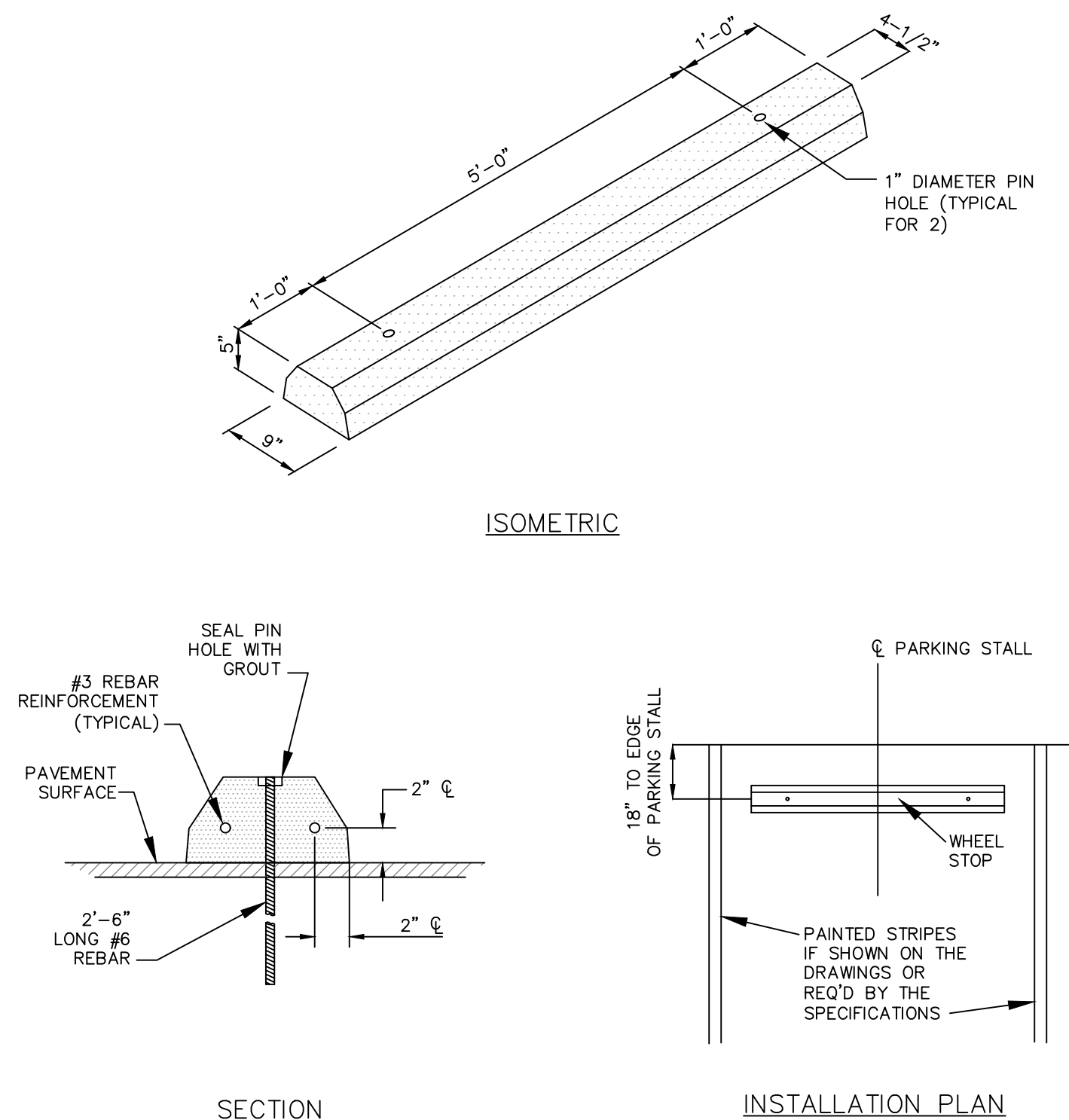
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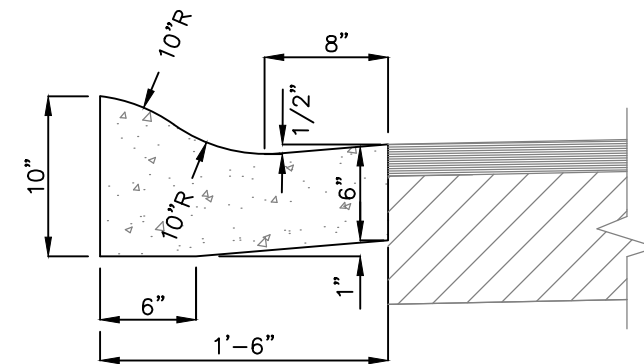
DETAIL 03300-005



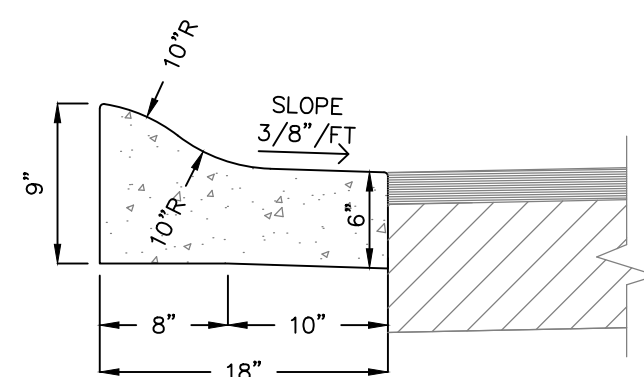
DETAIL 03300-020



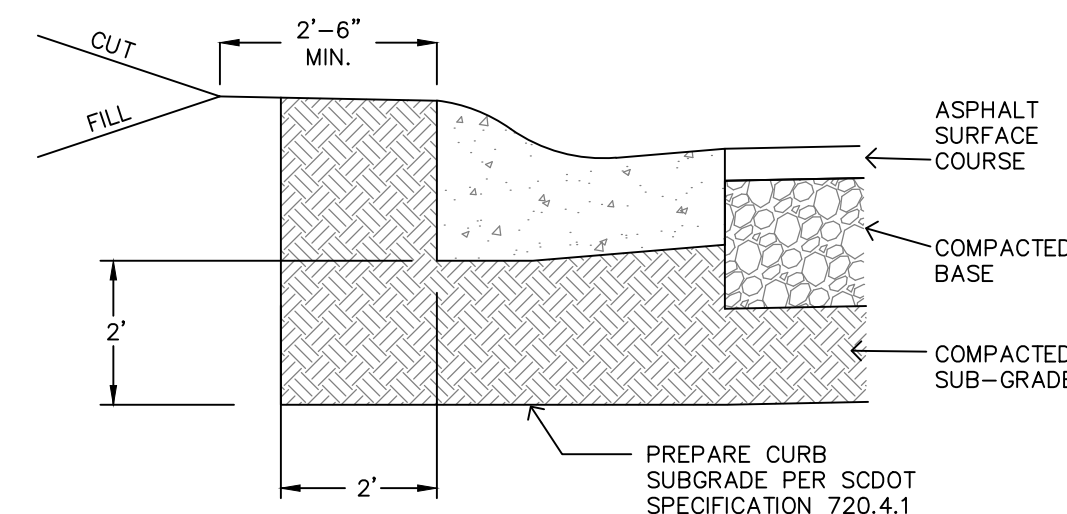
1. WHEEL STOPS SHALL BE STEEL REINFORCED PRECAST UNITS CONSISTING OF SCOT CLASS 3000 CONCRETE, MINIMUM. ALTERNATE MATERIAL COMPOSITION MUST BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.
2. WHEEL STOPS SHALL BE INSTALLED PERPENDICULAR TO PARKING STALL AND SHALL BE PLACED A MINIMUM OF 18" FROM END OF PARKING STALL OR OBSTRUCTION.
3. ANCHORING PINS SHALL BE DRIVEN FLUSH TO THE TOP OF THE WHEEL STOP AND PIN HOLES SHALL BE GROUTED UPON INSTALLATION.



NORMAL GUTTER

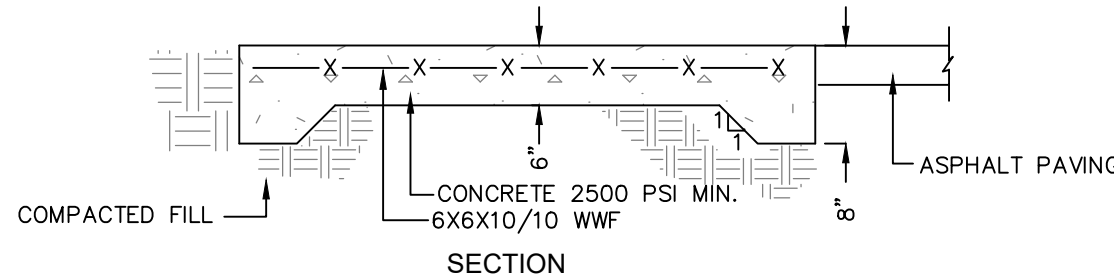
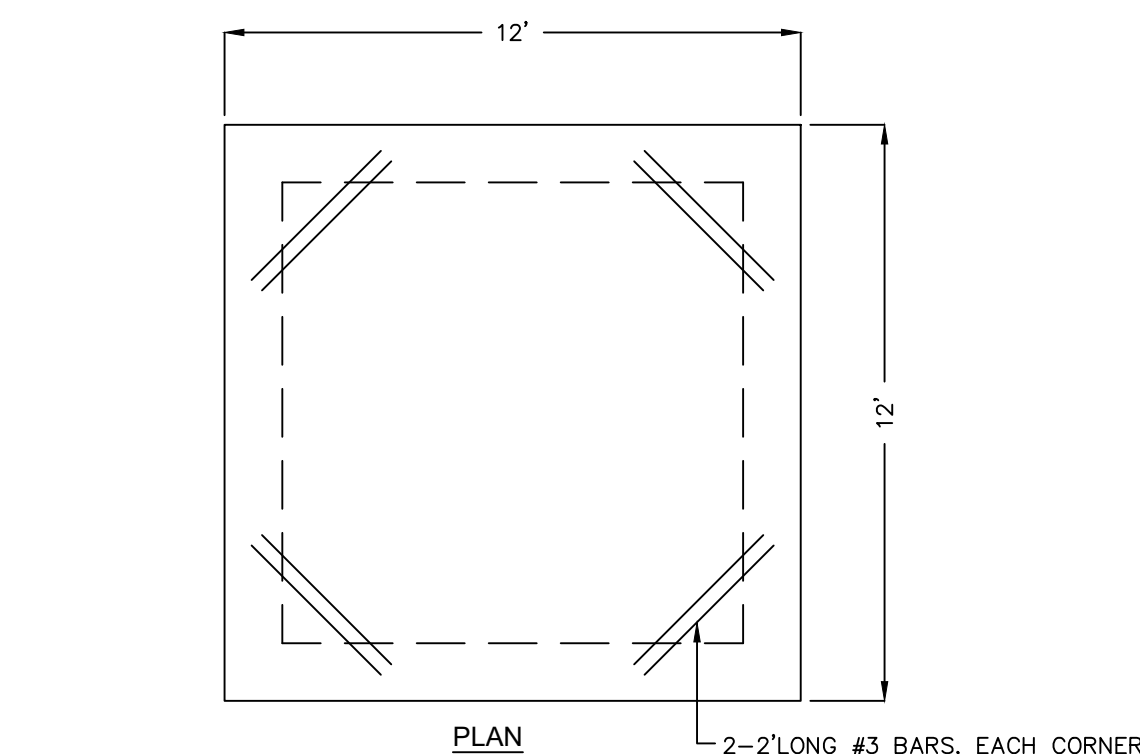


PITCHED GUTTER

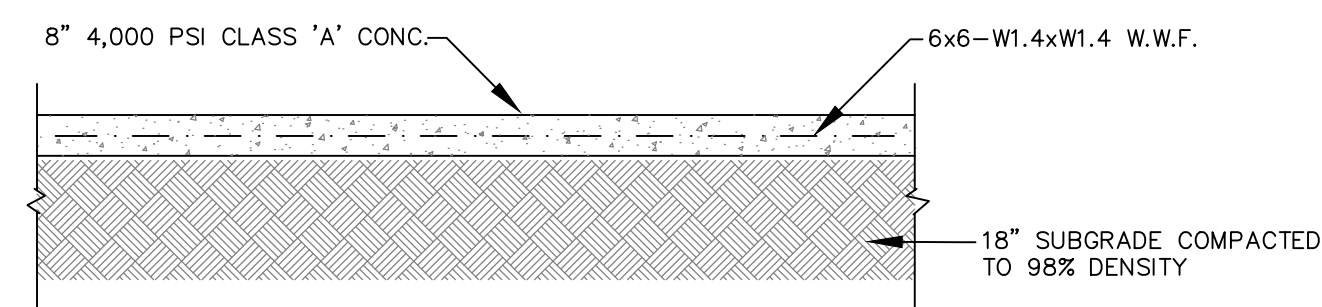


1. USE NORMAL OR PITCHED GUTTER AS REQUIRED TO MATCH PAVING SLOPE.
2. ALL CONCRETE SHALL BE 3,000 PSI.
3. PROVIDE CONTRACTION JOINTS EVERY TEN FEET (10').
4. PROVIDE EXPANSION JOINTS EVERY FIFTY (50') FEET AND AT ALL TANGENT POINTS.
5. PROVIDE EXPANSION JOINTS WHERE ADJACENT SIDEWALKS OR OTHER RIGID STRUCTURES.
6. EXPANSION JOINTS SHALL BE 1/2" WITH PRE-MOLDED JOINT FILLER.
7. TOOL ALL EXPOSED EDGES & JOINTS TO A 1/4" RADIUS.
8. PROVIDE 1/4" BROOM FINISH.
9. EQUIVALENT TO SCDOT "OCEC" CURB & GUTTER (720-105-01).

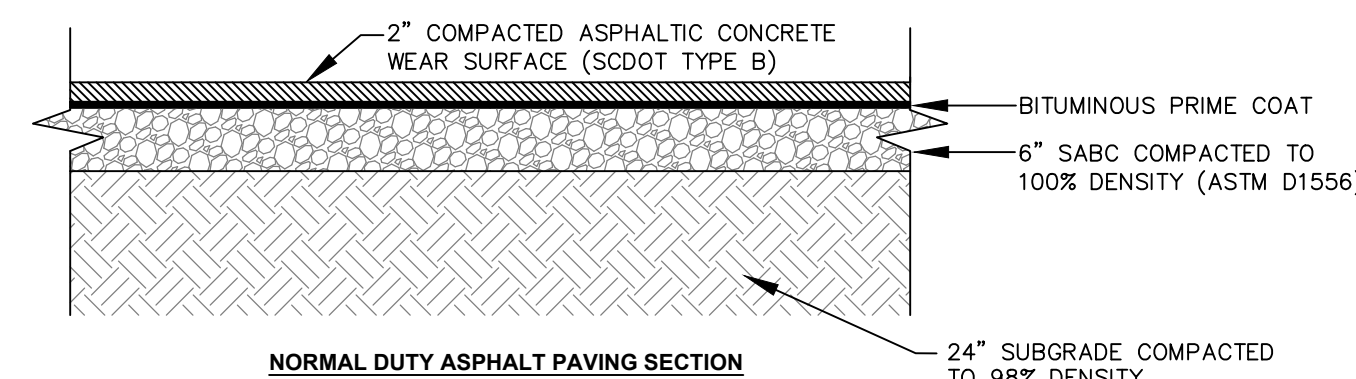
DETAIL 03300-002A



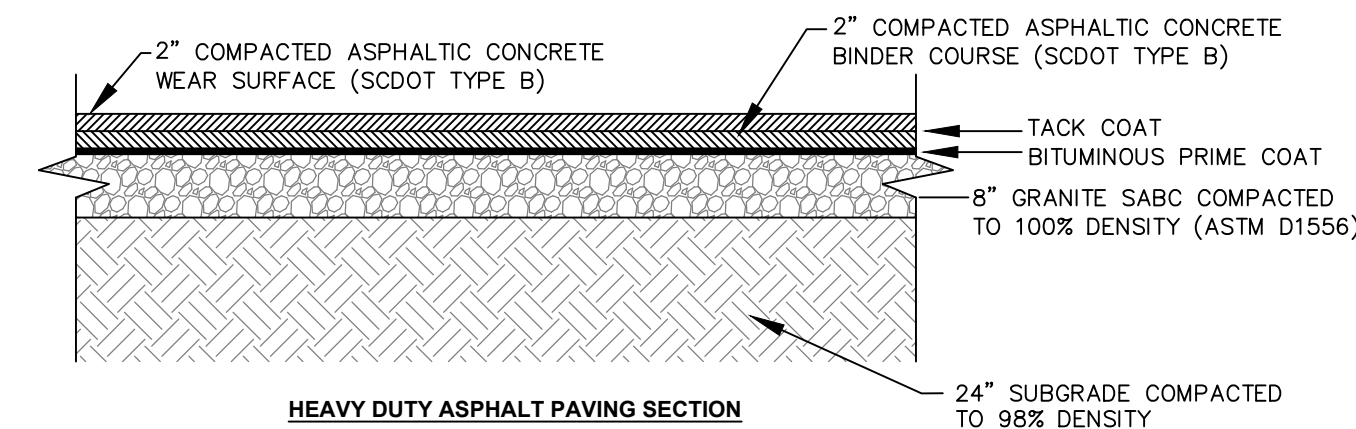
DETAIL 03300-017



CONCRETE PAVING SECTION

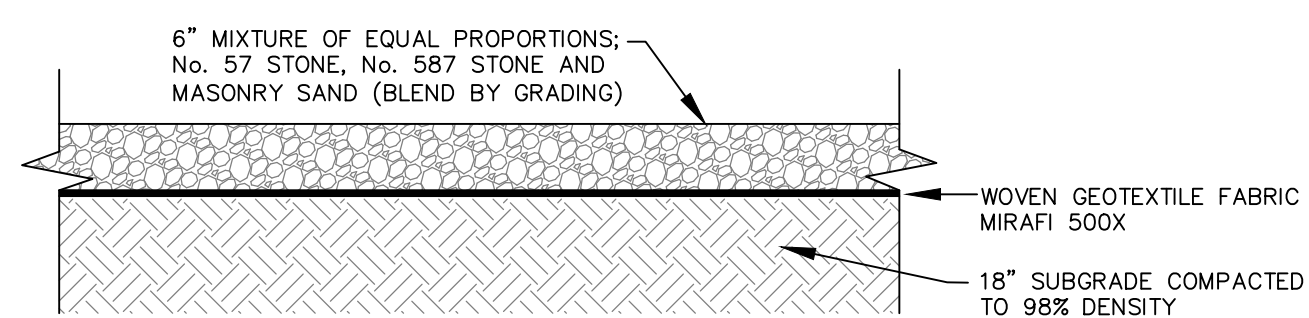


NORMAL DUTY ASPHALT PAVING SECTION

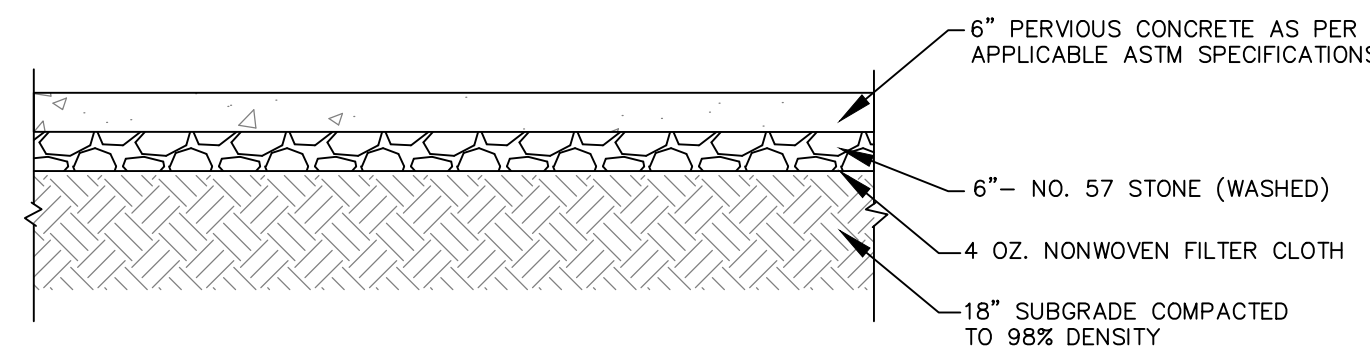


HEAVY DUTY ASPHALT PAVING SECTION

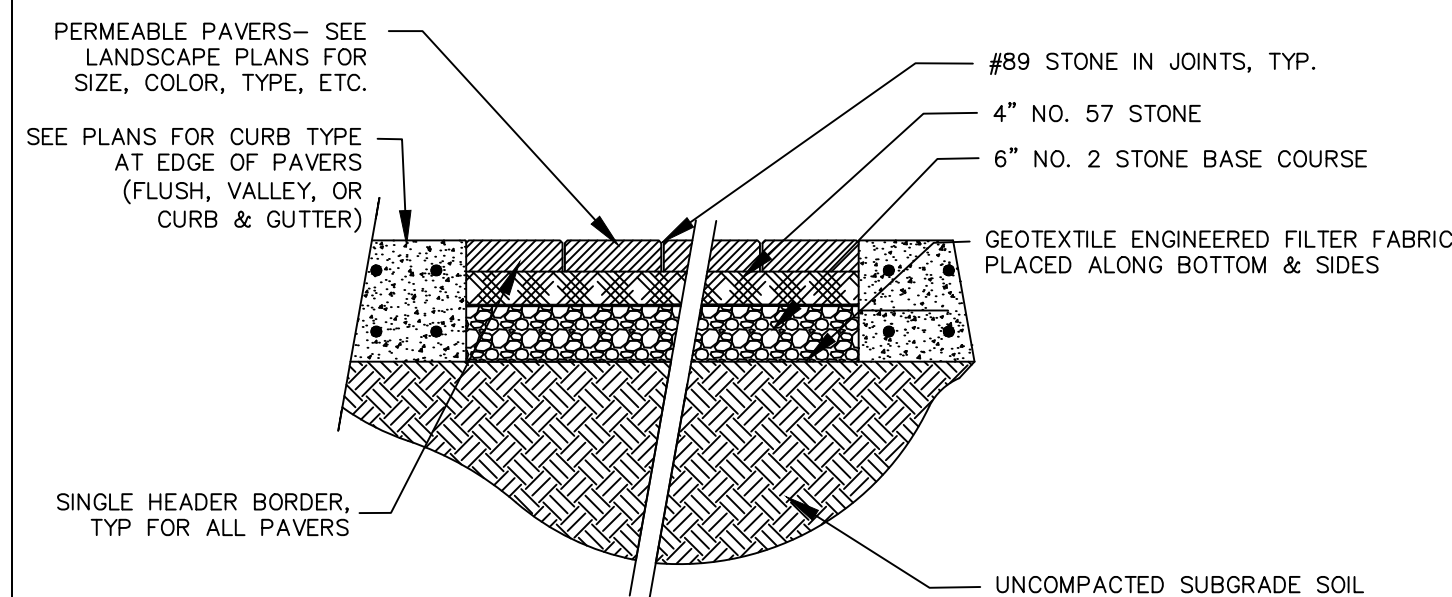
DETAIL 02740-016



AGGREGATE PAVING SECTION

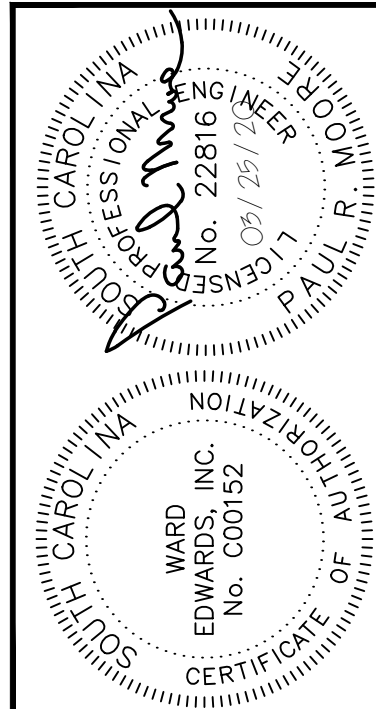


PERVIOUS CONCRETE PAVING SECTION



PERMEABLE CONCRETE PAVERS

1. INSTALL PER THE "LOW IMPACT DEVELOPMENT IN COASTAL SOUTH CAROLINA GUIDE" AND PER ICPI SPECIFICATIONS.



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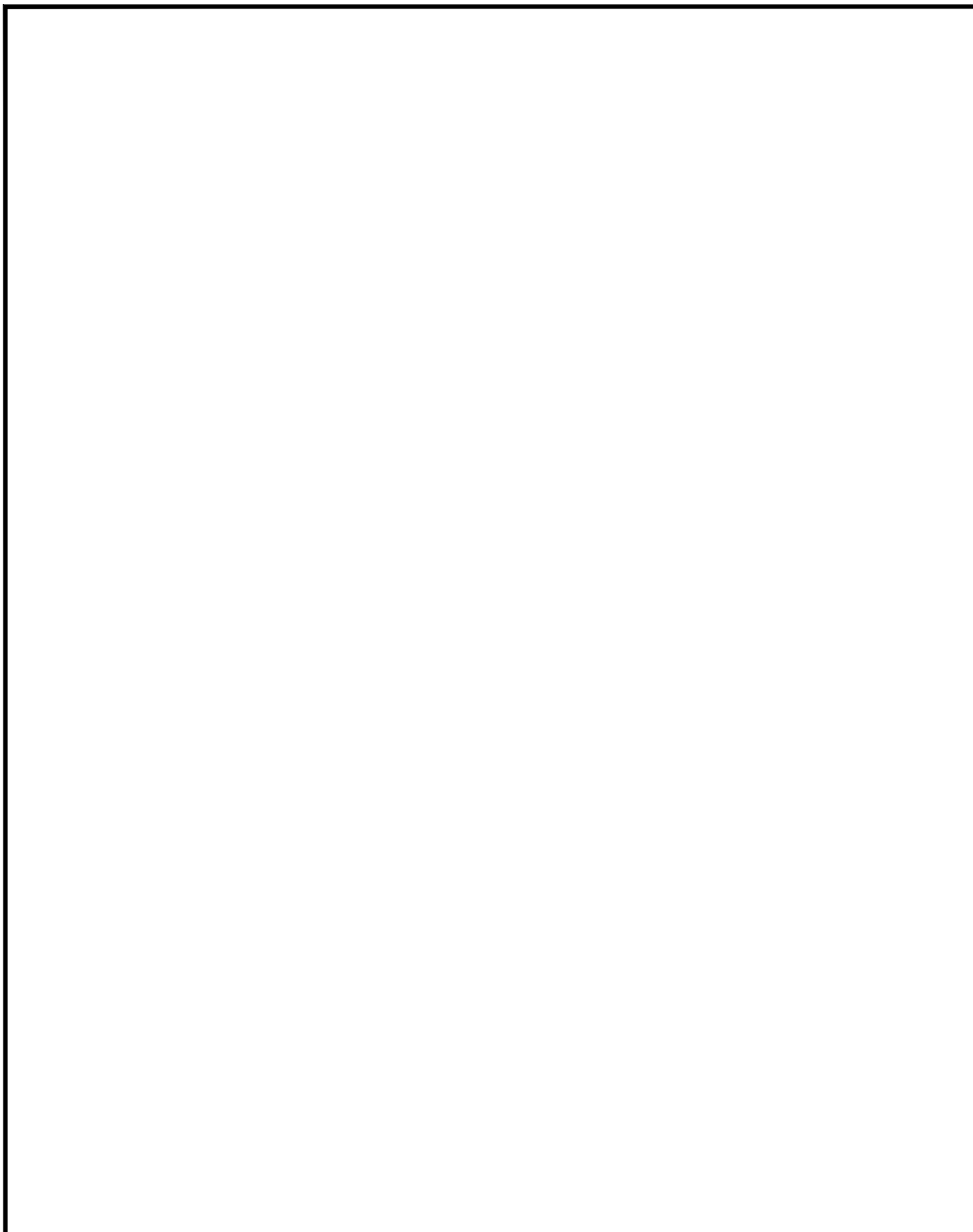
PAVING DETAILS

PROJECT #:	170267E
DATE:	03/25/20
DESIGNED BY:	BCB
CHECKED BY:	PRM

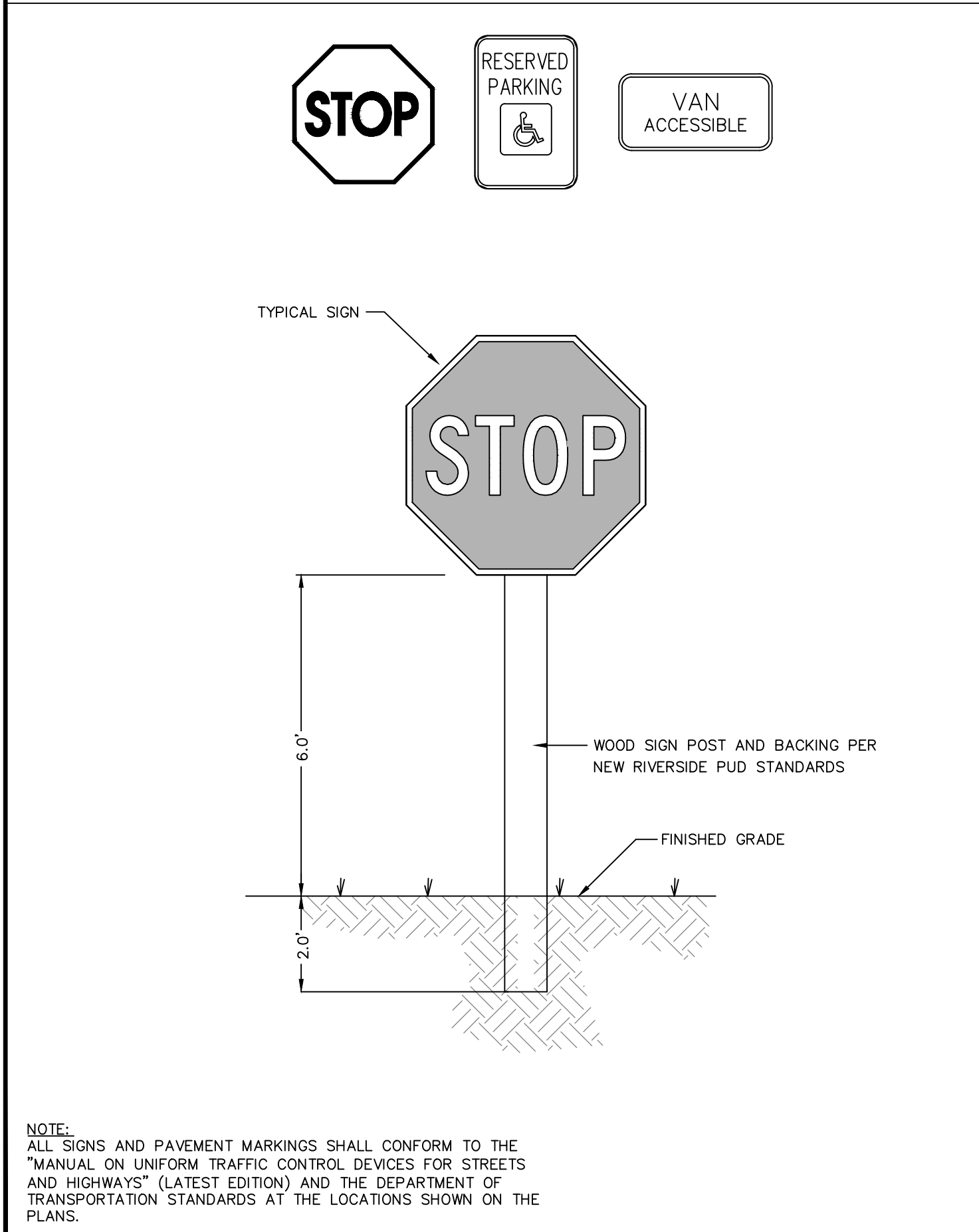
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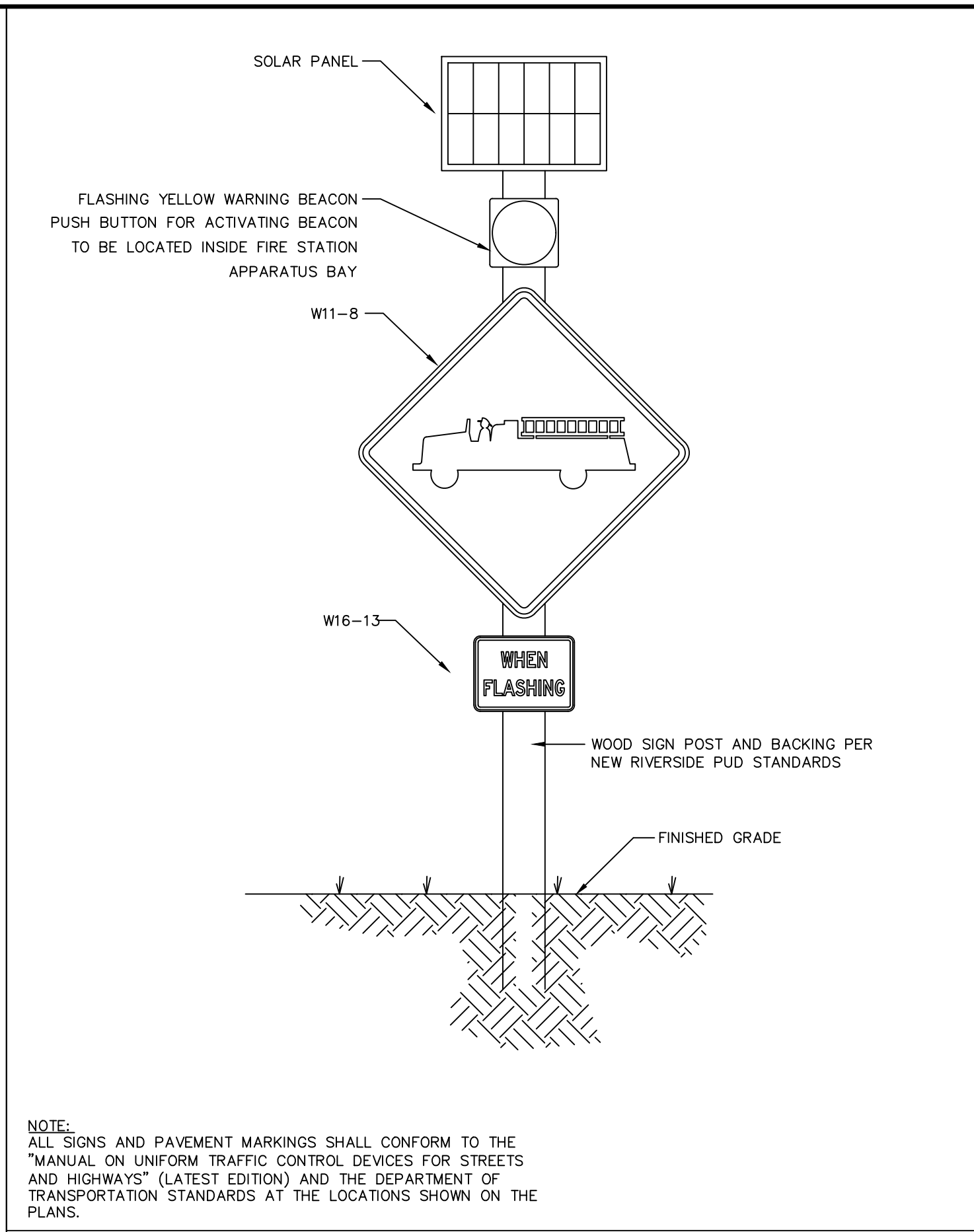
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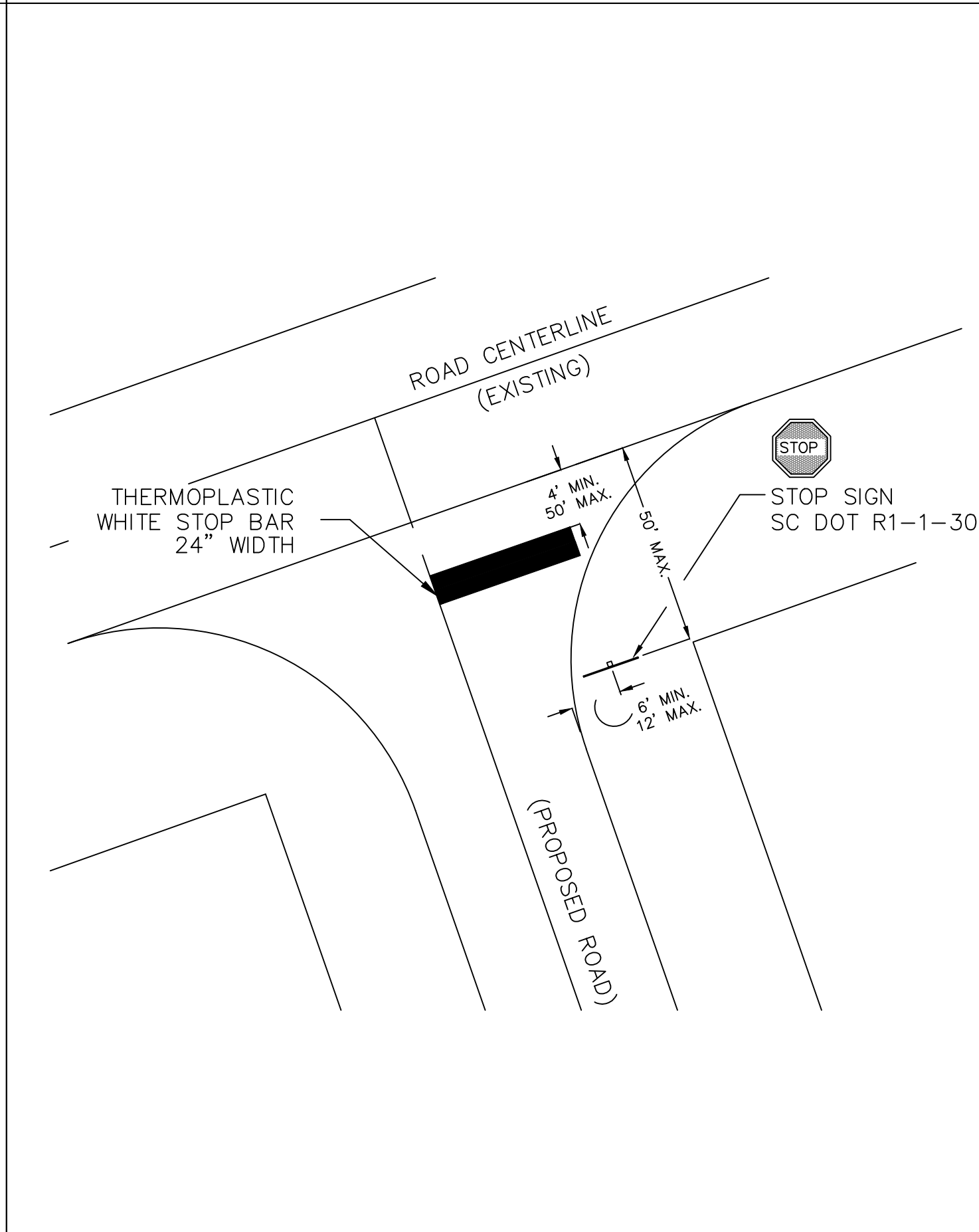
FIRE STATION WARNING SIGN



TYPICAL SIGNAGE

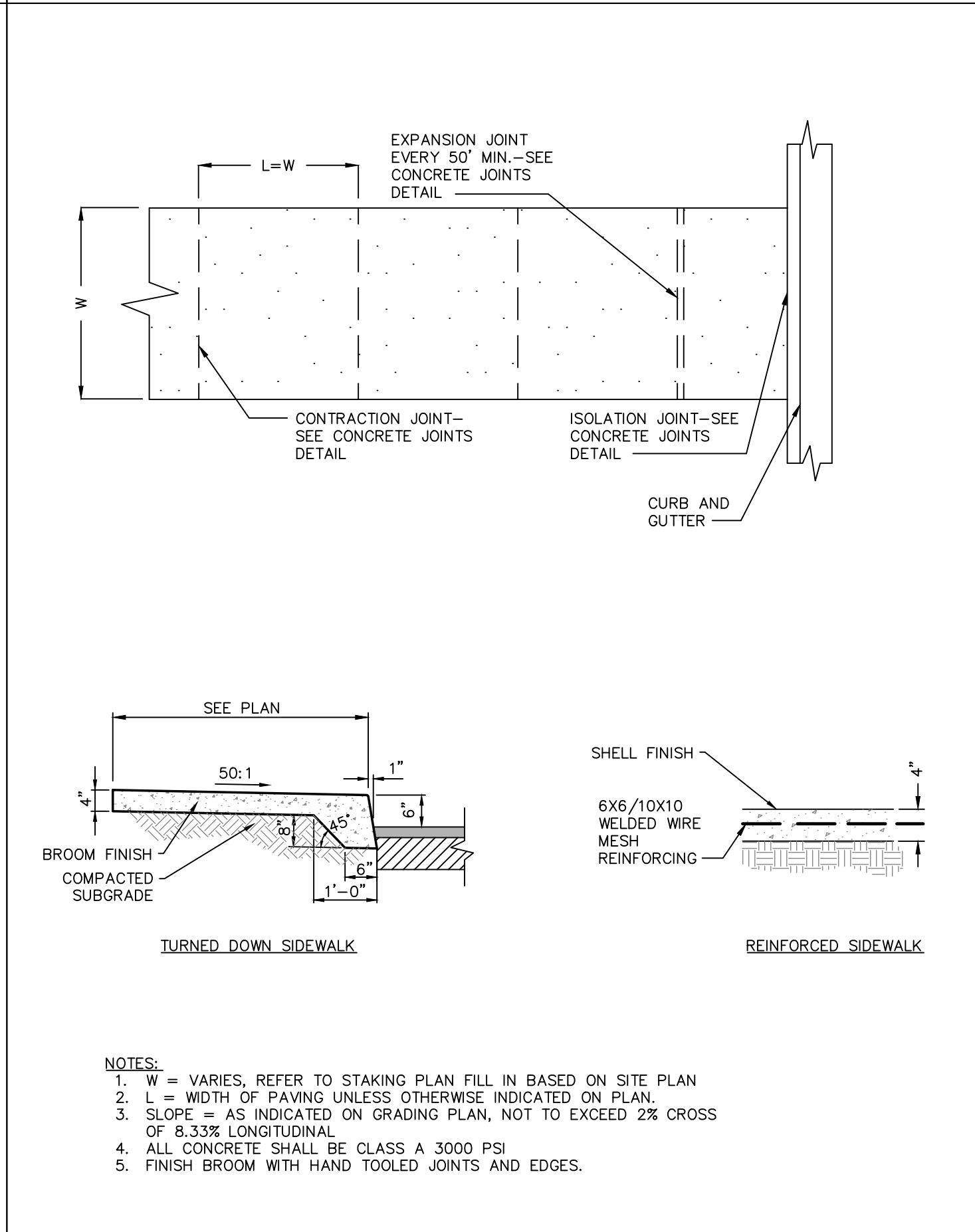


ACCESSIBLE PARKING DETAIL



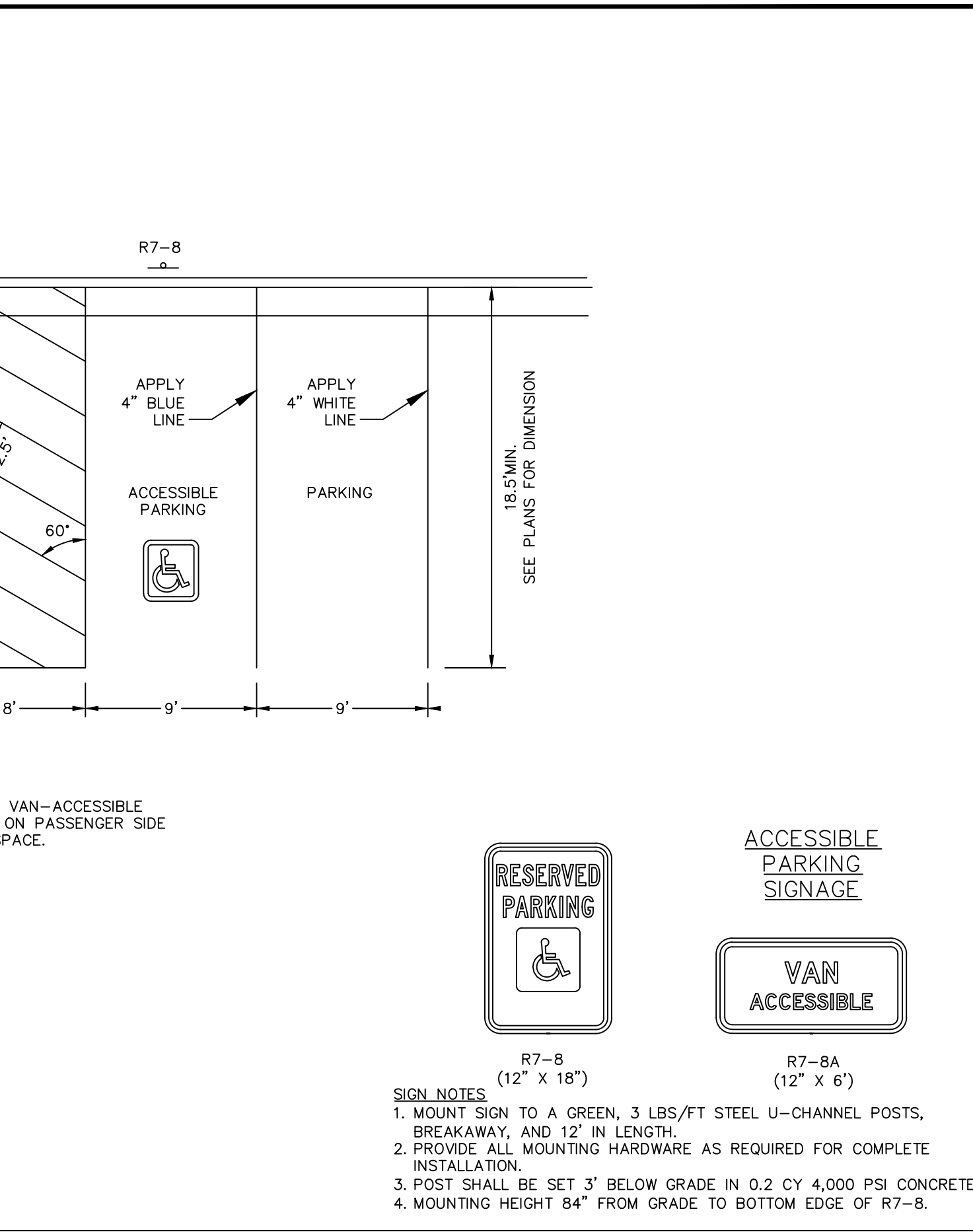
TYPICAL STOP SIGN & STOP BAR STRIPING
AT INTERSECTION

DETAIL #02740-018



CONCRETE SIDEWALK

DETAIL 03300-006



EXPANSION JOINTS AND SCORING LINES

DETAIL 03300-007A

WARD
EDWARDS
INC.
No. 000152
CERTIFICATE OF
AUTHORIZATION

SEAL
No. 22816
EXPIRATION
DATE 09/29/2021
COUNCIL
DISTRICT 1
SOUTH CAROLINA
PROFESSIONAL
ENGINEERING

NO.	DATE	DESCRIPTION	PLAN REVISIONS
7			
6			
5			
4			
3			
2			
1			

WARD
EDWARDS
ENGINEERING

P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910
PH (843) 837-5750 / FAX (843) 837-2556
WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION
TOWN OF BLUFFTON, SOUTH CAROLINA
FRASER CONSTRUCTION COMPANY
BLUFFTON, SOUTH CAROLINA

PAVING DETAILS

VERTICAL DATUM:
NGVD29

PROJECT #:
170267B
DATE:
03/25/20
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CHECKED BY:
PRM

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EXHIBIT “D”
(CONSTRUCTION COST ESTIMATE)

INITIAL DRAFT

Exhibit "D"

**Station 31 New Riverside Drive
Bluffton Township Fire District/Emergency Medical Services
Guaranteed Maximum Price Summary
February 24, 2020**

Below is a summary of the Guaranteed Maximum Price estimate for BTFD/EMS Station 31 based on the revised site development plans.

