



TOWN OF BLUFFTON BLUFFTON TOWN COUNCIL MEETING

**Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Council Chambers
20 Bridge Street, Bluffton, SC 29910
Tuesday, March 17, 2020 | 6 PM**

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- I. Call to Order – Mayor Sulka
 - II. Pledge of Allegiance
 - III. Invocation
 - IV. Adoption of the Agenda
 - V. Adoption of the Minutes
 - 1. Town Council Regular Meeting Minutes of February 11, 2020
 - VI. Public Comment
 - VII. Communications from Mayor and Council
 - VIII. Workshop Agenda:
 - 1. Discussion Regarding Use of Town Operated Public Amenities – Scott Marshall, Deputy Town Manager
 - 2. Discussion and Direction on Amendments to the Town of Bluffton Code or Ordinances, Chapter 23 – Unified Development Ordinance, Article 4 - Zoning Districts, Including Uses by District (Shopfront Manufacturing and Storefront Manufacturing), Conditional Use Standards (Junk and Salvage Yard Operations, Manufacturing, Shopfront Manufacturing, Storefront Manufacturing, Solid Waste Transfer Facility/Recycling Center) and Article 9 Definitions and Interpretations (Shopfront Manufacturing and Storefront Manufacturing) – Kevin Icard, Planning and Community Development Manager
 - 3. Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 - Design

“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.

Standards, General Standards Related to Historic District Architectural Design – Kevin Icard, Planning and Community Development Manager

4. Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 6 – Sustainable Development Incentives, Workforce/Affordable Housing – Kevin Icard, Planning and Community Development Manager
5. Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 28 – Utilities, Article 4 – Small Cell Facilities – Kevin Icard, Planning and Community Development Manager

IX. Formal Agenda:

1. Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2019 – Natalie Majorkiewicz, Treasury Manager

X. Consent Agenda:

1. Monthly Department Reports: Police, Finance & Administration, Municipal Court, Engineering, Don Ryan Center for Innovation, and Growth Management
2. Town Manager's Monthly Report
3. Consideration of Proposed Contractual Agreement Relating to Buck Island – Simmonsville Neighborhood Sanitary Sewer Extension Phases 5A-D – Bryan McIlwee, Director of Engineering

XI. Adjournment

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BLUFFTON TOWN COUNCIL MEETING MINUTES

February 11, 2020

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

Pledge of Allegiance and Invocation were given by Councilman Toomer.

Adoption of Agenda:

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

Adoption of Minutes:

Town Council Regular Meeting Minutes of January 14, 2020.

Frazier made a motion to adopt the minutes of January 14th as presented. Toomer seconded. The motion carried with four votes and one abstained (due to Mayor Sulka not being present at the January 14, 2020 meeting).

Town Council Workshop Meeting Minutes of January 21, 2020.

Toomer made a motion to adopt the minutes of January 21st as presented. Hamilton seconded. The motion carried unanimously.

Public Hearing:

Public Hearing opened at 6:02 p.m.

There were no public comments.

Public Hearing closed at 6:03 p.m.

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

Michelle Knight, Community and Economic Development Director for Lowcountry Council of Government stated that elected officials and staff receive input periodically from citizens regarding community needs. Community Development Block Grant rules require the Town to hold a public hearing on Community Needs Assessment. The public hearing will serve three

purposes:

1. Provide a forum at which citizens can voice their suggestions for community needs;
2. Hear about the CDBG program and the types of projects eligible for grant funding; and
3. Identify formally at least three top priorities for community needs.