BTFD/EMS GMP	Total	BTFD	Beaufort County
Design & Permitting Phase	\$ 335,821	\$ 167,911	\$ 167,911
BTFD/EMS Sitework	630,932	315,466	315,466
Building Construction	2,402,854	1,201,427	1,201,427
Total	\$ 3,369,607	\$ 1,684,804	\$ 1,684,804
Beaufort County Approved Budget	\$ 3,360,357	\$ 1,680,178.50	\$ 1,680,178.50
Amount Over Budget	\$ 9,250	\$ 4,625.00	\$ 4,625.00

Town of Bluffton	Total
Design & Permitting Re-design	\$ 63,408
Town of Bluffton Share of Sanitary Sewer	34,700
Sanitary MH XX2 to XX3 to Serve Park	36,770
Town of Bluffton Entry Road	158,287
Total	\$ 293,165

Combined Total	\$ 3,662,772
-----------------------	---------------------

Items not included in the GMP:

1. Special Inspections paid by the Owner
2. Communications Tower. Foundation included as an allowance.
3. Low voltage wiring for communication and data systems. Access control, security cameras and paging system is included.
4. Owner furnished furniture, fixtures and equipment
5. Emergency Vehicle Warning signal on New Riverside Road

BTFD/EMS Station 31
New Riverside Road, Bluffton, SC
Sitework Cost Summary
February 24, 2020



Description	Consultant/ Contractor	Re-design & Permitting	Bluffton 50% of Sanitary Sewer EXMHXX1 to MHXX2	Sewer to Bluffton Property SSMH XX2 to XX3	Entry Road	Town of Bluffton Total	BTFD/EMS Sitework Cost	Total Sitework	Comments
Pre-Construction Project Management	Fraser	\$ 3,616.00				\$ 3,616.00	\$ 3,616.00	\$ 7,232.00	
Architect Design Fees	Court Atkins	4,450.00				4,450.00		4,450.00	
Landscape Architect Design Fee	Tiller	8,750.00				8,750.00		8,750.00	
Civil Engineering Fees	Ward Edwards	34,000.00				34,000.00		34,000.00	
Construction Phase Observation	Ward Edwards		1,767.00		4,151.00	5,918.00	15,389.00	21,307.00	
Design Reimbursable	Ward Edwards	2,500.00				2,500.00		2,500.00	
Geotechnical Report	Whitaker	3,600.00				3,600.00		3,600.00	
Blueprints	Fraser	535.00				535.00		535.00	
3rd Party Testing Allowance						-		-	By Owner-not included
Layout & As-built sewer, storm & water	JS Construction				2,600.00	2,600.00	7,000.00	9,600.00	
Mobilization	JS Construction				15,135.00	15,135.00	55,100.00	70,235.00	
Erosion Control & Tree Protection	JS Construction				6,646.00	6,646.00	25,065.00	31,711.00	
Erosion Control & Tree Protection-Sewer	JS Construction		1,195.00		-	1,195.00	1,195.00	2,390.00	
Demolition	JS Construction				5,370.00	5,370.00	10,425.00	15,795.00	
Clearing Entry Road & TOB Sewer	JS Construction				7,253.00	7,253.00		7,253.00	
Clearing Fire Station	JS Construction				-	-	12,349.00	12,349.00	
Earthwork TOB entry Road	JS Construction				4,410.00	4,410.00		4,410.00	
Earthwork BTFD/EMS	JS Construction						76,883.00	76,883.00	
Sewer EXMH to SSMH XX2 50% of Co	JS Construction		17,180.00			17,180.00	17,181.00	34,361.00	
Sewer MH XX2 to MH XX3	JS Construction			16,683.00		16,683.00		16,683.00	
Water-Fire Station	JS Construction				-	-	44,819.00	44,819.00	
Storm Water System	JS Construction						32,461.00	32,461.00	
BJWSA Required Access Road Rock	JS Construction		11,298.00	16,633.00		27,931.00	16,633.00	44,564.00	
8" Stone Base Entry Road	JS Construction				39,218.00	39,218.00		39,218.00	
8" & 6" Stone Base Fire Station	JS Construction						51,968.00	51,968.00	
Asphalt HD Entry Road	JS Construction				26,220.00	26,220.00		26,220.00	
Asphalt Fire Station	JS Construction						36,629.00	36,629.00	
Concrete Header Curb	JS Construction				12,220.00	12,220.00		12,220.00	
Erosion Control Maintenance	JS Estimate				10,800.00	10,800.00	6,000.00	16,800.00	
Fine Grading						-		-	Not included
Grass Seeding	Fraser estimate				3,000.00	3,000.00	2,800.00	5,800.00	Seeding only
Fire Hydrant Relocation	JS Construction				2,971.00	2,971.00		2,971.00	
Striping & Signs	JS Construction				552.00	552.00	1,955.00	2,507.00	
Asphalt Cart Path	JS Construction				2,872.00	2,872.00	6,948.00	9,820.00	
Wheel Stops	JS Construction						770.00	770.00	
Conduits						-		-	Not located or included
Subtotal		57,451.00	31,440.00	33,316.00	143,418.00	265,625.00	425,186.00	690,811.00	
Builders Risk Insurance		294.00	161.00	170.00	734.00	1,359.00	2,176.00	3,535.00	
General & Umbrella Liability Insurance		603.00	330.00	350.00	1,506.00	2,789.00	4,463.00	7,252.00	
Municipal Fees		66.00	36.00	38.00	164.00	304.00	488.00	792.00	
Payment And Performance Bond		615.00	337.00	357.00	1,534.00	2,843.00	4,552.00	7,395.00	
Building Permit		509.00	278.00	295.00	1,270.00	2,352.00	3,767.00	6,119.00	
Subtotal		59,538.00	32,582.00	34,526.00	148,626.00	275,272.00	440,632.00	715,904.00	
Design-Builder's Fee		3,869.97	2,117.83	2,244.19	9,660.69	17,892.68	28,641.08	46,533.76	
Total		\$ 63,407.97	\$ 34,699.83	\$ 36,770.19	\$ 158,286.69	\$ 293,164.68	\$ 469,273.08	\$ 762,437.76	



Fraser Construction
12-B Arley Way
Bluffton, SC 29910
Attn: Heather Moulton

QUOTATION

JS Construction Services proposes to furnish all labor and materials to perform the following:

	Description	Bluffton 50% of Sanitary Sewer EXMHXX1 to MHXX2	Sewer to Bluffton Property SSMH XX2 to XX3	Entry Road	Town of Bluffton Total	BTFD/EMS Sitework Cost	JS Construction Sitework Total	Comments
1	Layout & As-built Sewer, Storm & Water			2,600.00	2,600.00	7,000.00	\$ 9,600.00	
2	Mobilization			15,135.00	15,135.00	55,100.00	\$ 70,235.00	
3	Erosion Control & Tree Protection			6,646.00	6,646.00	25,065.00	\$ 31,711.00	
4	Erosion Control & Tree Protection-Sewer	1,195.00		-	1,195.00	1,195.00	\$ 2,390.00	
5	Demolition			5,370.00	5,370.00	10,425.00	\$ 15,795.00	
6	Clearing Entry Road & TOB Sewer			7,253.00	7,253.00		\$ 7,253.00	
7	Clearing Fire Station				-	12,349.00	\$ 12,349.00	
8	Earthwork TOB entry Road			4,410.00	4,410.00		\$ 4,410.00	
9	Earthwork BTFD/EMS				-	76,883.00	\$ 76,883.00	
10	Sewer EXMH to SSMH XX2 50% of Cost	17,180.00			17,180.00	17,181.00	\$ 34,361.00	
11	Sewer MH XX2 to MH XX3		16,683.00		16,683.00		\$ 16,683.00	
12	Sewer Lateral-Fier Station				-	8,900.00	\$ 8,900.00	
13	Water-Fire Station				-	44,819.00	\$ 44,819.00	
14	Storm Water System				-	32,461.00	\$ 32,461.00	
15	BJWSA Required Access Road Rock	11,298.00	16,632.00		27,930.00	16,633.00	\$ 44,563.00	
16	8" Stone Base Entry Road			39,218.00	39,218.00		\$ 39,218.00	
17	8" & 6" Stone Base Fire Station				-	51,968.00	\$ 51,968.00	
18	Asphalt HD Entry Road			26,220.00	26,220.00		\$ 26,220.00	
19	Asphalt Fire Station				-	36,629.00	\$ 36,629.00	
20	Concrete Header Curb			12,220.00	12,220.00		\$ 12,220.00	
21	Erosion Control Maintenance				-		\$ -	Included only while on site
22	Fine Grading				-		\$ -	Not included
23	Grass Seeding				-		\$ -	Not included
24	Fire Hydrant Relocation			2,971.00	2,971.00		\$ 2,971.00	
25	Striping & Signs			552.00	552.00	1,955.00	\$ 2,507.00	
26	Asphalt Cart Path			2,872.00	2,872.00	6,948.00	\$ 9,820.00	
27	Wheel Stops				-	770.00	\$ 770.00	
28	Conduits				-		\$ -	Not located or included
29	Total	\$ 29,673.00	\$ 33,315.00	\$ 125,467.00	\$ 188,455.00	\$ 406,281.00	\$ 594,736.00	

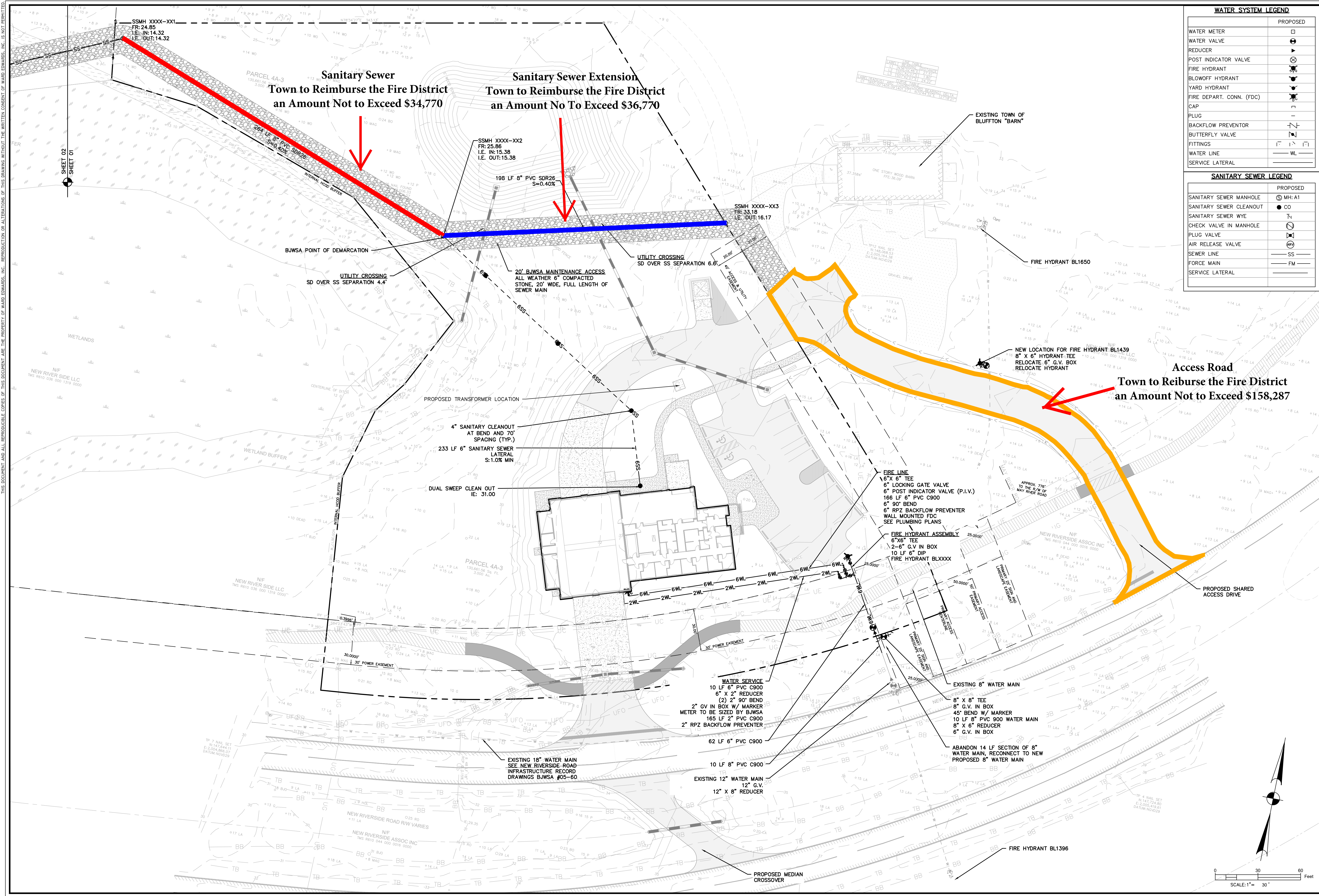
Option Items:

Concrete Paving at Fire Station	\$ 27,681
Concrete Dumpster Pad at Fire Station	\$ 2,310
Concrete Dumpster Pad at Fire Station	\$ 2,160
Sidewalks at Fire Station	\$ 16,765
Total Including Option Items	\$ 643,652.00

EXHIBIT “E”
(ILLUSTRATION OF CONSTRUCTION REIMBURSEMENT AREAS)

INITIAL DRAFT

Exhibit "E"



WATER SYSTEM LEGEND	
	PROPOSED
WATER METER	□
WATER VALVE	□
REDUCER	□
POST INDICATOR VALVE	□
FIRE HYDRANT	⊗
BLOWOFF HYDRANT	⊗
YARD HYDRANT	⊗
FIRE DEPART. CONN. (FDC)	⊗
CAP	⊗
PLUG	⊗
BACKFLOW PREVENTOR	⊗
BUTTERFLY VALVE	⊗
FITTINGS	⊗
WATER LINE	— WL —
SERVICE LATERAL	— SL —

SANITARY SEWER LEGEND	
	PROPOSED
SANITARY SEWER MANHOLE	⊗ MH: A1
SANITARY SEWER CLEANOUT	● CO
SANITARY SEWER WYE	⊗
CHECK VALVE IN MANHOLE	⊗
PLUG VALVE	⊗
AIR RELEASE VALVE	⊗
SEWER LINE	— SS —
FORCE MAIN	— FM —
SERVICE LATERAL	— SL —

WARD EDWARDS ENGINEERING, INC.

WARD EDWARDS ENGINEERING, INC.

WARD EDWARDS ENGINEERING, INC.

NO.	DESCRIPTION	DATE
7		
6		
5		
4		
3		
2		
1		

WARD EDWARDS ENGINEERING, INC.

P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910

PH (843) 837-5750 / FAX (843) 837-2556

WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

UTILITY PLAN

VERTICAL DATUM:
NGVD29

PROJECT #:
170267B

DATE:
03/25/20

DESIGNED BY:
BCB

CHECKED BY:
PRM

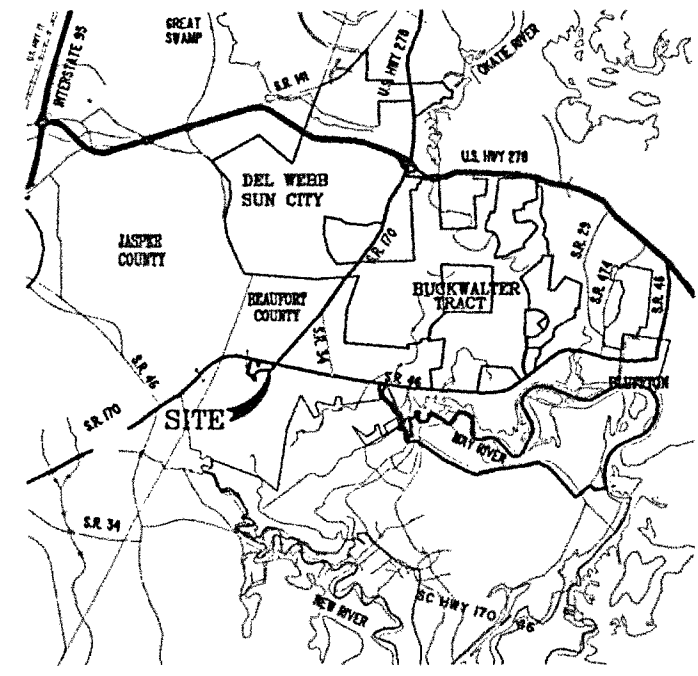
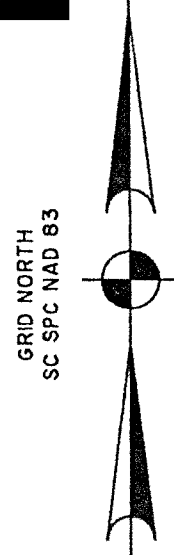
SHEET
C701

NOT FOR CONSTRUCTION

Attachment 2

CURVE TABLE				
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH
C1	850.00'	591.27'	S 37°08'40" W	579.89'
C2	850.00'	405.09'	S 70°44'32" W	271.18'
C3	4852.20'	335.16'	S 86°22'34" W	335.10'
C4	11410.57'	857.68'	S 75°40'34" E	857.48'

LINE TABLE		
LINE	BEARING	LENGTH
L1	S 46°25'40" E	168.83'
L2	S 84°23'43" W	19.27'
L3	S 84°23'43" W	176.40'
L4	N 19°59'21" W	55.01'
L5	N 03°04'08" E	95.76'
L6	N 21°34'42" E	199.88'
L7	N 48°53'21" E	62.13'
L8	N 13°17'06" E	212.96'
L9	S 77°53'46" E	27.36'
L10	S 12°10'15" W	12.50'
L11	S 73°28'41" E	76.06'
L12	S 16°31'21" W	25.61'
L13	S 07°42'07" E	39.97'
L14	S 84°14'01" E	62.68'
L15	S 71°13'03" E	127.45'
L16	S 50°26'33" E	111.82'
L17	S 26°31'14" W	56.29'
L18	S 36°32'46" W	27.57'
L19	S 14°18'43" W	52.14'
L20	S 05°36'17" E	100.53'

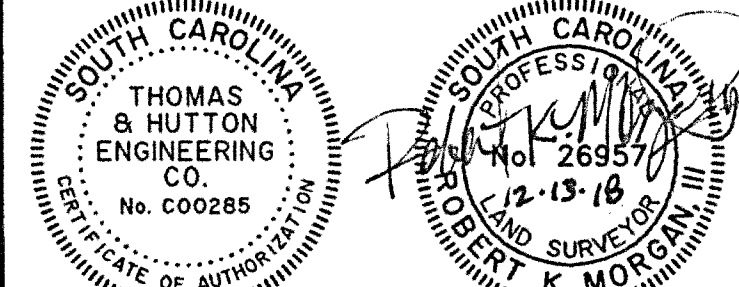


VICINITY MAP not to scale

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RECORDING INFO

Thomas & Hutton
Town of Bluffton
DEC 13 2018
Planning & Growth Mgmt



I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

ROBERT K. MORGAN, III
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. 26957

SUBDIVISION PLAT

PARCELS 4A-2 & 4A-3 FORMERLY PARCEL 4A-2 A PORTION OF NEW RIVERSIDE

TOWN OF BLUFFTON
BEAUFORT COUNTY, SOUTH CAROLINA

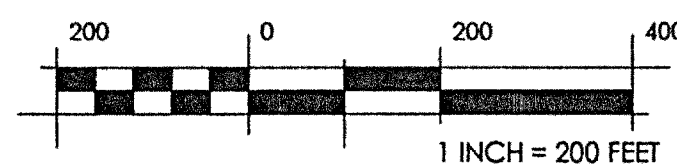
prepared for
NEW RIVERSIDE, LLC

NO.	REVISION	DATE
1	ADDED ACCESS & SIGN EASEMENT	12-13-18



50 Park of Commerce Way
Savannah, GA 31405 • 912.234.5300

www.thomasandhutton.com



plot 08-10-18 drawn LPO reviewed RKM field AUGUST, 2018 crew BB

job 18534.0001

SHEET 1 OF 1

HIGHWAY CORRIDOR OVERLAY DISTRICT

- THE HCOB BUFFER SHOWN ON THIS PLAN WAS APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. WHERE NOTED, THE 100' WIDE HCOB BUFFER WILL REMAIN UNDISTURBED IN ITS NATURAL STATE.
- AS APPROVED DURING THE TOWN OF BLUFFTON PLANNING COMMISSION HCOB CERTIFICATE OF APPROPRIATENESS ON SEPTEMBER 27, 2006, THIS SECTION OF HCOB BUFFER WILL BE THINNED OF UNDERTORY TREES AND SHRUBS TO ALLOW FOR FILTERED VIEWS. OVERSTORY TREES WILL REMAIN THROUGHOUT THIS PORTION OF THE BUFFER.
- ARCHITECTURAL REVIEW STANDARDS APPLY TO AREAS WITHIN 500' OF SC HIGHWAY 46 AND REQUIRE AN ADDITIONAL REVIEW PROCESS BY THE TOWN OF BLUFFTON PLANNING COMMISSION.

INTERNAL BUFFER

THE INTERNAL BUFFER SHOWN IS PART OF THE NEW RIVERSIDE 40 ACRE OPEN SPACE PARCEL 4A-1 PLAN AND APPROVED ON SEPTEMBER 27, 2007 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. THE INTERNAL BUFFER SHALL BE A MINIMUM OF 60' WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES BUT WILL INCLUDE A MINIMUM UNDERTORY AND LOW VEGETATION. FINAL SHAPE OF INTERNAL BUFFER BOUNDARIES MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.

PARCEL NOTES

- STORM DRAINAGE FOR THIS PROJECT SHALL BE DESIGNED IN ACCORDANCE WITH THE NEW RIVERSIDE STORMWATER MASTER PLAN LATEST VERSION AND THE NEW RIVERSIDE WETLAND PERMIT #2004-IG-025. THE GENERAL LOCATION OF EXISTING DRAINAGE DITCHES HAVE BEEN SHOWN. AS REQUIRED BY THE STORMWATER MASTER PLAN AND LOCAL, STATE AND FEDERAL REGULATIONS THE DEVELOPMENT OF A PARCEL CANNOT ADVERSELY IMPACT THE DRAINAGE OF THE UPSTREAM OF DOWNSTREAM PROPERTIES.
- ACCESS FROM PARCELS WITHIN NEW RIVERSIDE THAT ARE ADJACENT TO NEW RIVERSIDE ROAD TO THE PAVED NEW RIVERSIDE ROAD AREA (ACROSS THE NEW RIVERSIDE ROAD RIGHT-OF-WAY) SHALL BE CONSTRUCTED BY THE RESPECTIVE PARCEL OWNER WITH A MINIMUM OF EIGHT (8) INCHES OF BASE COURSE, TWO (2) INCHES OF BINDER COURSE AND ONE AND ONE-HALF (1 1/2) INCHES OF SURFACE COURSE. UPON COMPLETION AND ISSUANCE OF A FINAL CERTIFICATE OF COMPLIANCE BY THE TOWN OF BLUFFTON, THE ACCESS WITHIN THE NEW RIVERSIDE ROAD RIGHT-OF-WAY SHALL BE THE RESPONSIBILITY OF THE NEW RIVERSIDE ASSOCIATION, INC. FOR OWNERSHIP AND MAINTENANCE.
- THE FIFTY (50') VEGETATIVE BUFFER LOCATED ADJACENT TO NEW RIVERSIDE ROAD RIGHT-OF-WAY IS GOVERNED BY THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE. THIS BUFFER SHALL BE UNDISTURBED UNLESS APPROVED BY NEW RIVERSIDE, LLC OR OTHER PARTY APPOINTED BY NEW RIVERSIDE, LLC.
- PARCEL DEVELOPERS WITHIN NEW RIVERSIDE SHALL USE BEST EFFORTS TO LIMIT CONSTRUCTION TRAFFIC TO THE NEW RIVERSIDE ACCESS AT THE INTERSECTION OF S.C. HIGHWAY 46 AND S.C. HIGHWAY 170 LOCATION.
- ACCESS TO PARCELS 4A-2 & 4A-3 SHALL BE AT THOSE POINTS IDENTIFIED AS THE PROPOSED FULL ACCESS AS SHOWN HEREON. ENTRANCEWAY IMPROVEMENTS, LANDSCAPING, SIGNAGE, LIGHTING, ETC., SHALL BE IN ACCORDANCE WITH THE COMMUNITY DESIGN CONCEPTS AND GUIDELINES FOR NEW RIVERSIDE AND CONTAINED WITHIN THOSE AREAS IDENTIFIED FOR SAME ON A PLAT OF (137.139 ACRE) KNOWN AS NEW RIVERSIDE ROAD PREPARED BY THOMAS & HUTTON ENGINEERING COMPANY, INC., DATED JUNE 29, 2005.
- REFER TO THE NEW RIVERSIDE CONCEPT PLAN AND THE NEW RIVERSIDE DEVELOPMENT AGREEMENT FOR ADDITIONAL LIMITATIONS WHICH MAY AFFECT AREAS SHOWN ON THIS PLAT.

NOTES

- TAX MAP NO. (PARENT TRACT): R610 036 000 1319 0000.
- ACCORDING TO F.I.R.M. MAP NO. 450025, PANEL 0080D, REVISED 9-29-86, THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE C.
- COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.
- THIS SURVEY IS VALID ONLY IF THE PRINT OF SAME HAS THE ORIGINAL SIGNATURE AND EMBOSSED SEAL OF THE LAND SURVEYOR.
- A TITLE SEARCH WAS NOT PERFORMED BY THOMAS & HUTTON ENGINEERING CO. AT THE TIME OF THIS SURVEY.
- THE PROPERTY PLATTED HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
- ARMY CORPS OF ENGINEERS PERMIT #2004-IG-025 REQUIRES RESTRICTIVE COVENANTS ON WETLANDS AND WETLAND BUFFERS.
- PLAT SHALL NOT BE USED FOR FLOOD ZONE DETERMINATION. IT IS THE OWNER'S RESPONSIBILITY TO REFERENCE CURRENT FEMA FLOOD INSURANCE RATE MAPS. THE FEMA FLOOD INSURANCE MAPS CHANGE PERIODICALLY AND MAY VARY FROM WHAT IS SHOWN HEREON.
- PER TOWN OF BLUFFTON AGREEMENT, INTERNAL BUFFER SHALL BE A MINIMUM OF 60 FEET WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES AND WILL ALSO INCLUDE MINIMUM UNDERTORY AND LOW VEGETATION REQUIREMENTS. FINAL SHAPE OF INTERNAL BUFFER BOUNDARY MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.
- REFERENCES: PB 147 PAGE 137, PB 116, PAGE 159, DB 2590, PAGES 1786-1788.

ACREAGE TABLE

PARCEL	UPLAND	WETLAND BUFFER	PRESERVED WETLAND	WETLAND PERMIT IMPACTS	TOTAL	* UPLAND TOTAL
4A-2	32.44	1.49	1.43	1.54	36.90	35.47
4A-3	3.00	0.00	0.00	0.00	3.00	3.00
TOTAL	35.44	1.49	1.43	1.54	39.90	38.47

* NOTE:

- UPLAND TOTAL INCLUDES UNDISTURBED WETLAND BUFFER, PERMITTED WETLANDS TO BE IMPACTED, AND EASEMENTS.

LEGEND

- MEANDER POINT (NO MONUMENT)
- CONCRETE MONUMENT (FOUND)
- CONCRETE MONUMENT (SET)
- IRON PIPE (FOUND)
- IRON PIPE (SET)
- IRON REBAR (FOUND)
- IRON REBAR (SET)
- HCOB - HIGHWAY CORRIDOR OVERLAY DISTRICT BUFFER
- HCOB BUFFER REQUIREMENT MODIFICATIONS - REFER TO NOTES
- INTERNAL BUFFER - REFER TO NOTES

WETLAND LEGEND

- PRESERVED WETLAND
- WETLAND BUFFER



SITE DATA TABLE

TOTAL SITE ACREAGE:

35.5 ac.

PERVIOUS AREA:

13.7 ac. 39%

IMPERVIOUS AREA:

19.4 ac. 54%

POND

2.4 ac. 7%

BUILDING SUMMARY:

ID	USE	AREA	SF	PARKING RATIO	PARKING REQUIRED	PARKING PROVIDED
PHASE 1						
A	RETAIL / RESTAURANT		8,000		32	
B	RETAIL / RESTAURANT		7,500		30	
C	RESTAURANT		7,500		30	
D	RETAIL / RESTAURANT		10,000		40	
E	RETAIL / RESTAURANT		10,000		40	
F	RETAIL / RESTAURANT		6,000		24	
G	RETAIL / RESTAURANT		6,500		26	
H	LIBRARY		15,000		68	
I	EARLY CHILDHOOD CENTER		8,500		34	
	COMMUNITY PARK	5.5 ac.				
	SUBTOTAL	17.5 ac.	79,000	4 / 1,000 SQ. FT.	324	326
OUTPARCELS						
J	OFFICE / RETAIL	1.8 ac.	15,000	4 / 1,000 SQ. FT.	60	60
K	GENERAL STORE	1.5 ac.	5,000	4 / 1,000 SQ. FT.	20	20
L	RESTAURANT	1.8 ac.	4,800	12 / 1,000 SQ. FT.	58	58
	SUBTOTAL	5.1 ac.			138	138
SINGLE FAMILY		5.3 ac.				
PHASE 2		7.6 ac.				
TOTAL		35.5 ac.				

PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE UPON REVIEW OF VARIOUS GOVERNMENTAL AGENCIES.

OUT PARCEL USES AND SQUARE FOOTAGE YIELDS AS SHOWN ARE AN ESTIMATE AT THIS TIME AND SHALL NOT BE LIMITED TO THOSE SHOWN.

REFER TO THE NARRATIVE FOR PARKING REQUIREMENTS

TREES SHOWN ON CONCEPTUAL MASTER PLAN ARE FOR GRAPHIC PURPOSES ONLY.

CONNECTION TO
ADJACENT
DEVELOPMENT

APPROVED

By Kevin Icard at 10:54 am, 4/15/20

PREPARED FOR:
AVTEX COMMERCIAL PROPERTIES, INC &
MFH LAND, LLC

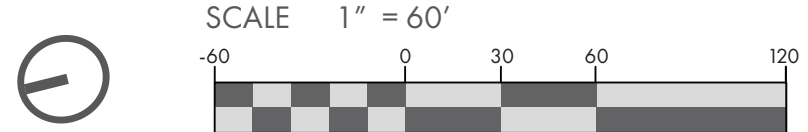
CONCEPTUAL MASTER PLAN

NEW RIVERSIDE VILLAGE

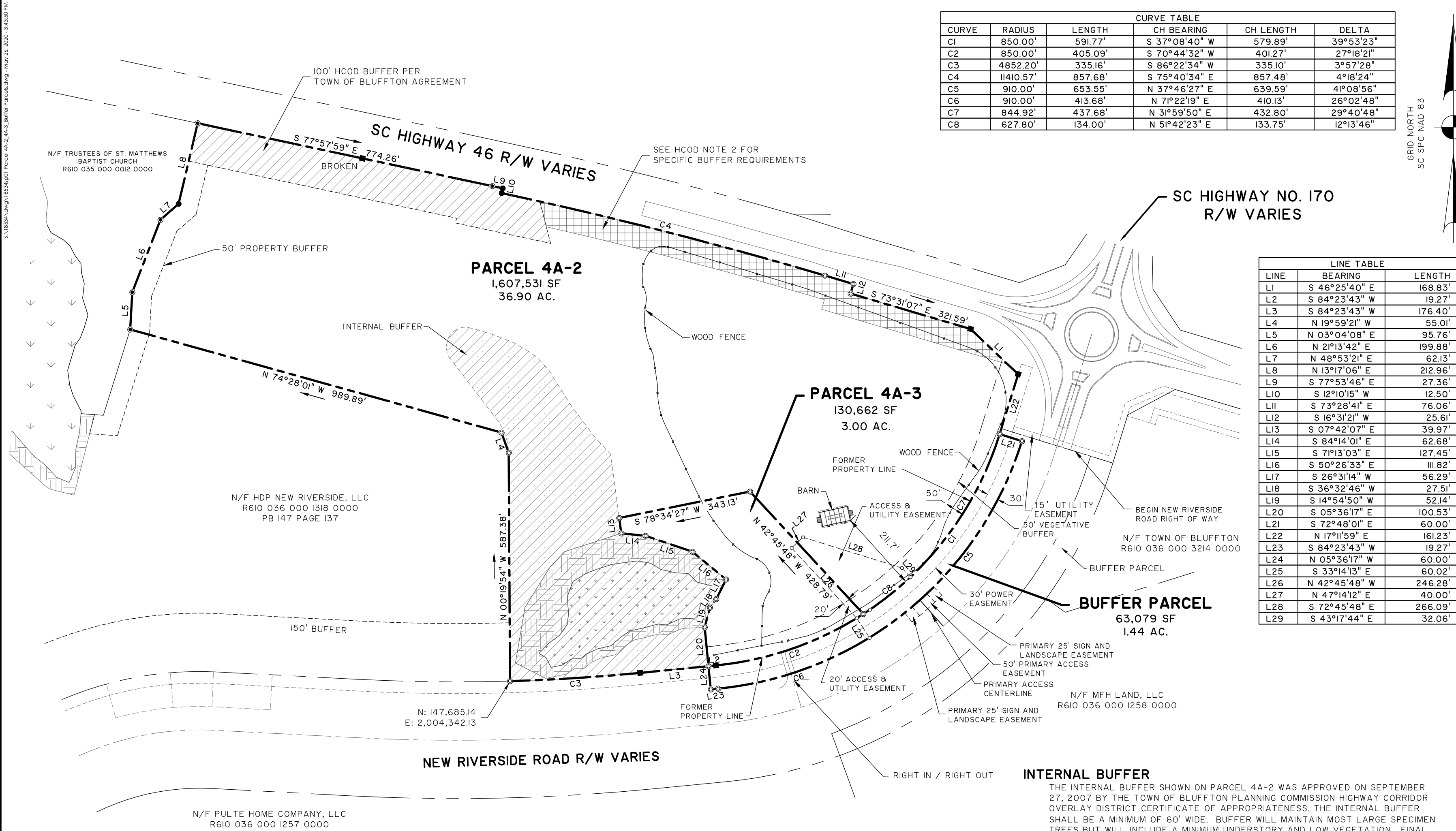
BEAUFORT COUNTY | BLUFFTON, SOUTH CAROLINA

R610-036-000-1258-0000

OCTOBER 29, 2019
REVISED: MARCH 25, 2020



S:\18534\DWG\18534.dwg Parcel 4A-2, 4A-3, Buffer Parcell.dwg - May 26, 2020 - 3:45:30 PM



CURVE TABLE					
CURVE	RADIUS	LENGTH	CH BEARING	CH LENGTH	DELTA
C1	850.00'	591.77'	S 37°08'40" W	579.89'	39°53'23"
C2	850.00'	405.09'	S 70°44'32" W	401.27'	27°18'21"
C3	4852.20'	335.16'	S 86°22'34" W	335.10'	3°57'28"
C4	11410.57'	857.68'	S 75°40'34" E	857.48'	4°18'24"
C5	910.00'	653.55'	N 37°46'27" E	639.59'	41°08'56"
C6	910.00'	413.68'	N 71°22'19" E	410.13'	26°02'48"
C7	844.92'	437.68'	N 31°59'50" E	432.80'	29°40'48"
C8	627.80'	134.00'	N 51°42'23" E	133.75'	12°13'46"

LINE TABLE		
LINE	BEARING	LENGTH
L1	S 46°25'40" E	168.83'
L2	S 84°23'43" W	19.27'
L3	S 84°23'43" W	176.40'
L4	N 19°59'29" E	55.01'
L5	N 03°04'08" E	95.76'
L6	N 21°13'42" E	199.88'
L7	N 48°53'21" E	62.13'
L8	N 13°17'06" E	212.96'
L9	S 77°53'46" E	27.36'
L10	S 12°10'15" W	12.50'
L11	S 73°28'41" E	76.06'
L12	S 16°31'21" W	25.61'
L13	S 07°42'07" E	39.97'
L14	S 84°14'01" E	62.68'
L15	S 71°13'03" E	127.45'
L16	S 50°26'33" E	111.82'
L17	S 26°31'14" W	56.29'
L18	S 36°32'46" W	27.51'
L19	S 14°54'50" W	52.14'
L20	S 05°36'17" E	100.53'
L21	S 72°48'01" E	60.00'
L22	N 17°11'59" E	161.23'
L23	S 84°23'43" W	19.27'
L24	N 05°36'17" W	60.00'
L25	S 33°14'13" E	60.02'
L26	N 42°45'48" W	246.28'
L27	N 47°14'12" E	40.00'
L28	S 72°45'48" E	266.09'
L29	S 43°17'44" E	32.06'

LEGEND	
○	MEANDER POINT (NO MONUMENT)
■	CONCRETE MONUMENT (FOUND)
▣	CONCRETE MONUMENT (SET)
●	IRON PIPE (FOUND)
⦿	IRON PIPE (SET)
●	IRON REBAR (FOUND)
○	IRON REBAR (SET)
	HCOD - HIGHWAY CORRIDOR OVERLAY DISTRICT BUFFER
	HCOD BUFFER REQUIREMENT MODIFICATIONS - REFER TO NOTES
	INTERNAL BUFFER - REFER TO NOTES

WETLAND LEGEND	
	PRESERVED WETLAND
	WETLAND BUFFER

HIGHWAY CORRIDOR OVERLAY DISTRICT

- THE HCOD BUFFER SHOWN ON THIS PLAN WAS APPROVED ON SEPTEMBER 27, 2006 BY THE TOWN OF BLUFFTON PLANNING COMMISSION HIGHWAY CORRIDOR OVERLAY DISTRICT CERTIFICATE OF APPROPRIATENESS. WHERE NOTED, THE 100' WIDE HCOD BUFFER WILL REMAIN UNDISTURBED IN ITS NATURAL STATE.
- AS APPROVED DURING THE TOWN OF BLUFFTON PLANNING COMMISSION HCOD CERTIFICATE OF APPROPRIATENESS ON SEPTEMBER 27, 2006, THIS SECTION OF HCOD BUFFER WILL BE THINNED OF UNDERSTORY TREES AND SHRUBS TO ALLOW FOR FILTERED VIEWS. OVERSTORY TREES WILL REMAIN THROUGHOUT THIS PORTION OF THE BUFFER.
- ARCHITECTURAL REVIEW STANDARDS APPLY TO AREAS WITHIN 500' OF SC HIGHWAY 46 AND REQUIRE AN ADDITIONAL REVIEW PROCESS BY THE TOWN OF BLUFFTON PLANNING COMMISSION.

NOTES

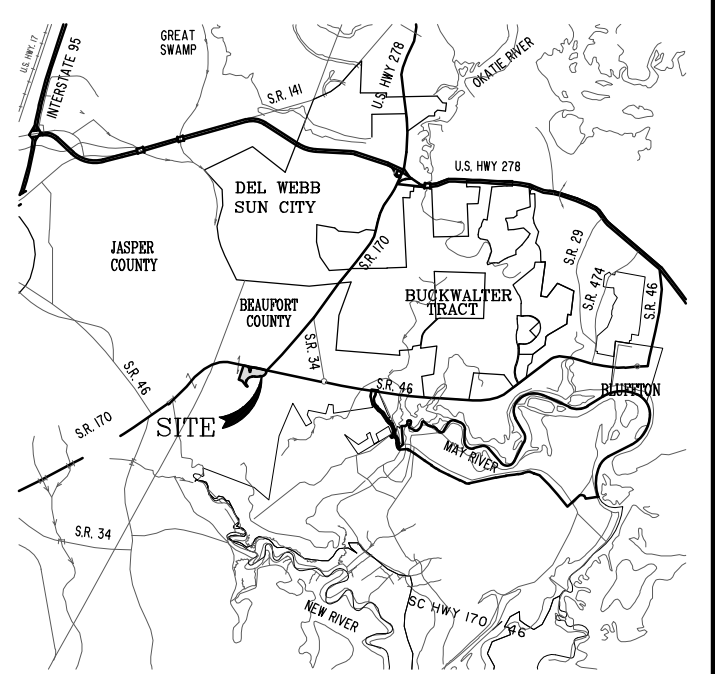
- TAX MAP NO. (PARENT TRACT): 4A-2: R610 036 000 1319 0000, 4A-3: R610 036 000 3215 0000 & ROW: R610 044 000 0016 0000.
- ACCORDING TO F.I.R.M. MAP NO. 450025, PANEL 0080D, REVISED 9-29-86, THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE C.
- COORDINATES AND DIRECTIONS SHOWN ON THIS SURVEY ARE BASED ON SOUTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD83). DISTANCES SHOWN ARE GROUND DISTANCES, NOT GRID DISTANCES.
- THIS SURVEY IS VALID ONLY IF THE PRINT OF SAME HAS THE ORIGINAL SIGNATURE AND EMBOSSED SEAL OF THE LAND SURVEYOR.
- A TITLE SEARCH WAS NOT PERFORMED BY THOMAS & HUTTON ENGINEERING CO. AT THE TIME OF THIS SURVEY.
- THE PROPERTY PLATTED HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
- ARMY CORPS OF ENGINEERS PERMIT #2004-IG-025 REQUIRES RESTRICTIVE COVENANTS ON WETLANDS AND WETLAND BUFFERS.
- PLAT SHALL NOT BE USED FOR FLOOD ZONE DETERMINATION. IT IS THE OWNER'S RESPONSIBILITY TO REFERENCE CURRENT FEMA FLOOD INSURANCE RATE MAPS. THE FEMA FLOOD INSURANCE MAPS CHANGE PERIODICALLY AND MAY VARY FROM WHAT IS SHOWN HEREON.
- PER TOWN OF BLUFFTON AGREEMENT, INTERNAL BUFFER SHALL BE A MINIMUM OF 60 FEET WIDE. BUFFER WILL MAINTAIN MOST LARGE SPECIMEN TREES AND WILL ALSO INCLUDE MINIMUM UNDERSTORY AND LOW VEGETATION REQUIREMENTS. FINAL SHAPE OF INTERNAL BUFFER BOUNDARY MAY VARY TO ACCOMMODATE FUTURE DEVELOPMENT.
- REFERENCES: PB 147 PAGE 137, PB 116, PAGE 159, DB 2590, PAGES 1786-1788.

ACREAGE TABLE

PARCEL	UPLAND	WETLAND BUFFER	PRESERVED WETLAND	WETLAND PERMIT IMPACTS	TOTAL	* UPLAND TOTAL
4A-2	32.44	1.49	1.43	1.54	36.90	35.47
4A-3	3.00	0.00	0.00	0.00	3.00	3.00
BUFFER	1.44	0.00	0.00	0.00	1.44	1.44
TOTAL	36.88	1.49	1.43	1.54	41.34	39.91

* NOTE:

- UPLAND TOTAL INCLUDES UNDISTURBED WETLAND BUFFER, PERMITTED WETLANDS TO BE IMPACTED, AND EASEMENTS.



VICINITY MAP not to scale

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I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, SKILL, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

ROBERT K. MORGAN, III
SOUTH CAROLINA PROFESSIONAL LAND SURVEYOR
LICENSE NO. 26957

A PLAT OF PARCELS 4A-2, 4A-3 AND A PORTION OF NEW RIVERSIDE ROAD RIGHT OF WAY

TOWN OF BLUFFTON
BEAUFORT COUNTY, SOUTH CAROLINA

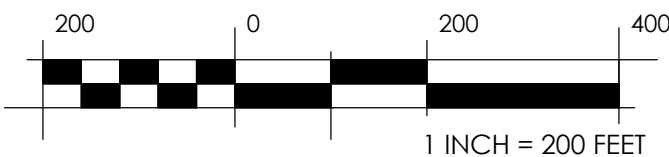
prepared for
NEW RIVERSIDE, LLC

No.	Revision	By	Date



50 Park of Commerce Way
Savannah, GA 31405 • 912.234.5300

www.thomasandhutton.com

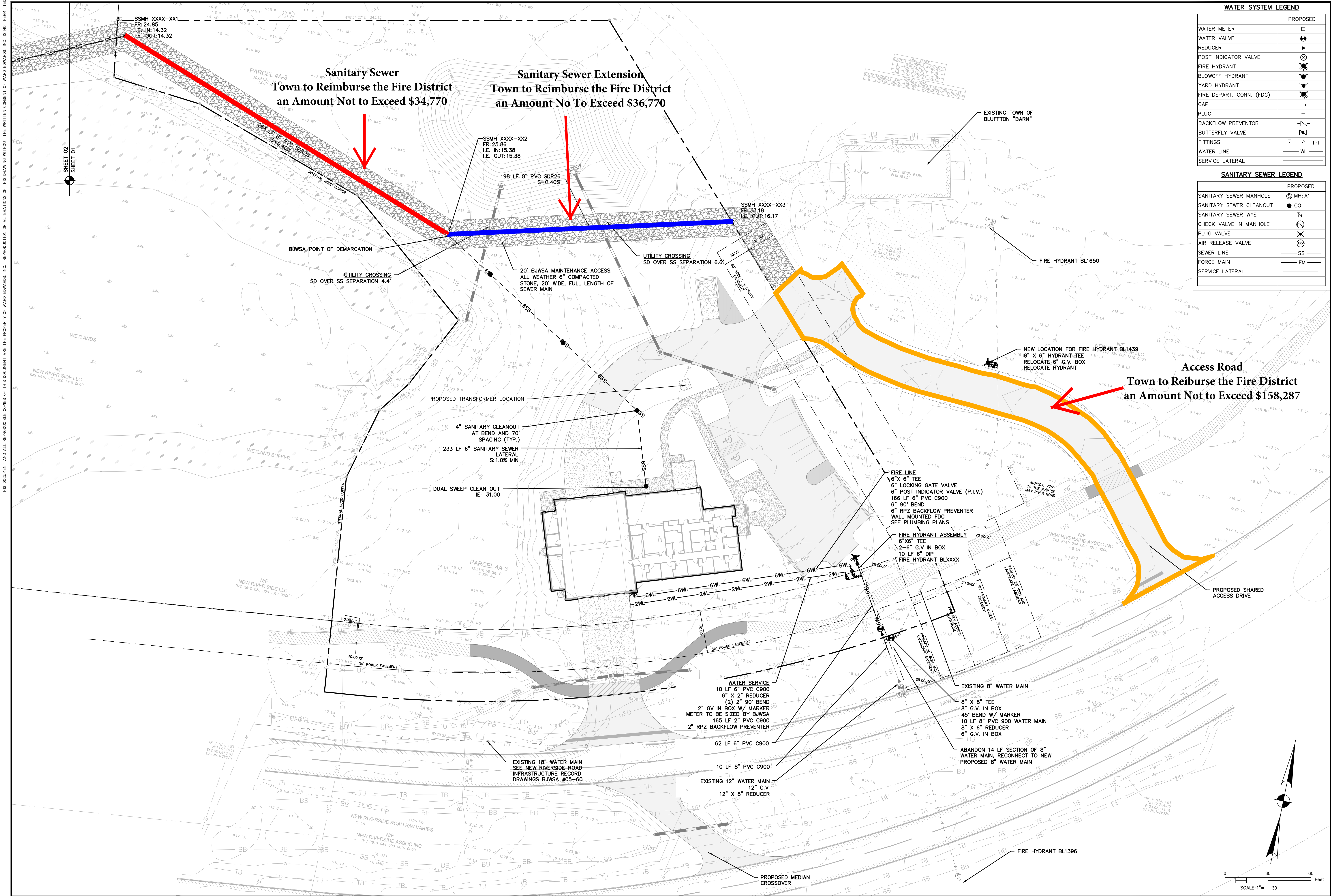


plat 02-11-2020 drawn LPO reviewed RKM field FEB.,2020 crew BB

job 18534.0001/17000.6053

SHEET 1 OF 1

NOT FOR CONSTRUCTION



WATER SYSTEM LEGEND	
	PROPOSED
WATER METER	
WATER VALVE	
REDUCER	
POST INDICATOR VALVE	
FIRE HYDRANT	
BLOWOFF HYDRANT	
YARD HYDRANT	
FIRE DEPART. CONN. (FDC)	
CAP	
PLUG	
BACKFLOW PREVENTOR	
BUTTERFLY VALVE	
FITTINGS	
WATER LINE	
SERVICE LATERAL	

SANITARY SEWER LEGEND	
	PROPOSED
SANITARY SEWER MANHOLE	
SANITARY SEWER CLEANOUT	
SANITARY SEWER WYE	
CHECK VALVE IN MANHOLE	
PLUG VALVE	
AIR RELEASE VALVE	
SEWER LINE	
FORCE MAIN	
SERVICE LATERAL	

7

6

5

4

3

2

1

NO.

DATE

DESCRIPTION

PLAN REVISIONS

WARD EDWARDS ENGINEERING

ENGINEERING

P.O. BOX 381, BLUFFTON, SOUTH CAROLINA 29910

PH (843) 837-5750 / FAX (843) 837-2556

WWW.WARDEDWARDS.COM

NEW RIVER PUD FIRE & EMS STATION

TOWN OF BLUFFTON, SOUTH CAROLINA

FRASER CONSTRUCTION COMPANY

BLUFFTON, SOUTH CAROLINA

UTILITY PLAN

VERTICAL DATUM:

NGVD29

PROJECT #:

170267B

DATE:

03/25/20

DESIGNED BY:

BCB

CHECKED BY:

PRM

SHEET

C701

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Attachment 6

Proposed Motion

FIRE DISTRICT EASEMENTS

Consideration of an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith – Second and Final Reading

“I move to approve First Reading of an Ordinance Authorizing the Town Manager to Execute and Deliver an Amendment to the Easement Agreement Providing a Non-Exclusive Permanent Access and Utility Easement to the Bluffton Township Fire District, Over Certain Real Property Owned by the Town of Bluffton Identified as R610 036 000 1319 0000; and, Authorizing the Execution and Recording of Certain Documents Therewith.”

TOWN COUNCIL

STAFF REPORT Executive Office



MEETING DATE:	September 8, 2020
PROJECT:	Consideration of an Emergency Ordinance of the Town of Bluffton Extending the Temporary Suspension of the Normal Operating Procedures of the Town of Bluffton Town Council Meetings and Other Public Meetings and to Authorize the Town Manager to Develop and Enact Such Plans and Policies Needed to Ensure Continuity in the Delivery of Government Services in Light of the COVID-19 Outbreak– Scott Marshall, Deputy Town Manager
PROJECT MANAGER:	Scott M. Marshall, MPA, ICMA-CM, Deputy Town Manager

RECOMMENDATION:

Request Town Council's Consideration of the Ordinance presented at Attachment 1, which effectively extends Sections 1 and 2 of Town of Bluffton Emergency Ordinance 2020-3 for an additional 60 days, beginning September 17, 2020.

BACKGROUND/DISCUSSION:

On March 16, 20120, Mayor Lisa Sulka declared that a State of Emergency existed in the Town of Bluffton as a result 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 Emergency Ordinance 2020-05 on May 12, 2020, and expired July 18, 2020. On July 14, 2020, Emergency Ordinance 2020-13 was adopted, which further extended Sections 1 and 2 of Emergency Ordinance 2020-03 an additional 60 days. Emergency Ordinance 2020-13 will expire on September 17, 2020.

The Emergency Ordinance presented for consideration at Attachment 1, if approved, will further extend Sections 1 and 2 of Emergency Ordinance 2020-03. It would become effective on September 17, 2020 and, unless rescinded sooner, would expire on November 17, 2020.

As this is an emergency ordinance, a 2/3 vote of Town Council is required to approve.

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.
2. At the Direction of the Town Manager:
 - 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, consistent with CDC recommendations.

NEXT STEPS:

Pending Town Council's approval, the ordinance will be filed by the Town Clerk, as appropriate, and the Town will continue to function under emergency condition protocols already established in response to the COVID-19 pandemic .

ATTACHMENTS:

1. Emergency Ordinance of the Town of Bluffton Extending the Temporary Suspension of the Normal Operating Procedures of the Town of Bluffton Town Council Meetings and Other Public Meetings and to Authorize the Town Manager to Develop and Enact Such Plans and Policies Needed to Ensure Continuity in the Delivery of Government Services in Light of the COVID-19 Outbreak.
 2. Town of Bluffton Emergency Ordinance 2020-3
 3. Town of Bluffton Emergency Ordinance 2020-5.
 4. Town of Bluffton Emergency Ordinance 2020-13.
 5. Suggested Motion Language.
-

ATTACHMENT 1

EMERGENCY ORDINANCE No. 2020-_____

TOWN OF BLUFFTON, SOUTH CAROLINA

AN EMERGENCY ORDINANCE OF THE TOWN OF BLUFFTON EXTENDING THE TEMPORARY SUSPENSION OF THE NORMAL OPERATING PROCEDURES OF THE TOWN OF BLUFFTON TOWN COUNCIL MEETINGS AND OTHER PUBLIC MEETINGS AND TO AUTHORIZE THE TOWN MANAGER TO DEVELOP AND ENACT SUCH PLANS AND POLICIES NEEDED TO ENSURE CONTINUITY IN THE DELIVERY OF GOVERNMENT SERVICES IN LIGHT OF THE COVID-19 OUTBREAK

WHEREAS, on March 13, 2020, the Honorable Henry McMaster, Governor of South Carolina, issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus (“**COVID-19**”) and declared that a State of Emergency exists in South Carolina; and,

WHEREAS, the Governor of the State has subsequently declared a continued state of emergency in Executive Orders 2020-15, 2020-23, 2020-29, 2020-35, 2020-38, 2020-40, 2020-42, 2020-44, 2020-48 and 2020-53; and

WHEREAS, on March 15, 2020, the Centers for Disease Control and Prevention issued guidance recommending the suspension of large events and mass gatherings that consist of 50 people or more to slow the spread of COVID-19; and

WHEREAS, on March 16, 2020, in accordance with Section 2-202(a) of the Code of Ordinances for the Town of Bluffton, South Carolina (the “**Town Code**”), the Honorable Lisa Sulka, Mayor of the Town of Bluffton, issued a proclamation declaring a state of emergency throughout the Town to protect the public health, safety, and welfare of the residents, guests, and visitors to the Town of Bluffton from the dangers caused by the increasing number of confirmed cases of COVID-19; and

WHEREAS, the Town of Bluffton adopted Emergency Ordinance 2020-3 on March 17, 2020; and

WHEREAS, the Town of Bluffton adopted Emergency Ordinance 2020-5 on May 12, 2020, effectively extending key provisions in Emergency Ordinance 2020-03; and

WHEREAS, the Town of Bluffton adopted Emergency Ordinance 2020-13 on July 14, to be effective upon expiration of Emergency Ordinance 2020-05, further extending key provisions set forth in Emergency Ordinance 2020-03; and

WHEREAS, Emergency Ordinance 2020-13 will expire on September 17, 2020; and

WHEREAS, South Carolina law provides that cities and counties may enact emergency ordinances to meet public emergencies affecting life, health, safety, or the property of the people upon a single reading; and

WHEREAS, it is hereby determined that a public emergency affecting life, health, and safety continues to exist and that a State of Emergency exists within the Town of Bluffton; and

WHEREAS, the spread of the COVID-19 virus remains a threat to the health of the residents of the Town of Bluffton and surrounding area.

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

ATTACHMENT 1

Section 1. The above Recitals and the Recitals in Bluffton Town Ordinance 2020-3 are incorporated herein.

Section 2. Sections 3 and 4 of Ordinance 2020-3 have already been extended by Ordinance 2020-4, dated April 14, 2020. Said extension is not changed or modified by this Ordinance.

Section 3. Bluffton Town Ordinance 2020-3 Sections 1 and 2 are hereby extended for an additional 60 days commencing on September 17, 2020.

Section 4. Effective Date; Expiration. The provisions hereof shall be effective upon a single hearing and two-thirds vote of the Governing Body and shall expire on the sixty-first day following the effective date hereof.

Section 5. Severability. If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

DONE, RATIFIED AND ENACTED AS AN EMERGENCY ORDINANCE AS AN EMERGENCY ORDINANCE BY THE TOWN COUNCIL FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, AT AN EMERGENCY MEETING, and approved at a meeting duly assembled by no less than an affirmative vote of two-thirds of the members of the Governing Body present, on this 8th day of September, 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

EMERGENCY ORDINANCE No. 2020- 03

TOWN OF BLUFFTON, SOUTH CAROLINA

AN EMERGENCY ORDINANCE OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, TEMPORARILY SUSPENDING THE NORMAL OPERATING PROCEDURES OF TOWN OF BLUFFTON TOWN COUNCIL MEETINGS AND OTHER TOWN OF BLUFFTON PUBLIC MEETINGS; AND TO AUTHORIZE THE TOWN MANAGER FOR THE TOWN OF BLUFFTON 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; TO TEMPORARILY SUSPEND THE OPERATION OF DEADLINES IMPOSED UPON THE TOWN; EXTEND TAX COMPLIANCE DEADLINES; AND MATTERS RELATED THERETO; AND SEVERABILITY

WHEREAS, on March 13, 2020, the Honorable Henry McMaster, Governor of South Carolina, issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus ("**COVID-19**") and declared that a State of Emergency exists in South Carolina; and,

WHEREAS, on March 15, 2020, the Centers for Disease Control and Prevention issued guidance recommending the suspension of large events and mass gatherings that consist of 50 people or more in order to slow the spread of COVID-19; and,

WHEREAS, on March 16, 2020, in accordance with **Section 2-202(a)** of the Code of Ordinances for the Town of Bluffton, South Carolina (the "**Town Code**"), the Honorable Lisa Sulka, Mayor of the Town of Bluffton, issued a proclamation declaring a state of emergency throughout the Town to protect the public health, safety, and welfare of the residents, guests, and visitors to the Town of Bluffton from the dangers caused by the increasing number of confirmed cases of COVID-19; and,

WHEREAS, while it is imperative for local government to continue to operate during States of Emergency, it is equally imperative for local governments to take steps to minimize the need for large gatherings in order to protect public health and safety and the health and safety of local government officials and staff; and,

WHEREAS, it is well recognized that COVID-19 presents a public health concern that requires extraordinary protective measures and vigilance; and,

WHEREAS, the South Carolina Freedom of Information Act, which is codified at Title 30, Chapter 4 of the Code of Laws of South Carolina 1976, as amended, (the "**Act**") defines a "Meeting" as "the convening of a quorum of the constituent membership of a 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, due to the State of Emergency related to COVID-19, it is advisable to make provisions for the holding of electronic public meetings, while ensuring any electronic meeting fully complies with the open meeting requirements of the Act; and,

WHEREAS, the Act further permits that emergency meetings of public bodies may be held without having provided twenty-four hours' notice of such meeting; and,

WHEREAS, for the protection of the public and members of the Town of Bluffton staff, Town of Bluffton Town Council (the "**Governing Body**") believes that protective measures designed to minimize

personal interactions must be implemented even if such measures temporarily adversely impact the provision of government services; and,

WHEREAS, South Carolina law provides that cities and counties may enact emergency ordinances to meet public emergencies affecting life, health, safety or the property of the people upon a single reading; and,

WHEREAS, it is hereby determined that a public emergency affecting life, health, and safety does exist and that a State of Emergency exists within the Town of Bluffton, and therefore, it is appropriate and necessary to conduct an emergency meeting in order to adopt this Emergency Ordinance.

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

Section 1. Standards for Electronic Meetings. The Governing Body is hereby authorized to conduct public meetings exclusively in electronic form, provided the medium for such meeting, whether telephonic, broadcast video, computer-based, or other electronic media, or any combination of these, and the conduct of the electronic meeting, allows for the following standards and practices to be met:

(a) At the beginning of any electronic meeting, the presiding officer shall poll the members of the Governing Body to confirm attendance, and any member of the Governing Body attending by way of electronic media shall be considered present for the purposes of constituting a quorum.

(b) Throughout the duration of the electronic meeting, all members of the Governing Body, as well as any officials or staff required to speak at such meeting, must have the capability to be heard at all times by any other member of the governing body and by the general public.

(c) Any vote of the Governing Body must be conducted by individual voice vote of the members of the Governing Body, who shall verbally indicate their vote on any matter by stating "yay" or "nay." All individual votes shall be recorded by the clerk, secretary, or presiding officers, as appropriate.

(d) Meetings shall be recorded or minutes kept in the same manner as an in-person meeting as required by the Act.

(e) Members of the Governing Body shall strictly comply with the rules of the Governing Body as they relate to procedural matters in order to preserve order and allow for the effectiveness of electronic meetings.

(f) Electronic executive sessions shall be permitted in accordance with the provisions of the Act and the Governing Body shall properly announce its reason for going into any executive session in conformance with Section 30-4-70 of the Act. Upon the entry into any electronic executive session, meeting minutes shall not be kept and the electronic meeting utilized for such executive session may be held by (i) a separate telephonic, broadcast video, computer-based, or other electronic media, or any combination of these wherein the public shall not be permitted to participate, or (ii) on the initial telephonic, broadcast video, computer-based, or other electronic media, or any combination of these, with the implementation of necessary participation or listening

restrictions, provided that in either instance all members of the Governing Body must have the capability to be heard at all times.

(g) With respect to any electronic meeting, any public comment periods provided for by local ordinance, resolution, policy, or bylaws are hereby suspended. Members of the public may submit written public comments which shall be distributed to the members of the Governing Body.

(h) During the period of effectiveness of this [Ordinance/Resolution], any ordinance, resolution, policy, or bylaw of the Governing Body that conflicts with the provisions hereof is suspended and shall be superseded hereby.

The standards set forth for electronic meetings may also be utilized by any boards, commissions, or committees appointed by the Town of Bluffton, including but not limited to Planning Commission, the Board of Zoning Appeals, of the Historic Preservation Commission, with the written consent of the Town Manager.

Section 2. Authorization of Town Manager. To the fullest extent permitted by law, the Town Manager is hereby authorized to develop and enact all such plans and policies intended to ensure the continuity in the 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. These policies, plans, and actions may include but are not limited to the following:

a. Cancelling and revoking any special event permits issued prior to the date hereof, and limiting the issuance of any special event permits during the term of this State of Emergency; and,

b. Limiting or eliminating any non-essential government services to be provided by the Town or suspending or limiting nonemergency activities and large gatherings on property of the Town; and,

c. Utilizing all available resources of the Town as reasonably necessary to cope with the COVID-19 emergency; and,

d. Transferring the direction, personnel or functions of municipal government departments or units thereof for the purpose of facilitating emergency or essential governmental services as necessary or desirable; and,

e. Requiring any and all Town staff to work remotely and reimbursing staff for personal expenses incurred or necessary for such remote work; and,

f. Closing all or portions of Town Hall and other Town facilities to the public; and,

g. Establishing and instituting rules and standards for complying with requests for public records under the Act if such records are unavailable or resources are limited for compliance therewith.

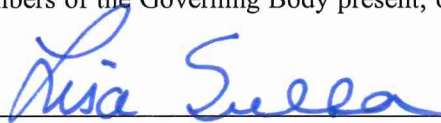
Section 3. Suspension of Municipal Deadlines. To the fullest extent permitted by law, any and all deadlines imposed against the Town by South Carolina law, including but not limited to those set forth in the Act and/or Title 6 of the South Carolina Code, shall be suspended during the pendency of the State of Emergency or until such time as this Ordinance is terminated, whichever shall occur first.

Section 4. Tax Compliance Deadline. In accordance with Executive Order 2020-10 issued by Governor McMaster on March 17, 2020, all municipal tax deadlines occurring after the date hereof be extended in accordance with the Executive Order.

Section 5. Effective Date; Expiration. The provisions hereof shall be effective upon a single hearing and two-thirds vote of the Governing Body, and shall expire on the sixty-first day following the effective date hereof.


Section 6. Severability. If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

DONE, RATIFIED AND ENACTED AS AN EMERGENCY ORDINANCE AS AN EMERGENCY ORDINANCE BY THE TOWN COUNCIL FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, AT AN EMERGENCY MEETING, and approved at a meeting duly assembled by no less than an affirmative vote of two-thirds of the members of the Governing Body present, on this 17th day of March, 2020.



Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:



Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

ATTACHMENT 3

EMERGENCY ORDINANCE No. 2020-05 TOWN OF BLUFFTON, SOUTH CAROLINA

AN EMERGENCY ORDINANCE OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, EXTENDING THE TEMPORARY SUSPENSION OF THE NORMAL OPERATING PROCEDURES OF TOWN OF BLUFFTON TOWN COUNCIL MEETINGS AND OTHER TOWN OF BLUFFTON PUBLIC MEETINGS; AND TO AUTHORIZE THE TOWN MANAGER FOR THE TOWN OF BLUFFTON 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 MATTERS RELATED THERETO; AND SEVERABILITY

WHEREAS, on March 13, 2020, the Honorable Henry McMaster, Governor of South Carolina, issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus (“**COVID-19**”) and declared that a State of Emergency exists in South Carolina; and,

WHEREAS, on March 15, 2020, the Centers for Disease Control and Prevention issued guidance recommending the suspension of large events and mass gatherings that consist of 50 people or more in order to slow the spread of COVID-19; and,

WHEREAS, on March 16, 2020, in accordance with Section 2-202(a) of the Code of Ordinances for the Town of Bluffton, South Carolina (the “**Town Code**”), the Honorable Lisa Sulka, Mayor of the Town of Bluffton, issued a proclamation declaring a state of emergency throughout the Town to protect the public health, safety, and welfare of the residents, guests, and visitors to the Town of Bluffton from the dangers caused by the increasing number of confirmed cases of COVID-19; and,

WHEREAS, the Town of Bluffton adopted Emergency Ordinance 2020-3 on March 17, 2020; and,

WHEREAS, Emergency Ordinance 2020-3 will expire, if not extended, on May 17, 2020; and,

WHEREAS, South Carolina law provides that cities and counties may enact emergency ordinances to meet public emergencies affecting life, health, safety or the property of the people upon a single reading; and,

WHEREAS, it is hereby determined that a public emergency affecting life, health, and safety continues to exist and that a State of Emergency exists within the Town of Bluffton, and therefore, it is appropriate and necessary to conduct an emergency meeting in order to adopt this Emergency Ordinance.

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

Section 1. The above Recitals and the Recitals in Bluffton Town Ordinance 2020-3 are incorporated herein.

Section 2. Sections 3 and 4 of Ordinance 2020-3 have already been extended by Ordinance 2020-4, dated April 14, 2020. Said extension is not changed or modified by this Ordinance.

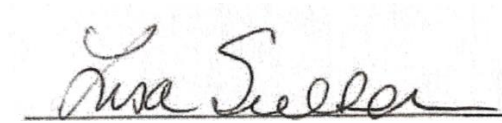
Section 3. Bluffton Town Ordinance 2020-3 Sections 1 and 2 are hereby extended for an additional 60 days commencing on May 18, 2020.

ATTACHMENT 3

Section 4. Effective Date; Expiration. The provisions hereof shall be effective upon a single hearing and two-thirds vote of the Governing Body, and shall expire on the sixty-first day following the effective date hereof.

Section 5. Severability. If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

DONE, RATIFIED AND ENACTED AS AN EMERGENCY ORDINANCE AS AN EMERGENCY ORDINANCE BY THE TOWN COUNCIL FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, AT AN EMERGENCY MEETING, and approved at a meeting duly assembled by no less than an affirmative vote of two-thirds of the members of the Governing Body present, on this 12th day of May, 2020.



Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:



Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

ATTACHMENT 4

EMERGENCY ORDINANCE No. 2020-13 TOWN OF BLUFFTON, SOUTH CAROLINA

AN EMERGENCY ORDINANCE OF THE TOWN OF BLUFFTON EXTENDING THE TEMPORARY SUSPENSION OF THE NORMAL OPERATING PROCEDURES OF THE TOWN OF BLUFFTON TOWN COUNCIL MEETINGS AND OTHER PUBLIC MEETINGS AND TO AUTHORIZE THE TOWN MANAGER TO DEVELOP AND ENACT SUCH PLANS AND POLICIES NEEDED TO ENSURE CONTINUITY IN THE DELIVERY OF GOVERNMENT SERVICES IN LIGHT OF THE COVID-19 OUTBREAK

WHEREAS, on March 13, 2020, the Honorable Henry McMaster, Governor of South Carolina, issued Executive Order No. 2020-08 related to 2019 Novel Coronavirus (“**COVID-19**”) and declared that a State of Emergency exists in South Carolina; and,

WHEREAS, on March 15, 2020, the Centers for Disease Control and Prevention issued guidance recommending the suspension of large events and mass gatherings that consist of 50 people or more in order to slow the spread of COVID-19; and,

WHEREAS, on March 16, 2020, in accordance with Section 2-202(a) of the Code of Ordinances for the Town of Bluffton, South Carolina (the “**Town Code**”), the Honorable Lisa Sulka, Mayor of the Town of Bluffton, issued a proclamation declaring a state of emergency throughout the Town to protect the public health, safety, and welfare of the residents, guests, and visitors to the Town of Bluffton from the dangers caused by the increasing number of confirmed cases of COVID-19; and,

WHEREAS, the Town of Bluffton adopted Emergency Ordinance 2020-3 on March 17, 2020; and,

WHEREAS, the Town of Bluffton adopted Emergency Ordinance 2020-5 on May 12, 2020, effectively extending key provisions in Emergency Ordinance 2020-03; and,

WHEREAS, Emergency Ordinance 2020-05 will expire, if not extended, on July 18, 2020; and

WHEREAS, South Carolina law provides that cities and counties may enact emergency ordinances to meet public emergencies affecting life, health, safety or the property of the people upon a single reading; and,

WHEREAS, it is hereby determined that a public emergency affecting life, health, and safety continues to exist and that a State of Emergency exists within the Town of Bluffton, and therefore, it is appropriate and necessary to conduct an emergency meeting in order to adopt this Emergency Ordinance.

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

Section 1. The above Recitals and the Recitals in Bluffton Town Ordinance 2020-3 are incorporated herein.

Section 2. Sections 3 and 4 of Ordinance 2020-3 have already been extended by Ordinance 2020-4, dated April 14, 2020. Said extension is not changed or modified by this Ordinance.

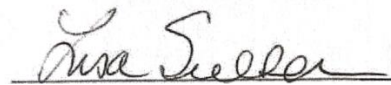
Section 3. Bluffton Town Ordinance 2020-3 Sections 1 and 2 are hereby extended for an additional 60 days commencing on July 18, 2020.

ATTACHMENT 4

Section 4. Effective Date; Expiration. The provisions hereof shall be effective upon a single hearing and two-thirds vote of the Governing Body, and shall expire on the sixty-first day following the effective date hereof.

Section 5. Severability. If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

DONE, RATIFIED AND ENACTED AS AN EMERGENCY ORDINANCE AS AN EMERGENCY ORDINANCE BY THE TOWN COUNCIL FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA, AT AN EMERGENCY MEETING, and approved at a meeting duly assembled by no less than an affirmative vote of two-thirds of the members of the Governing Body present, on this 14th day of July, 2020.



Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:



Kimberly Chapman, Town Clerk
Town of Bluffton, South Carolina

ATTACHMENT 5

Motion Language

“I move to approve An Emergency Ordinance of the Town of Bluffton Extending the Temporary Suspension of the Normal Operating Procedures of the Town of Bluffton Town Council Meetings and Other Public Meetings and to Authorize the Town Manager to Develop and Enact Such Plans and Policies Needed to Ensure Continuity in the Delivery of Government Services in Light of the COVID-19 Outbreak, as presented.”



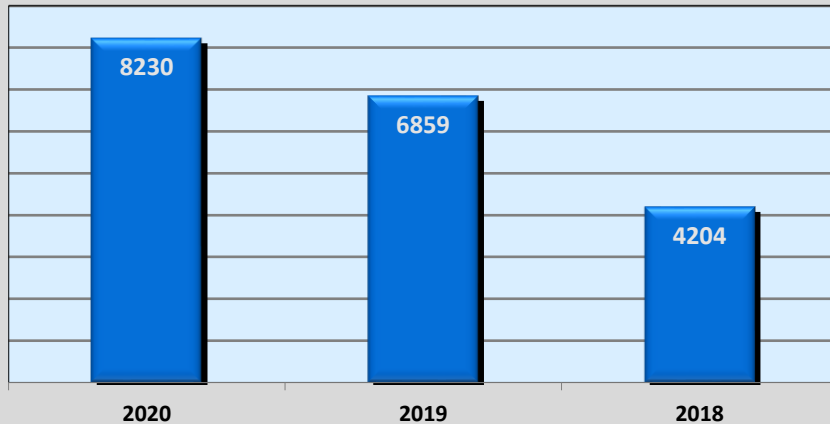
Bluffton Police Department August 2020 Statistical Information

Presented by:
Interim Chief Donald Chandler

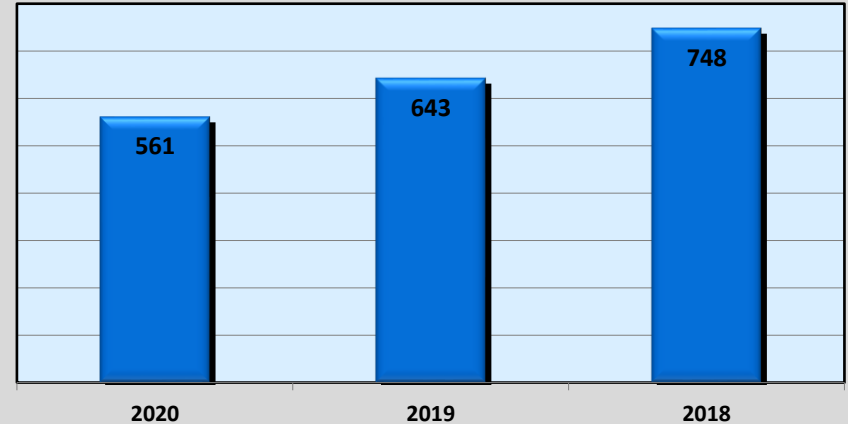
August 31, 2020

August Trends

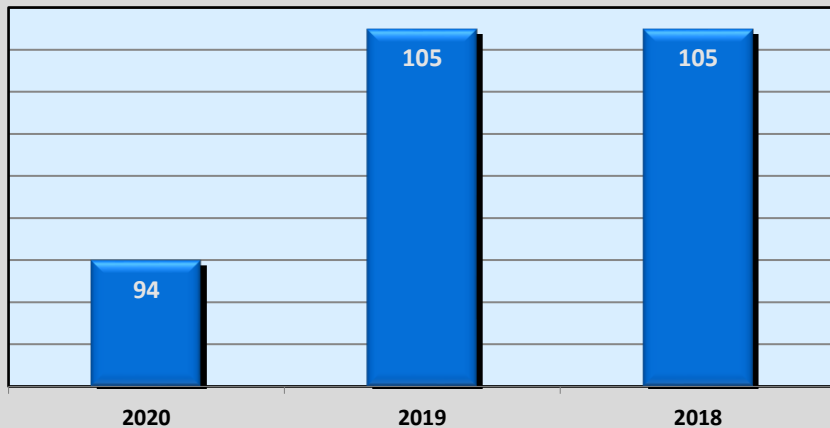
August Calls for Service Comparison



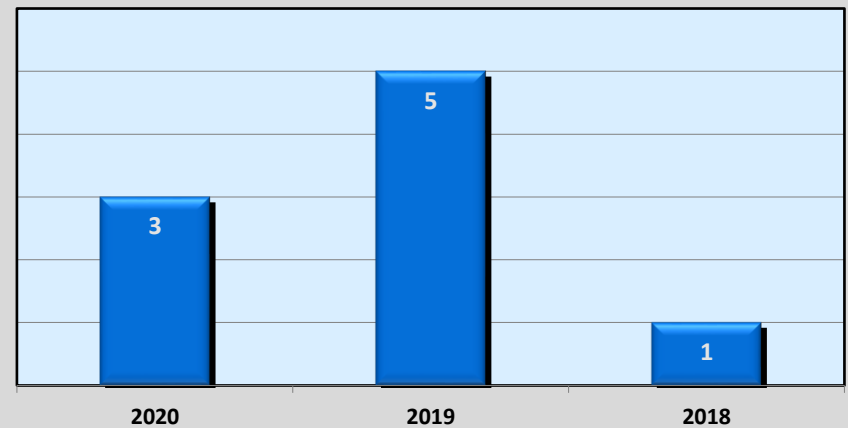
August Traffic Citation Comparison



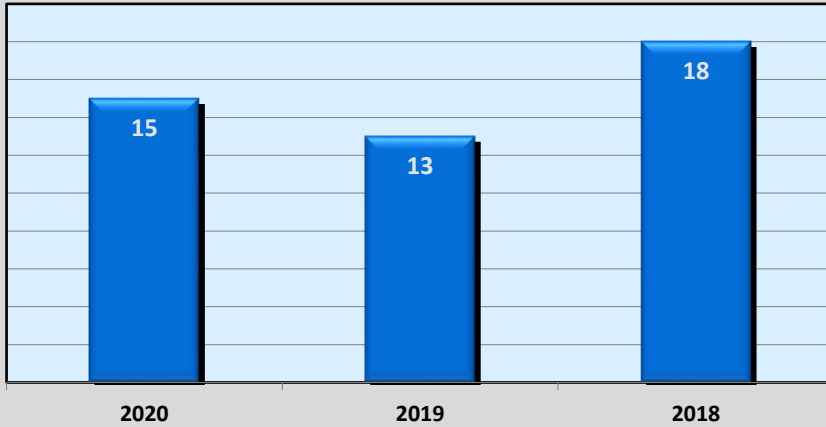
August Collision Comparison



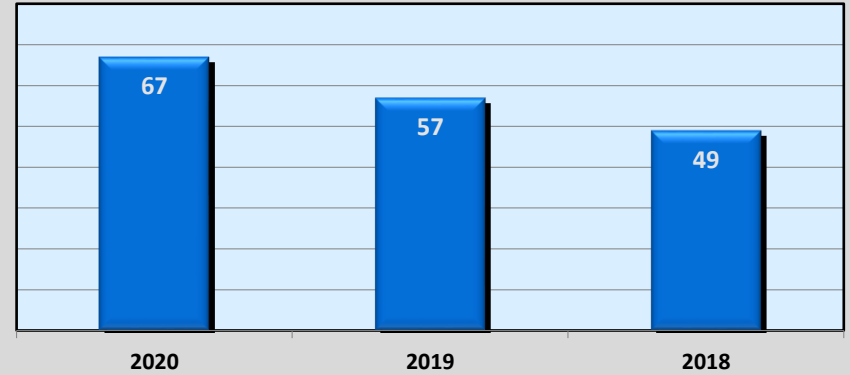
August Burglary Comparison



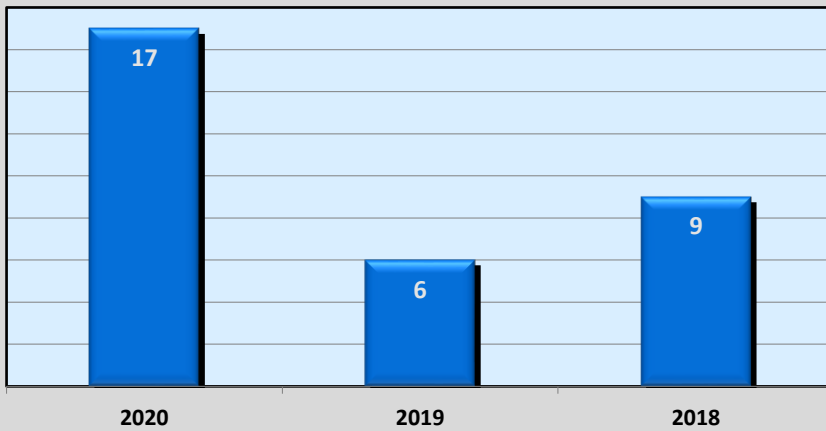
August Theft Comparison



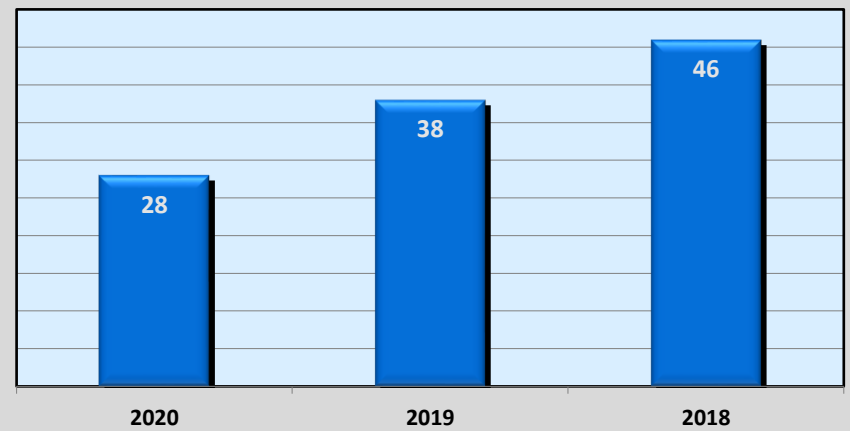
August Domestic Calls for Service Comparison



August Assault Comparison

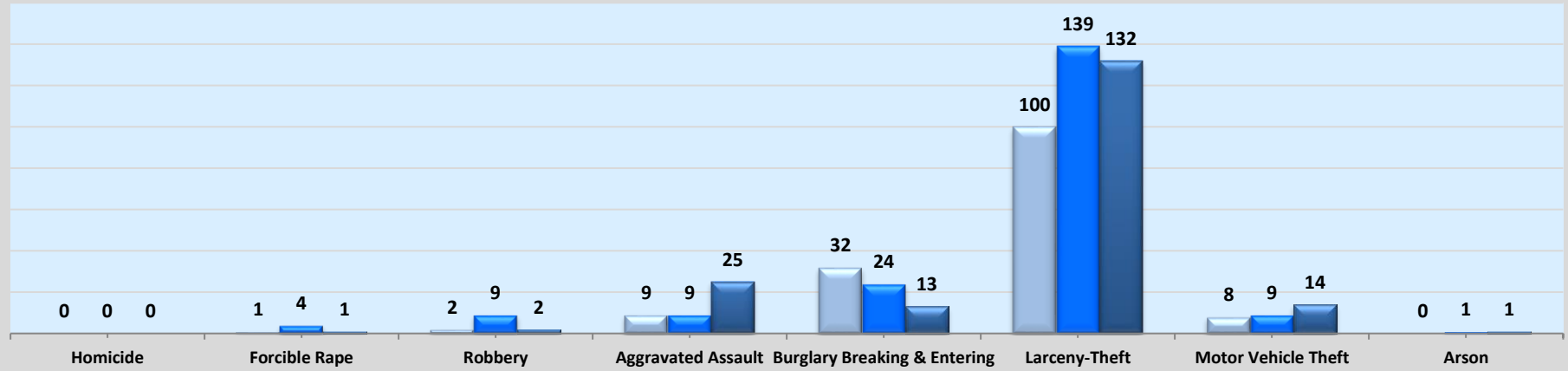


August Arrest Comparison

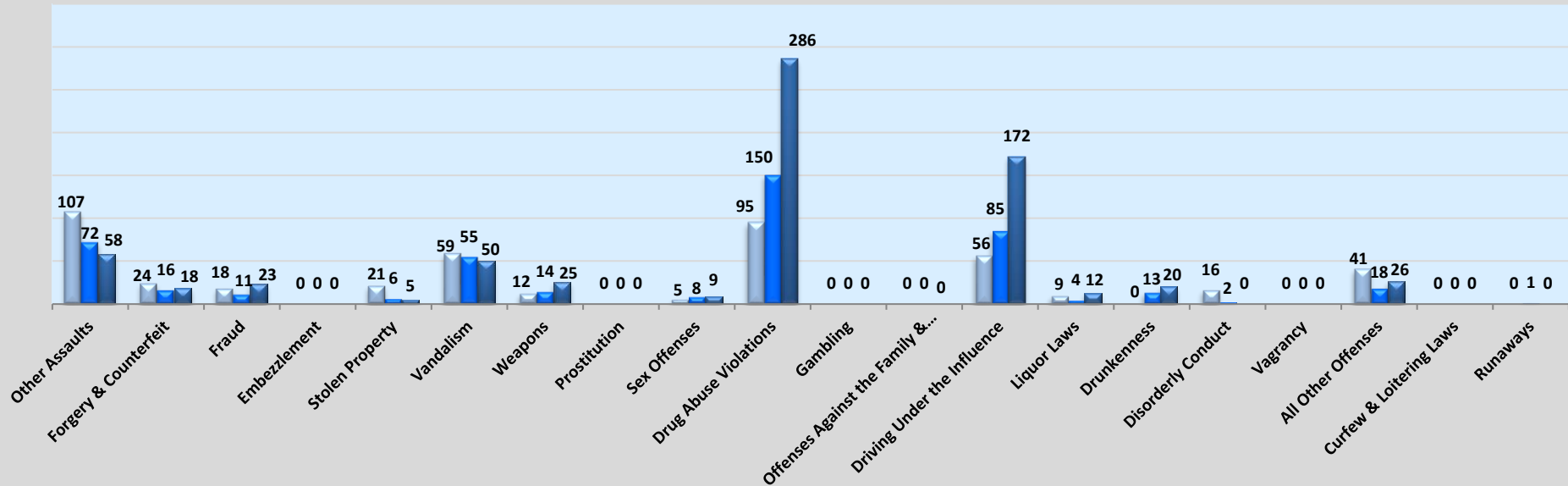


Part I and Part II Offenses

2020 2019



2020 2019



Department Highlights

Arrests

Adult Felony: 3

Adult Misdemeanor: 10

Juvenile: 0

DUI: 15

Complaints

No complaints received in August 2020

Commendations

Various “Thank You” cards from the community



Department Highlights

Meetings Attended by Interim Chief Chandler

Every Wednesday – Attended Senior Staff Communications Meeting

Aug 1st – Facebook Live Update Zoom meeting

Aug 1st – BCEMD Conference Call

Aug 5th – BCSO Working Group meeting

Aug 5th – LEFTA Training Software Demo

Aug 7th – Attended Chief Clancy's Funeral Service

Aug 11th – Lutzie 43 5k Fundraising

Aug 11th – Town Council Zoom meeting

Aug 15th – Attended Physical Agility Testing at LEC

Aug 17th – Facebook Live Update Zoom meeting

Aug 18th – Base Camp Discussion

Aug 19th – Meeting with Police Chief Candidate

Aug 20th – LE Citizens Advisory Committee Discussion zoom meeting

Aug 20th – Hiring Board Committee meeting

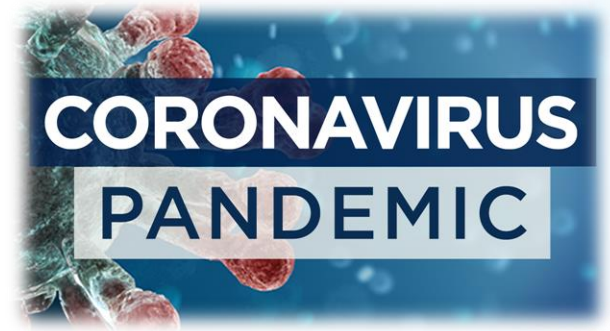
Aug 25th – COVID-19 Task Force meeting

Aug 26th – Emergency Town Council Zoom meeting

Aug 27th – Training Program Zoom meeting

Aug 28th – 9/11 Commemoration Ceremony Zoom meeting

Aug 31st – Facebook Live Update Zoom meeting



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 8/31/20

Cases Confirmed: 6,055,569

Deaths: 184,114

South Carolina:

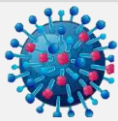
Cases Confirmed: 117,333

Deaths: 2,588

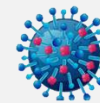
Beaufort County:

Cases Confirmed: 4,736

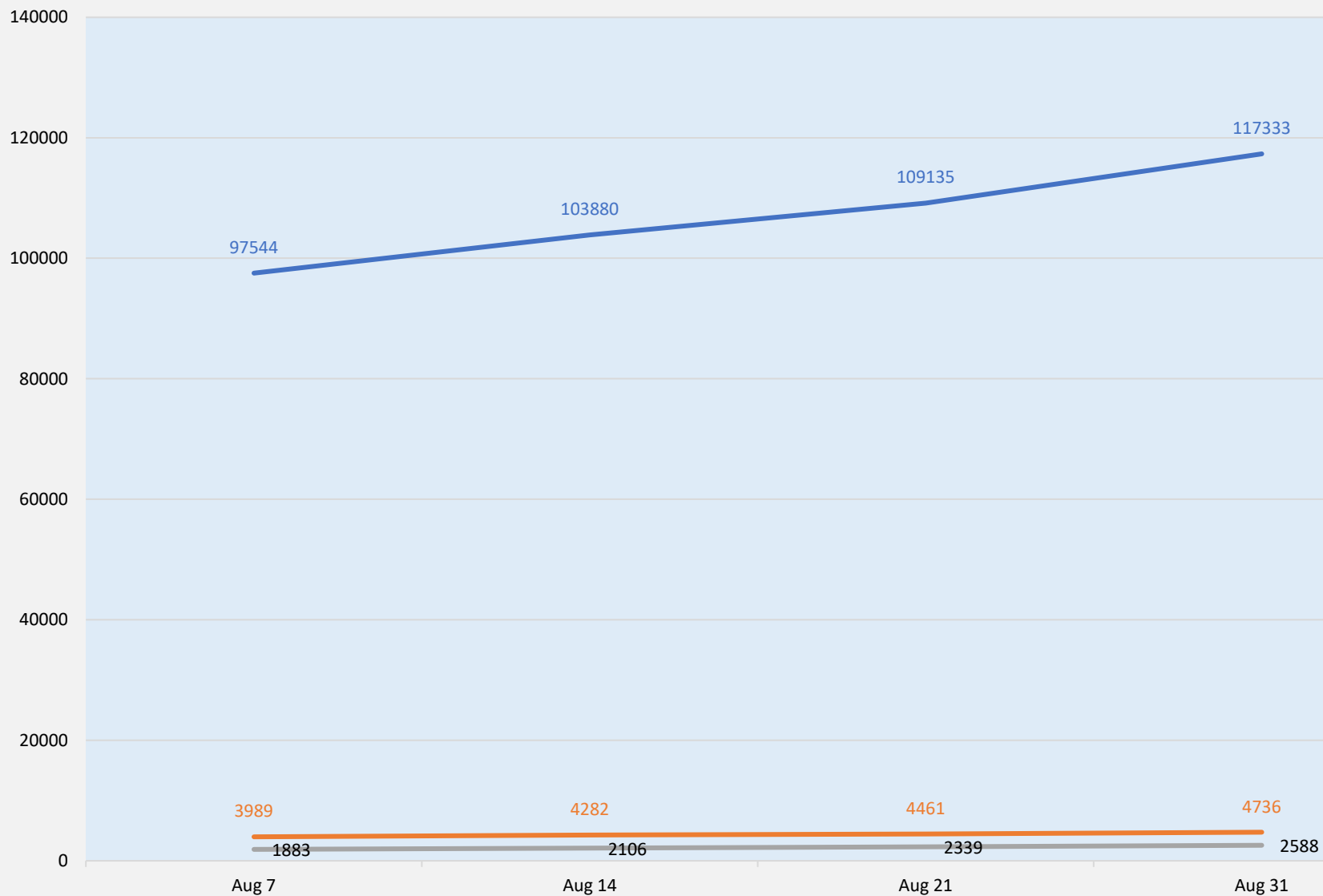
Deaths: 65

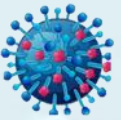
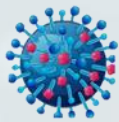


COVID-19 Pandemic South Carolina



— CONFIRMED CASES - SC — CONFIRMED CASES - BEAUFORT CTY — DEATHS - SC



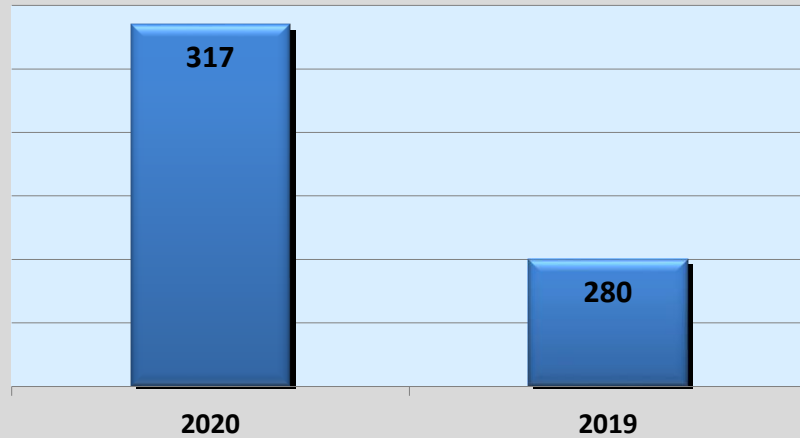


COVID-19 Pandemic

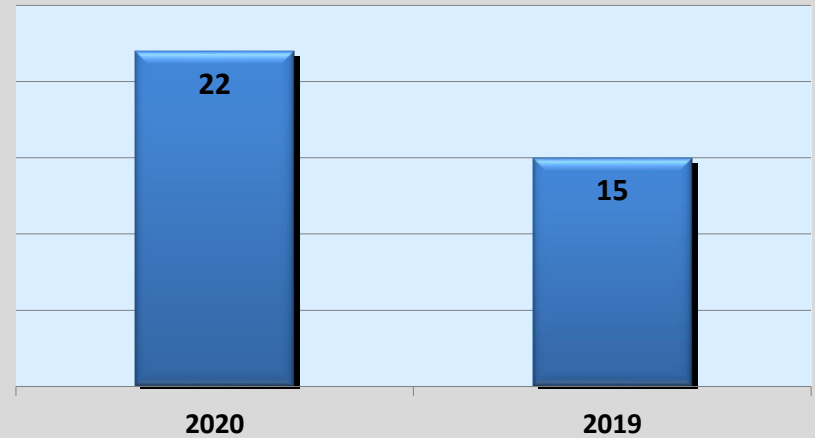
Calls for Service Comparison Charts

Period of March 15 thru August 30

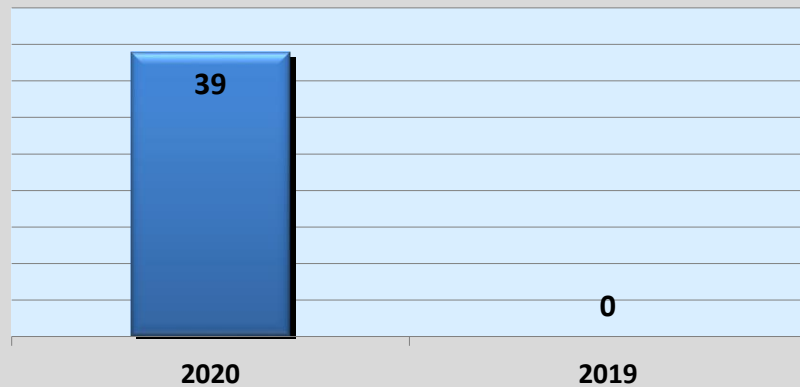
Domestic Comparison



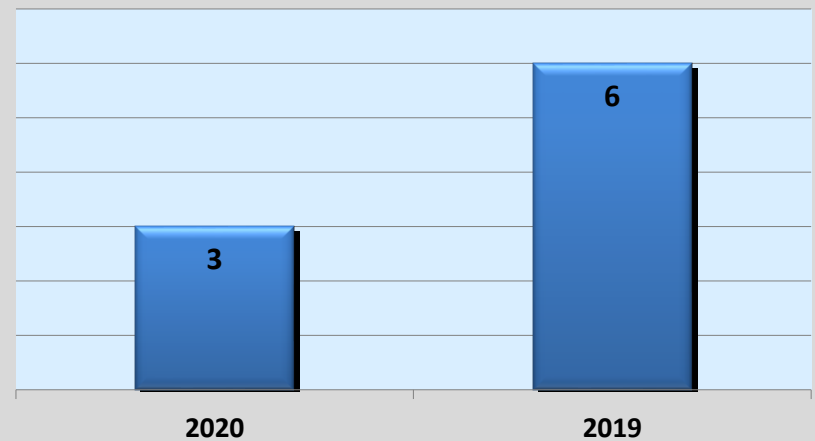
Assault & Battery Comparison



Mental Subject Transports Comparison



Armed Robbery Comparison



Department Highlights

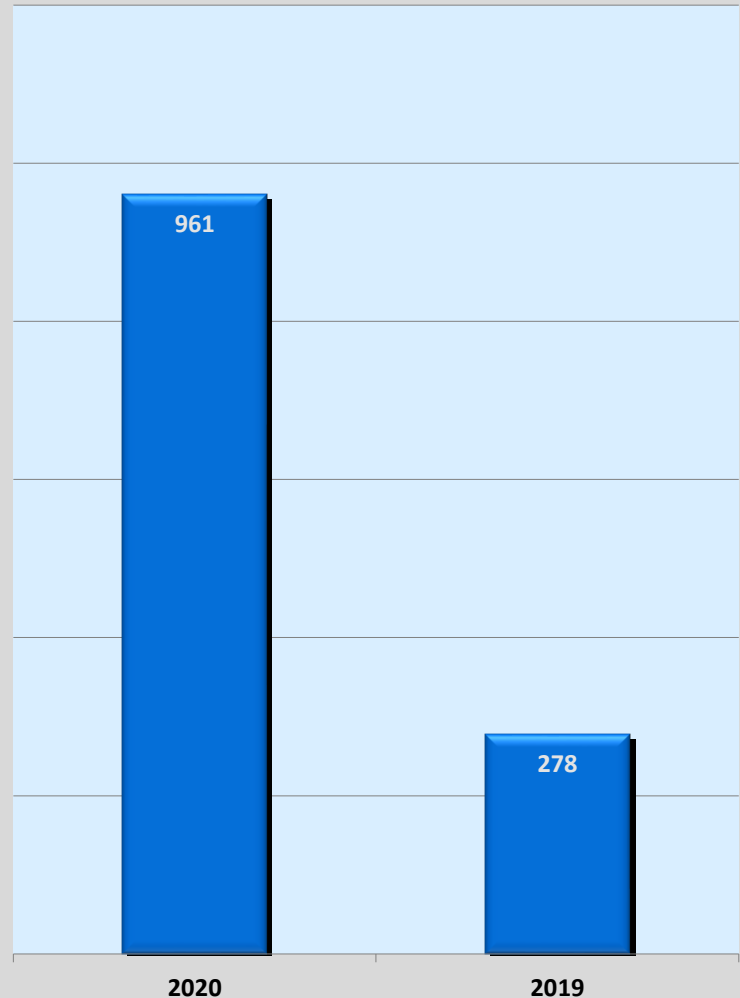
Training – In-House

Recruit Pre- Service Training hours - 672 hrs.
ACADIS Lineup Sep/Oct 2020 – 34 Officers
ACADIS Vulnerable Adult Training – 6 Officers
ACADIS Legal Updates 2020-2021 – 9 Officers
ACADIS Mental Illness: An Officers Response – 11 Officers
ACADIS EPC for Law Enforcement – 13 Officers
ACADIS NCBRT Covid19 – 5 Officers
ACADIS Data master Recertification – 2 Officers
ACADIS Speed Measuring Device – 1 Officer
Standardized Field Sobriety Testing Recertification – 1 officer

Training – Outside

Basic Law Enforcement Academy – 1 Officer
NAMUS Workshop Missing & Unidentified – 2 Officers
NCJTC Beyond the Obvious Identifying & Investigating Asphyxiation Cases – 2 Officers

August 2020 / 2019 Training Comparison



Department Highlights

Marine Patrol

Aug 1st - 0800-1830 Grant
Aug 2nd - 0800-1830 Grant
Aug 6th - 0800-1830 Robson/Grant
Aug 7th - 0800-1830 Robson/Grant
Aug 8th - 0800-1830 Robson/Grant
Aug 9th - 0800-1830 Robson/Grant
Aug 13th - 0800-1830 Robson/Brown
Aug 14th - 0800-1830 Robson/Brown
Aug 15th - 0800-1830 Robson/Brown
Aug 16th - 0800-1830 Robson/Brown
Aug 20th - 0800-1830 Robson/Brown
Aug 21st - 0800-1830 Robson/Brown



Marine Patrol continued

Total Community Hours: 96 hrs.
Total Man Hours Operator and Crew: 240 hrs.
Community Contacts: 1085
Extra Patrols of Area Landings: 32
Safety Checks: 17
Vessel Stops: 8
Stranded Boaters Assist: 1
Pounds of Trash removed from May River: 25 lb.

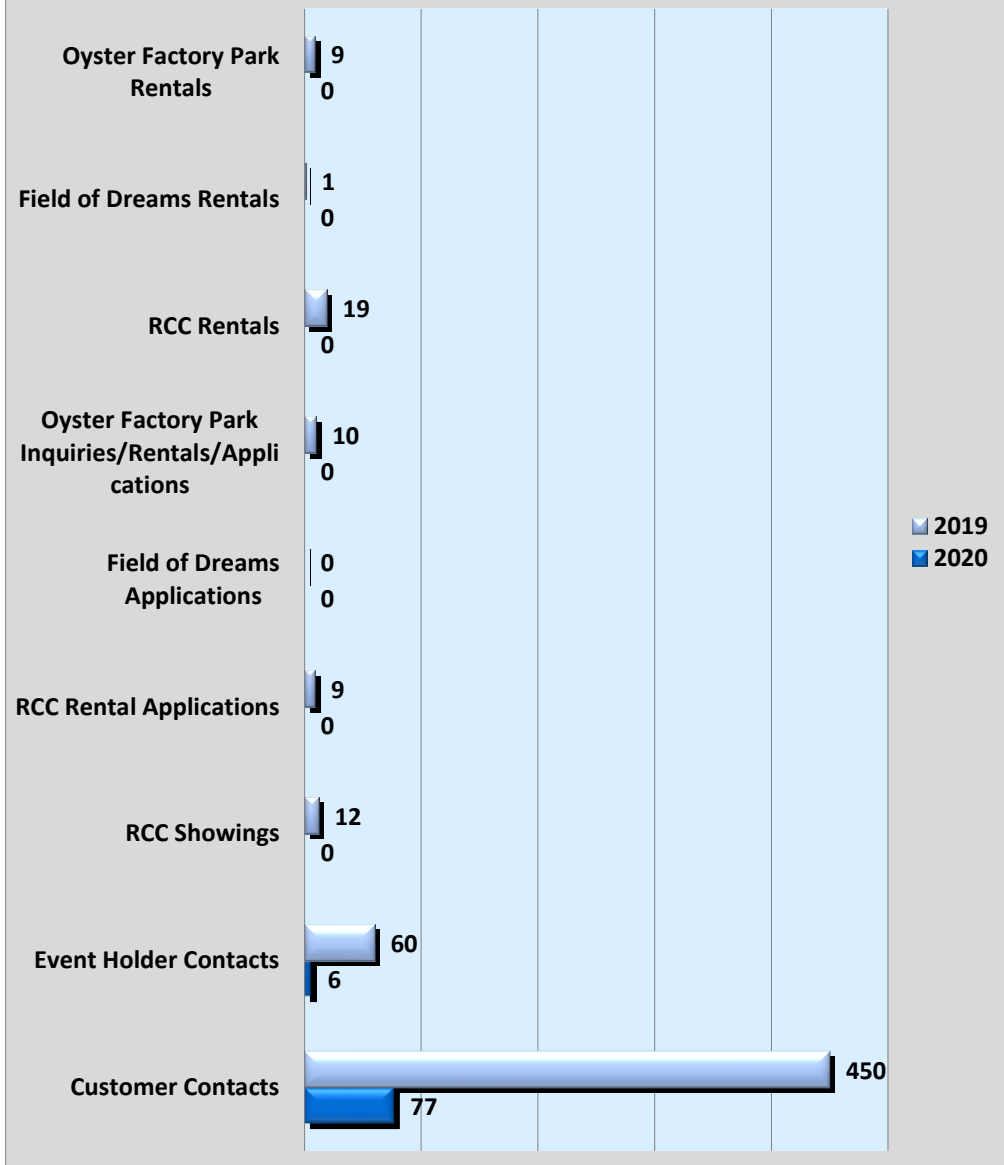
Community Events

Customer Contacts: 77 (phone & email only)
Event Holder Contacts: 6 (phone & email only)
RCC Showings: 0
RCC Rental Applications: 0
Rotary Community Center (RCC) rentals: 0
Field of Dreams Applications: 0
Field of Dreams Rentals: 0
Oyster Factory Park Inquiries/Rentals/Applications: 0
Oyster Factory Park (OFF) rentals: 0
Community Events Applications Submitted: 0

Community Events

Due to COVID-19 All other extra duties, and rentals were cancelled

August 2020/2019 Community Events



Patrol Division

CALLS FOR SERVICE TOP 10 CALL TYPES

Extra Pat Busin	4726
Extra Pat Resid	1611
Traffic Stop	586
911 Hang-Up	165
Activated Alarm	133
Case Follow Up	117
Community Relat	92
Disturbance	80
Domestic	67
Accident	53

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS

Speeding15mph-24mph & mor	51
StopSign;Disregarding & m	16
Driving without a License	16
Speeding 11mph-15mph & mo	13
Speeding10MphOrLess & mor	11
DUS/notsuspforDUI-1st & m	10
DUI/1st Offense & More &	9
Exp or Unreg Lice Plate &	9
Speeding25MphOrMore & mor	7
Open Container & more	4

WARNING CITATIONS ISSUED TOP 10 VIOLATIONS

Speeding	163
Speeding & more	40
Disregrd Stop Sign	37
Improper Lane Use	24
Defective Equipmnt	23
Other	21
Vehcle Licnse Viol	21
Improper Turn	10
Disregrd Stop Sign & more	5
Defective Equipmnt & more	5

Total Calls for Service: 8230

Total Traffic Citations Issued: 177

Total Warning Citations Issued: 404

Avg per day: 265

WARRANTS SERVED

A&B 3rd	2
Burglary - 2nd	1
DV 3rd	1
DV-1st	1
Harassment 1st Degree	1
Malic Inj to tree house trespass 2K or l	1
Malic Inj to-tree-house-trespass;2K/less	1
Malicious Injury \$2K or less	1
Shoplifting \$2K or less	1
Unlawful Comm (after 7/20/01)	1



Criminal Investigation Division

CRIMINAL INVESTIGATIONS	
Cases Assigned	16
Incident Reports Taken	1
Supplemental Reports	30
Cases Closed	19
Arrests Made	2
Arrest Warrants	1
Bond Court	3
Case Call Outs	1
Search Warrants	8

Main Cases August 2020:

20BP48216 CSC w/Minor - Pending Arrest
 20BP57202 CSC
 20BP58563 CSC
 20BP59726 CSC

Case Call Outs August 2020:

DRE SCHP - Pouchprom

Bond Court August 2020:

20BP60263 - Burglary
 20BP35801 - Harassment
 20BP59602 - DV 3rd

Mental Health Transports August 2020:

20BP55571 - Two detectives Charleston S.C

Extraditions August 2020:

20BP05191 - Two detectives Springfield GA

Forensic Interviews August 2020:

20BP57202 X4

DRUG TASK FORCE	
Cases -	7
Incident Reports	7
Supplements	4
Crime stoppers	2
BPD Vice/Drug Reports Assigned	0
Searches Vehicles	7
Search Warrants	2
Arrests	12
Arrest Warrants	14
Controlled Buys	0
Traffic Stops	6
UTT's - 3 County tickets - 12 Warnings - 12	27
Assist Other Agency	0

Drugs Seized (grams):

Marijuana: 11,242/g
 Crack Cocaine: 8/g
 LSD: 30
 Psilocybin: 907/g
 Ecstasy: 99 Pills
 Marijuana Plants: 5

Charges:

Simple Possession of Marijuana - 2
 Manufacturing Marijuana: 2
 Sale and Distribution Marijuana: 2
 Trafficking Marijuana: 2
 Unlawful Conduct Towards Child: 2
 PWID Crack Cocaine: 2
 PWID Marijuana: 1

Searches:

Vehicle - 7
 Residence - 2

Money Seizure: \$12,330

Weapons Seized: 1

CAREER CRIMINAL UNIT	
Cases Assigned	4
Incident Reports Taken	2
Supplemental Reports	3
Cases Closed	2
Arrests Made	0
Arrest Warrants	1
Bond Court	1
Case Call Outs	0
Search Warrants	0

CCU Ongoing Cases:

19BP52519 - Confidential Case (Conspiracy)
 19BP52996- Attempted Murder
 19BP62723- Murder
 20B016012-Attempted Murder
 20BP26435- Confidential Case (Conspiracy)

CCU/CID Case Call Outs:

None

Court / Grand Jury:

Cancelled for August

Digital Forensic Extractions:

20BP52754- x1 Assisting Another Agency HPD
 20BP016012- VCAST report / analysis on suspect device.

Training:

Assisted BPD Training Division w/Active
 Shooter & Building Clearing
 ICAD Deconfliction Training
 SRT Training 16 hours

PLD: from 08/21/20-08/27/2020

Community Action Team

Traffic Officer:

Cpl. Dickson

Tickets: 28

Warnings: 12

Total Citations: 40

Collision Reports: 2

Incident Reports: 0

Downtown Traffic Stats:

Tickets: 0

Warnings: 0

Truck Route: 0

Parking Tickets: 0

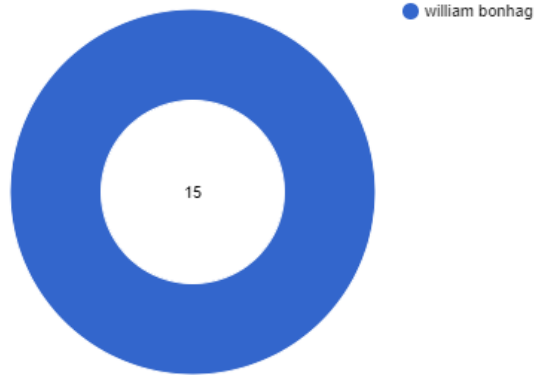
Code Enforcement:

No data available due to no Code Enforcement Officer at this time.



Community Service Assistants - August 2020

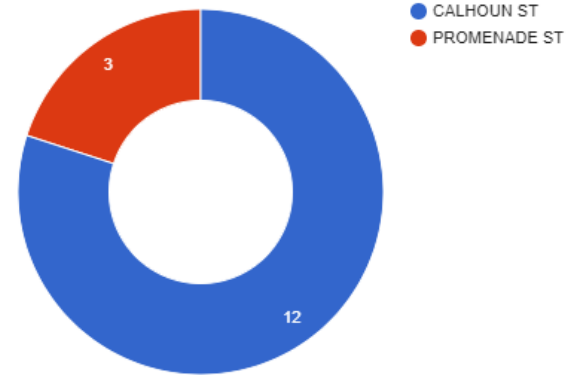
Tickets By Officer Aug. 2020



Total Count: 15

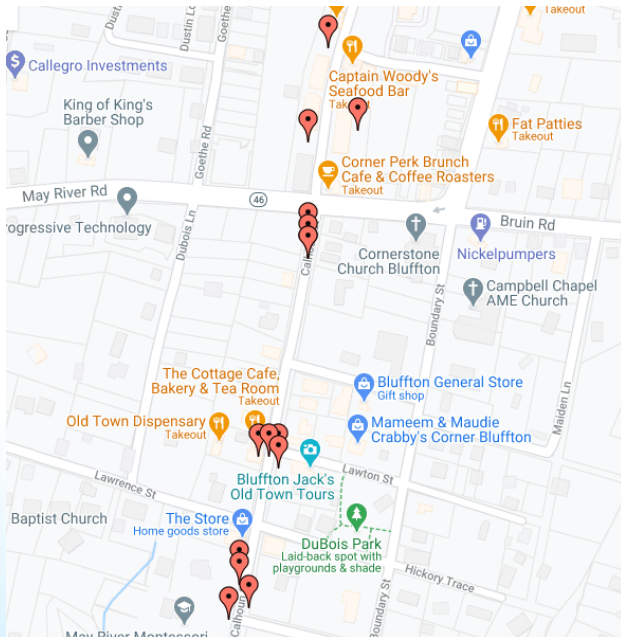
As of 9/1/2020, 12:00:00 AM

Tickets By Location Aug. 2020

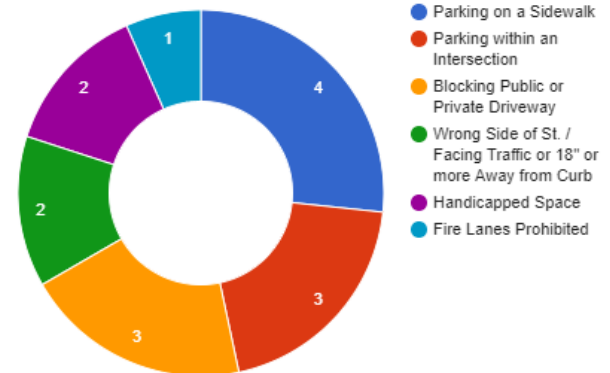


Total Count: 15

As of 9/1/2020, 12:00:00 AM



Tickets By Violation Aug. 2020



Total Count: 15

As of 9/1/2020, 12:00:00 AM



Bluffton Community Contacts



August 1st - Back to School Backpack Distribution at Eagle's Field. Sgt. Perez was there to help with traffic and backpack distribution.

August 6th - Sgt. Perez, Officer Martinez and K9 Justice visited Camp Lowcountry Day



TOWN COUNCIL

STAFF REPORT

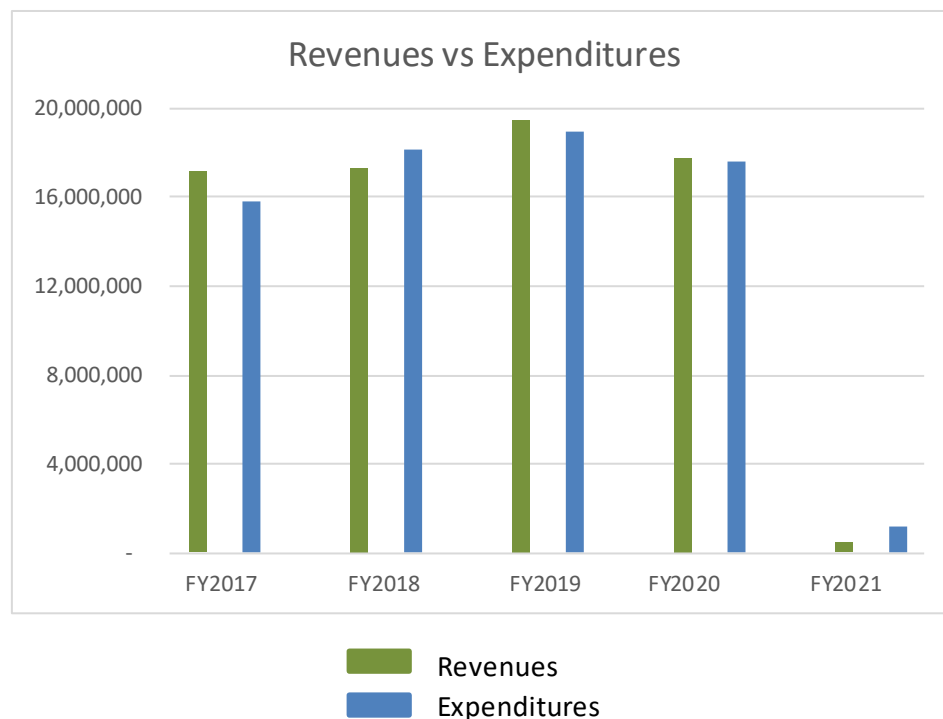
Finance & Administration Department



MEETING DATE:	September 8, 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 July 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 July shows revenues slightly below the budget amount due to business license renewal extension and no contract police service or rental income revenue impacts of COVID-19. YTD July expenditures are tracking slightly below the budgeted amounts.

FY21 General Fund Financial Overview

Revenues		Expenditures
\$442k	<i>YTD</i>	\$1,154k
97.6%	<i>% of Budget</i>	95.1%
\$453k	<i>YTD Budget</i>	\$1,214k

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 July					Year-to-Date thru July				
	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)	FY 2020	FY 2021	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses & Permits										
Business Licenses	98,011	42,642	(55,369)	89,219	(46,577)	98,011	42,642	(55,369)	89,219	(46,577)
MASC Telecommunications	-	-	-	-	-	-	-	-	-	-
MASC Insurance Tax Collection	-	-	-	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-	-	-	-
Building Safety Permits	428,290	287,912	(140,378)	222,105	65,807	428,290	287,912	(140,378)	222,105	65,807
Application Fees	8,595	5,265	(3,330)	6,721	(1,456)	8,595	5,265	(3,330)	6,721	(1,456)
Administrative Fees	-	-	-	-	-	-	-	-	-	-
Total Licenses & Permits	534,896	335,819	(199,077)	318,045	17,774	534,896	335,819	(199,077)	318,045	17,774
Grants and Entitlements	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	149,983	90,041	(59,942)	105,501	(15,460)	149,983	90,041	(59,942)	105,501	(15,460)
Fines & Fees	14,174	13,407	(767)	20,239	(6,832)	14,174	13,407	(767)	20,239	(6,832)
Interest Income	4,901	1,858	(3,043)	3,137	(1,279)	4,901	1,858	(3,043)	3,137	(1,279)
Miscellaneous Revenues	4,585	400	(4,185)	6,900	(6,500)	4,585	400	(4,185)	6,900	(6,500)
Total Revenues	708,539	441,525	(267,014)	453,823	(12,298)	708,539	441,525	(267,014)	453,823	(12,298)
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	\$ 708,539	\$ 441,525	\$ (267,014)	\$ 453,823	\$ (12,298)	\$ 708,539	\$ 441,525	\$ (267,014)	\$ 453,823	\$ (12,298)
Expenditures										
Town Council	\$ 11,839	\$ 7,720	\$ (4,119)	\$ 9,775	\$ (2,055)	\$ 11,839	\$ 7,720	\$ (4,119)	\$ 9,775	\$ (2,055)
Executive	50,751	34,463	(16,288)	54,381	(19,918)	50,751	34,463	(16,288)	54,381	(19,918)
Economic Development	42,209	10,245	(31,964)	47,633	(37,388)	42,209	10,245	(31,964)	47,633	(37,388)
Human Resources	18,216	14,558	(3,658)	21,696	(7,138)	18,216	14,558	(3,658)	21,696	(7,138)
Police	273,690	366,338	92,648	296,166	70,172	273,690	366,338	92,648	296,166	70,172
Municipal Judges	2,732	2,748	16	3,164	(416)	2,732	2,748	16	3,164	(416)
Municipal Court	14,465	16,317	1,852	15,076	1,241	14,465	16,317	1,852	15,076	1,241
Finance	37,218	39,828	2,610	42,586	(2,758)	37,218	39,828	2,610	42,586	(2,758)
Information Technology	41,714	75,883	34,169	47,352	28,531	41,714	75,883	34,169	47,352	28,531
Customer Service	8,487	8,525	38	11,251	(2,726)	8,487	8,525	38	11,251	(2,726)
Planning & Community Development	44,792	43,145	(1,647)	63,039	(19,894)	44,792	43,145	(1,647)	63,039	(19,894)
Building Safety	31,763	27,712	(4,051)	34,235	(6,523)	31,763	27,712	(4,051)	34,235	(6,523)
Project Management	42,346	37,366	(4,980)	48,466	(11,100)	42,346	37,366	(4,980)	48,466	(11,100)
Public Works	66,629	71,951	5,322	93,030	(21,079)	66,629	71,951	5,322	93,030	(21,079)
Town Wide	291,720	397,114	105,394	426,336	(29,222)	291,720	397,114	105,394	426,336	(29,222)
Total Expenditures	978,569	1,153,913	175,344	1,214,184	(60,271)	978,569	1,153,913	175,344	1,214,184	(60,271)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	\$ 978,569	\$ 1,153,913	\$ 175,344	\$ 1,214,184	\$ (60,271)	\$ 978,569	\$ 1,153,913	\$ 175,344	\$ 1,214,184	\$ (60,271)



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

	Month of July					Year-to-Date thru July				
	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	-	250	250	30,417	(30,167)	-	250	250	30,417	(30,167)
NPDES Inspection Fee	-	1,350	1,350	-	1,350	-	1,350	1,350	-	1,350
Total Licenses & Permits	-	1,600	1,600	30,417	(28,817)	-	1,600	1,600	30,417	(28,817)
Grants and Entitlements	-	-	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	-	-	-	-	-	-	-	-	-	-
Fines & Fees	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	-	1,600	1,600	30,417	(28,817)	-	1,600	1,600	30,417	(28,817)
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	\$ -	\$ 1,600	\$ 1,600	\$ 30,417	\$ (28,817)	\$ -	\$ 1,600	\$ 1,600	\$ 30,417	\$ (28,817)
Expenditures										
Watershed Management	\$ 43,143	\$ 51,293	\$ 8,150	\$ 53,034	\$ (1,741)	\$ 43,143	\$ 51,293	\$ 8,150	\$ 53,034	\$ (1,741)
Total Expenditures	43,143	51,293	8,150	53,034	(1,741)	43,143	51,293	8,150	53,034	(1,741)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	\$ 43,143	\$ 51,293	\$ 8,150	\$ 53,034	\$ (1,741)	\$ 43,143	\$ 51,293	\$ 8,150	\$ 53,034	\$ (1,741)



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending July 31, 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		\$ 271,492	\$ -	\$ 271,492	\$ 271,492	0.0%
00042 Calhoun Street Streetscape		242,714	-	242,714	242,714	0.0%
00050 Historic District Lighting, Signage, Parking & Streetscape Enhancements		188,550	-	188,550	188,550	0.0%
00052 Watershed Management Facility Improvements		22,200	-	22,200	22,200	0.0%
00055 Goethe - Shults Neighborhood Improvements Phase 2	2,198	997,449	-	997,449	995,251	0.2%
00059 Oyster Factory Park		26,600	-	26,600	26,600	0.0%
00062 Calhoun Street Regional Dock		209,324	-	209,324	209,324	0.0%
00077 Law Enforcement Center Facility Improvements		1,029,943	-	1,029,943	1,029,943	0.0%
00082 Bridge Street Streetscape		72,848	-	72,848	72,848	0.0%
00085 New Riverside Park / Barn Site		225,000	-	225,000	225,000	0.0%
00088 Town Hall Improvements		62,139	-	62,139	62,139	0.0%
00093 Ghost Roads		20,000	-	20,000	20,000	0.0%
00094 Boundary Street Streetscape		115,000	-	115,000	115,000	100.0%
Total Infrastructure	2,198	3,483,259	-	3,368,259	3,366,061	0.1%
May River & Surrounding Rivers and Their Watersheds						
00044 Buck Island - Simmonsville Sewer Phase 5		1,243,718	-	1,243,718	1,243,718	0.0%
00054 Buck Island - Simmonsville Neighborhood Sidewalks & Lighting		405,203	-	405,203	405,203	0.0%
00061 Sewer Connections		482,000	-	482,000	482,000	0.0%
00070 Historic District Sewer Extension Phase 1		243,282	-	243,282	243,282	0.0%
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	-	3,082,768	-	2,723,143	2,723,143	0.0%
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	19	104,302	-	104,302	104,283	0.0%
00066 Oscar Frazier Park		105,100	-	105,100	105,100	0.0%
00091 Community Safety Cameras Phase 5	780	75,000	-	75,000	74,220	1.0%
Total Community Quality of Life	799	284,402	-	284,402	283,603	0.3%
Total CIP Expenditures	\$ 2,997	\$ 9,185,407	\$ -	\$ 8,710,782	\$ 8,707,785	0.0%

	Month of July						Year-to-Date thru July					
	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	-	-	-	-	-		-	-	-	-	-	
Total Property Tax	-	-	-	-	-		-	-	-	-	-	
Licenses & Permits												
Municipal Improvement District Fee	-	-	-	-	-		-	-	-	-	-	
Grants and Entitlements	-	-	-	-	-		-	-	-	-	-	
Intergovernmental	-	-	-	-	-		-	-	-	-	-	
Service Revenues	-	-	-	-	-		-	-	-	-	-	
Fines & Fees	-	-	-	-	-		-	-	-	-	-	
Interest Income	613	841	228	349	492		613	841	228	349	492	
Miscellaneous Revenues	-	-	-	-	-		-	-	-	-	-	
Total Revenues	613	841	228	349	492		613	841	228	349	492	
Other Financing Sources	-	-	-	-	-		-	-	-	-	-	
Transfers In	-	-	-	-	-		-	-	-	-	-	
Total Other Financing Sources & Transfers In	-	-	-	-	-		-	-	-	-	-	
Total Revenues and Other Financing Sources	\$ 613	\$ 841	\$ 228	\$ 349	\$ 492		\$ 613	\$ 841	\$ 228	\$ 349	\$ 492	
Expenditures												
Series 2014 TIF Bonds Debt Service												
Principal	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Interest	-	-	-	-	-		-	-	-	-	-	
Series 2020 GO Bonds Debt Service												
Principal	-	-	-	-	-		-	-	-	-	-	
Interest	-	-	-	-	-		-	-	-	-	-	
Miscellaneous	-	-	-	-	-		-	-	-	-	-	
Total Expenditures	-	-	-	-	-		-	-	-	-	-	
Other Financing Uses												
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-		-	-	-	-	-	
Total Transfers	-	-	-	-	-		-	-	-	-	-	
Total Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	



**Town of Bluffton
Special Revenue Accounts
For Period Ending July 31, 2020**

	FY2021														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	
Revenues															
State Accommodations Tax														-	357,000
Local Accommodations Tax	703													703	570,000
Hospitality Tax	4,234													4,234	2,115,000
Vehicle Tag Fee														-	550,000
Miscellaneous														-	-
Total Revenues	4,937	-	-	-	-	-	-	-	-	-	-	-	-	4,937	3,592,000

FY2021 Vehicle Tag Fee to begin collections in September

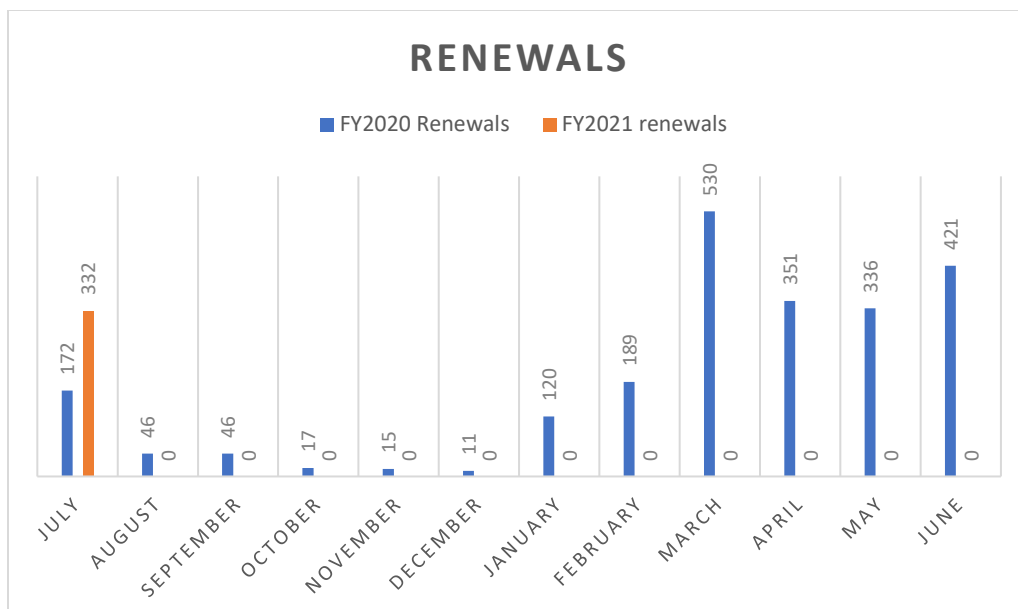
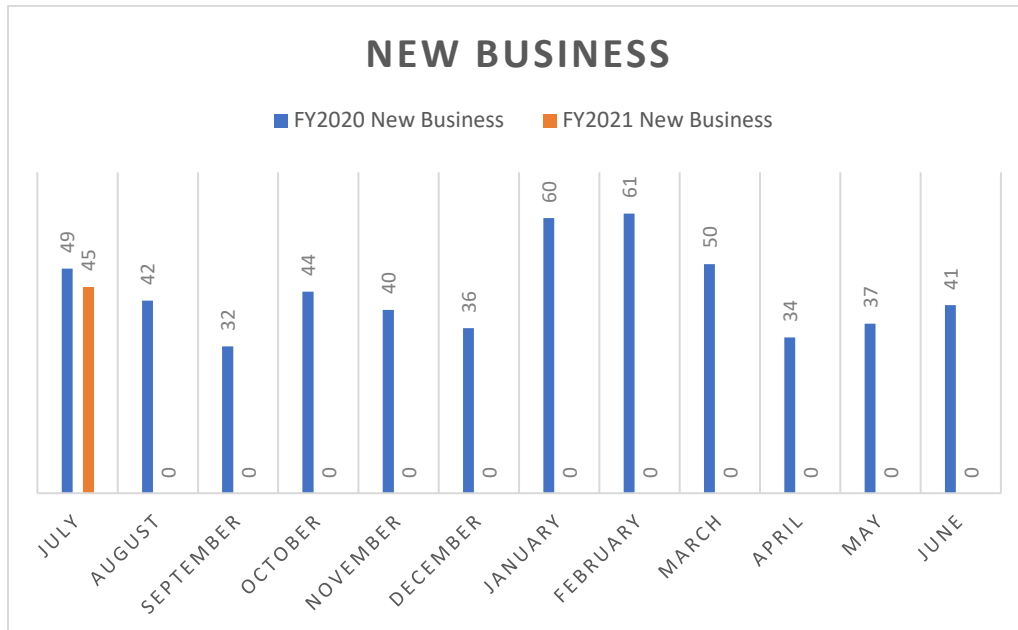
	FY2020														Revised Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD	
Revenues															
State Accommodations Tax	-	-	-	-	126,189	-	-	16,161	82,142	103,598	-	-	872	328,961	338,000
Local Accommodations Tax	-	70,701	67,325	71,832	86,692	89,903	57,130	29,863	8,022	51,956	9,213	10,158	37,066	589,860	654,000
Hospitality Tax	-	163,275	185,212	245,738	212,324	199,891	201,421	161,106	113,258	107,913	103,548	136,772	119,312	1,949,770	1,474,000
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	-	233,976	252,538	317,570	425,205	289,794	258,550	207,129	203,421	263,467	112,761	146,930	157,250	2,868,591	2,466,000

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

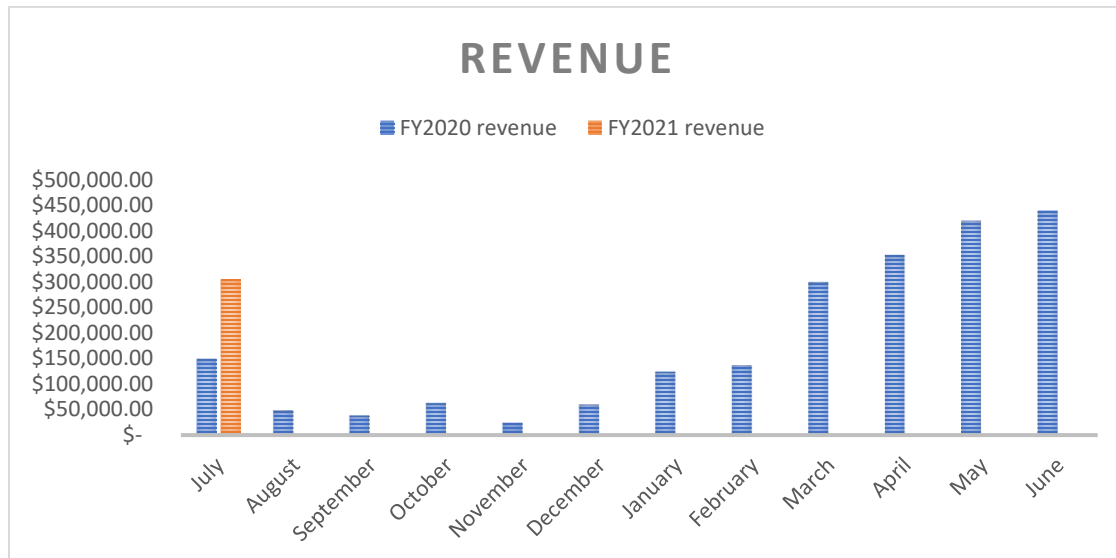
	FY2021 VS FY2020 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax														-
Local Accommodations Tax	703													703
Hospitality Tax	4,234													4,234
Vehicle Tag Fee														-
Miscellaneous														-
Total Revenues	4,937	-	-	-	-	-	-	-	-	-	-	-	-	4,937

Business License Statistics:

Business License applications for FY2021 in July total 377 (45 new business and 332 renewals) compared to FY2020's first month of 221 (49 new business and 172 renewals).