Town Staff may receive recommendations from citizens regarding community needs through phone calls, face to face discussions, and comments at public meetings. The following community needs continue to be identified as key citizen suggestions:

1. Infrastructure improvements including sewer, water, and drainage
2. Transportation and pedestrian safety
3. Affordable Housing for low to moderate income (LMI) individuals, families and seniors
4. Residential Rehabilitation of Housing for safe and dry housing
5. Restoration of Properties or facilities of special value to the community

Town Council prioritized community needs in prior years as follows:

2020	2019	2018	2017
Infrastructure Improvements including sewer, water and drainage	Infrastructure Improvements including sewer, water and drainage	Infrastructure Improvements including sewer, water and drainage	Infrastructure Improvements including sewer, water and drainage
Transportation & Pedestrian Safety	Transportation & Pedestrian Safety	Transportation & Pedestrian Safety	Transportation & Pedestrian Safety
Affordable House for Low to Moderate Income (LMI) individuals, families and seniors	Affordable House for Low to Moderate Income (LMI) individuals, families and seniors	Residential Rehabilitation of Housing for safe and dry housing	Residential Rehabilitation of Housing for safe and dry housing
Residential Rehabilitation of Housing for safe and dry housing	Residential Rehabilitation of Housing for safe and dry housing	Restoration of properties or facilities of special value to the community	Restoration of properties or facilities of special value to the community
Restoration of properties or facilities of special value to the community	Restoration of properties or facilities of special value to the community	Affordable House for Low to Moderate Income (LMI) individuals, families and seniors	Affordable House for Low to Moderate Income (LMI) individuals, families and seniors

Wood made a motion to establish the following ranking of community needs priorities: Affordable Housing; Transportation and Pedestrian Safety; Infrastructure Improvements including Sewer, Water, and Drainage; Residential Rehabilitation of Housing for Safe and Dry Housing; Restoration of Properties or Facilities of Special Value to the Community. Hamilton

seconded. The motion carried unanimously.

Presentations, Celebrations and Recognitions:

Mayor Sulka and Town Council acknowledged two students of the month the Beaufort County School District Character of the Month: Allyson Jones, from Michael C. Riley Elementary School for the character trait of “Compassion” and Sophie Wisnefski from Bluffton Elementary School for the character trait of “Respect and Gratitude.”

Public Comment Related to Formal Agenda Items:

There were none.

Communications from Mayor and Council:

Mayor Sulka stated that she spoke to residents at The Haven community this month. She announced that Council and /or Staff are happy to come and speak to any community that requests it.

She also stated that the Buck Island Simmonsville Neighborhood Community Meeting will take place on February 18th at 6 p.m. and the Town of Bluffton Strategic Planning Workshop will take place on February 26th at 10 a.m.

Formal Items:

Consideration of an Approval for the Initial Master Plan for the Property Referred to as New Riverside Village within the New Riverside Planned Unit Development for a Residential, Office, and Commercial Village-type Development Consisting of Approximately 35.508 Acres Located at the Southeast Corner of the Intersection of New Riverside Road and Sc Hwy. 46 – Kevin Icard, Planning and Community Development Manager

Icard stated that the Applicant, Tex Small of AVTEX Commercial Properties, with authorization of the property owner, J. Scott Mattei of MFH Land, LLC, is requesting approval of the IMP for New Riverside Village consisting of 35.508 acres located in the New Riverside Planned Unit Development (PUD). The application for IMP approval of Parcel 4B-2 and 4B-3, located within the New Riverside Planning Area located on the southeast side of the HWY 170/46 roundabout, is submitted per Section 5.8.8 of the Town of Bluffton Planned Unit Development Ordinance, and the New Riverside Concept Plan adopted by the Town in June 2004. The Town of Bluffton approved the Concept Plan and a Development Agreement for the New Riverside tract in June 2004. In Section 2.B.1, the Concept Plan defines the allowed land uses in the various areas of the New Riverside Planning Area. The documents also define the development standards, which govern all development activity within the Concept Plan, including Parcels 4B-2 and 4B-3. These negotiated land uses, and development standards are binding upon the Town and this

Applicant. The Concept Plan and Development Agreement set the framework for this PUD IMP application.