Business license renewals have increased by 93% and revenue collections increased by 105% for the month of July 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. As of July 31, 2020, one hundred and sixty (160) businesses qualified for the Town's incentives, with seven of those businesses qualifying for more than one, for a total revenue reduction of \$113,024.04 in fiscal year 2020.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	37	\$ 6,790,749	\$ 7,270
20%	63	10,125,613	10,516
40%	47	5,513,109	6,969
CAP	5	80,374,700	80,375
2+	8	7,888,191	7,894
Grand Total	160	\$ 110,692,362	\$ 113,024

Rate Class	Number of Businesses	Total Incentive Amount
1	56	\$ 61,216
2	46	5,993
3	23	1,997
4	1	821
5	6	1,954
6	5	360
7	3	293
8.1	17	31,304
8.5	3	9,086
Grand Total	160	\$ 113,024

TOWN COUNCIL

STAFF REPORT Municipal Court Department



MEETING DATE: September 8, 2020

PROJECT: July 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 July, 2020 a total of five sessions were scheduled which included three morning sessions and two afternoon session.

Municipal Court currently has 588 cases pending which is a combination of 484 criminal/traffic cases, 71 jury trial request, and 33 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 171 cases which is a combination of 82 pending and 89 disposed on the docket as of July 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 12 active participants in the Conditional Discharge Program. The Conditional Discharge Program requires the completion of 40 hours of community service as well as a drug and alcohol program. Participants must also pay a program fee of \$150.00 upon completion.

There are currently 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 participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

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

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

Pre-Trial Intervention referred to as PTI has 9 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.



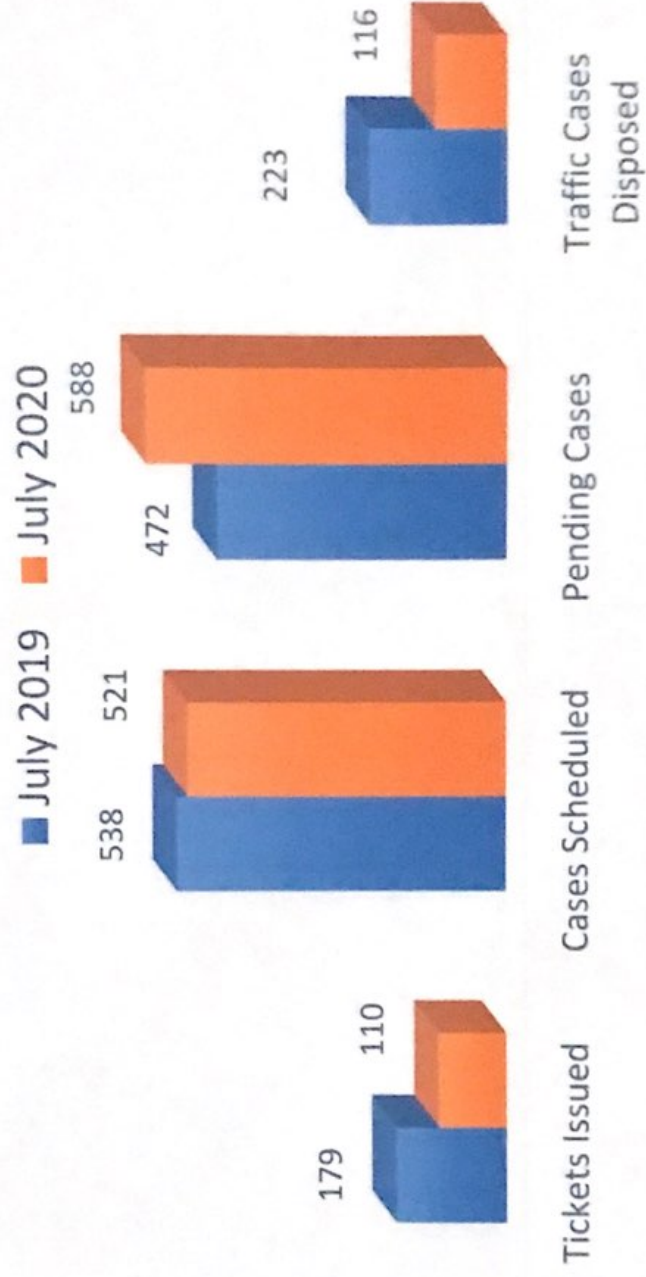
Town of Bluffton Municipal Court

Statistics for July 2020

Presented by:

Lisa Cunningham, Clerk of Court

Town of Bluffton Municipal Court



Town of Bluffton Municipal Court



■ July 2019 ■ July 2020



Criminal Cases Disposed

Warrants Issued

TOWN COUNCIL

STAFF REPORT

Engineering Department



MEETING DATE:	September 8, 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 October 2020.
 - Begin construction in January 2021.

2. Buck Island-Simmons ville Neighborhood Sidewalks and Lighting

- Phase 5 Kitty Road to 301 Buck Island Road, construction is underway.
- 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. Staff reviewed 70% construction drawings and submitted review comments to Engineer.
- SCDHEC 319 grant application was awarded for \$179,700 for drainage and water quality improvements.
- Obtained geotechnical investigations / report and located Spectrum and Hargray utilities lines.
- **Next Steps**

- Complete engineering design and update street lighting plans.
- Prepare easement plats and appraisals and obtain easement and issue bid documents in FY 2021. Construction to start in FY 2022.

4. New Riverside Linear Trail

- FY 2021 parking, trail and signage improvements are complete.
- Installation of entry gate is complete.
- **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 is substantially complete on Phase 5E Poseys Court.
- Construction contract for Phase 5A-D has been approved by Commerce.
- **Next Steps**
 - Begin 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. Jason-Able Neighborhood Sanitary Sewer

- Construction has started on the sewer main to serve the additional lots fronting the May River Road.
- **Next Steps**
 - Complete construction and 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 the late Summer 2020.
- 2. 184 Bluffton Road Renovations**
- Site work, landscaping, lighting and signage complete.
 - Parking Lot Rules signage has been installed.
 - **Next Steps**
 - Work with Greenery on maintenance of project.
- 3. Historic District Enhancements**
- Watershed Management Staff is evaluating survey data collected along Boundary Street to prepare drainage solutions at AME Church and Boundary and Lawrence Street intersections.
 - Traffic calming guidelines and plan are being negotiated with Engineer.
 - ADA ramps and crosswalks are being mapped in Cartegraph by GIS/IT.
 - **Next Steps**
 - Implement Stormwater Management features to address drainage issues in the area.
 - Continue planning of lighting, signage, crosswalks and ADA improvements.
- 4. Calhoun Street Streetscape**
- Conceptual Master Plan submitted to Town Council at Quarterly Workshop.
 - Met with Dominion Energy to discuss next steps for Powerline Burial.
 - **Next Steps**
 - Prepare a Request for Qualifications for Engineering Services and Post Solicitation.
 - Follow up meeting with Staff and Dominion Energy for secondary services options for planning of underground power.

PARK DEVELOPMENT

- 1. Oyster Factory Park**
- Garvin-Garvey exterior signage has been installed.
 - **Next Steps**
 - Submit ACOE and DHEC Permit application for installation of salvaged dock components from Calhoun Street.
 - Obtained 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

- Detectable warning mats replaced with ADA brick pavers.
- Temporary dedication sign complete and ready for installation. Awaiting date for park opening to finalize the permanent dedication sign.
- **Next Steps**
 - Install temporary dedication sign.
 - Fabricate permanent Martin Family sign prior to park dedication.

3. Calhoun Street Dock and Public Riverfront Access Improvements

- Began Construction of dock in May 2020.
- **Next Steps**
 - Complete construction of dock in early September 2020.

4. Wright Family Park

- Stairs to bulkhead boardwalk and beach are 100% complete.
- Site work construction began in January 2020. Bulkhead, boardwalk, restroom building, and parking area are substantially complete.
- Perimeter sidewalks and landscape are 85% complete.
- Site signage, and furniture are 80% complete.
- Interpretive signage design is underway.
- Water meters installed by BJWSA.
- Dominion lighting installed.
- **Next Steps**
 - Complete sidewalks, landscape, signage and lighting in September.
 - Install site furnishings and complete construction of the revised Calhoun Street plaza in September.
 - Install additional drainage in hammerhead area.
 - Install driveway/parking area and obtain CO for restroom building.
 - Prepare Change Order request for additional seating area and installation of cable handrail for extended portion of bulkhead adjacent to the dock.
 - Obtain construction documents for Squire Pope Cottage in second quarter of FY 2021.

5. Oscar Frazier Park

- Survey and design of perimeter sidewalks are complete.
- Obtained new bids for sidewalk construction on 2/24/20.
- **Next Steps**
 - Revised bids exceeded budget and sidewalk will be installed in FY 2021.

6. Veterans Memorial

- Project is complete.
- Engraved bricks have been installed.

- **Next Steps**
 - Install dedication plaque prior to dedication.

7. New Riverside Barn/Park

- Received initial Concept Plans from consultants in March.
- Requested additional design services from Hart Howerton and plans were reviewed on 6/24/20.
- Submitted grant application to LWCF for initial phase of the project.
- **Next Steps**
 - Hart Howerton to complete Conceptual Master Plan alternatives and Conceptual Architectural Plan for the barn renovation.
 - Present progress plans to Council at the October Workshop.
 - Complete construction drawings of Phase 1 development in FY 2021.
 - Phase 1 construction is anticipated to begin in FY 2022.
 - Prepare archeological report for site within the Barn Property.

TOWN FACILITIES AND MISCELLANEOUS PLANNING

1. Buckwalter Place Multi-County Commerce Park

- Site development and landscape plans for the LEC expansion are complete and sent to permitting agencies.
- Invitation for Bid was reissued for the LEC expansion site development and the contract was approved in August.
- Buckwalter Place Park and Veterans Memorial are complete.
- Exploring alternative irrigation source for park.
- **Next Steps**
 - Execute site development contract.
 - Continue infrastructure planning for the Town's future development parcels. Final design and construction pending clarification of project scope and FY 2021 budget approval.
 - Prepare RFP solicitations for architectural design for restroom facility at the new park.

2. Town of Bluffton Housing Project

- Surveying and geotechnical services complete for 1095 May River Road and 115 Bluffton Road sites.
- Evaluation and interviews of proposed joint venture partners are underway.
- **Next Steps**
 - Preparation of Joint Venture Partners Agreement.
 - Planning and design to begin in FY 2021.

3. Ghost Roads

- Surveying is underway for easement exhibits.
- 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.

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 and BIS Phase 5 sidewalks are currently under construction and nearing completion. The LEC Expansion, Pritchard Street Sewer, Jason Able Sewer Extension, BIS Phase 5A-D Sewer, and the Boundary Street Lighting projects are expected to start construction in the summer of 2020. The remaining CIP projects are in the design phase and 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.
- Status update presented on 7/28/20 to SoLoCo and requested a recommendation for adoption by each partner jurisdiction.
- **Next Steps**
 - 9/23/20 Planning Commission Public Hearing and recommendation to Town Council
 - 10/20/20 Town Council Workshop – For Information Only
 - 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 completed 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

- Beaufort County Stormwater Utility Board meeting on 8/12/20 was canceled.
- Staff presented at the Lowcountry Stormwater Partners (LSP) Consortium Healthy Ponds Series via Zoom on 08/20/20.
- The May River Watershed Action Plan Advisory Committee was held virtually on 8/27/20. **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 08/24/20. Staff will notify Council and Senior Staff of any pertinent findings from this sampling event via email.
 - Town staff conducted MST sampling on 8/4/20 following Tropical Storm Isaias which delivered ~0.71 inches of rainfall to the Bluffton area. Sixteen (16) samples were collected from upstream and outfall sites. MST results are pending and any pertinent results will be shared with Town Council and Senior Staff 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 attended NOAA’s Office for Coastal Resources “Virtual Public Meetings: Technical Assistance Hour” webinar on 8/12/20.
 - Staff attended SCDNR’s ACE Basin NERR Coastal Training Program’s “Using the SC Coastal LID Manual: Online Workshop” webinar on 8/19/20.
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 9

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 Agenda
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.

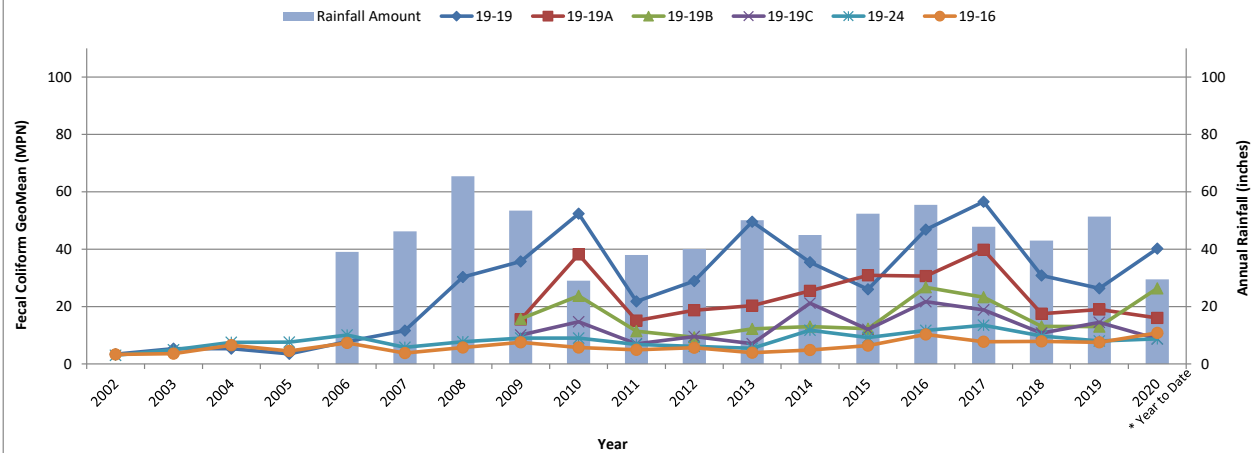
	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	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	23.0	4.5		33.0	7.8	2.0		23.0	7.8	4.5		6.8	7.8	1.8		2.0	2.0	2.0	
September	17.0	49.0	79.0		7.8	23.0	33.0		11.0	13.0	6.8		4.5	17.0	17.0		2.0	17.0	4.5		1.8	17.0	1.8	
August	79.0	70.0	70.0		70.0	23.0	49.0		21.0	13.0	33.0		33.0	4.5	22.0		33.0	7.8	7.8		33.0	17.0	17.0	
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	52.5	39.8	17.5	19.0	25.3	23.3	13.1	13.0	29.2	18.8	10.7	14.5	12.8	13.5	9.8	8.0	12.4	7.7	7.9	7.5	12.5
** Truncated GeoMetric Mean	44.0	42.0	35.0	32.0	36.0	29.0	23.0	19.0	20.0	20.0	16.0	15.0	16.0	15.0	14.0	12.0	10.0	10.0	10.0	9.0	7.0	8.0	7.0	8.0
** Truncated 90th Percentile	203.0	176.0	168.0	102.0	133.0	115.0	89.0	52.0	83.0	71.0	63.0	49.0	57.0	56.0	52.0	37.0	37.0	44.0	38.0	28.0	29.0	30.0	32.0	29.0

NS = No Sample

AS = Additional Samples

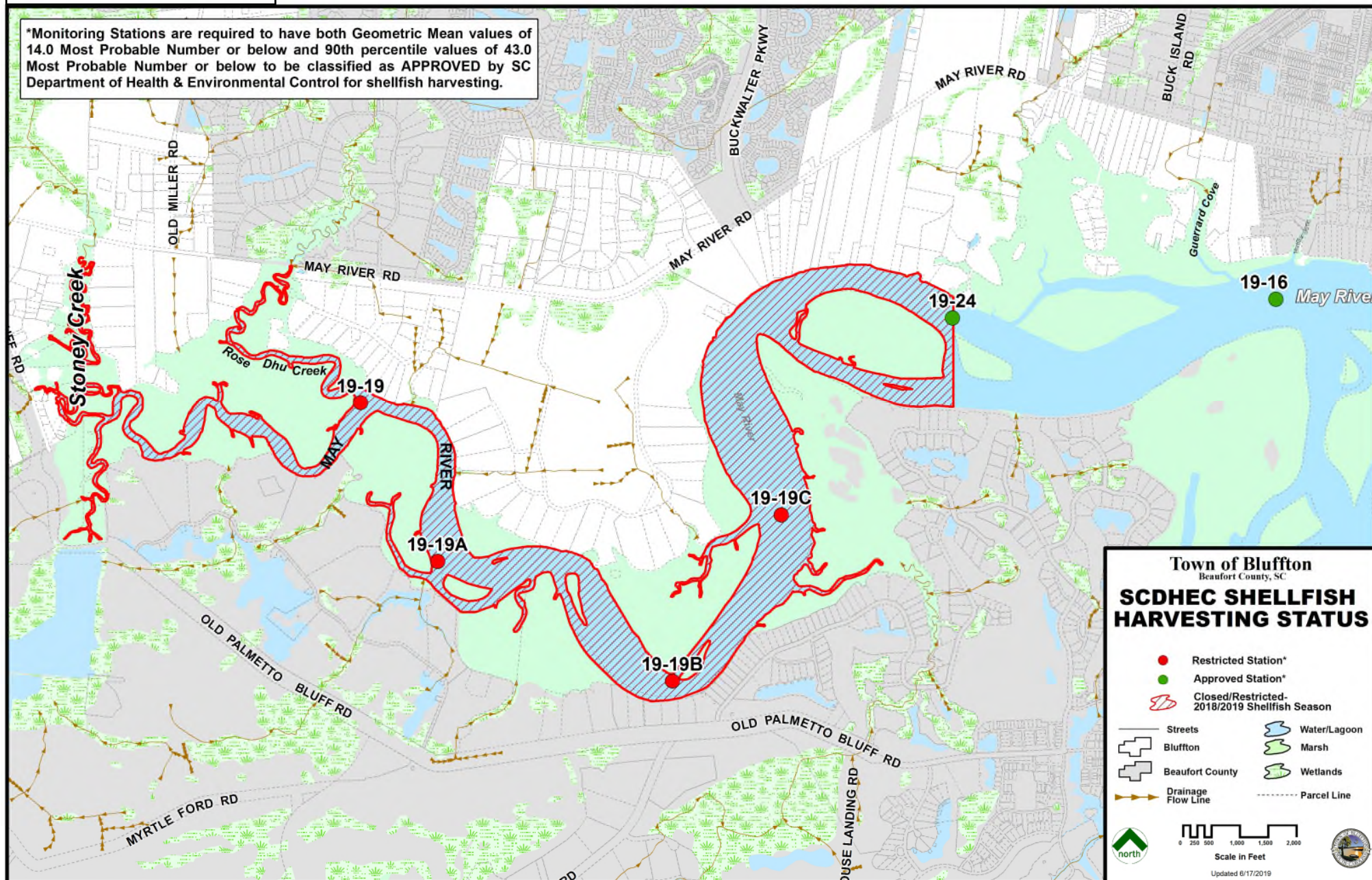
** Town staff calculations utilizing DHEC statistics

SC DHEC May River Headwaters Shellfish Stations Average Annual Fecal Coliform



May River Headwaters

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



ACTIVITY - FINANCIAL	STATUS
Funding Opportunities	Council unanimously adopted \$115 SWU Fee and NPDES-related Fees on 6/9/20. Staff submitted a full proposal on 6/24/20, for May River 319 Grant Phase 5 - Bridge Street Retrofit for stormwater treatment for \$179,900 grant funds. Notification anticipated by 8/15/20. <i>Staff received notification that SCDHEC has recommended an award of \$179,700 for drainage and water quality improvements as part of the Bridge Street Streetscape project.</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	<i>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. 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 8/20.
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>



**TOWN OF BLUFFTON
MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE MEETING
ELECTRONIC MEETING**

Thursday, August 27, 2020 | 9 AM

AGENDA

This meeting can be viewed on the Town of Bluffton's Facebook page
(<https://www.facebook.com/TownBlufftonSC/>)

- I. CALL TO ORDER**
- II. NOTICE REGARDING POSTING OF MEETING PER SOUTH CAROLINA FREEDOM OF INFORMATION (FOIA) REQUIREMENTS**
- III. ROLL CALL AND CONFIRMATION OF QUORUM**
- IV. ADOPTION OF AGENDA**
- V. ADOPTION OF MINUTES – July 23, 2020**
- VI. PUBLIC COMMENTS**

Public Comments may be submitted electronically via the Town's website at (<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>) or by emailing your comments to the Stormwater Coordinator/Field Assistant at bnoonan@townofbluffton.com. Comments will be accepted up to close of business (5:30 PM) the day prior to the scheduled meeting start time. All comments will be read aloud for the record.

VII. NEW BUSINESS

- 1. Election of Officers**

VIII. OLD BUSINESS

- 1. Recommendation to Planning Commission for Adoption of Southern Lowcountry Regional Stormwater Ordinance and Design Manual**
- 2. Water Quality Monitoring Program (standing item)**
 - A. Monthly Sampling Update**

“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 public comment session and a form must be filled out and given to Town Staff. Public comment must not exceed three (3) minutes.

- B. Microbial Source Tracking (MST) Update
- C. SCDHEC Shellfish Data Update

IX. DISCUSSION

- 1. Consideration of Expanding the May River Watershed Action Plan Advisory Committee's Responsibilities to Include Additional Indicators of Watershed Health**

X. ADJOURNMENT

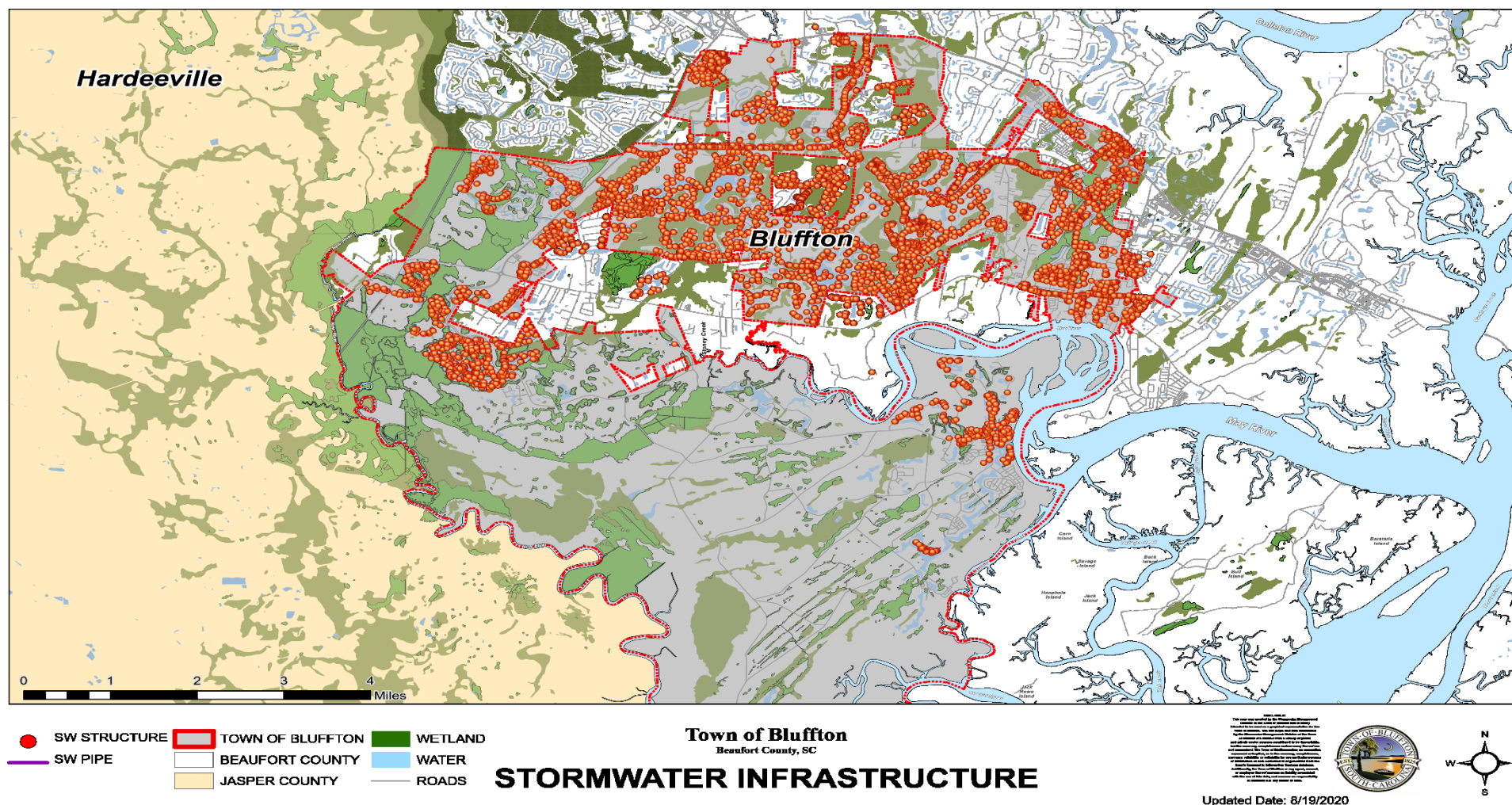
NEXT MEETING DATE: Thursday, September 24, 2020

“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.

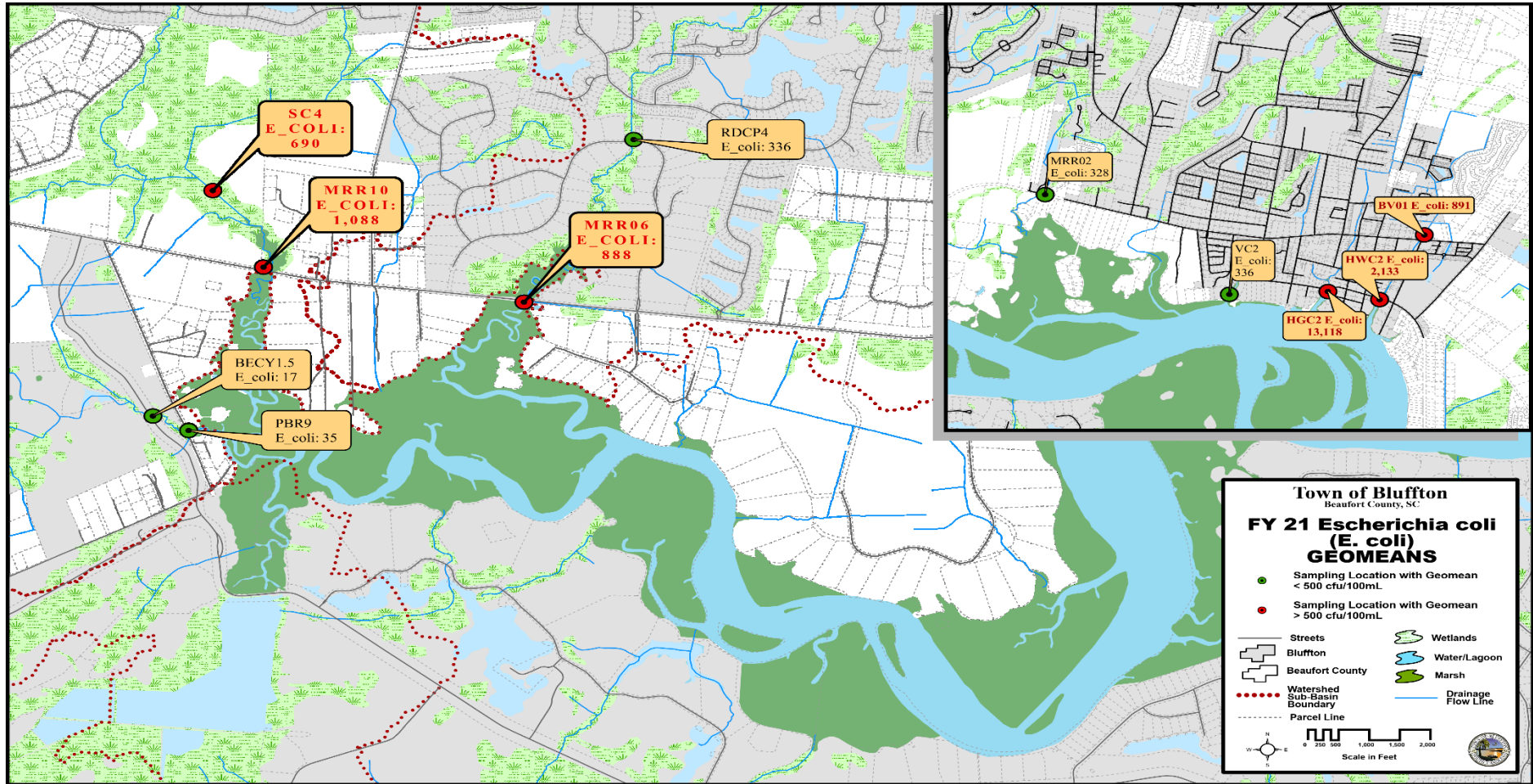
*Please note that each member of the public may speak at public comment session and a form must be filled out and given to Town Staff. Public comment must not exceed three (3) minutes.

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



Stormwater Infrastructure Inventory Collection Status	
FY 2021 YTD Collection Totals	174
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



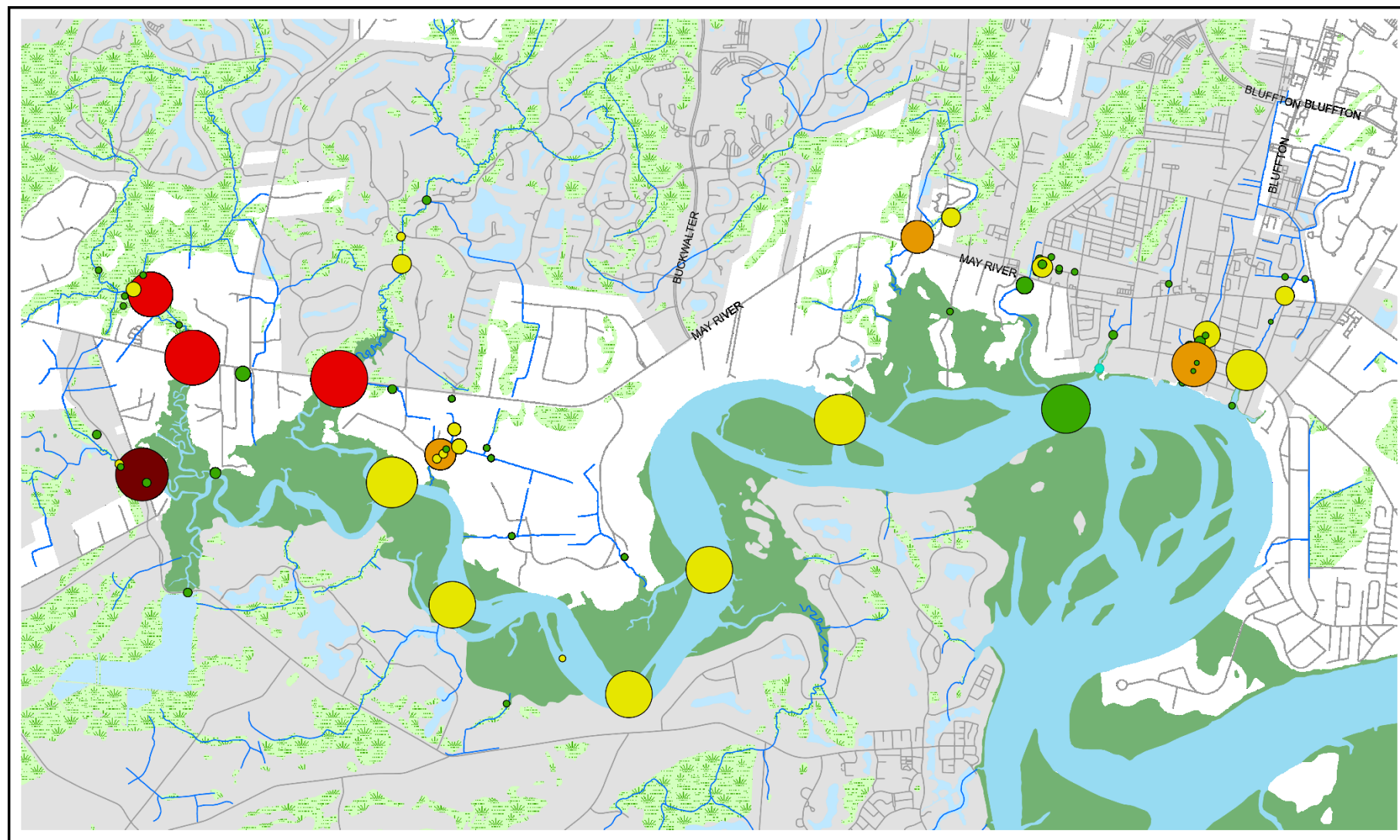
E coliform geomeans updated as of: 8/19/2020

	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2021 YTD Totals	39	21	27
FY 2020 Totals	223	115	123
FY 2019 Totals	280	193	264
FY 2018 Totals	216	217	224

8/19/2020

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

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



Positive Hits

● 0 ● 1-3 ● 3-6 ● 6-9 ● >10

Times Sampled

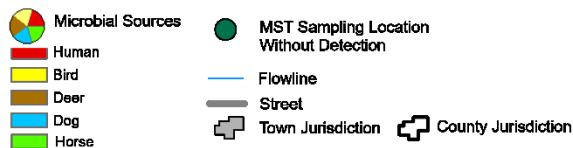
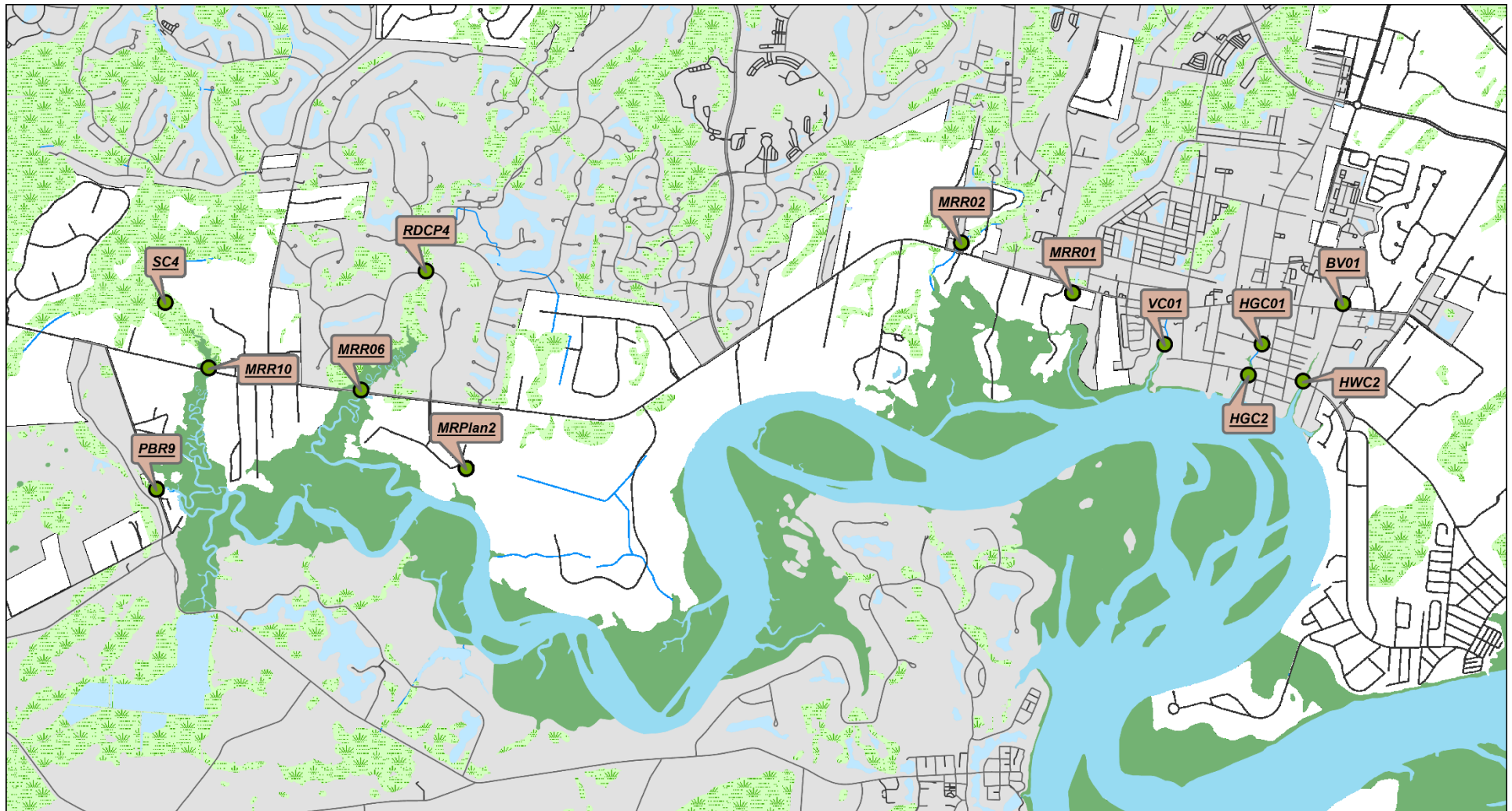
● 1-3 ● 4-6 ● 7-10 ● >10

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

Updated Date: 8/19/2020



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

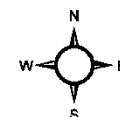


MICROBIAL SOURCE TRACKING LOCATIONS

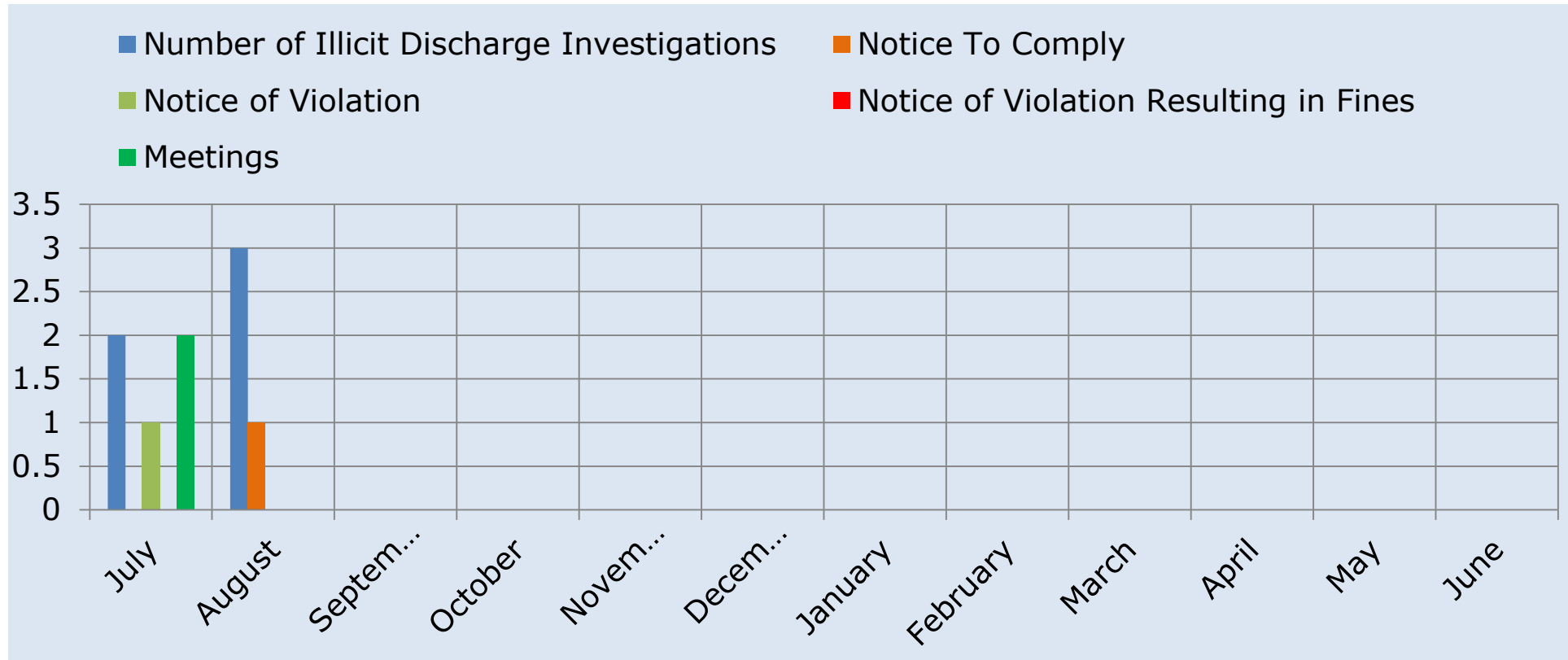
Sampling Date 4/16/2020

Town of Bluffton
Beaufort County, SC

DISCLAIMER: This map was prepared for informational purposes only. It is not intended to be used as a legal document. The Town of Bluffton and Beaufort County, SC, are not responsible for any errors or omissions in this map. The map is subject to change without notice.