The project includes Parcel 4B-2 (R610 036 000 1258 0000) and 4B-3 (R610 036 000 3214 0000) at New Riverside as shown on the Subdivision Plat Parcel 4B-2 & 4B-3, prepared by Robert K. Morgan, III and recorded in the Beaufort County Register of Deeds. Parcel 4B-2, owned by MFH Land, LLC, is an irregular shaped parcel consisting of approximately 28.397 acres and Parcel 4B-3, owned by the Town of Bluffton, consists of approximately 7.111 acres. Parcel 4B-3 is a triangular shaped property bounded by Parcel 4B-2 to the south and east, New Riverside Road to the west, and SC HWY 46 to the north.

Parcel 4B-2, owned by MFH Land, LLC, is bound on the west by New Riverside Road, the north by Parcel 4B-3 and SC HWY 46, to the east by South Carolina Commission of Forestry (R600 036 000 0013 0000) and the south by The Landings at New Riverside.

The New Riverside Village IMP proposes to create a village center characterized by mix of streets, buildings constructed close to the street, and public and civic amenities/entertainment. The IMP reconfigures the existing Town of Bluffton owned property into a public park, including a water feature, to be owned and maintained by the Town of Bluffton. The gas station/carwash uses are agglomerated on the SC HWY 46 frontage with an emphasis on maintaining the pedestrian scale of the buildings across the internal road frontages. A library is proposed adjacent the Town park and water feature to provide a focal point. In the southeast quarter of the property, townhomes are proposed with the fronts of the homes facing the park. Some of the townhomes will be rear loaded in order to maintain this aesthetic through an alley access. Smaller scale retail, restaurant, and office uses are located closer to the New Riverside Road frontage with multi-family residential included as a future phase just to the south.

Phasing Plan

The proposed IMP is for a mixed-use development consisting of residential, commercial, civic, and open space components which aligns with Section 2 B.1 that lists the permitted land uses identified within the Jones Estate Development Agreement and New Riverside Concept Plan as Business Center, Community Center, Community Recreation, General Commercial, Hotel/Inn, Institutional/Civic, Maintenance Areas, Model Home/Sales Center, Multi-Family/Residential, Neighborhood Commercial, Open Space, Silviculture, Single-Family Residential, and Traditional Neighborhood Development District.

The IMP proposes two phases:

Phase 1 includes the following uses and all related infrastructure:
Three commercial outparcels – total 24,800 sf on 5.1 acres

Mix of office, retail, daycare and civic use – total of 79,000sf on 12 acres
Town Park and Pocket Parks – total of 5.5 acres
Single family Town Homes – total of 5.3 acres

Phase Two proposes a residential development
Multi-family – total 7.6 acres

Assignment of Rights

The Applicant's development rights holdings include 25 acres of commercial, 107 residential dwelling units, and the right to convert 7.29 of their commercial acres to 29 residential dwelling units based on a ratio of 1 acre to 4 residential dwelling units as allowed in the New Riverside Development Agreement & Concept Plan. The applicant has the development rights to complete phase one but will need to obtain additional rights in order to complete phase two. A development permit for any proposed phase will not be issued without the required development rights.

Allowed Land Uses

According to Section 2 of the New Riverside Concept Master Plan Designation and Definitions, subsection B may allow the following land uses; Business Center, Community Center, Community Recreation, General Commercial, Hotel/Inn, Institution/Civic, Maintenance Areas, Model Home/Sales Center, Multi-Family/Residential, Neighborhood Commercial, Open Space, Silviculture, Single-Family Residential and Traditional Neighborhood Development. The definitions of these uses are listed in Section 2.D of the Concept Plan and in the Beaufort County Zoning and Development Standards Ordinance (ZDSO) 90/3.

The Town of Bluffton's Planning Commission voted at their January 22, 2020 meeting to recommend to Town Council to approve the Initial Master Plan request with the following conditions.

1. The master plan must incorporate innovative storm water designs such as, but not limited to:
 - Recirculation of water for irrigation.
 - The use of pervious paving and/or porous materials for lanes, alleys, and parking where appropriate to provide a low-impact design alternative to traditional hard and non-porous surfaces.
2. Indicate the setbacks against all external property lines.
3. Update the stub-out plan to the SC Forestry Commission property to indicate the unimproved right-of-way extending to the property line and document how the future improvement of the roadway will be completed upon development of the SC Forestry Commission property.

4. Item IV.-J. Streetscape in the application narrative should be updated to include sidewalks on both sides of the road in all residential areas.
5. Include an extension of the path around the Town Park Space to create a full loop by showing it traversing through the water's edge where the restaurant on the waterfront is located.

Existing Conditions on Undeveloped Parcels

New Riverside Village is situated on a predominantly sandy site with elevations ranging from elevation 41 feet in the northeastern quadrant of the property to elevation 31 feet towards the western project boundary adjacent to the Landings at New Riverside. The site is covered with a mix of hardwoods and pines including live oaks, laurel oaks, gum and pine trees.

Site Design

The developer of the New Riverside Village has proposed a collaboration with a public/private partnership to create a village-type plan for development that reconfigures the Town's property by incorporating it into the overall design. The goal of the plan is to successfully incorporate Town property, out parcels, village-scale retail/office/restaurants, and residential units into a pedestrian scaled community with a sense of place. Several urban design elements of the plan help promote this goal including on-street parking with street trees throughout, buildings that address each internal street, a centrally located park that aims to create a sense of place, a trail system that connects to adjacent properties, completely integrated sidewalk system, a grid-type layout to promote connectivity, buildings that address the public park, a civic building that fronts the park, preservation of the largest and most significant trees, and a mix of uses including commercial and residential to promote a walkable environment.

According to the applicant's proposal, the Architectural guidelines and restrictive covenants, developed by MFH Land, LLC, will set standards for design and construction materials and will be required to meet or exceed the Town of Bluffton Zoning and Development Standards Ordinance (ZDSO) approved with the New Riverside Concept Plan. The property is also within the HWY Corridor Overlay District (HCOD) which was established for the additional review of landscaping, lighting and architecture and shall also comply to these standards. A Certificate of Appropriateness – HCOD will be required for each parcel at the time of development plan review. The applicant intends to responsibly exercise the design functions entrusted to the applicant as the private developer under the Concept Plan and Development Agreement. Development Plan Approval applications must meet the application standards of the Beaufort County Development Standards Ordinance 90/3, as modified and approved of the New Riverside Conceptual Land Use Plan.

Furthermore, applications must meet standards set forth in this IMP approval and applicable land use covenants. Development which meets these specified conditions shall be approved, upon proper application to the Town. Any ambiguities or inconsistencies shall be governed by the hierarchy of applicable standards established under the Concept Plan approval. Any development proposal, which demonstrates compliance with these standards, shall be reviewed by the Development Review Committee and Planning Commission prior to approval.

Connectivity

Section 5.2.1.6 (B) of the ZDSO 90/3 states that the layout, arrangement, width, grade, and location of proposed streets should be coordinated with the adjoining street systems. The proposed IMP connects the street network to The Landings at New Riverside (adjacent residential development) road network and provides a stub-out for future consideration to connect to the SC Commission of Forestry (R600 036 000 0013 0000) parcel when development occurs.

The street layout provides enough internal vehicular and pedestrian connectivity with street and pedestrian trail stub outs to the SC Commission of Forestry property to the west. A pedestrian trail connection will be provided on the eastern side of the plan to connect to the northern end of The Landings at New Riverside. Vehicular and pedestrian connections to The Landings at New Riverside are provided to the south with a traffic circle proposed immediately adjacent to the existing property. A pedestrian connection is also proposed across New Riverside Road to the New Riverside Trail and future Town Park at the location of the red barn.

The property will be accessed from four locations. The primary access is a full movement entry on New Riverside Road situated across from the New Riverside Barn, a right-in-right-out just southwest of the HWY 46 and HWY 170 roundabout, an access off HWY 46, toward the eastern side of the site and the planned connection to The Landings at New Riverside, a single-family neighborhood. The design of the access from HWY 46 will need an approved encroachment permit from SCDOT.