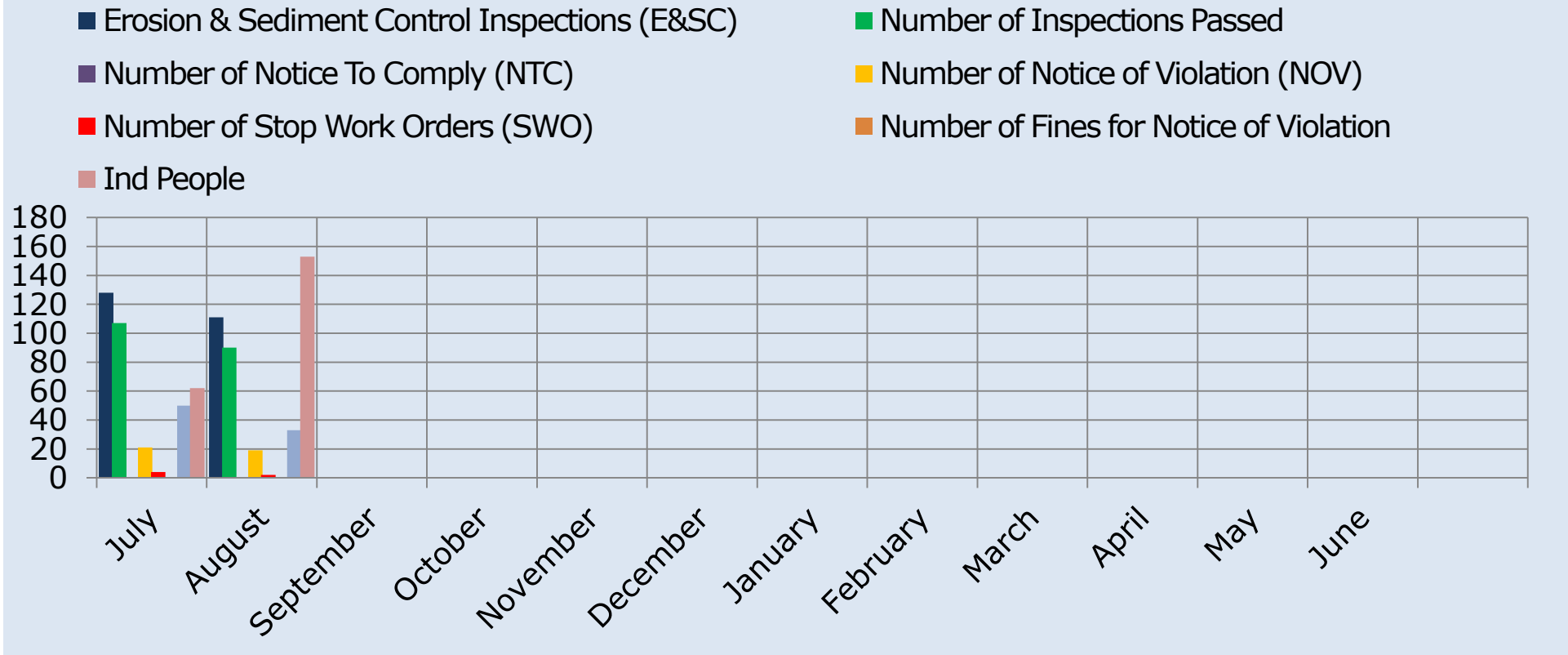


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



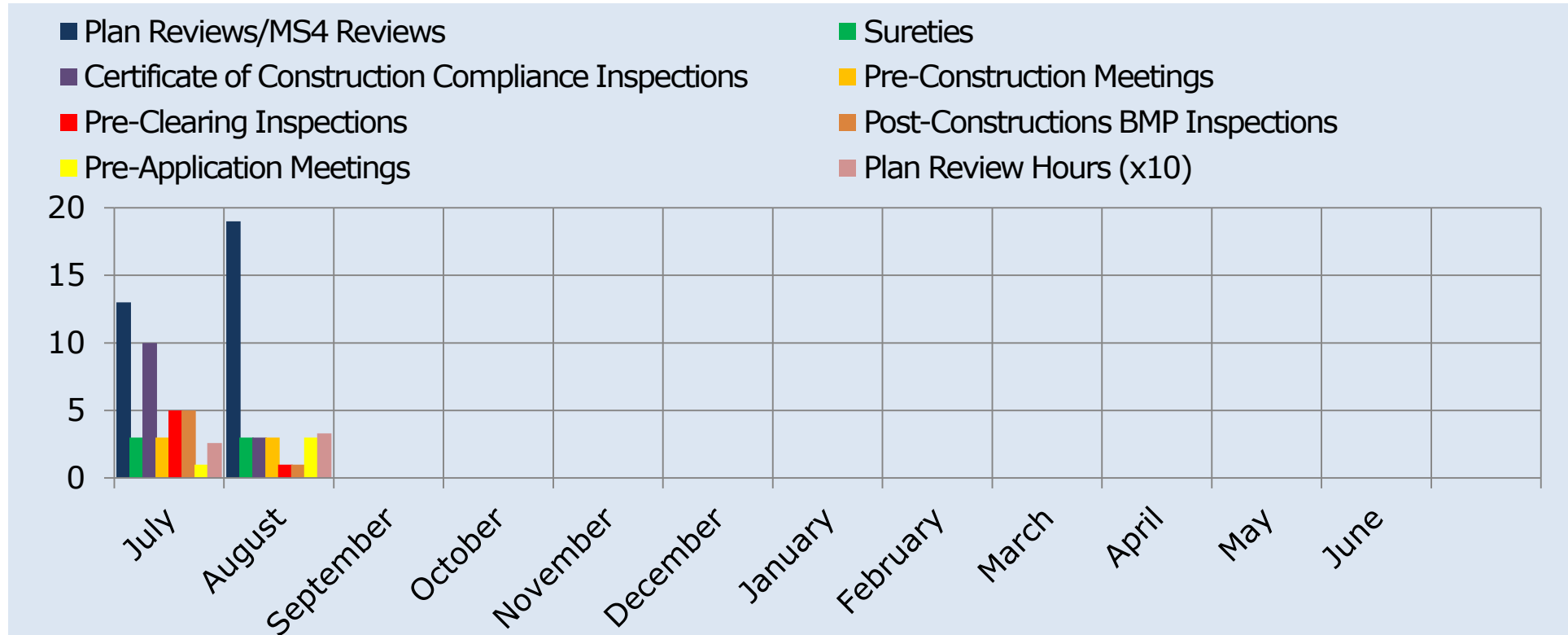
	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Number of NOV Enforcement Actions	Number of Meetings
FY 2021 YTD Totals	2	N/A	1	0	2
FY 2020 Totals	45	10	8	6	49
FY 2019 Totals	38	20	3	1	61
FY 2018 Totals	48	20	4	2	60

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



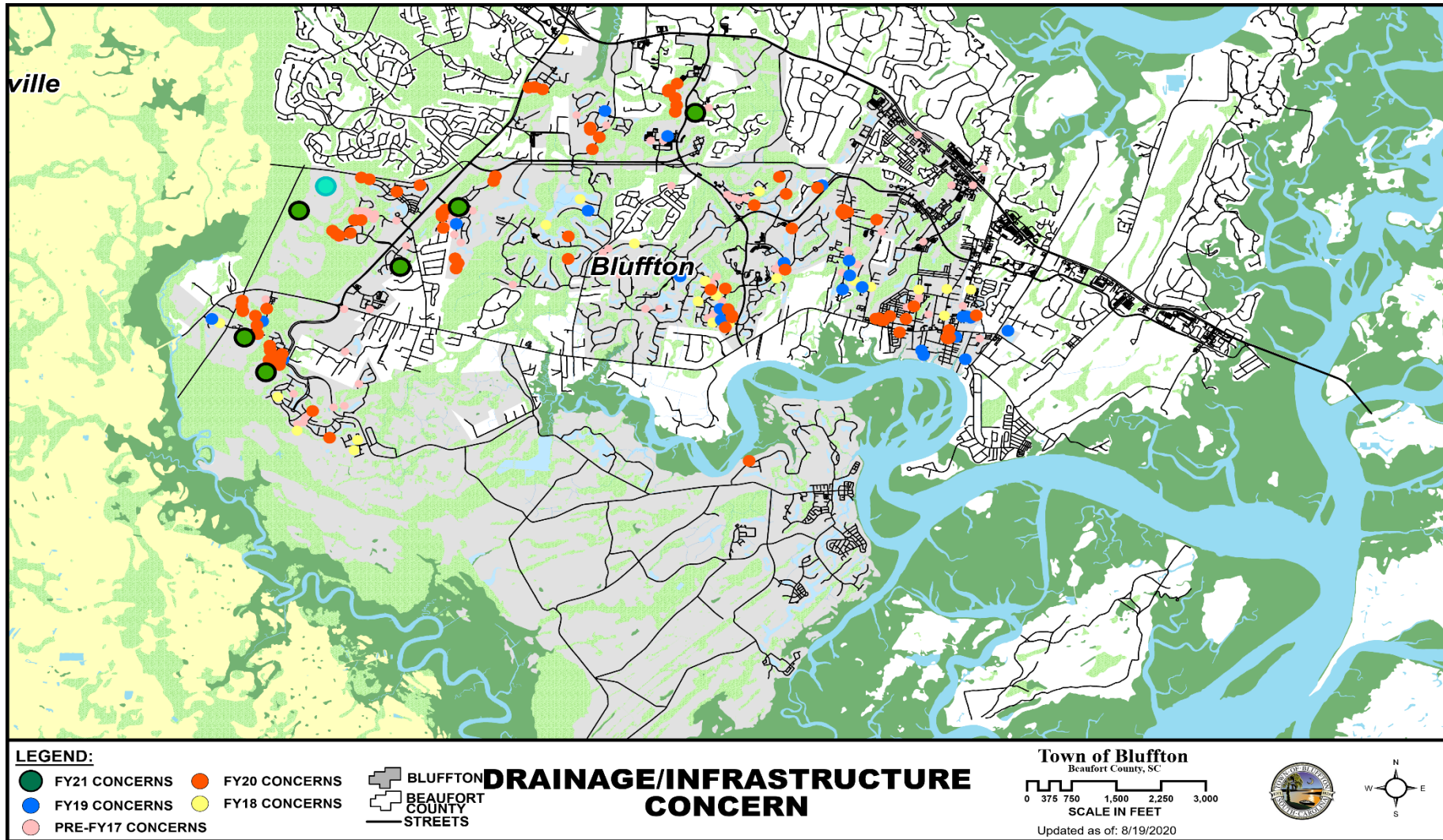
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NTC Issued	Number of NOVs Issued	Number of SWO Issued	Number of NOV Enforcement Actions	Number of E&SC Meetings
FY 2021 YTD Totals	239	197	N/A	40	6	0	83
FY 2020 Totals	1,517	1187	128	185	16	9	496
FY 2019 Totals	1,688	1,384	254	72	N/A	7	403

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



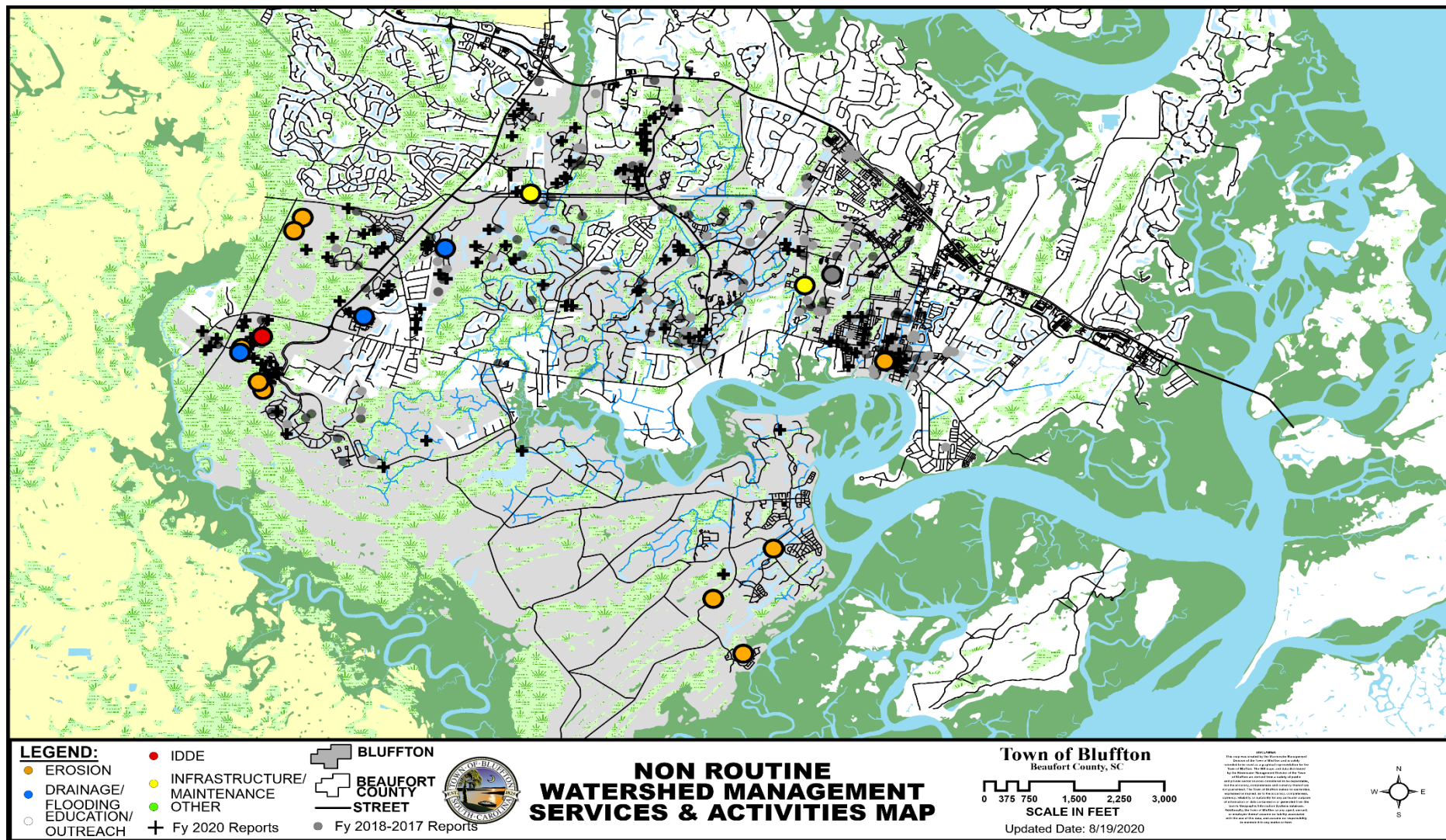
	Plan Reviews MS4 Reviews	Sureties	Certificate of Construction Compliance Inspections	Pre- Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2021 YTD Totals	13	3	13	6	6	6	1	26 Hrs.
FY 2020 Totals	176	53	46	36	17	8	36	789 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	6	4
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	12	3
FY 2020 Totals	99	102
FY 2019 Totals	75	79



PUBLIC NOTICE

The Beautification Committee (BC)
Meeting scheduled for

Thursday, August 20, 2020, at 10:00 a.m.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Thursday, September 17, 2020

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					
FY21WK9					
FY21WK10					
FY21WK11					
FY21WK12					
FY21WK13					
FY21WK14					
FY21WK15					
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FY21WK42					
FY21WK43					
FY21WK44					
FY21WK45					
FY21WK46					
FY21WK47					
FY21WK48					
FY21WK49					
FY21WK50					
FY21WK51					
FY21WK52					
Total	386	\$35,785.00	\$25,155.00	\$121.00	\$61,427.00



Director's Report - DRCI

August 2020

Program KPIs

- 307 Members of DRCI
- 6 engaged in programs
 - 3 in Pipeline
 - Nano Design Solutions
 - Twist & Pour
 - Robox Systems

Marketing

- Continuing to communicate to all business license holders in Bluffton
- 65 participants enrolled in "Zoom the Room" virtual networking event
- HUB Virtual tour event planned for September
- Webinar event planned for September

RESILIENCY Program Activity

- Program interaction with 14 local businesses
- Working with MOU partners as appropriate
 - BCEDC MOU signed

Operations

- Membership Portal update
 - Coordinating existing HUB key fob access system into portal
 - Schedule meeting with Tommy and Josh
- Review LowCountry works job site
- Developing DRCI Alumni Graduate program

Relentless Challenge Grant

- Accepted to submit official proposal post pitch event
- Application due 10/31



GROWTH MANAGEMENT UPDATE

September 8, 2020

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

- a. **Planning Commission:** August 26, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, September 23, 2020.
- b. **Historic Preservation Commission:** August 5, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, September 2, 2020.
- c. **Board of Zoning Appeals:** August 4, 2020 cancellation notice attached. Next meeting scheduled for Tuesday, September 1, 2020.
- d. **Development Review Committee:** August 5, 12 & 26, 2020 meeting agenda and August 19, 2020 cancellation notice attached. Next meeting scheduled for Wednesday, September 2, 2020.
- e. **Historic Preservation Review Committee:** August 3 & 31, 2020 meeting agenda attached. August 10, 17, 24, 2020, cancellation notice attached. Next meeting scheduled for Monday, September 7, 2020.
- f. **Construction Board of Adjustment and Appeals:** Tuesday, August 25, 2020 cancellation notice attached. Next meeting scheduled for Tuesday, September 22, 2020.
- g. **Affordable Housing Committee: Community Development / Affordable Housing Committee Work Program:** August 6, 2020 meeting agenda attached. Next meeting scheduled for Thursday, September 3, 2020.

2. Community Development / Affordable Housing Committee Work Program:

Neighborhood Assistance Program. The total available budget for this FY20 Town Council funded program is \$100,705.45. Town Staff is continuing to process applications for assistance. As of August 25, 2020, \$61,435 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. Currently, there are four invoices waiting to be processed and deducted from the budget for minor and major home repairs with the total of \$20,625. As of August 25, 2020, we have 3 applicants waiting on work estimates so that work can begin.

ATTACHMENTS:

1. Planning Commission meeting agenda for Wednesday, August 26, 2020.
2. Historic Preservation Commission meeting agenda for Wednesday, August 5, 2020.

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3. Board of Zoning Appeals cancellation notice for Tuesday, August 4, 2020.
 4. Development Review Committee meeting agenda, for Wednesday, August 5, 12 & 26, 2020 and cancellation notice for Wednesday, August 19, 2020.
 5. Historic Preservation Review Committee meeting agenda for Monday, August 3 & 31, 2020 and cancellation notice for Monday, August 10, 17 & 24, 2020
 6. Construction Board of Adjustments and Appeals cancellation notice for Tuesday, August 25, 2020.
 7. Affordable Housing Committee meeting agenda notice for Thursday, August 6, 2020.
 8. Building Permits and Planning Applications:
 - a. Building Permits Issued 2010-2020 (to August 24, 2020).
 - b. Building Permits Issued Per Month 2010-2020 (to August 24, 2020).
 - c. Value of Construction 2010-2020 (to August 24, 2020).
 - d. New Single Family/Multi-Family Residential Building Permits Issued Per Month 2010-2020 (to August 24, 2020).
 - e. New Single Family/Multi-Family Residential Building Permits Issued by Neighborhood 2010-2020 (to August 24, 2020).
 - f. New Single Family/Multi-Family Certificates of Occupancy Issued by Neighborhood 2010-2020 (to August 24, 2020).
 - g. New Commercial Construction/Additions Heated Square Footage 2010-2020 (to August 24, 2020).
 - h. Planning and Community Development Applications Approved 2010-2020 (to August 24, 2020).
 9. Planning Active Application Report



**TOWN OF BLUFFTON
PLANNING COMMISSION MEETING AGENDA
ELECTRONIC MEETING
Wednesday, August 26, 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 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 – July 22, 2020

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

IX. NEW BUSINESS

1. FOR ACTION

- A. New River Forest (Street Naming):** A request by Thomas Hurley of Atlas Surveying on behalf of Richard Schwarz with Village Park Homes for approval of a Street Naming Application for streets within the New River Forest Development Plan. The project consists of 113 single family homes with an Amenity Center. The property is zoned New Riverside PUD and is identified by tax map number R610 036 000 1318 000 located north and west of the intersection of New Riverside Road and Wheel House Way.

(DP-07-20-014384) (Staff - Will Howard)

X. DISCUSSION

1. For Discussion Only – No Action

- A. **Stormwater Design Manual Workshop:** Discussion and direction on amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance related to adopting the Southern Lowcountry Post Construction Stormwater Ordinance and Stormwater Design Manual (Staff – Bryan McIlwee, Director of Engineering)

XI. ADJOURNMENT

*Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at dmclain@townofbluffton.com. Comments will be accepted up 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Planning Commission Board.

NEXT MEETING DATE: Wednesday, September 23, 2020

"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 Chairperson of the Commission. Public comment must not exceed three (3) minutes.



TOWN OF BLUFFTON HISTORIC PRESERVATION COMMISSION

ELECTRONIC MEETING

Wednesday, August 5, 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 – July 1, 2020

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

A. Certificate of Appropriateness Amendment: A request by Ansley Manuel, for review of an Amendment to a Certificate of Appropriateness located at 16 Church Street in the Old Town Bluffton Historic District, and zoned Neighborhood Center-HD. (COFA-04-18-011938)(Staff – Katie Peterson)

IX. NEW BUSINESS

- A. Certificate of Appropriateness:** A request by Pearce Scott Architects, on behalf of the owner, Ashley Feaster, for approval of a Certificate of Appropriateness to allow the of a new 2-story Carriage House structure of approximately 1,150 SF located at 21 Wharf Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. (COFA-05-20-014242)(Staff – Katie Peterson)
- B. Certificate of Appropriateness:** A request by Keith and Mary Koobs, for approval of a Certificate of Appropriateness to allow the construction of a new 1-story single-family residential structure of approximately 1,415 SF located at 29 Lawton Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. (COFA-06-20-014321)(Staff – Katie Peterson)
- C. Certificate of Appropriateness:** A request by Court Atkins Group, on behalf of the Owner, Cunningham, LLC, for approval of a Certificate of Appropriateness to allow the construction of a new mixed-use building of approximately 7,500 SF located at the southeastern corner of Green Street and Calhoun Street, Building 1 in the 71 Calhoun Street development, in the Old Town Bluffton Historic District and zoned Neighborhood Center – HD. (COFA-10-19-013647)(Staff – Katie Peterson)
- D. Certificate of Appropriateness:** A request by Court Atkins Group, on behalf of the Owner, Cunningham, LLC, for approval of a Certificate of Appropriateness to allow the construction of a new mixed-use building of approximately 7,850 SF located at the northeastern corner of Bridge Street and Calhoun Street, Building 2 in the 71 Calhoun Street development, in the Old Town Bluffton Historic District and zoned Neighborhood Center – HD. (COFA-12-19-013784)(Staff – Katie Peterson)
- E. Certificate of Appropriateness:** A request by Court Atkins Group, on behalf of the Owner, Cunningham, LLC, for approval of a Certificate of Appropriateness to allow the construction of a new mixed-use building of approximately 7,620 SF located on Bridge Street, Building 3 in the 71 Calhoun Street development, in the Old Town Bluffton Historic District and zoned Neighborhood Center – HD. (COFA-12-19-0138785)(Staff – Katie Peterson)

X. DISCUSSION

XI. ADJOURNMENT

NEXT MEETING DATE– Wednesday, July 1, 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.

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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.

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 Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, August 4, 2020 at 6:00 p.m.

Has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for Tuesday,
September 1, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Wednesday, August 5, 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. New River Forest - Phase 4A (Subdivision):** A request by Thomas Hurley of Atlas Surveying on behalf of Richard Schwartz, owner, for review of a Subdivision Plan to create 113 single family lots. The property is zoned New Riverside PUD and consists of approximately 79 acres identified by tax by tax map number R614 036 000 1318 0000, located within the New River Forest (Parcel 4A-1) Master Plan. (SUB-07-20-014383) (Staff-Alan Seifert)
- 2. The Lakes at New Riverside (Development Plan Amendment):** A request by Thomas and Hutton on behalf of K. Hovanian Southeast Coastal Division, Inc. for approval of a Development Plan Amendment. The Amendment will reduce the number of lots created from 211 lots to 208 lots and will introduce a phasing plan to facilitate closeout of construction. The property is zoned New Riverside PUD and consists of approximately 83.3 acres identified by tax map number R614 044 000 0140 0000 located within the Lakes at New Riverside (Parcel 9) Master Plan. (DP 08-17-11235) (Staff-Will Howard)
- 3. H.E.McCracken Middle School (Public Project):** A request by M. Keith Myhand on behalf of the Beaufort County School District for approval of a Public Project to install lighting for the middle school athletic practice field. The property is zoned

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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.

Attachment 4

Residential General and consists of approximately 95.84 acres identified by tax map number R600 038 000 0049 0000 located at 251 H.E. McCracken Circle. (DP 07-20-14413) (Staff-Will Howard)

4. **Evergreen Regional Pond (Public Project):** A request by Neil Desai, on behalf Beaufort County, for approval of a Public Project. The project consists of the construction of a 3.5-acre pond to treat the stormwater runoff from SC HWY 170 before it enters the headwaters of the Okatie River. The property is zoned Preserve and identified by tax map number R610 029 000 0483 0000 located east of SC HWY 170 approximately .4 miles south of the intersection of SC HWY 170 and Seagrass Station Rd. (DP-06-19-013267) (Staff – Will Howard)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, August 12, 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.

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

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



TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Wednesday, August 12, 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. H.E.McCracken Middle School (Public Project):** A request by M. Keith Myhand on behalf of the Beaufort County School District for approval of a Public Project to install lighting for the middle school athletic practice field. The property is zoned Residential General and consists of approximately 95.84 acres identified by tax map number R600 038 000 0049 0000 located at 251 H.E. McCracken Circle. (DP 07-20-14413) (Staff-Will Howard)
- 2. May River Crossing (Development Plan Amendment):** A request by Halvorsen Development Corporation on behalf of HEPBLUFF LLC for approval of an amendment to the Final Development Plan. The project consists of the construction of a 73,750 SF retail shopping center. The property is zoned Jones Estate PUD and consists of 14.29 acres identified by tax map numbers R610 036 000 0386 0000, R610 036 000 3212 0000, R610 036 000 3209 0000 and R610 036 000 3210 0000 located northeast of the intersection of SC HWY 170 and SC Hwy 46. (DP 12-18-12642) (Staff- Will Howard)
- 3. Law Enforcement Center Expansion (Public Project):** A request by Cranston Engineering on behalf of The Town of Bluffton for approval of a Public Project plan. The project consists of the expansion of the parking area for the Law Enforcement

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Attachment 4

Center. The property is zoned Buckwalter Planned Unit Development and consists of approximately 2.6 acres identified by tax map numbers R610 030 000 1649 0000 and R610 030 000 1848 0000 located at 101 Progressive Street. (DP 07-20-14422) (Staff-Will Howard)

4. **Heritage at New Riverside Phase 6 (Preliminary Development Plan):** A request by Mike Hughes of Thomas & Hutton on behalf of LSSD New Riverside for approval of a Preliminary 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)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, August 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 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.



PUBLIC NOTICE

The Development Review Committee (DRC)
Meeting scheduled for

Wednesday, August 19, 2020,
at 1:00 P.M.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Wednesday, August 26, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Wednesday, August 26, 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 - Phase 1B (Subdivision):** A request by Mike Hughes of Thomas & Hutton on behalf of Jeff Wiggins, with K. Hovnanian, for review of a Subdivision Plan for the division of 12.599 acres into 36 single-family lots along with associated right of way and common areas. The property is identified by tax map number R614 036 000 3372 0000 and is located within the Cypress Ridge Master Plan – 4 Seasons at Carolina Oaks development and is zoned Planned Unit Development – Jones Estate. (SUB-07-20-014432) (Staff-Alan Seifert)
- 2. The Lakes at New Riverside - Phase 1A (Subdivision):** A request by Mike Hughes of Thomas & Hutton on behalf of Jeff Wiggins, with K. Hovnanian, for review of a Subdivision Plan for the division of 5.45 acres into 10 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 Lakes at New Riverside (Parcel 9) Master Plan and is zoned Planned Unit Development – New Riverside. (SUB-07-20-014433) (Staff-Alan Seifert)
- 3. Old Town Market Place (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

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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.

Attachment 4

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)

4. **New Riverside Village Phase 1 (Preliminary Development Plan):** A request by Tex Small of AVTEX Commercial Properties, Inc. on behalf of MFH LAND, INC, and the Town of Bluffton for approval of a Preliminary Development Plan. The project consists of the construction of single-family homes, a community park, and all necessary infrastructure to support future development of a commercial village and outparcels. The property is zoned New Riverside Planned Unit Development and consists of approximately 36 acres identified by tax map numbers R610 036 000 1258 0000 and R610 036 000 3214 0000 located southeast of the intersection of SC HWY 46 and New Riverside Road. (DP 05-20-14246) (Staff-Will Howard)
5. **BJWSA SC HWY 46 water main extension (Public Project):** A request by Beaufort Jasper Water and Sewer Authority on behalf of the South Carolina Department of Transportation for approval of a Public Project. The project consists of the installation of a 36" ductile iron water main in the SCDOT right of way on the eastern side of SC HWY 46 and SC HWY 170 from the intersection of SC HWY 46 with Gibbet Road to the intersection of SC HWY 170 with Heritage Drive. (DP 08-20-14456) (Staff-Will Howard)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, September 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 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 HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

ELECTRONIC MEETING

Monday, August 3, 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. **56 Pritchard Street:** 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. (COFA-07-20-014375) (Staff-Katie Peterson)
2. **75 Bridge Street:** 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. (COFA-07-20-014386) (Staff-Katie Peterson)
3. **9 Guerrard Avenue:** A request by BTown Brown and FPB Beaufort, LLC – Front Light, on behalf of the owner, Randy Brown, for review of a Certificate of Appropriateness to allow the construction of a new 2-story single-family building of approximately 2,368 SF and a Carriage House of approximately 480 SF located at 9 Guerrard Avenue in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. (COFA-07-20-014398) (Staff – Katie Peterson)

VII. ADJOURNMENT

Attachment 5

NEXT MEETING DATE: Monday, August 10, 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, August 10, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, August 17, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, August 17, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, August 24, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, August 24, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, August 31, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, August 31, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, September 7, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

The Construction Board of
Adjustments and Appeals (CBAA)
Meeting scheduled for

Tuesday, August 25, at 6:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, September 22, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE MEETING AGENDA ELECTRONIC MEETING

Thursday, August 6, 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 – July 2, 2020
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - 1. Neighborhood Assistance Program Budget
 - 2. Tree Mitigation Program
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

NEXT MEETING DATE: Thursday, September 3, 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."

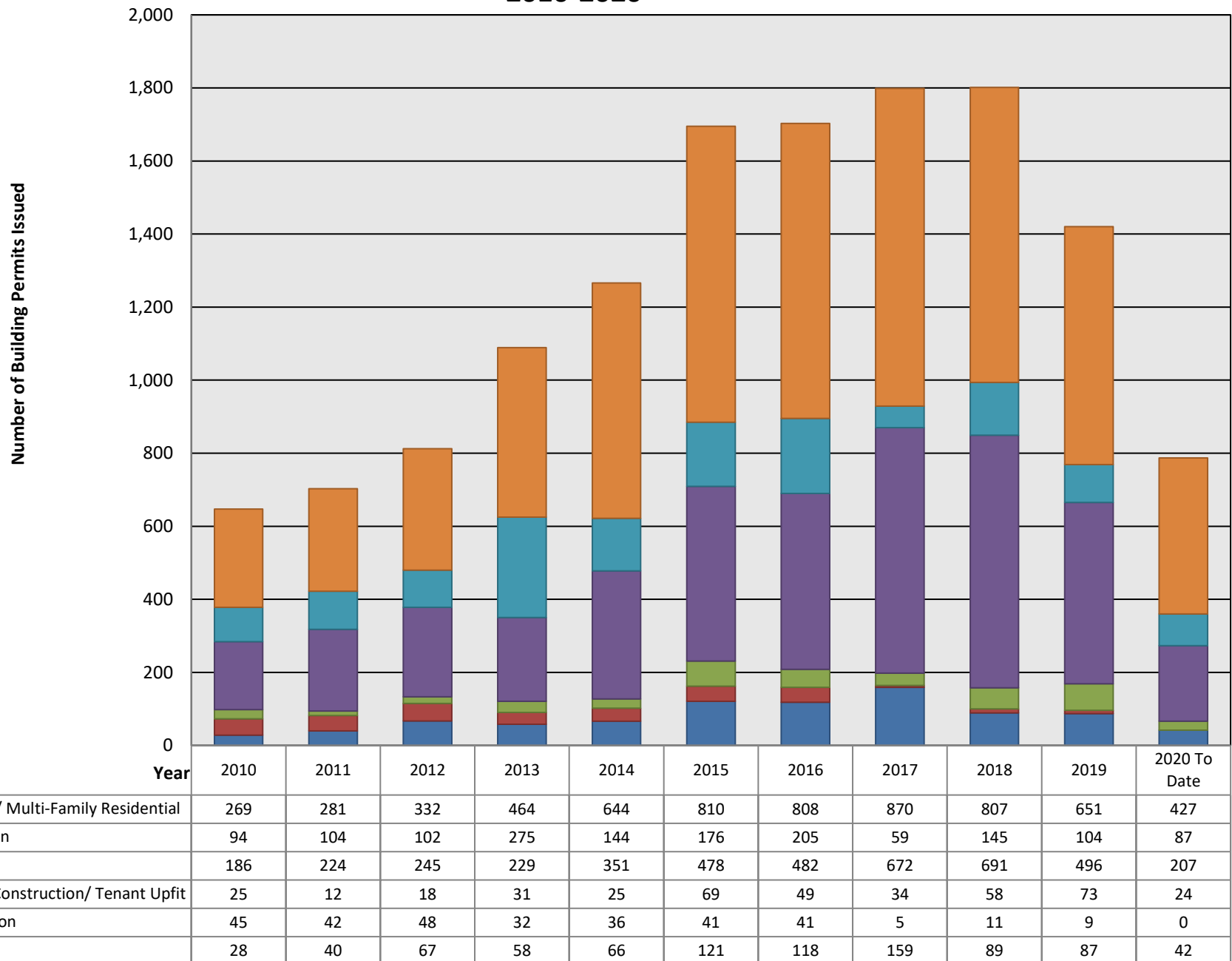
In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA

Attachment 7

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

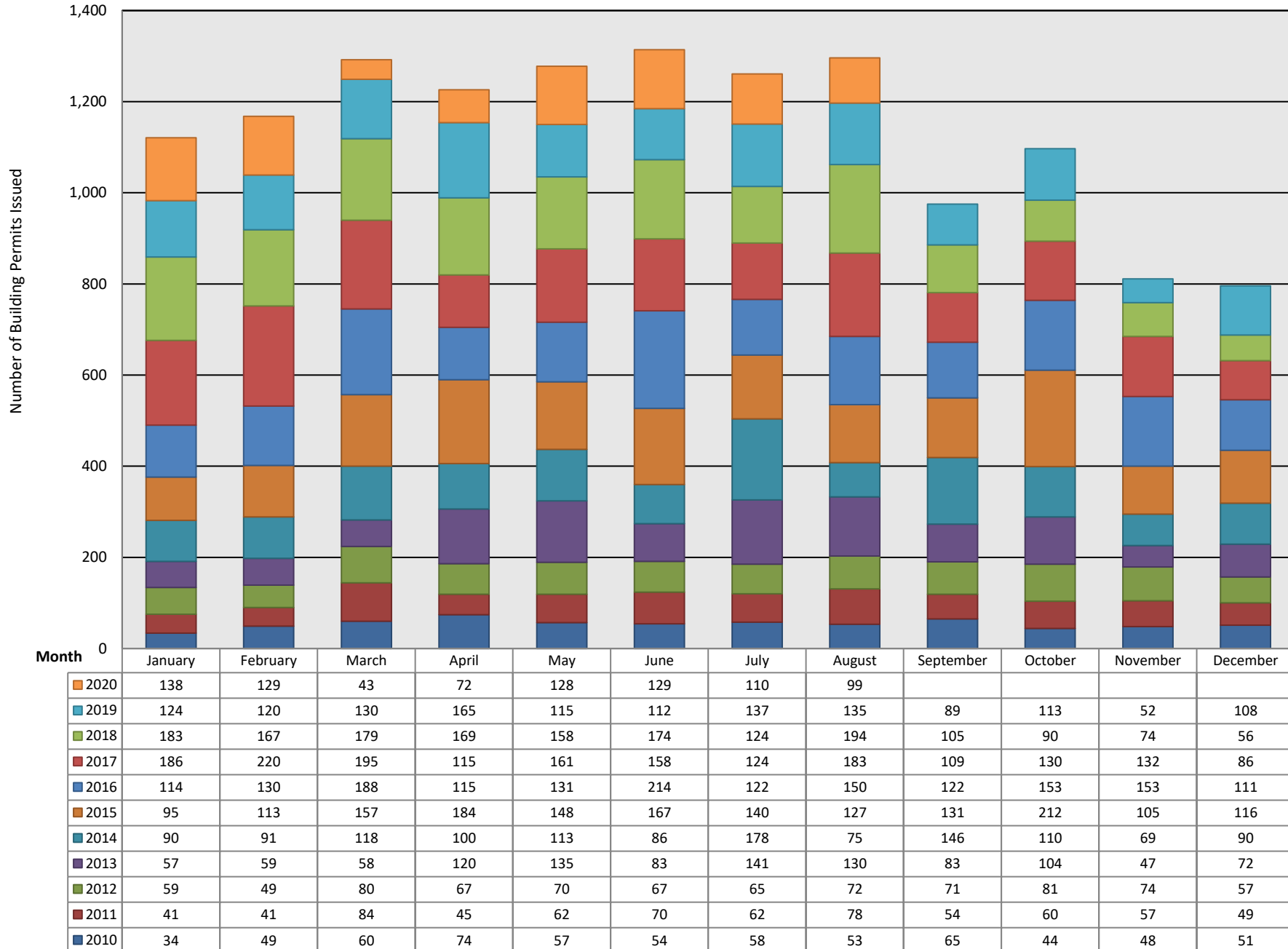
Attachment 8a



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

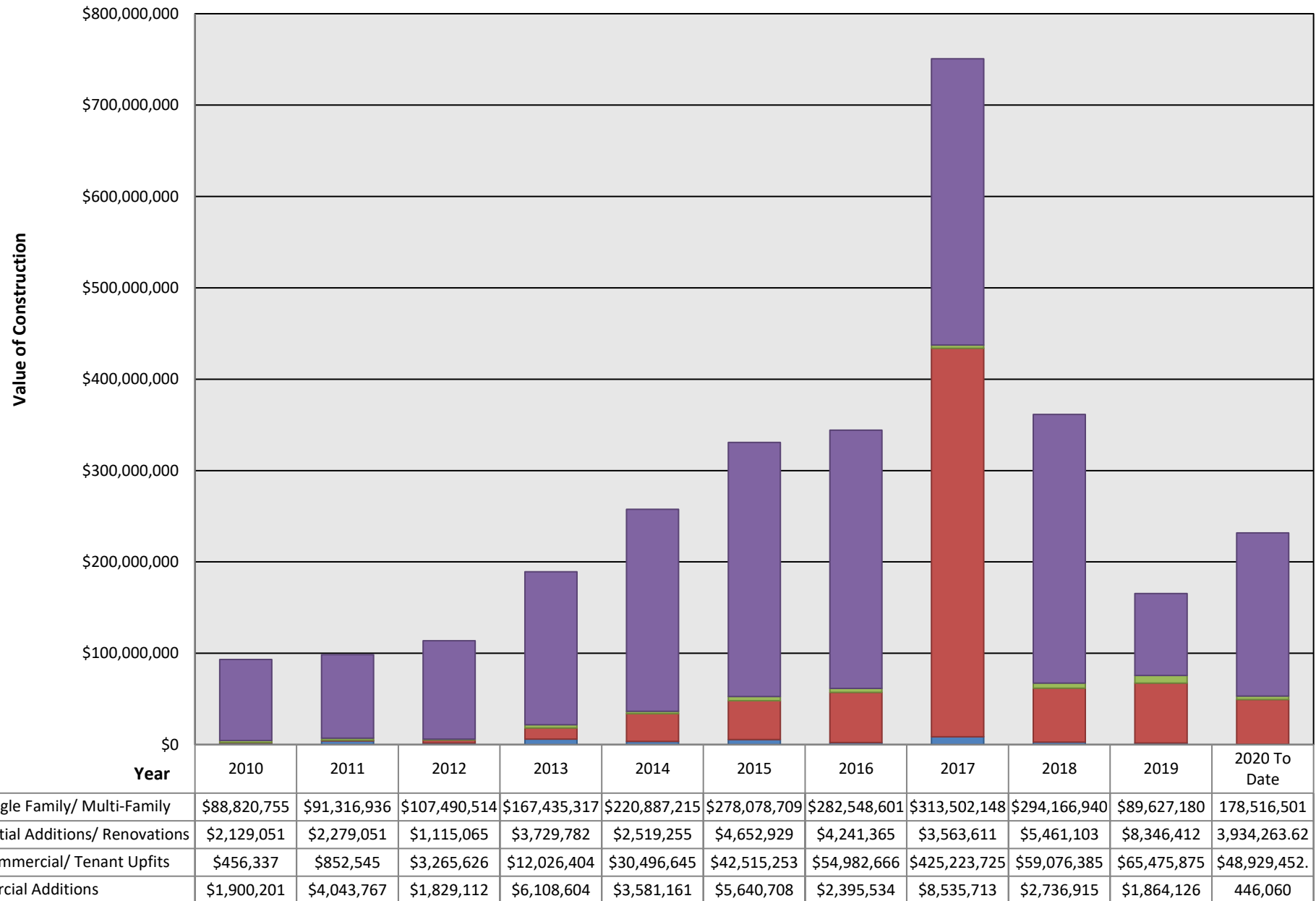
Attachment 8b



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

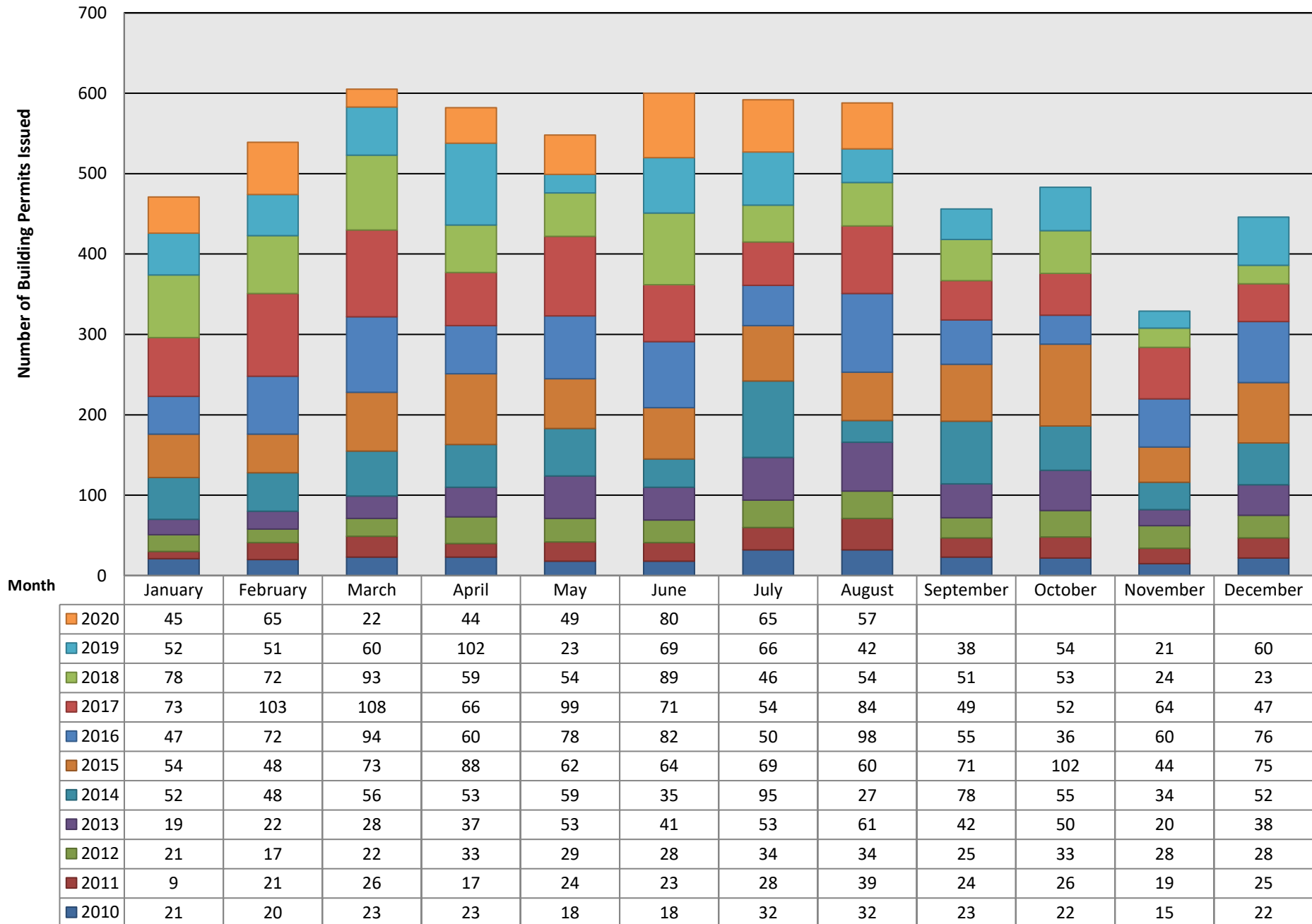
Attachment 8c



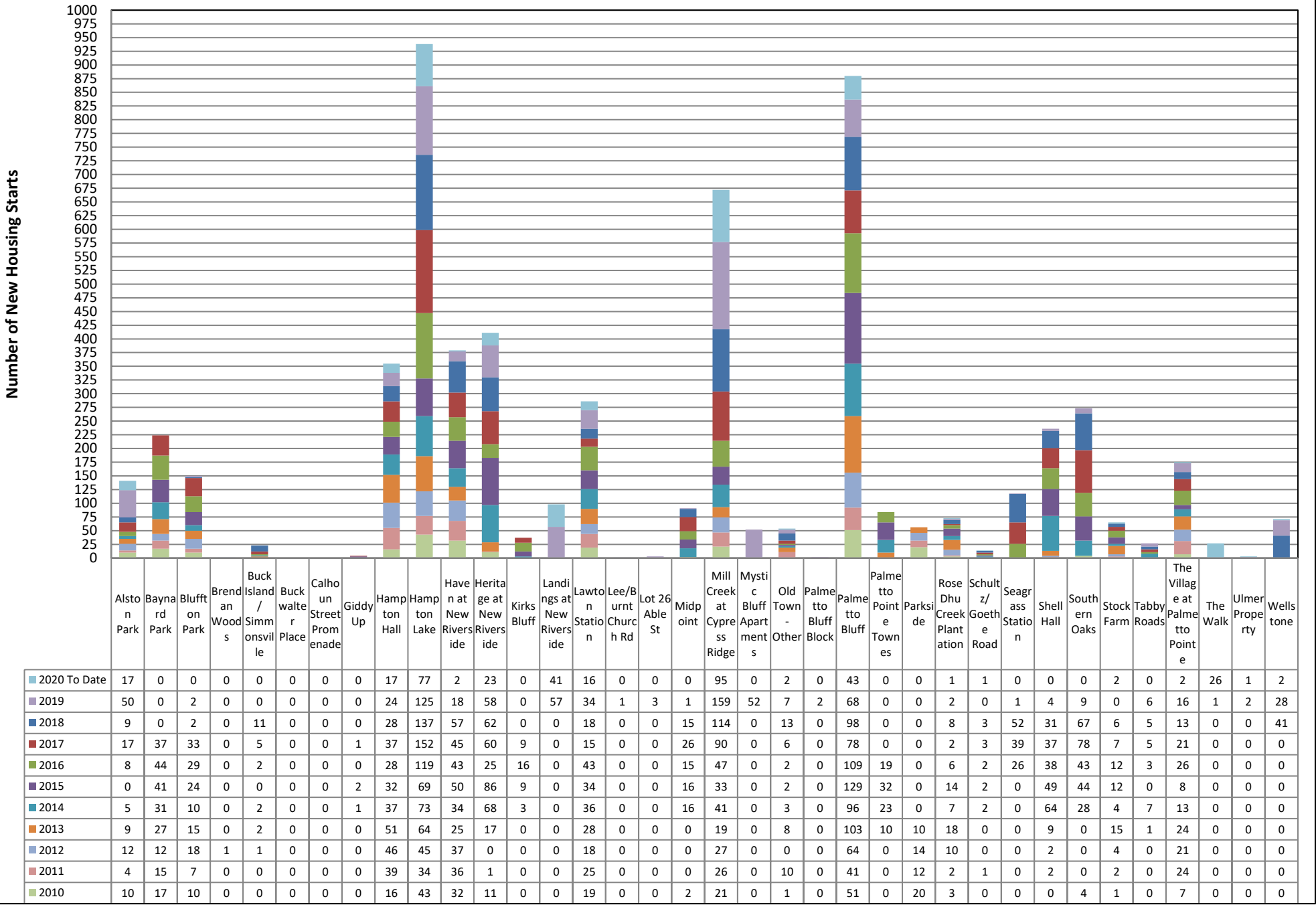
Note: The Value of Construction is added to each respective property where the improvement was constructed. This increases the overall value, also referred to as market value, of the property used to which is used determine its assessed value which is subject to Town Millage. This increased value is realized in the following year's tax roll.