In addition to the internal streets, a system of sidewalks is planned alongside all streets. The sidewalks are designed to connect to the New Riverside Road pedestrian trail on the west side of New Riverside Road via a pedestrian crossing at the proposed intersection. Sidewalks will connect to the two-sidewalk stub-outs on Ahoy Drive at The Landings at New Riverside.

Streetscape

The network of streets and connecting roadways will be similar in section to those seen on Dr. Mellichamp Drive in the Old Town Historic District. Sections will include a 20-foot travel way

with a mixture of parallel parking and 45-degree angled parking. Sidewalks will be located on both sides of the streets.

Open Space

Per Section 5.2.9(E) Open Space Standards Table A of the ZDSO 90/3 referenced in the New Riverside Concept Plan, 15% open space is required for commercial uses. The IMP proposes 10.5 acres (29.5%) of public & private open space through Town owned land and private open space including trails, the pond system and park space with approximately 2.5 acres as active open space.

Town Park

The park area situated at the core of the development will be owned and maintained by the Town of Bluffton and will be constructed by the developer. There will be approximately 5.5 acres of dedicated open space that will include a pond with fishing, dock, trails and paths, a playground, open play areas, a shelter, drinking fountains, benches, and shade trees. Parking spaces will be provided for easy access.

Pocket Parks

The IMP includes four private pocket parks (approximately 1.4 acres). The first pocket park is located north of the civic building where a live oak cluster is located. The second pocket park is situated between the commercial village area and the town park space. The third and fourth pocket parks are in the middle of the residential areas for the residents' use.

Trails

An approximately .5-mile recreational trail which is approximately 4 acres and will be constructed through the 60-ft buffer along HWY 46 and New Riverside Road. The trail will connect with the SC Commission of Forestry property to the east and extend east through the adjacent property buffer and connect with the internal pedestrian network and connection from The Landings at New Riverside.

Ownership of Common Areas

Common infrastructure, pocket parks, and stormwater shall be privately maintained. Development in New Riverside Village will be maintained in accordance with maintenance agreements with property owners.

Tree Preservation

There are approximately 2,965 trees onsite and immediately within the right of way that were surveyed. Approximately 434 (13.7% of all trees) trees that are located in the buffer, and

throughout the development will be saved. Trees that are located in the interior of the development that are being saved are significant species of trees including live oaks, red oaks, and magnolias. There will be approximately 2,534 trees located within the proposed IMP that will be removed for development.

At the time of Development Plan review staff, working with the developer, will determine if additional trees can be saved. There are roughly 4,300 linear feet of streets proposed, which will provide a canopy street tree (Live Oak) approximately every 50 feet, resulting in the addition of 172 live oaks will be replanted as street trees at time of development throughout the site. These trees will provide sufficient shade for visitors walking along the street. There will be an additional 300 over-story trees planted throughout the development within landscape islands and within the public and private parks. At time of Development Plan review, a landscaping plan for the overall development and each outparcel will be review by the Development Review Committee and Planning Commission for compliance. It is estimated that at time of final buildout there will be approximate 906 over-story, or large maturing, trees in the development, that is approximately 25.5 trees per acre.

The following is a breakdown of the existing trees located within the IMP:

Type	Total #	Percentage
Ash	1	0.04%
Bay	1	0.04%
Black Gum	3	0.12%
Cedar	9	0.35%
Cherry	9	0.35%
Gum	13	0.51%
Hickory	17	0.67%
Holly	20	0.78%
Laurel Oak	1,136	44.44%
Live Oak	135	5.28%
Magnolia	17	0.67%
Maple	1	0.04%
Palm	4	0.16%
Pine	937	36.66%
Red Oak	90	3.52%
White Oak	138	5.40%

Total Trees	# Saved	# Removed	# Replaced	Total Post Development
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2,965	434	-2,531	472	906
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Section 5.2.7.4 of Ordinance ZDSO 90/3 incorporated into the New Riverside Development Agreement, PUD and Concept Plan identifies live oaks with a trunk diameter-at-breast-height (DBH) of 24" or greater as the highest priority for preservation. Fourteen (14) such trees exist on the project site. The IMP is designed to maximize the preservation of these trees. The IMP was designed with the intent to preserve 13 of the 14 priority trees. One (1) significant tree is projected to be removed. It is a live oak located toward New Riverside Road and is proposed to be removed due the site's geometry and the grid-based form of the plan.