Town of Bluffton
New Single Family/ Multi-Family Residential Building Permits Issued Per Month
2010-2020

Attachment 8d

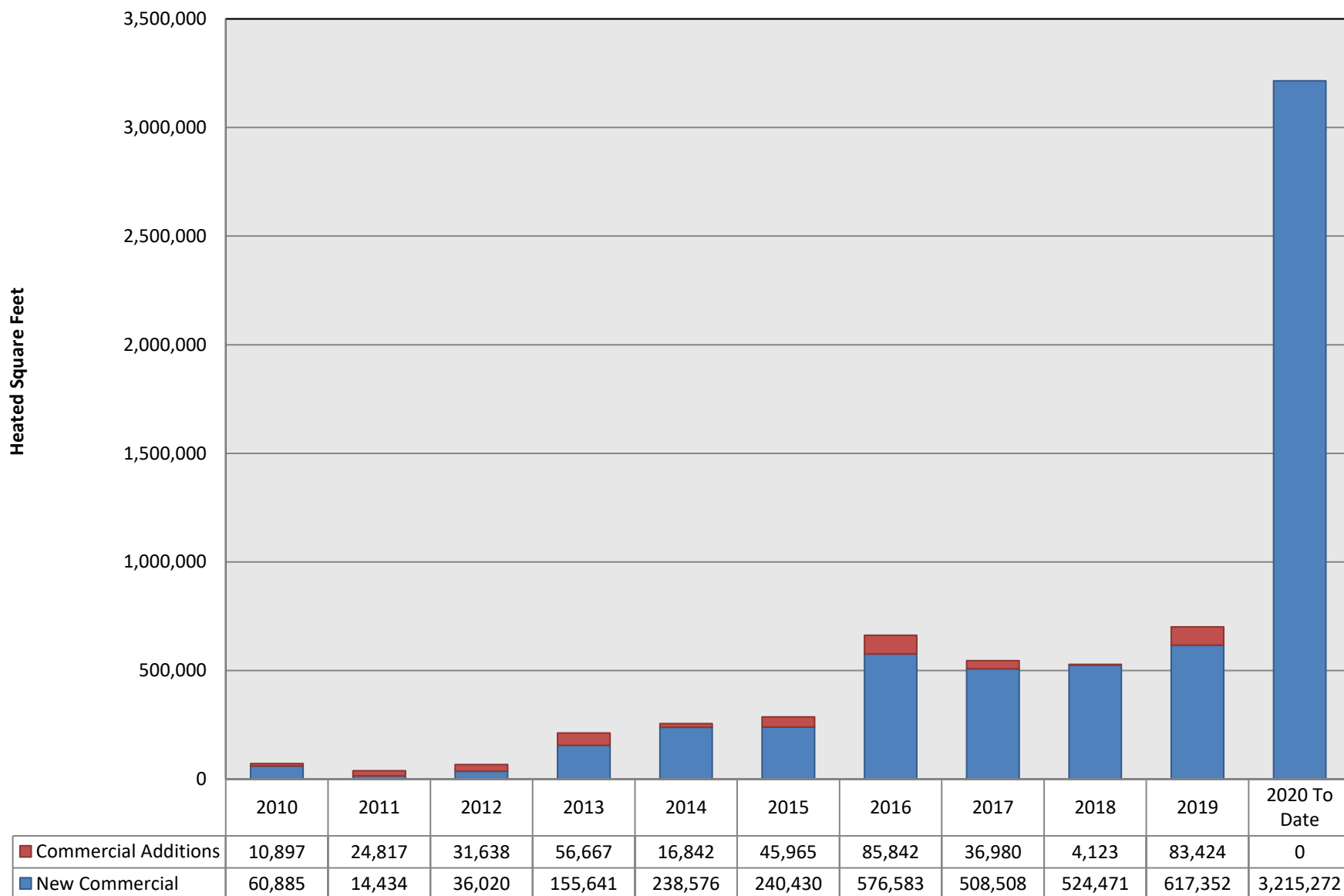


Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.



Town of Bluffton
New Commercial Construction and Additions Heated Square Footage
2010 - 2020

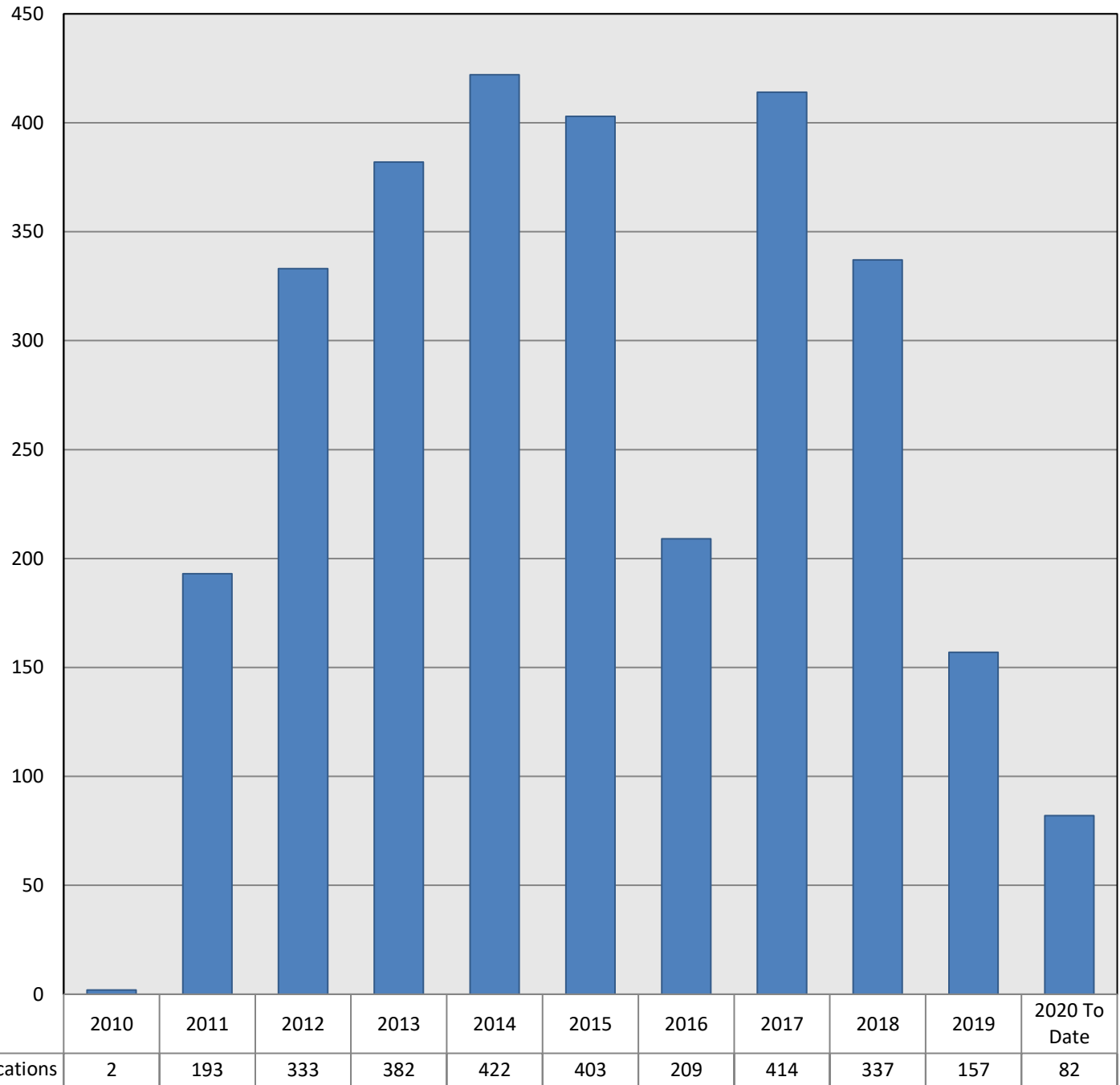
Attachment 8g



Town of Bluffton
Planning & Community Development Applications Approved
2010 - 2020

Attachment 8h

Number of Applications Approved



■ Planning & Community Development Applications



Growth Management Application Update Report

Attachment 9

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					
Annexation Petition					
100%					
ANNX-07-20-014387	07/14/2020		Annexation Petition	Active	Aubrie Giroux
Applicant: Grande Oaks II, LLC		Owner: Grande Oaks II, LLC			
PLAN DESCRIPTION: Annexation of Parcel 1 and 12D, part of the Grande Oaks Property at the NW corner of the intersection of Buckwalter Pkwy and Lake Point Dr., into the Buckwalter PUD.					
PROJECT NAME:					
ANNX-07-19-013330	07/10/2019		Annexation Petition	Active	Aubrie Giroux
Applicant: Walter J Nester III		Owner: Bishop of Charleston			
PLAN DESCRIPTION: Request for an Ordinance for the Annexation of 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, into the Town of Bluffton Corporate Limits. 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					
ANNX-03-20-014067	03/02/2020		Annexation Petition	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 Ordinance to approve a 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's municipal boundary as part of the Buckwalter Planned Unit Development 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					



Growth Management Application Update Report Attachment 9

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

Annexation Petition

Total Annexation Petition Cases: 3

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: Phase 1 activities include mass grading, roads, utilities, parks and related infrastructure

PROJECT NAME: NEW RIVERSIDE VILLAGE

COFA-03-18-011754	03/02/2018		Certificate of Appropriateness	Active	Katie Peterson
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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



Growth Management Application Update Report

Attachment 9

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-05-19-013161	05/15/2019	1195 MAY RIVER RD	Certificate of Appropriateness	Active	Katie Peterson
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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

Historic District

COFA-03-20-014120	03/16/2020	51 B COLCOCK ST	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Manuel Studio, LLC

Owner: Cunningham, LLC

PLAN DESCRIPTION: A request by Ansley Manuel on behalf of Matthew Cunningham, for approval of a Certificate of Appropriateness - HD to allow the construction of a new 2-story single-family residential structure of approximately 3,260 SF and the renovation and addition to the existing 1,152 SF Carriage House, located at 51 Colcock Street Unit B in the Old Town Bluffton Historic District, and zoned as Riverfront Edge-HD.
STATUS 6/22/2020: The application was reviewed at the April 17, 2020 HPRC meeting and the June 3, 2020HPC 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.
PERMIT: RNEW-07-20-1223

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Attachment 9

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-03-20-014106	03/11/2020	5738 GUILFORD PL	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Court Atkins Architects, Inc.		Owner: Micheal Bradley Holdings LLC			
<p>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.</p> <p>STATUS 6/22/2020: 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 May 4, 2020 meeting. A Final Application has been submitted and was 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.</p>					
PROJECT NAME:		STOCK FARM			
COFA-06-20-014294	06/08/2020	5752 GUILFORD PL	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Pearce Scott		Owner: Joe Zagari			
<p>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.</p> <p>STATUS: 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 June 29th meeting.</p>					
PROJECT NAME:					
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 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 May 4, 2020 meeting. A Final Application has been submitted and will be heard by the full HPC at the June 3, 2020 HPC meeting.</p>					
PROJECT NAME:		TABBY ROADS PHASE 1			



Growth Management Application Update Report

Attachment 9

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-04-15-009182	04/20/2015	95 GREEN ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Storm Solutions of the Low Country, LLC Owner: Glenda Mikulak					
PLAN DESCRIPTION: A request by Stephen Nitz of Craftsmen Homes on behalf of Glenda Mikulak for review of a Certificate of Appropriateness for the construction of a new single family residence of approximately 2,500 SF on the property identified as 95 Green Street and zoned as Neighborhood General-HD STATUS: The project was reviewed at the May 11, 2015 HPRC meeting and comments provided to the applicant. Staff is awaiting a final application to be presented to the full HPC for final review. STATUS 3-27-20: 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 requested additional information on the missing documentation for approval. The application is to remain open at this time.					
PROJECT NAME: OLD TOWN					
COFA-07-20-014386	07/13/2020	75 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: James Guscio Owner: James Guscio					
PLAN DESCRIPTION: A request by James Guscio, for review of a Certificate of Appropriateness to allow the construction of a new 2.5-story single-family building of approximately 2,310 SF located at 75 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD.					
PROJECT NAME:					
COFA-03-20-014057	03/02/2020	13 LAWRENCE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Mark Reichert Owner: Mark Reichert					
PLAN DESCRIPTION: A request by Mark Reichert for review of a Certificate of Appropriateness to allow the construction of a 1,300 SF, 2-story addition to an existing 1-story residential structure of approximately 1,500 SF located at 13 Lawrence Street and is zoned Neighborhood General – HD. STATUS: 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 May 4, 2020 meeting.					
PROJECT NAME:					



Growth Management Application Update Report

Attachment 9

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-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.					
PLAN DESCRIPTION: A request by Randolph Stewart, on behalf of Leonex Construction Group, for review of a Certificate of Appropriateness to allow the construction of a 3-story mixed use building of approximately 2,900 SF and a Carriage House of approximately 1,060 SF located at 215 Goethe Road within the May River Road development plan in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD. STATUS: The Application was heard at the July 15th meeting of the HPRC. A Final Application has been submitted and was approved with conditions at the November 6th meeting of the HPC. Staff is awaiting resubmittal materials addressing HPC Conditions. STATUS 11-27-19: Preliminary Approval Letter discussed with Applicant. Awaiting resubmitted materials.					
PROJECT NAME: Schultz/Goethe					
COFA-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. Staff is awaiting the submission of a final application for full formal HPC review.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report Attachment 9

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-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.					
PROJECT NAME:					
COFA-07-20-014398	07/15/2020	9 GUERRARD AVE	Certificate of Appropriateness	Active	Katie Peterson
Applicant: FPB Beaufort, LLC		Owner: Curry Road Investments, LLC			
PLAN DESCRIPTION: Single family residential construction - 3 bedroom, 3.5 bath with carport					
PROJECT NAME:					
COFA-10-19-013647	10/31/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
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.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

Attachment 9

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-11-18-012562	11/14/2018	1268 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Kevin Farruggo		Owner: McClure Real Estate LLC			
<p>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.</p> <p>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.</p> <p>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.</p> <p>STATUS 4-27-20: The applicant has responded that they are working on submittal information. Active.</p>					
PROJECT NAME:		OLD TOWN			
COFA-01-20-013886	01/21/2020	36 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: James Guscio		Owner: Riverside Retreats, Inc			
<p>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.</p> <p>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.</p>					
PROJECT NAME:		TABBY ROADS PHASE 1			
COFA-12-18-012652	12/12/2018	6 HEAD OF THE TIDE	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Manuel Studio, LLC		Owner: Deidre Jurgensen			
<p>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.</p> <p>STATUS: The application was reviewed at the January 2nd HPRC meeting and the May 1st HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.</p> <p>STATUS 3-30-20: A permit has been pulled for 5 Head of Tide to remove the Carriage House from this site, as one of the conditions on this permit. Once the work associated with that permit has been complete, this COFA will be able to be approved. RNEW-10-19-2005</p>					
PROJECT NAME:		OLD TOWN			



Growth Management Application Update Report

Attachment 9

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-08-20-014495	08/24/2020	5806 GUILFORD PL	Certificate of Appropriateness	Active	Katie Peterson
Applicant: George Gomolski		Owner: Gomo Enterprises, LLC			
PLAN DESCRIPTION: New construction drawings for an office/residential buildings plus and ancillary structure at 5806 Guilford Place.					
PROJECT NAME:					
COFA-09-19-013505	09/10/2019	16 GUERRARD AVE	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Allison Ramsey Architects, Inc.		Owner: Brighton Builders, LLC			
PLAN DESCRIPTION: A request by Jeremiah Smith, Allison Ramsey Architects, on behalf of Ben Kennedy for review of a Certificate of Appropriateness to allow the construction of a 1.5 single-family house of approximately 1,803 SF and garage of approximately 469 SF on a vacant lot located on the property at 16 Guerrard Avenue in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD. STATUS: The Application is being reviewed and was heard at the September 23rd HPRC meeting where comments were provided to the Applicant. A Final Application was approved with conditions at the November 6th meeting of the HPC. Staff is awaiting resubmittal documents addressing HPC Conditions. 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: Revised drawings have been submitted, awaiting submittal of Tree Removal Permit prior to final approval.					
PROJECT NAME:		OLD TOWN			
COFA-07-18-012236	07/25/2018	81 CALHOUN ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Pearce Scott Architects, Inc.		Owner: 81 Calhoun Street LLC			
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			



Growth Management Application Update Report

Attachment 9

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-06-19-013223	06/05/2019	127 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: R. Stewart Design, LLC		Owner: Spartina449			
<p>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.</p> <p>The application was heard at the June 24th HPRC Meeting where comments were provided to the Applicant.</p> <p>STATUS 3-24-2020: The Applicant submitted additional information and requested to be placed on the August 7th HPC Agenda as discussion only for their conceptual application. The Application was heard and comments provided. A final application was submitted and approved with conditions by the HPC at their October 2nd meeting. Staff is awaiting the submittal of revised materials addressing the HPC conditions. Awaiting window detail as final item for approval.</p>					
PROJECT NAME:		OLD TOWN			
COFA-12-19-013784	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
<p>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.</p> <p>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.</p>					
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			
<p>PLAN DESCRIPTION: Single family home with detached garage with living space.</p>					
PROJECT NAME:					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-05-20-014242	05/21/2020	21 WHARF ST	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott Architects

Owner: JEFF | ASHLEY FEASTER

PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of the owner, Ashley Feaster, for review of a Certificate of Appropriateness to allow the construction of a new 2-story Carriage House structure of approximately 1,150 SF located at 21 Wharf Street and Neighborhood General – HD.
STATUS 5-21-2020: The Application is being reviewed by Staff and the HPRC for compliance with the standards found in the Unified Development Ordinance and will be placed on the June 15th meeting of the HPRC.
STATUS 6-22-2020: The application was reviewed at the June 15, 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: OLD TOWN

Historic District - Demolition

COFA-11-18-012563	11/14/2018	1268 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Kevin Farruggo

Owner: McClure Real Estate LLC

PLAN DESCRIPTION: A request by Grady L Woods Architects on behalf of McClure Real Estate, LLC, for review of a Certificate of Appropriateness - Demolition to allow the demolition of a 1-story cmu block building with an attached wooden structure with a shed roof of approximately 800 SF and a small wood shed of approximately 80 SF located at 1268 May River Road in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD.
STATUS: The application was reviewed at the November 19th HPRC meeting, the December 3rd DRC meeting, and the January 9th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.
STATUS 4-27-20: The Applicant is preparing revised plans for resubmittal. Active.

PROJECT NAME: OLD TOWN

Total Certificate of Appropriateness Cases: 27

Comprehensive Plan Amendment

Comprehensive Plan Amendment



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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 62.80 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 an appropriate category which supports 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 Comprehensive Plan Amendment Cases: 1

Concept Plan Amendment

Concept Plan Amendment



Growth Management Application Update Report Attachment 9

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Concept Plan Amendment					
CPA-02-20-014047	02/26/2020		Concept Plan Amendment	Active	Aubrie Giroux
Applicant: McNair Law Firm, P.A.		Owner: Bishop of Charleston			
PLAN DESCRIPTION:		Request for an Ordinance to amend the Buckwalter Concept Plan to incorporate 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 as a new Land Use Tract and identify associated elements such as any increase in the overall total allowed development rights, allowed land uses, access points, density summary, acreage summary, 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. 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			
CPA-07-20-014389	07/14/2020		Concept Plan Amendment	Active	Aubrie Giroux
Applicant: Grande Oaks II, LLC		Owner: Grande Oaks II, LLC			
PLAN DESCRIPTION:		Annexation and rezoning of parcel 1 & 12D, part of the Grande Oaks property at the NW corner of the intersection of Buckwalter Pkwy & Lake Point Dr., into the Buckwalter PUD.			
PROJECT NAME:					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Concept Plan Amendment

CPA-03-20-014069	03/02/2020		Concept Plan Amendment	Active	Aubrie Giroux
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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 Ordinance to approve an amendment to the Buckwalter Concept 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 as part of the Buckwalter Commons Planning Tract 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 Concept Plan Amendment Cases: 3

Dev Agreement Amendment

PUD

DAA-07-20-014388	07/14/2020		Dev Agreement Amendment	Active	Aubrie Giroux
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Applicant: Grande Oaks II, LLC

Owner: Grande Oaks II, LLC

PLAN DESCRIPTION: Annexation and rezoning of parcel 1 & 12D, part of the Grande Oaks property at the NW corner of the intersection of Buckwalter Pkwy and Lake Point Dr., into the Buckwalter PUD.

PROJECT NAME:



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Dev Agreement Amendment

DAA-03-20-014068 03/02/2020 Dev Agreement 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 Ordinance to approve an amendment to the Buckwalter Development Agreement 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 as part of the Buckwalter Commons Planning Tract 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

DAA-02-20-014041 02/25/2020 Dev Agreement Amendment Active Aubrie Giroux

Applicant: McNair Law Firm, P.A.

Owner: Bishop of Charleston

PLAN DESCRIPTION: Request for an Ordinance to amend the Buckwalter Development Agreement to incorporate the Saint Gregory the Great property consisting of approximately 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 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. 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 Dev Agreement Amendment Cases: 3

Development Plan

Development Plan



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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					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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			
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			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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			
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			



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Active Cases					
Development Plan					
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 scope shall consist of general clearing, installation of utilities, storm drainage infrastructure, grading and gravel drive to serve the proposed clubhouse and barn.					
PROJECT NAME:		PALMETTO BLUFF PHASE 2			
DP-02-16-009495	02/03/2016	27 DISCOVERY DR	Development Plan	Active	William Howard
Applicant: Thomas and Hutton		Owner: BC Buckwalter LLC			
PLAN DESCRIPTION: This approval is granted for a Development Plan for a Kroger and mixed use development located on the approx. 39 acres in the Buckwalter Place development. The project scope includes a Kroger grocery store, retail, restaurants, 124 multi family units, fuel center and a park. This approval is based on Site Development Plans prepared by Thomas and Hutton engineers, dated 5/13/2016 and Landscape Plans prepared by Wittmer, Jones Keefer dated June 30, 2016. STATUS: DEVELOPMENT PLAN AMENDMENTAPPROVED 2/14/2017 based on Thomas & Hutton Engineer date stamped plans last modified January 10, 2017. AND Wittmer, Jones, Keefer dated July 22, 2016. STATUS 02/07/2019: A Development Plan Amendment to replace the approved Building C with the St Joseph Candler Building has been submitted for review. Comments provided at the Feb. 12 meeting of the DRC. STATUS 05/19/19: The Development Plan Amendment for the St Joseph Candler Building is APPROVED. 05/19/2020: An application for a Development Plan Amendment for construction of the TCL Culinary Institute has been submitted for review. Comments will be reviewed at the May 27 meeting of the DRC.					
PROJECT NAME:		KROGERS			
DP-03-20-014138	03/24/2020		Development Plan	Active	William Howard
Applicant: Island Plasters		Owner: Island Plasters			
PLAN DESCRIPTION: The applicant is requesting approval of a development plan to allow for the construction of a 20,000 sq ft commercial building and associated parking and infrastructure at 4384 Bluffton Parkway. The property is zoned Schultz PUD and will be reviewed using the development standards set forth in the Schultz PUD and Bluffton Park Commercial Master Plan. The Preliminary Plan has been placed on the Agenda for the May 6 meeting of the DRC.					
PROJECT NAME:		BLUFFTON PARK PHASE C-1			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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		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			
Preliminary Development Plan					
DP-08-19-013461	08/19/2019	11 WHARF ST	Development Plan	Active	William Howard
Applicant: Sam Conner		Owner: Garfield Moss			
PLAN DESCRIPTION: The Applicant is requesting approval of a Development Plan for a 13-lot residential subdivision on approximately 3.94 acres at the corner of Wharf Street and Lawrence Street. The Preliminary Plan will be reviewed at the September 18 meeting of the DRC. 09/23/2019: Comments were provided at the Sept. 18 meeting of the DRC. Awaiting a re-submittal to address comments to present to the Planning COmmission for approval of the Preliminary Plan. STATUS 10/22/2019: The Preliminary Plan will be presented to the Planning Commission for approval at the Oct. 23 meeting. STATUS 10/25/2019: The application was approved with conditions, the applicant can now submit for MS4 Stormwater approval. STATUS 04/23/2020: Staff is working with the Applicant to alter the design to increase the lot count. The applicant intends to alter the design and proceed with a Final Development Plan.					
PROJECT NAME:		OLD TOWN			



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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:

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:

DP-07-20-014377 07/07/2020 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:



Growth Management Application Update Report Attachment 9

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-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:					



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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:					



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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 that they intend to pursue approval, the application will expire.</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: Zinn Asset Management Corp			
<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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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			
DP-08-19-013428	08/12/2019		Development Plan	Active	William Howard
Applicant: Michael Hughes		Owner: K Hovananian			
PLAN DESCRIPTION: This project consists of a secondary access/ construction entrance, gravel haul road and stockpile/ laydown area for Four Seasons at Carolina Oaks. The Preliminary Plan will be reviewed at the September 11 meeting of the DRC. STATUS: 9/16/2019 Awaiting Final Development Plan STATUS 04/23/2020: The Applicant is working to finalize the details of the stormwater plan before submitting for review.					
PROJECT NAME:		Four Seasons at Carolina Oaks			

Public Project



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
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:					
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:					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-01-19-012790	01/29/2019		Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: The Applicant is proposing side walks and related infrastructure along Buck Island Road from the intersection of Kitty Road to 289 Buck Island Road. STATUS 02/18/2019: Comments on the Public Project were provided at the Feb. 12 meeting of the DRC. The project is Approved with Conditions pending SCDHEC NPDES approval letter.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
DP-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			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

DP-07-20-014413	07/21/2020	250 HE MCCRACKEN CIR	Development Plan	Active	William Howard
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Applicant: M. Keith Myhand **Owner:** Beaufort County School District

PLAN DESCRIPTION: Adding field lighting to the middle school practice field.

PROJECT NAME:

DP-07-20-014422	07/27/2020	101 PROGRESSIVE ST	Development Plan	Active	William Howard
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Applicant: Cranston Engineering Group **Owner:** Town of Bluffton

PLAN DESCRIPTION: Parking lot expansion with some stormwater and sidewalk improvements.

PROJECT NAME:

Total Development Plan Cases: 38

Development Plan Amendment

NA

DPA-06-20-014304	06/12/2020	15 CAPTAINS CV	Development Plan Amendment	Active	William Howard
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Applicant: Old Town Dispensary **Owner:** Old Town Dispensary

PLAN DESCRIPTION: Approve revised site plan.

PROJECT NAME:

Total Development Plan Amendment Cases: 1



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Master Plan

NA

MP-02-20-014050	02/27/2020		Master Plan	Active	Aubrie Giroux
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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



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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
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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
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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



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-07-20-014433	07/29/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: The Lakes at New Riverside - Phase 1A (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 5.45 acres into 10 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 [08/19/2020]: 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 August 26th meeting.					
PROJECT NAME:					
SUB-08-20-014465	08/12/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Atlas Surveying		Owner: Dominion Energy South Carolina, Inc.			
PLAN DESCRIPTION: This subdivision will be for a proposed Dominion Energy substation (May River) and gravel access drive. This substation will tie into the adjacent transmission lines within the existing right of way to help facilitate the power infrastructure and needs of the Town of Bluffton and Beaufort County. No additional utilities will be needed to the substation. The sitting of the substation will be such that will be compliant and consistent of the Town of Bluffton Design Standards and Applications Manual. Any sureties will be provided as required. All proposed improvements for the substation will avoid disturbance of these wetlands except as approved by the regulatory authority.					
PROJECT NAME: SHULTZ TRACT					
SUB-07-20-014432	07/28/2020	3702 OKATIE HWY	Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: Four Seasons - Phase 1B (Subdivision): A request by Mike Hughes of Thomas & Hutton on behalf of K. Hovnanian, Jeff Wiggins, owner, for review of a Subdivision Plan for the division of 12.599 acres into 36 single-family lots along with associated right of way and common areas. The property is identified by tax map number R614 036 000 3372 0000 and is located within the Cypress Ridge Master Plan. The property is zoned Jones Estate 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 [08/19/2020]: The application is currently being reviewed by Staff for conformance with the Jones Estate Development Agreement and Planned Unit Development documents and is scheduled for review by the DRC at the August 26th meeting.					
PROJECT NAME: Four Seasons at Carolina Oaks					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Subdivision Plan

SUB-04-20-014147	04/01/2020		Subdivision Plan	Active	Alan Seifert
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Applicant: Thomas & Hutton

Owner: MFH LAND, LLC

PLAN DESCRIPTION: Reconfiguration Plat of Parcels 4B-2 and 4B-3 (Subdivision): A request by Mike Hughes of Thomas & Hutton on behalf of MFH Land, LLC, owner, for review of a Subdivision Plan for the reconfiguration and division of two (2) parcels, totaling 34.078 acres, into three (3) parcels to include two (2) Town of Bluffton owned parcels for a park, and one (1) parcel for the proposed mixed-use develop known as New Riverside Village. The property is identified by tax map numbers R610 036 000 1258 0000 and R610 036 000 3214 0000 and is located within the New Riverside Village 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 [04/27/2020]: 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 May 6th meeting.

PROJECT NAME:

SUB-04-20-014145	04/01/2020	200 NEW RIVERSIDE RD	Subdivision Plan	Active	Alan Seifert
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Applicant: Thomas & Hutton

Owner: May River Forest, LLC

PLAN DESCRIPTION: Western Buffer Parcel - New Riverside Road (Subdivision): A request by Mike Hughes of Thomas & Hutton on behalf of Dallas Wood of New Riverside Association, Inc., owner, for review of a Subdivision Plan for the division of one (1) parcel totaling 1.44 acres out of the right-of-way of New Riverside Road. The property is identified by tax map number R610 044 000 0016 0000 and is located on the New Riverside Road frontage of property owned by the Town of Bluffton and Bluffton Township Fire District. 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 [04/27/2020]: 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 May 6th meeting.

PROJECT NAME:



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-04-20-014146	04/01/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
PLAN DESCRIPTION: Eastern Buffer Parcel - New Riverside Road (Subdivision): A request by Mike Hughes of Thomas & Hutton on behalf of Dallas Wood of New Riverside Association, Inc., owner, for review of a Subdivision Plan for the division of one (1) parcel totaling 1.43 acres out of the right-of-way of New Riverside Road. The property is identified by tax map number R610 044 000 0016 0000 and is located on the New Riverside Road frontage of property owned by the Town of Bluffton and MFH Land, LLC. 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 [04/27/2020]: 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 May 6th meeting.					
PROJECT NAME:					
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-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					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-08-20-014446	08/04/2020	23 DOUGLIS LN	Subdivision Plan	Active	Alan Seifert
Applicant: Diana Maldonado		Owner: Diana Maldonado			
PLAN DESCRIPTION: Divide the property to sell a part of it.					
PROJECT NAME:					
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-08-20-014458	08/10/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Carrie's Fun World		Owner: Carrie's Fun World			
PLAN DESCRIPTION: Heirs property divided among the heirs (Fraziers)					
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			



Growth Management Application Update Report

Attachment 9

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-08-20-014450 08/05/2020 28 PRITCHARD ST Subdivision Plan Active Alan Seifert

Applicant: RODGER KEYES

Owner: RODGER KEYES

PLAN DESCRIPTION: Split lot into two lots

PROJECT NAME:

Historic District

SUB-08-19-013427 08/12/2019 6 SHELL RAKE ST Subdivision Plan Active Katie Peterson

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: 14

Zoning Action

Special Exception



Growth Management Application Update Report Attachment 9

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

Zoning Action

ZONE-05-20-014229 05/13/2020 70 10 PENNINGTON DR Zoning Action Active Kevin Icard

Applicant: Nelson Pinto **Owner:** Mathesoya Mgt Corp

PLAN DESCRIPTION: Veterinary clinic specialized in ophthalmology (Outpatient only no over night care)

PROJECT NAME:

UDO Text Amendment

ZONE-03-18-011836 03/26/2018 Zoning Action Active Kevin Icard

Applicant: Town of Bluffton **Owner:** Town of Bluffton

PLAN DESCRIPTION: A request by the Unified Development Ordinance Administrator for consideration of revisions to the following sections of the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance:

1.1.8 Activities That Do Not Constitute Development; 2.2 Establishment; 3.2 General Application Approval Process; 3.9 PUD Master Plan; 3.18 Certificate of Appropriateness – Historic District (HD); 3.19 Site Feature – Historic District (HD); 3.20.2 Applicability; 3.25 Designation of Contributing Structure; 3.26 Appeals; 4.4 Conditional Use Standards; 5.3.7 Specific Landscaping Standards; 5.15 Old Town Bluffton Historic District; 7.2.2. Illegal Nonconformities; 7.9 Nonconforming Sites Resulting from Right-Of-Way Dedication or Acquisition; 9.2 Definitions; 9.3 Interpretation of Dimensional Standards; and, 9.4 Description of Uses of Land and Buildings
STATUS: 1/29/2019 The Application was heard at the January 23, 2019 Planning Commission meeting where it was recommended for approval to Town Council with conditions related specifically to Public Projects, Minor and Major PUD Master Plans, Development Plans, requiring public notice for various projects and to include language related to appeals.
STATUS: 2/18/2019 The Application will be heard at the March 12th Town Council meeting.
STATUS: 5/28/2019 A portion of the text amendments were approved by Town Council at their March 12, meeting. Additional items will be presented to Town Council at a future date.
STATUS: 4/21/2020 Various UDO text amendments are being reviewed by Planning Commission, and Town Council over the coming months.

PROJECT NAME:



Growth Management Application Update Report Attachment 9

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					
Zoning Action					
ZONE-04-20-014176	04/13/2020		Zoning Action	Active	William Howard
Applicant: BRE Mariner Belfair Town Village LLC		Owner: BRE Mariner Belfair Town Village LLC			
PLAN DESCRIPTION: The applicant is requesting a text amendment to Belfair Towne Village, a portion of the Belfair PUD.					
PROJECT NAME:		BELFAIR TOWNE VILLAGE			
Zoning Appeal					
ZONE-03-20-014108	03/11/2020		Zoning Action	Active	William Howard
Applicant: Sarah Kepple		Owner: Jim Merli			
PLAN DESCRIPTION: Review of the Buckwalter PUD interpretation; was it written to protect adjacent Beaufort Co. property or do adjacent wetlands and rural residential setback requirements provide enough buffer for our property use? STATUS 4/21/2020 Due to COVID-19, this project is being held until such time that staff can hold an in-person Public Hearing.					
PROJECT NAME:					
Zoning Map Amendment					
ZONE-07-20-014390	07/14/2020		Zoning Action	Active	Aubrie Giroux
Applicant: Grande Oaks II, LLC		Owner: Grande Oaks II, LLC			
PLAN DESCRIPTION: Annexation of parcel 1 & 12D, part of the Grande Oaks property at the NW corner of the intersection of Buckwalter Pkwy and Lake Point Dr., into the Buckwalter PUD.					
PROJECT NAME:					



Growth Management Application Update Report

Attachment 9

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

Zoning Action

ZONE-07-19-013331 07/10/2019 Zoning Action Active William Howard

Applicant: Walter J Nester III **Owner:** Bishop of Charleston

PLAN DESCRIPTION: Request for an Ordinance to amend the Town of Bluffton Zoning Map as well as the Buckwalter Planned Unit Development text to incorporate 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 as a portion of the Buckwalter Planned Unit Development and add any necessary text to identify 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, 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. 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

ZONE-03-20-014074 03/03/2020 Zoning Action Active Kevin Icard

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 Ordinance to amend the Town of Bluffton Zoning Map to incorporate and designate 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 Buckwalter Planned Unit Development as part of the Buckwalter Commons Land Use Tract 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 Zoning Action Cases: 7

Total Active Cases: 100



Growth Management Application Update Report Attachment 9

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
Total Plan Cases: 100					

TOWN MANAGER MONTHLY REPORT

August, 2020



Town of Bluffton
20 Bridge St.
PO Box 386
Bluffton, SC 29910
843.706.4500

To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: September 8, 2020

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.
- Conducted Chief of Police applicant interviews throughout the month of August with assistance from Human Resources Director, Katherine Robinson, and Deputy Town Manager, Scott Marshal.
- Attended Beaufort County Emergency Management Meeting on August 3rd.
- Meeting with Town of Bluffton Capital Improvement Project team on August 27th.

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.
 - Attended Town of Bluffton Facebook Live Update with Mayor Sulka and Interim Chief of Police Scott Chandler on August 3rd and 17th.
 - Meeting with Mayor Sulka, David O'Donoghue, Palmetto Bluff President, and Dallas Wood, Palmetto Bluff Chief Operating Officer on August 6th.
 - Attended electronic Town Council Meeting on August 11th.
 - Conducted Town of Bluffton Police Chief Candidate Interviews with Town Council on August 13th.
 - Meeting with Councilman Fred Hamilton and representatives from Lowcountry Council of Governments and South Carolina Department of Commerce on August 20th.
 - Attended Special Town Council Meeting on August 26th.
-

TOWN COUNCIL



STAFF REPORT

Department of Finance & Administration

MEETING DATE:	September 8, 2020
PROJECT:	Consideration of the Renewal of the Memorandum of Agreement with Bluffton Eagles Community Action Committee
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance & Administration

RECOMMENDATION: The Town Council consider approval of the renewal for another five-year term of the Memorandum of Agreement with the Bluffton Eagles Community Action Committee for the on-going maintenance at Eagle's Field.

BACKGROUND: On November 19, 2015, the Town of Bluffton entered into an Agreement with the non-profit known as Bluffton Eagles Community Action Committee, the owner of Eagle's Field. The Town would assist with the installation and enhancement of utilities such as lighting, water and sewer, and provide monthly mowing and trimming of the grass, among other responsibilities, in exchange for allowing public access to the field for active and passive recreation purposes and the hosting of Town-sponsored events such as National Night Out. The term of the Agreement was for an initial five years, ending November 18, 2020, with the option of two (2) additional five-year terms. These services are budgeted in the FY21 budget.

ATTACHMENTS:

1. Eagle's Field MOA
2. Resolution
3. Recommended Motion

MEMORANDUM OF AGREEMENT

Between:

Town of Bluffton

Bluffton Eagles Community Action Committee

This Memorandum of Agreement ("Agreement") made and entered into this 19th day of November 2015 by and between the Town of Bluffton, South Carolina (the "Town") and Bluffton Eagles Community Action Committee (the "Committee"), the owner of Eagles Field.

WHEREAS, Eagles Field, identified as Parcel ID R610 031 000 0114 000, is within the corporate limits of the Town and is operated and maintained by the Committee presently; and

WHEREAS, the Committee has expressed an interest in working with the Town in an effort to enhance and add value to the historical significance and cultural value of Eagles Field; and

WHEREAS, the Town Council has identified the upgrade of Eagles Field as a high priority within the FY 16 Strategic Plan; and

WHEREAS, the Buck Island Simmonsville Neighborhood Plan provides a Master Plan for Eagles Field which provides for improvements including a new parking area, community center, youth baseball field, concession stand, fitness trail, upgraded bleachers and bullpen areas; and

WHEREAS, the Town has agreed to offer assistance and aid to the Committee as detailed in this MOA.

NOW, THEREFORE, the Town and the Committee, for due and valuable consideration, and the mutual promises contained herein, agree as follows:

- I. **Recitals**. The above recitals are incorporated herein.

II. Duties of the Town

The Town shall:

1. In collaboration with the Committee, amend the Initial Master Plan;
2. Review, and approve as appropriate, all development plans for the improvements, including future expansion;
3. Ensure enforcement of the Duties of the Committee as stated in Section III below;
4. Coordinate with the Committee and the appropriate utility companies to install and enhance certain utilities including, but not limited to, lighting, sewer and water;
5. Provide monthly field maintenance including mowing and trimming of the grass;
6. Provide the Committee access to the certain lawn maintenance equipment owned by the Town upon request and availability;
7. Provide administrative assistance to the Committee for the coordination of required business filings per local, state and federal regulations;
8. Provide project management services including the preparation and submission of Development Plans including applicable outside agency approvals, design, construction and funding for the identified improvements including, but not limited to, upgraded fencing, dugouts and signage;

9. Provide waiver of Town plan and permit application fees;
10. Assist the Committee in the historic research and listing of the property on the National Register of Historical Places, if appropriate; and
11. Assist the Committee in seeking grants from state and/or national government and/or private sources.

III. Duties of the Committee

The Committee shall:

1. The Committee must provide the Town appropriate documentation of the Committee's corporate and 501 (c) (3) status, and maintain such status through the lifetime of this Agreement;
2. The Committee shall permit public access for use of Eagles Field for active and passive recreational purposes;
3. The Committee shall permit Town sponsored special events to be located on the property, such as, but not limited to, National Night Out, upon request and based on availability;
4. The Committee is responsible for management of the Eagles Field, including, but not limited to, repairs and payment of utilities such as sewer, water and electricity;
5. Notify the Town of any changes in the organizational management of the Committee, including, but not limited to new additional, or replacement Board members and any change to the

Committee's 501(c)(3) status;

6. The Committee shall be in charge of scheduling all events at Eagles Field;

7. The Committee shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorneys' fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town. The Committee shall immediately contact the Town should any changes to the liability insurance policy occur;

8. The Committee shall provide annual statement to the Town outlining financial activities, donations, etc.; and

9. In the future, if the Town assumes responsibility, in whole or in part, for public recreation facilities and/or programs, the Committee agrees to cooperate and work with the Town in all relevant aspects.

IV. General Requirements of the Agreement

1. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any

relationship between the Town and Committee other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Committee and the methods utilized by the Committee in fulfilling its obligations hereunder shall lie solely and exclusively with the Committee, and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Committee shall have any benefits, status, or right of employment with the Town.