The ordinance also identifies other types of trees as significant including: American Holly, Cedars, Hickory, Palmetto, Red Maple, Southern Red Oak, or any other tree 24" DBH and above. It also classifies Southern Magnolias 4" and greater as significant.

Preservation of these trees will be required through the Development Plan and HCOD – Certificate of Appropriateness review processes unless mutually agreed by Town Growth Management staff and a certified arborist that the tree is unhealthy, in decline or unsafe and would need to be removed.

Stormwater Management

The proposed water feature at the center of the property shall intercept and treat development runoff prior to discharging to the New Riverside Road right-of-way and The Landings at New Riverside site, leading to wetland tributaries of the New River.

Stormwater runoff will be routed through the site through an underground storm piping system, connecting to the Landings at New Riverside stormwater system and the roadside swale within The New Riverside Road right-of-way.

Stormwater runoff will be attenuated to pre-development levels for the twenty-five (25) year, twenty-four (24) hour storm. The project site is relatively high with some site soils classified as somewhat poorly drained, whereas other areas are classified as excessively well-draining by United States Geological Survey. Best management practices (BMPs) will be utilized to reduce post development runoff volumes and promote filtration, infiltration and nutrient uptake. These BMP's include but are not limited to permeable pavement, filter strips, bioretention areas and stormwater reuse through irrigation. As a secondary use, the stormwater ponds will also be utilized as a water feature for recreational use.

Wood made a motion to approve the Initial Master Plan for the New Riverside Village with the following conditions:

- A traffic study update is performed;

- Staff and the applicant will work to save more trees and have more new trees are planted;
- The owner commits to 5 units of affordable housing at 60% AMI and 5 units of affordable housing at 80 % AMI; and
- The Town open space increased by .5 acres from 2.5 acres to 3.0 acres

Toomer seconded. The motion carried with four votes. One recused.

(Mayor Sulka's recusal form is on file in the Town Clerk's office.)

Consideration of an Ordinance Amending Chapter 26 of the Town Code, Traffic and Motor Vehicles for the Purpose of Adding Rules for Parking Lots- Second and Final Reading – Bryan McIlwee, Director of Engineering

McIlwee stated that the ordinance, if adopted will accomplish the following objective:

- Amend Chapter 26 of the Town of Bluffton Code of Ordinances. The amendment directed by the Ordinance will result in a consolidated, codified source of rules for all Town of Bluffton owned and/or operated public parking facilities.

Consolidating and codifying rules for all Town of Bluffton owned and/or operated public parking facilities.

- a. Parking is regulated to some extent through various provisions in the Town of Bluffton Code of Ordinances, primarily Chapter 26 – Traffic and Motor Vehicles.
- b. The form of approval used by Town Council in the establishment of rules specific to public use of Town owned/operated public parking lots has not been established. The existing rules pertain to parking on streets, public ways, or other public property.

The following rules are reflected in the amendments being proposed in the Ordinance:

Purpose. In order to further community preservation and to protect the health, safety and welfare of the citizens and visitors of the Town of Bluffton, these parking regulations are intended to provide a just and equitable method for regulating and enforcing off-street parking in publicly owned and operated parking facilities.

Definitions. The following terms shall have the meanings respectively ascribed to them for the purposed of this Section. Whenever any terms used herein are not defined but are defined by Title 56 of the South Carolina Code, such definitions shall be deemed incorporated herein and shall apply unless context clearly indicated otherwise.

1. "Public Parking Facility" shall mean any off-street facility owned, leased, or maintained by the Town and held open for use by the public for the parking of vehicles whether a fee is charged for the privilege to park.
2. "Town" shall mean the Town of Bluffton, South Carolina.