2. This Agreement shall not be modified unless such modification is in writing and signed by the Town and the Committee.

3. Neither Party may assign this Agreement to another organization without prior written approval of the other Party.

V. Term

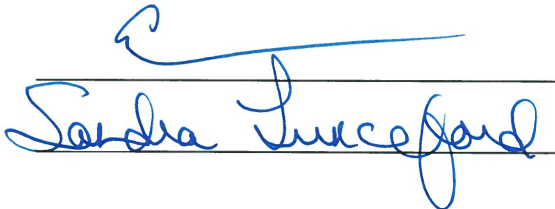
1. The Term of this Agreement shall be for five (5) years from the date of execution. The Town and the Committee may renew this Agreement for additional two (2) five year terms at the end of the initial five years. This Agreement will be subject to annual funding.

VI. Termination

1. It is agreed that either of the parties shall have the right and privilege of terminating this Agreement at any time upon giving one (1) month notice, in writing, to the other party of its intention to do so, and in the event this Agreement is terminated, then all rights and interests of the parties shall cease, and any permanent building or improvements erected by Town shall then be, and become the property of the Committee.

IN WITNESS WHEREOF, the parties hereto have affixed their signature hereto the date first written hereinabove.

WITNESSES:


Sandra Inceford

TOWN OF BLUFFTON

By: 
Marc Orlando
Town Manager

**BLUFFTON EAGLES COMMUNITY
ACTION COMMITTEE**

By: 
Fred Hamilton
President

Attachments:

1. Eagles Field Aerial View and Plats
2. Eagles Field Master Plan

Attachment 1

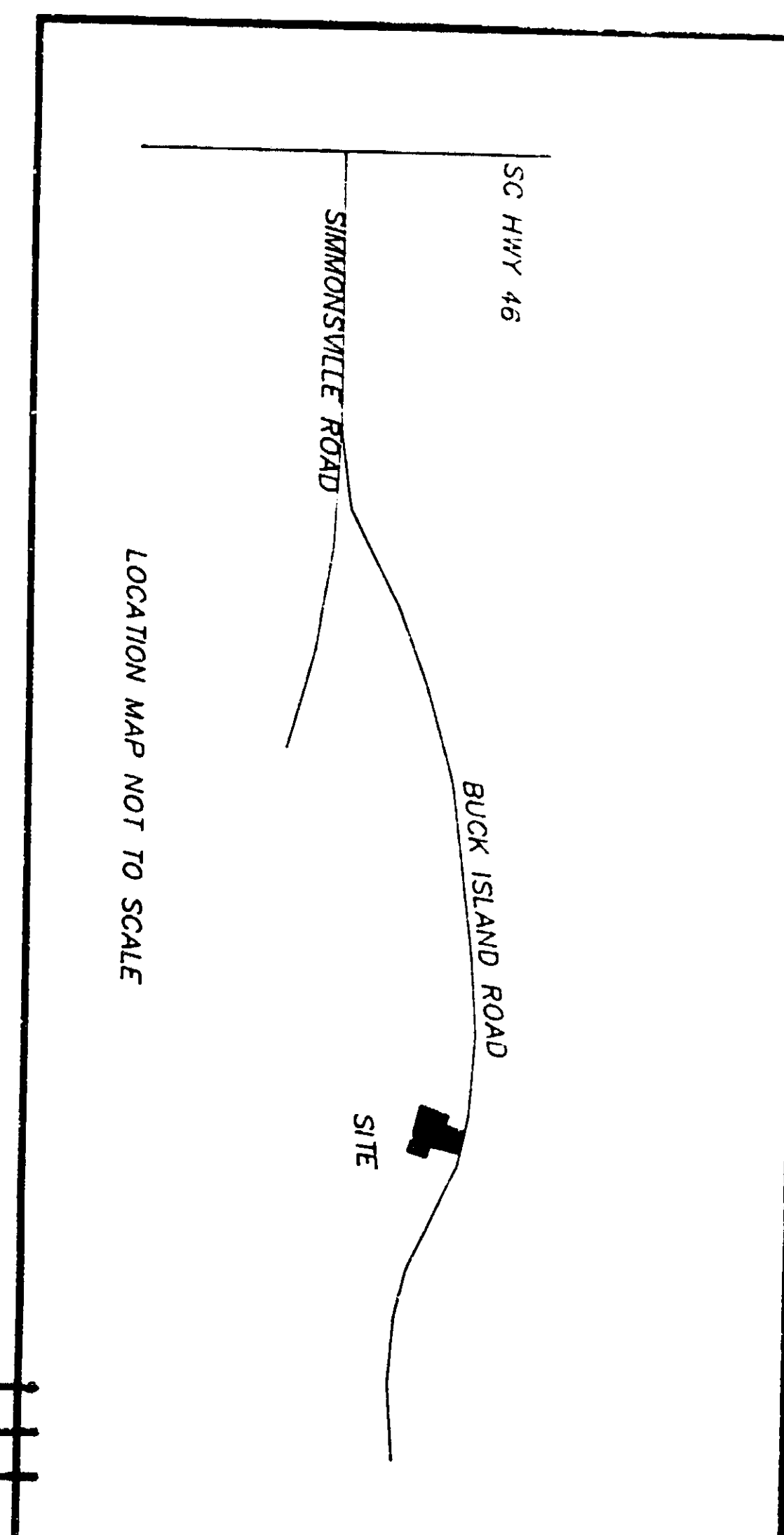
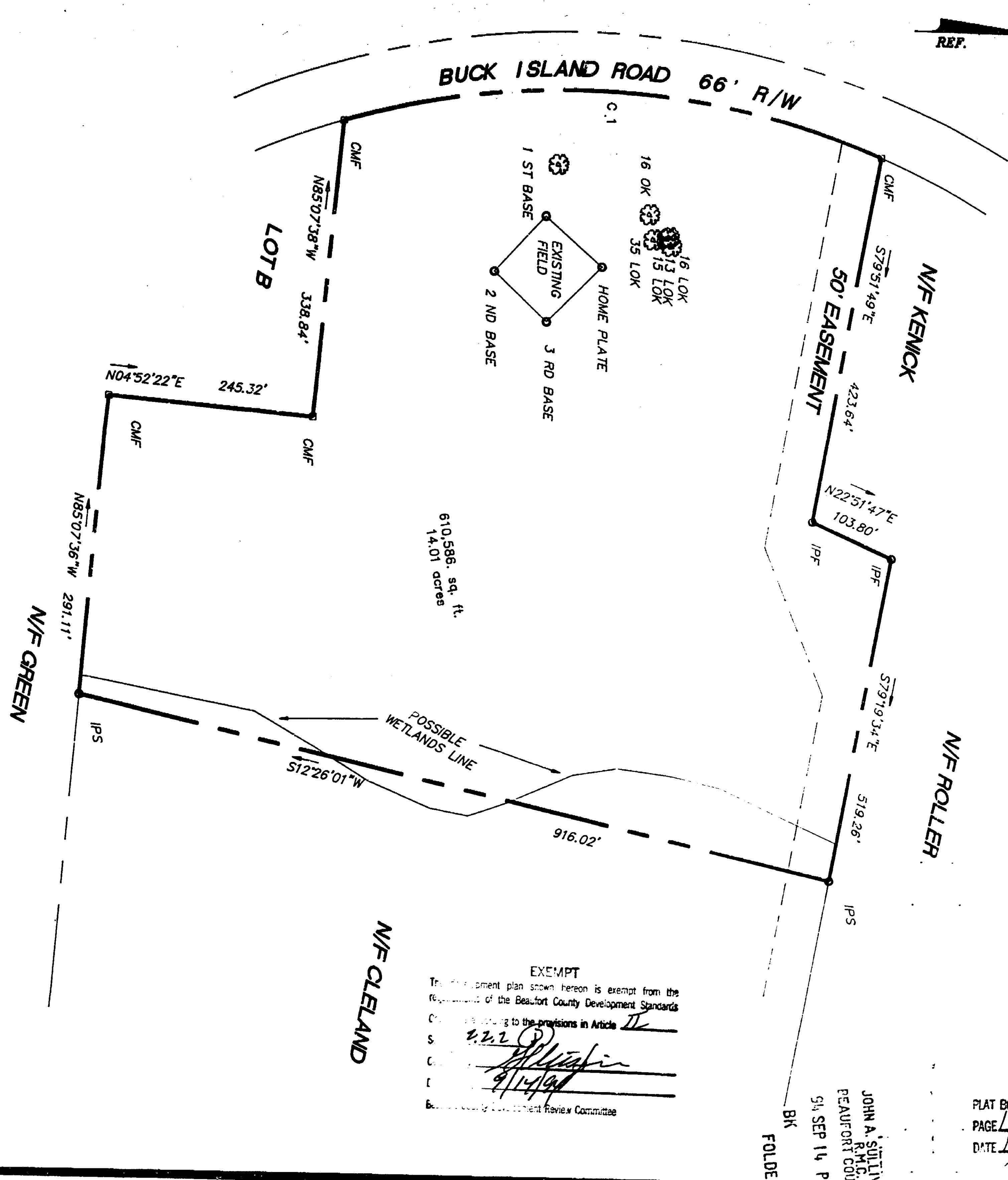
Eagles Field Aerial View and Plats



GRAPHIC SCALE

50 0 50 100 200

SCALE 1"=100'



JOB No. 94-4118

[Handwritten signature]
 FORREST F. BAUGHMAN, PLS # 4922



A BOUNDARY SURVEY OF 14.01 ACRE TRACT
EAGLES BALL FIELD, OFF BUCK ISLAND ROAD,
BLUFFTON TOWNSHIP, BEAUFORT COUNTY, SOUTH CAROLINA

DATE: AUGUST 30, 1994

1/ No RB Strakey
STATE OF SOUTH CAROLINA)
COUNTY OF BEAUFORT)

IN THE COURT OF COMMON PLEAS
C/A NO.: 2006-CP-07- 631

BEAUFORT COUNTY SC- ROD
BK 02970 PGS 0947-0955
DATE: 07/02/2010 04:35:16 PM
INST # 2010034874 RCPT# 621282

Beaufort County, a political subdivision of the)
State of South Carolina,)

Condemnor,)

vs.)

Bluffton Eagles Community Action Committee,)

Landowners,)

and)

Beaufort County Tax Assessor, Lienholder;)

Native Island Business and Community Affairs)

Association, Inc., Mortgagee; and)

GE Capital Financial, Inc. Judgment Creditor)

Other Condemnee.)

ANNOTATED
CONDEMNATION NOTICE
AND
TENDER OF PAYMENT
(Jury Trial Demanded)

06 MAR 20 PM 3:30
BEAUFORT COUNTY
COURT OF COURTS
BEAUFORT, S.C.

TO: BLUFFTON EAGLES COMMUNITY ACTION COMMITTEE LANDOWNERS and
BEAUFORT COUNTY TAX ASSESSOR, Lienholder, NATIVE ISLAND BUSINESS
AND COMMUNITY AFFAIRS ASSOCIATION, INC. Mortgagee; and GE CAPITAL
FINANCIAL, INC., JUDGMENT CREDITOR, OTHER CONDEMNNEES ABOVE
NAMED:

Pursuant to the South Carolina Eminent Domain Procedure Act, Section 28-2-10, et seq.,
Code of Laws of South Carolina, 1976, as amended, you are hereby notified as follows:

1. Beaufort County (hereinafter referred to as Condemnor) is the Condemnor herein and
seeks to acquire the real property described herein for public purposes. Bluffton Eagles
Community Action Committee is named as Landowner in this action by virtue of their claim(s)
of title (or other interests) as shown by that certain General Warranty Deed dated June 6, 2001,
from Del Web Communities, Inc., recorded June 12, 2001 in the Register of Deeds Office for

ADD DMP Record 11/24/2010 04:44:37 PM
BEAUFORT COUNTY TAX MAP REFERENCE
Dist Map SMap Parcel Block Week
R610 031 000 1554 0000 00

Beaufort County in Deed Book 1430, Page 1729.

2. The Beaufort County Tax Assessor, lienholder is made a party in this action as "Other Condemnee(s)" by virtue of those certain taxes due and payable.
3. Native Island Business and Community Affairs Association, Inc., Mortgagee is made a party in this action as "Other Condemnee(s)" by virtue of that certain Mortgage dated July 28, 2004 and recorded in the Beaufort Coujty Register of Deeds on August 26, 2004 in Book 2010 at Page 182.
4. GE Capital Financial Inc. is named a party in this action as "Other Condemnee(s)" by virtue of that Confession of Judgment # 121493 dated August 7, 2001 and recorded in the Clerk of Court's Office for Beaufort County on July 23, 2003.
5. The following is a description of the real property subject to this action and a description of the interest sought to be acquired in and to the property by the Condemnor:

UTILITY EASEMENT

ALL that certain tract or parcel of land with all buildings and improvements thereon lying and being in the Town of Bluffton, Beaufort county, South Carolina as described on Exhibit "A" attached hereto and made a part hereof.

And

RIGHT OF WAY EASEMENT

All that certain tract or parcel of land with all buildings and improvements threon, lying and being in the Town of Bluffton, Beaufort County, South Carolina as described on Exhibit "B" attached hereto and made a part hereof.

TMS#: R600 031 000 0114 0000

6. Condemnor is vested with the power of eminent domain pursuant to Section 57-17-20 and Section 28-2-60, Code of Laws of South Carolina, 1976, as amended.
7. The property sought herein is to be acquired for public purposes, more particularly for the construction of Bluffton Parkway, Phase III.
8. This action is brought pursuant to Section 28-2-240, Code of Laws of South Carolina, 1976, as amended.
9. Condemnor has complied with the requirements set forth in Section 28-2-70(a), Code of Laws of South Carolina, 1976, as amended, by having the subject property appraised and making the appraisal available to the Landowner(s) where required by law, and certifies to the Court that a negotiated resolution has been attempted prior to the commencement of this action, or pursuant to Section 12-27-405, Code of Laws of South Carolina, 1976, as amended, an appraisal of this property was not required.
10. Project plans may be inspected at the office of Beaufort County Engineering Department, 100 Ribaut Road, Room 255, Beaufort, South Carolina, 29901.
11. THE CONDEMNOR HAS DETERMINED JUST COMPENSATION FOR THE PROPERTY AND RIGHTS TO BE ACQUIRED HEREUNDER INCLUDING ALL DAMAGES, TO BE THE SUM OF ONE HUNDRED FORTY-SEVEN THOUSAND, SEVEN HUNDRED AND NO/100 DOLLARS (\$147,700.00) AND HEREBY TENDERS PAYMENT THEREOF TO THE LANDOWNER(S).
12. Payment of this amount will be made to the Landowner(s), if within thirty (30) days of

service of this Condemnation Notice, the Landowner(s) in writing, requests payment, and agrees to execute any instruments necessary to convey to the Condemnor the property interests and rights described hereinabove. The Agreement and Request for Payment must be sent by first class certified mail with return receipt requested or delivered in person to Beaufort County, Post Office Drawer 1228, Beaufort, SC 29901. If no Agreement and Request for Payment is received by the Condemnor within the thirty (30) day period, the tender is considered rejected.

13. If the tender is rejected, the Condemnor has the right to file this Condemnation Notice with the Clerk of Court of the County where the property is situated and deposit the tender amount with the Clerk. The Condemnor shall give the Landowner(s) and Other Condemnee(s) notice that it has done so and may then proceed to take possession of the property interests and exercise the rights described in this Condemnation Notice.

14. AN ACTION CHALLENGING THE CONDEMNOR'S RIGHT TO ACQUIRE THE PROPERTY AND RIGHTS DESCRIBED HEREIN MUST BE COMMENCED IN A SEPARATE PROCEEDING IN THE COURT OF COMMON PLEAS WITHIN THIRTY DAYS OF THIS CONDEMNATION NOTICE, OR THE LANDOWNER(S) WILL BE CONSIDERED TO HAVE WAIVED THE CHALLENGE.

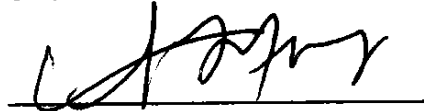
15. THE CONDEMNOR HAS ELECTED NOT TO UTILIZE THE APPRAISAL PANEL PROCEDURE. Therefore, if the tender herein is rejected, the Condemnor shall notify the Clerk of Court and shall demand a trial to determine the amount of just compensation to be paid. A copy of that notice must be served on the Landowner(s). That notice shall state whether the Condemnor demands a trial by jury or by the Court without a jury. The Landowner(s) has the

right to demand a trial by jury. The case may not be called for trial before sixty (60) days after the service of that notice, but it may thereafter be given priority for trial over other civil cases. The Clerk of Court shall give the Landowner(s) written notice by mail of the call of the case for trial.

16. THEREFORE, IF THE TENDER HEREIN IS REJECTED, THE LANDOWNER(S) IS ADVISED TO OBTAIN LEGAL COUNSEL AT ONCE, IF NOT ALREADY OBTAINED.

17. In the event the Landowner(s) accepts the amount tendered in this Notice, the attached Agreement and Request for Payment form should be signed and returned to the Condemnor within thirty (30) days of your receipt of this Notice.

STUCKEY & MURPHY LAW OFFICES, LLC



CHRISTOPHER L. MURPHY
123 Meeting Street
P.O. Box 1755
Charleston, South Carolina 29405
Telephone: 843-577-9323

ATTORNEY FOR CONDEMNOR

Charleston, South Carolina

March 10, 2006.

G:\Beaufort County, Condemnations\Bluffton Eagles Community Act. Com. (05-2724)\Pleadings\cond.notice.9-15-05.wpd

All that certain tract or parcel of land lying and being in the Town of Bluffton, Beaufort County, South Carolina. Said parcel of land being dedicated as a Utility Easement along a portion of the Bluffton Parkway Phase 3 right of way and being more particularly described as follows; BEGINNING AT A 3/4" IRON PIPE SET on the existing easterly right of way line of Buck Island Road (variable R/W), having South Carolina state plane coordinates (NAD 83) of N 156634.4161, E 2036546.5626;

Thence leave the aforesaid right of way line of Buck Island Road, N 03°01'29" E a distance of 156.35' to a 3/4" iron pipe set; thence 182.63' along the arc of a curve turning to the right, having a radius of 936.00', a chord bearing of N 08°34'33" E, and a chord length of 182.34' to a 3/4" iron pipe set; thence N 57°54'51" E a distance of 74.13' to a 3/4" iron pipe set; thence S 80°13'30" E a distance of 516.51' to a 3/4" iron pipe set; thence 241.66' along the arc of a curve turning to the right, having a radius of 895.00', a chord bearing of S 72°29'23" E, and a chord length of 240.93' to a 3/4" iron pipe set; thence S 12°26'38" W a distance of 20.52' to a point; thence 240.81' along the arc of a curve turning to the left, having a radius of 875.00', a chord bearing of N 72°20'27" W, and a chord length of 240.05' to a point; thence N 80°13'30" W a distance of 508.86' to a point; thence S 57°54'51" W a distance of 72.65' to a point; thence 162.39' along the arc of a curve turning to the left, having a radius of 926.00', a chord bearing of S 08°00'36" W, and a chord length of 162.18' to a point; thence S 03°01'29" W a distance of 157.00' to a point; thence S 10°25'17" W a distance of 31.09' to a point on the easterly right of way line of Buck Island Road; thence proceed along said right of way line 32.05' along the arc of a curve turning to the right, having a radius of 977.88', a chord bearing of N 07°45'38" W, and a chord length of 32.05' to a 3/4" iron pipe set; which is the point of beginning, having an area of 0.459 acres.

Said parcel of land being generally bounded as follows: on the north, south, and west by Bluffton Eagles Community Action Committee and on the east by Annie Mae Green Bennett and also being shown on a plat entitled "A Right of Way Plat for a Portion of Bluffton Parkway Phase 3 through Lands of Bluffton Eagles Community Action Committee", prepared by Thomas & Hutton Engineering Co., dated April 15, 2005, last revised February 20, 2006 and signed by South Carolina Professional Land Surveyor Wright C. Powers Jr. No. 19895.

Utility Easement
Rev - 2/20/06

All that certain tract or parcel of land lying and being in the Town of Bluffton, Beaufort County, South Carolina. Said parcel of land being dedicated as a portion of the Bluffton Parkway Phase 3 right of way and being more particularly described as follows; BEGINNING AT A 3/4" IRON PIPE SET on the existing easterly right of way line of Buck Island Road (variable R/W), having South Carolina state plane coordinates (NAD 83) of N 156634.4161, E 2036546.5626;

Thence along the aforesaid right of way line of Buck Island Road 451.81' along the arc of a curve turning to the right, having a radius of 977.88', a chord bearing of N 06°24'53" E, and a chord length of 447.81' to a point; thence 43.59' along the arc of a curve turning to the right, having a radius of 977.88', a chord bearing of N 20°55'41" E, and a chord length of 43.59' to a concrete monument found; thence leave the aforesaid right of way line of Buck Island Road S 79°20'19" E a distance of 434.97' to a concrete monument found; thence N 10°41'15" E a distance of 104.96' to a concrete monument found; thence S 79°21'46" E a distance of 380.15' to a 2" iron pipe found; thence S 12°26'38" W a distance of 105.25' to an iron pipe set; thence S 12°26'38" W a distance of 122.69' to a 3/4" iron pipe set; thence 241.66' along the arc of a curve turning to the left, having a radius of 895.00', a chord bearing of N 72°29'23" W, and a chord length of 240.93' to a 3/4" iron pipe set; thence N 80°13'30" W a distance of 516.51' to a 3/4" iron pipe set; thence S 57°54'51" W a distance of 74.13' to a 3/4" iron pipe set; thence 182.63' along the arc of a curve turning to the left, having a radius of 936.00', a chord bearing of S 08°34'33" W, and a chord length of 182.34' to a 3/4" iron pipe set; thence S 03°01'29" W a distance of 156.35' to a 3/4" iron pipe set; which is the point of beginning, having an area of 2.935 acres.

Said parcel of land being generally bounded as follows: on the north by Betty V. Roller and Richard Kenick, on the east by Annie Mae Green Bennett, on the south by Bluffton Eagles Community Action Committee, and on the west by Buck Island Road and also being shown on a plat entitled "A Right of Way Plat for a Portion of Bluffton Parkway Phase 3 through Lands of Bluffton Eagles Community Action Committee", prepared by Thomas & Rutton Engineering Co., dated April 13, 2005, last revised February 20, 2006 and signed by South Carolina Professional Land Surveyor Wright C. Powers Jr. No. 19895.



This condemnation action has ended pursuant to a settlement in the amount of \$169,800.00 and a Consent Order of Dismissal dated June 18, 2010.



JERRI Roseneau, Clerk of Court
Beaufort County

.....
BOOK _____ PAGE _____

Attachment 2
Eagles Field Master Plan



A RESOLUTION

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF THE MEMORANDUM OF AGREEMENT WITH BLUFFTON EAGLES COMMUNITY ACTION COMMITTEE.

WHEREAS: Bluffton Eagles Community Action Committee (the "Committee") operate the Eagles Field, identified as Parcel ID R610 031 000 0114 000 within the corporate limits of the Town; and

WHEREAS: The Town of Bluffton, South Carolina (the "Town"), has partnered with the Committee since 2015 to help maintain the historical significance and cultural value of Eagles Field.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to the renewal of the memorandum of agreement with Bluffton Eagles Community Action Committee to maintain the historical significance and cultural value of Eagles Field.

Approved this 8th day of September 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk

SEAL

Recommended Motion

Consideration of the Renewal of the Memorandum of Agreement with Bluffton Eagles Community Action Committee

“I make a motion to adopt the Resolution to Renew the Memorandum of Agreement with Bluffton Eagles Community Action Committee.”

TOWN COUNCIL

STAFF REPORT Finance Department



MEETING DATE:	September 8, 2020
PROJECT:	Consent Item: Consideration of a Contract Extension with Coastal Creations of HHI, LLC for Management Services for the Don Ryan Center for Innovation
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

RECOMMENDATION:

Staff requests that Town Council adopt a Resolution authorizing the Town Manager to renew for an additional year the contract between the Town of Bluffton and Coastal Creations of HHI, LLC for Management Services for the Don Ryan Center for Innovation.

BACKGROUND/DISCUSSION:

In September 2019 the Town contracted with Mike Levine of Coastal Creations of HHI, LLC for Management services of the Don Ryan Center for Innovation. The contract has been renewed quarterly, and this is the fourth extension of the contract to extend the term for an additional year. This renewal brings the cumulative amount of the contract above the procurement threshold requiring Council approval. The cost of these services was reviewed and approved in the FY21 Town Budget.

ATTACHMENTS:

1. Renewal 4 to Contract #2020-13
2. Resolution
3. Recommended Motion

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AMENDMENT # 4
TO
CONTRACT # 2020-13

WITNESSETH:

WHEREAS, Contract # 2020-13 was made and entered into the 27th day of September, 2019 between the Town of Bluffton (hereinafter the "Town") and Coastal Creations of HHI, LLC. (hereinafter "Contractor"); and

WHEREAS, Amendment 1 extended the term of the Agreement through the 31st day of December 2019 by mutual agreement by the parties; and

WHEREAS, Amendment 2 extended the term of the Agreement through the 30th day of June 2020 and revised term extensions to be made by mutual agreement quarterly; and

WHEREAS, Amendment 3 extended the term of the Agreement through the 30th day of September 2020; and

WHEREAS, the Town and Contractor agree to amend Contract # 2020-13 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 Contractor agree as follows:

1. Town and Contractor agree to extend Contract # 2020-13 for one year until the 30th of September 2021.
2. Town and Contractor agree to a quarterly performance review, be it formal or informal, between Contractor and the Town Manager.
3. The termination provision shall be changed from one (1) day's written notice to thirty (30) days' written notice.
4. All other terms and conditions of Contract # 2020-13 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 # 3 to Contract # 2020-13 to be executed this _____ day of _____, 2020.

COASTAL CREATIONS OF HHI, LLC.

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: Mike Levine

Print Name: Marc Orlando

Position: Contractor

Position: Town Manager

Witness: _____

Witness: _____

Attachments: NONE

A RESOLUTION

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF CONTRACT
2020-13 WITH COASTAL CREATIONS OF HHI, LLC

WHEREAS: Contract 2020-13 was entered into the 27th day of September 2019 between the Town of Bluffton and Coastal Creations of HHI, LLC for management services of the Don Ryan Center for Innovation.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to the renewal and extension of Contract 2020-13 with Coastal Creations of HHI, LLC.

Approved this 8th day of September 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk

SEAL

Recommended Motion

Consideration of a Contract Extension with Coastal Creations of HHI, LLC for Management Services for the Don Ryan Center for Innovation

“I make a motion to adopt the Resolution to Renew the Contract Extension with Coastal Creations of HHI, LLC for Management Services for the Don Ryan Center for Innovation.”



MEMORANDUM

TO: Town Council

FROM: Affordable Housing Committee

SUBJECT: Amendment to the Neighborhood Assistance Program
Policy to Include a Tree Mitigation Program

DATE: September 8, 2020

At its June 9, 2020 meeting, Town Council approved a budget of \$10,000 to create a new "Tree Mitigation" program for the Neighborhood Assistance Program (NAP). The general purpose of the program is to assist income-qualifying residents with tree removal.

On August 6, 2020, the Affordable Housing Committee (AHC) voted unanimously to revise the NAP program policy to include the tree mitigation program and to establish minimum standards to qualify for assistance.

The proposed text, provided in Attachment 1, includes the ability to use funds for tree removal and may include tree trimming and stump grinding in certain circumstances. The text also includes the Average Median Income (AMI) level for a household to qualify to receive funds. The AMI of 80% is consistent with the Private Road Repairs and Abatement/Demolition of Unsafe Structures NAP programs. A copy of the approved FY21 Affordable Housing Committee budget is also attached for your reference in Attachment 2.

Attachments:

1. Resolution with Exhibit 1
2. FY21 Affordable Housing Budget
3. Motion

RESOLUTION
AMENDING THE TOWN OF BLUFFTON NEIGHBORHOOD ASSISTANCE
PROGRAM POLICY MANUAL

WHEREAS, the need to assist low-to-moderate income households within the Town of Bluffton ("the Town") is a priority; and

WHEREAS, in 2009 the Town of Bluffton, South Carolina established the Neighborhood Assistance Program; and

WHEREAS, the Town has continued to allocate funding with each subsequently adopted Budget for the Neighborhood Assistance Program; and

WHEREAS, on June 14, 2011 Town Council adopted the Neighborhood Assistance Program Policy to provide guidance with the administration of the program; and

WHEREAS, at various times Town Council, as recommended by the Affordable Housing Committee, has amended the Neighborhood Assistance Program Policy to adapt to the changing needs of the community; and

WHEREAS, on August 6, 2020 the Affordable Housing Committee voted to amend the Neighborhood Assistance Program Policy to include a tree removal program for income-qualifying households; and

WHEREAS, the Town desires to amend the Neighborhood Assistance Program Policy per the Affordable Housing Committee recommendation as detailed below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF BLUFFTON TOWN COUNCIL AS FOLLOWS;

1. Town Council hereby amends the Town of Bluffton Neighborhood Assistance Program Policy, as shown in Exhibit 1, which is attached and incorporated here to.

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

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Kimberly Chapman
Town Clerk, Town of Bluffton, South Carolina

Town of Bluffton
Department of Growth Management
Neighborhood Assistance Program

Policy Statement

The Town of Bluffton has established the Neighborhood Assistance Program to assist low-to-moderate income residents of Bluffton with property repairs and improvements that will help to increase the quality of life for all residents while creating a safer, more vibrant community that retains its character and provides for quality affordable housing.

Program Elements

The Neighborhood Assistance Program (NAP) is designed to assist low-to-moderate income families that live in the municipal boundaries of the Town of Bluffton while ensuring that they have safe, decent and suitable living environments.

Limits on Applications / Qualifications

Qualified applicants may receive assistance for one of the following home and/or community improvements once per calendar year unless an emergency situation exists as determined by the Town Manager.

Some requested services may require additional Town reviews and/or approvals. Town Staff will assist the applicant in obtaining the necessary reviews. Fees for building permits and any other Town of Bluffton applications will be waived.

1. Home Repair – Assist residents with repairs to the inside and outside of their homes that result in a drier and safer home. In order to qualify, applicants must have an annual household income that does not exceed sixty percent (60%) of the Area Median Income for Beaufort County.

Expenditures on an individual property may not exceed \$15,000 per fiscal year with \$10,000 roof repairs and \$5,000 safe and dry repairs with the following exceptions:

1. The expenditure limit shall not apply to the cost of abatement or demolition of structures declared to be unsafe by the Building Official.

2. An additional \$5,000 for safe and dry repairs can be spent on an individual property after being presented to the Affordable Housing Committee to verify that the request meets the guidelines of the program.
2. Septic System Repair/Sewer Connection – Provide maintenance, repair or replacement of failing septic systems. Septic System Maintenance/Repair does not require income qualification.
3. Property Clean-Up – Facilitate the removal of debris and other objects, such as abandoned cars and boats, white goods (air conditioners, dishwashers, clothes dryers, freezers, refrigerators, kitchen stoves, water heaters, washing machines, trash compactors, and microwave ovens) from the property.
 1. Contractors will not remove yard debris.
 2. No debris can be removed from property considered heirs' property.
 3. Applicants must have an annual household income that does not exceed sixty percent (60%) of the Area Median Income for Beaufort County.
4. Private Road Repair – Program for private roads that are unsuitable for emergency vehicle access as determined by the Town of Bluffton Police Department, Bluffton Township Fire District, and Beaufort County EMS. Fifty-one percent (51%) of all residential units on improved properties on a private road that need repairs for emergency access must have an annual household income that does not exceed eighty (80%) of the Area Median Income for Beaufort County.
5. Abatement/Demolition of Unsafe Structures – Assist with the abatement or demolition of unsafe structures on residential property in accordance with the procedures outlined in Chapter 5, Article 9 of the Municipal Code of the Town of Bluffton. The Town may assume the cost of abatement or demolition for qualified residents who do not exceed 80% of the AMI for Beaufort County if funds are available.
6. Heirs Property Title Assistance – Work with the Center for Heirs Property Preservation to provide services for property owners wanting to clear title to their land.
7. E-911 Address Posting – Confirm correct addressing and provide address markers and posting to ensure that properties are correctly marked for 911 Emergency Services (Police, Fire, and EMS). E-911 address posting does not require income qualification.
8. Bluffton Home Series – The Town of Bluffton offers assistance to income-qualified residents interested in purchasing a home through this program. The Workforce Homeownership Program seeks to increase homeownership

opportunities to low and moderate income families. More information about this program can be found at www.blufftonhomeseries.com

9. Wharf Street Redevelopment Project Homes – Assist with the resale, maintenance, and monitoring of these six homes. The Town of Bluffton will perform annual monitoring on all homes that are part of this program.

10. Tree Mitigation – Assist with the removal of any tree that is dead, clearly diseased or in any condition that would constitute a serious risk to public health, safety, welfare, or property as determined by the Town’s Arborist. Tree mitigation may include tree trimming and tree stump removal at the discretion of the Town.

In order to qualify, applicants must have an annual household income that does not exceed eighty percent (80%) of the Area Median Income for Beaufort County.

Lowcountry Council of Governments (LCOG) Income Verification

Eligibility for the program is based on the total income of all adults (18 years and older) living in the household and the number of household members. Income Verification and Qualification is determined through an agreement with the Low Country Council of Governments. In order to verify income, any (*not all*) of the following types of documentation must be submitted by the applicant and each adult living in the household.

- Three (3) consecutive payroll stubs *or*,
- A completed verification of employment form *or*,
- Social Security annual statement, Retirement statement or stub *or*,
- Bank statements-Deposit Snapshot from bank for social security income or income from other sources *or*,
- Current year income tax return.

Required Applicant Forms and Documentation

The applicant is required to submit the following forms and documentation when requesting any of the services offered under this Program:

1. A Complete Application;
2. Adequate proof of an ownership interest in the property, whether by recorded title, court order, affidavit or otherwise;
3. A Total Monthly Income Information form(s) that includes the gross income of each adult member of the household;
4. Income documentation for each adult member of the household; and
5. A Temporary Access Easement Agreement which allows Town Staff and Town contractors’ access to the property for the purpose of

evaluating and performing work as described on the work specifications sheet. Other waiver(s) may be required depending on the request type.

Program Administration

The Program is administered through the Department of Growth Management Planning and Community Development. Due to the Program scope, several Town Departments are involved and oversee specific responsibilities associated with the Program, as further defined in the Standard Operating Procedures.

The Program is promoted through community outreach to individual property owners, neighborhood groups, service organizations, community stakeholders, public meetings, Town of Bluffton website, Town of Bluffton Customer Service Center, and the media.

Contact Information

Growth Management Planning and Community Development
Town of Bluffton
20 Bridge Street
Bluffton, SC 29910

[Victoria Smalls, Community Development Coordinator](#)
[Email: vsmalls@townofbluffton.com](mailto:vsmalls@townofbluffton.com)
[Phone: \(843\)706-7826](tel:(843)706-7826)

Town of Bluffton
Growth Management Department
Planning & Community Development Division

ATTACHMENT 2

Affordable Housing Committee Work Plan
Neighborhood Assistance Program (NAP) & Approved Budget FY21

Approved FY 2021								
Task	Town General Fund	CIP Fund Housing Project*	Anticipated CIP Fund Carryover	Actual Spending	*Pending	NAP Program Available Budget	Total Available Budget	Number of Homes Assisted
Home Repair/Rehabilitation	\$150,000						\$150,000	
a. Home-Repair- Minor								
Workforce Housing								
a. Incentives- Developer		\$728,592	\$114,064				\$842,656	
b. Incentives- Homeowner		\$55,000					\$55,000	
Property Maintenance								
a. Abatement/ Demolition of Unsafe Structures	\$15,000						\$15,000	
b. Tree Mitigation	\$10,000						\$10,000	
c. Property Clean Up/ Septic Pumpout	\$5,000						\$5,000	
d. Private Road Repair for Emergency Access	\$9,000						\$9,000	
e. E-911 Addressing	\$1,000						\$1,000	
Total Budget	\$190,000	\$783,592	\$114,064				\$1,087,656	

Last Updated Date: July 30, 2020

*Pending amount are funds that haven't been paid to a contractor or work has not been completed

*Revenue derived from residential plan check fee adopted in FY 2020

Proposed Motion

Consideration of a Resolution to Amend the Town of Bluffton Neighborhood Assistance Program Policy, Language Changes to Include on Improved Properties for Income Qualified Residents for Dead, Diseased or Dangerous Tree Removal – Heather Colin, Director of Growth Management

‘I move to approve a Resolution Amending the Town of Bluffton Neighborhood Assistance Program Policy, Language Changes to Include on Improved Properties for Income Qualified Residents for Dead, Diseased or Dangerous Tree Removal.’

TOWN COUNCIL

STAFF REPORT Finance Department



MEETING DATE:	September 8, 2020
PROJECT:	Consent Item: Consideration of a Resolution to Renew the Memorandum of Agreement 2018-69 between the Beaufort County School District and the Town of Bluffton for School Resource Officers
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

RECOMMENDATION:

Staff requests that Town Council adopt a Resolution authorizing the Town Manager to renew for an additional term to Memorandum of Agreement (MOA) 2018-69 between the Town of Bluffton and the Beaufort County Public Schools for school resource officers and crossing guards for the 2020–2021 school year.

BACKGROUND/DISCUSSION:

In 2017 the Town of Bluffton and the Beaufort County School District entered into agreement for School Resource Officers provided by the Bluffton Police Department. The BCSD agrees to reimburse the Town 75% of the operational costs or approximately \$386,000. In addition, the Town will receive \$68,762 from the South Carolina Department of Education via Proviso 1.86. These services were budgeted for in the FY21 Town Budget.

ATTACHMENTS:

1. Amendment 4 to MOA 2018-69
2. Resolution
3. Recommended Motion

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AMENDMENT 4
MEMORANDUM OF AGREEMENT
2018-69

WITNESSETH:

WHEREAS, Memorandum of Agreement 2018-69 was made and entered into the 5th day of December, 2017 between BEAUFORT COUNTY SCHOOL DISTRICT (hereinafter "BCSD") and the Bluffton Police Department (hereinafter "BLPD") by and through the contracting and procurement authority of the TOWN OF BLUFFTON (hereinafter "the Town"); and

WHEREAS, Section XV of the Agreement contemplated automatic one-year renewal terms effective the 1st day of July through the 30th of June; and

WHEREAS, the BCSD and the Town renewed the Agreement with Amendment 1 signed August 21, 2018; and

WHEREAS, the BCSD and the Town renewed the Agreement with Amendment 2 signed August 7, 2019 and added obligations for substitute School Resource Officers ("SRO") and confirmed the operational costs for the 2019-2020 school year; and

WHEREAS, the BCSD and the Town amended the agreement to add one (1) SRO at Red Cedar Elementary with 100% of salary and benefits paid via Proviso 1.86 from the South Carolina Department of Education for the second half of the 2019-2020 school year; and

WHEREAS, the BCSD and the Town agree to amend the Agreement 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 BCSD and the Town agree as follows:

1. Section XVI, Compensation, shall be amended to update the total operational cost for the 2020-2021 school year a not-to-exceed amount of \$583,500 including two vehicles. The Town of Bluffton will receive \$68,762 directly from the South Carolina Department of Education via Proviso 1.86 and 75% of the remainder of the total operational costs, an amount of \$386,000, will be reimbursed from the BCSD.
2. All other terms and conditions of Agreement 2018-69 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 4 to Agreement 2018-69 to be executed this _____ day of _____, 2020.

BEAUFORT COUNTY SCHOOL DISTRICT

TOWN OF BLUFFTON

Date: 8/4/2020

Date: _____

By: [Signature]

By: _____

Print Name: Dr. Frank J. Rodriguez

Print Name: Marc Orlando

Position: Superintendent

Position: Town Manager

Witnesses: _____

Witnesses: _____

[Signature]

A RESOLUTION

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF THE
MEMORANDUM OF AGREEMENT 2018-69 WITH BEAUFORT COUNTY SCHOOL DISTRICT

WHEREAS: Memorandum of Agreement 2018-69 was made and entered into the 5th day of December 2017 between Beaufort County School District and the Town of Bluffton for School Resource Officers from the Bluffton Police Department.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to the renewal of the memorandum of agreement 2018-69 with the Beaufort County School District.

Approved this 8th day of September 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk

SEAL

Recommended Motion

Consideration of a Resolution to Renew the Memorandum of Agreement 2018-69 between the Beaufort County School District and the Town of Bluffton for School Resource Officers

“I make a motion to adopt the Resolution to Renew the Memorandum of Agreement 2018-69 between the Beaufort County School District and the Town of Bluffton for School Resource Officers.”

TOWN COUNCIL

STAFF REPORT Finance Department



MEETING DATE:	September 8, 2020
PROJECT:	Consent Item: Consideration of a Resolution to Renew the Memorandum of Agreement 2018-84 between the Beaufort County School District and the Town of Bluffton for School Crossing Guards
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Director of Finance and Administration

RECOMMENDATION:

Staff requests that Town Council adopt a Resolution authorizing the Town Manager to renew for an additional term to Memorandum of Agreement (MOA) 2018-84 between the Town of Bluffton and the Beaufort County Public Schools for school resource officers and crossing guards for the 2020–2021 school year.

BACKGROUND/DISCUSSION:

In 2017 the Town of Bluffton and the Beaufort County School District entered into agreement for School Crossing Guards provided by the Bluffton Police Department. The BCSD agrees to reimburse the Town \$92,510 for salary and benefits and \$2,135 for uniforms equipment and other expenditures. These expenditures were budgeted for in the FY21 Town Budget.

ATTACHMENTS:

1. Amendment 3 to MOA 2018-84
2. Resolution
3. Recommended Motion

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AMENDMENT 3
MEMORANDUM OF AGREEMENT
2018-84

WITNESSETH:

WHEREAS, Memorandum of Agreement 2018-84 was entered into and made effective the 1st day of June, 2017 between BEAUFORT COUNTY SCHOOL DISTRICT (hereinafter "BCSD") and the TOWN OF BLUFFTON (hereinafter "the Town"); and

WHEREAS, Paragraph 11 of the Agreement contemplated automatic one-year renewal terms effective the 1st day of June through the 31st of May; and

WHEREAS, the BCSD and the Town fully executed Amendment 1 on August 21, 2018 with amended duty stations and times and updated operational costs for the 2018-2019 school year; and

WHEREAS, the BCSD and the Town fully executed Amendment 2 on August 7, 2019 with updated operational costs for the 2019-2020 school year; and

WHEREAS, the BCSD and the Town agree to amend the Agreement 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 BCSD and the Town agree as follows:

1. Paragraph 2.A. shall be amended to reflect the following duty stations for the 2020-2021 school year for a total of seven (7) crossing guards:
 - ONE HOUR POSTS
 - One Crossing Guard – relocated to second position after first post concludes:
 - MC Riley Elementary School – 0700-0800 and 1400-1500
 - Bluffton Middle School – Simmonsville Road – 0800-0900 and 1500-1600
 - One Crossing Guard – relocated to second position after first post concludes:
 - Red Cedar Elementary – 0700-0800 and 1400-1500
 - Bluffton Middle School – Buck Island Road – 0800-0900 and 1500-1600
 - One Crossing Guard / Supervisor:
 - Pritchardville Elementary – 0700-0800 and 1400-1500
 - Supervise or fill in – 0800-0900 and 1500-1600
 - TWO HOUR POSTS
 - Two Crossing Guards:
H.E. McCracken Middle School/Bluffton Elementary (McCracken Circle) – 0700-0900 and 1400-1600
 - Two Crossing Guards:
H.E. McCracken Circle at Buckwalter Parkway – 0700-0900 and 1400-1600
2. Paragraph 12 shall be amended to update the costs for the 2020-2021 school year, with an amount payable of \$94,645 broken down into \$92,510 for salary and benefits and \$2,135 for uniforms, equipment and other expenditures.
3. All other terms and conditions of Agreement 2018-69 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 3 to Agreement 2018-84 to be executed this _____ day of _____, 2020.

BEAUFORT COUNTY SCHOOL DISTRICT

TOWN OF BLUFFTON

Date: 8/4/2020

Date: _____

By: [Signature]

By: _____

Print Name: Dr. Frank J. Rodriguez

Print Name: Marc Orlando

Position: Superintendent

Position: Town Manager

Witnesses: _____

Witnesses: _____

[Signature]
[Signature]

A RESOLUTION

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF THE
MEMORANDUM OF AGREEMENT 2018-84 WITH BEAUFORT COUNTY SCHOOL DISTRICT

WHEREAS: Memorandum of Agreement 2018-84 was made and entered into the 5th day of December 2017 between Beaufort County School District and the Town of Bluffton for School crossing guards from the Bluffton Police Department.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to the renewal of the memorandum of agreement 2018-84 with the Beaufort County School District.

Approved this 8th day of September 2020.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Kim Chapman, Town Clerk

SEAL

Recommended Motion

Consideration of a Resolution to Renew the Memorandum of Agreement 2018-84 between the Beaufort County School District and the Town of Bluffton for School Crossing Guards

“I make a motion to adopt the Resolution to Renew the Memorandum of Agreement 2018-84 between the Beaufort County School District and the Town of Bluffton for School Crossing Guards.”