Parking Restrictions.

1. It shall be unlawful for any person to park any vehicle on any Public Parking Facility except within those areas of the Public Parking Facility designated and marked for the parking of vehicles. Any vehicle parked within a Public Parking Facility shall be parked entirely within the markings designating one parking space; shall be parked facing the direction of such markings and/or signs within the Public Parking Facility; and, in the case of diagonal parking, shall be parked so that the rear of the vehicle is nearest the drive aisles or entry to such parking area.
2. It shall be unlawful for any person to park or leave on any Public Parking Facility any detached trailer or semitrailer, recreational vehicles, campers, motor homes or mobile billboards without authorization from the Town of Bluffton Police Department.
3. No person who owns or has possession, custody or control of any vehicle, shall park or allow to be parked such vehicle upon any Public Parking Facility for a period of twenty-four or more consecutive hours without express permission from the Town Manager or designee. For purposes of this section, the vehicle shall be considered to have remained parked unless, during any twenty-four-hour period, said vehicle has been moved, at least one hundred feet from the position it previously occupied, or the odometer on said vehicle exhibits a change of at least one-tenth of one mile.

Owner Responsibility. For the purposes of this Section, ownership of an illegally parked vehicle shall constitute prima facie evidence that the registered owner parked the vehicle and/or that the illegally parked vehicle was so parked with the knowledge and consent of the registered owner.

Removal of the Vehicle. In addition to any penalties of the Section or the Town Code, the Town of Bluffton Police Department, after making reasonable effort to notify the owner of a vehicle or object which is in violation of this Section, may remove or cause to be removed the vehicle or the object at the owner of the vehicle or object's sole expense.

McIlwee stated that there have been no changes since First Reading in January.

Wood made a motion to adopt the second and final reading of the proposed Ordinance

Amending Chapters 26, Article III, of the Town of Bluffton Code of Ordinances by adding Section 26-96 to Establish a Consolidated, Codified Source of Rules for all Town of Bluffton Owned and/or Operated Public Parking Facilities with the addition of language that prohibits advertising “For Sale” signage on boats/vehicles and the ability for the boats/vehicles to be removed if displaying said signage. Hamilton seconded. The motion carried unanimously.

Consent Agenda:

1. Monthly Department Reports: Police, Finance/Administration, Engineering, Don Ryan Center for Innovation, and Growth Management
2. Town Manager’s Monthly Report
3. Consideration of Proposed Contractual Agreement Relating to Buck Island Simmonsville Neighborhood Sidewalks, Phase 5 – Bryan McIlwee, Director of Engineering
4. Consideration of a Resolution to Authorize the Installation of “No Parking” Signs on a Portion of Lawrence Street and Restricted Parking for Limited Times at Calhoun Street Adjacent to the May River Montessori School – Bryan McIlwee, Director of Engineering
5. Consideration of an Amendment for a Revision to the Intergovernmental Agreement for a School Resource Officer – Chris Forster, Director of Finance and Administration

Toomer made a motion to accept the consent agenda as presented. Hamilton seconded. The motion carried unanimously.

Public Comment Related to Non-Agenda Items:

Skip Hoagland, Windmill Harbor, Hilton Head Island – stated that Sulka participated in membership drive for the Chamber of Commerce; stated that the Town did not properly use taxpayer’s money. *(Town Attorney Terry Finger asked that the record reflect that Mr. Hoagland did not abide by the Town of Bluffton’s Public Comment Guidelines.)*

Kathy Cramer, Special Olympics – Cramer stated that she represents Special Olympics and brought her friend, William Dennington. William stated that he is 23 years old and is a graduate of Bluffton High School. Dennington works at Publix and is a Special Olympian who enjoys tennis, bowling, basketball and track and field. He stated that this year Special Olympics will be held at May River High School on April 2nd at 10 a.m. with a rain date of April 3rd. He invited everyone to attend.

Executive Session:

1. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to South Carolina Freedom of Information Act 30-4-70 [a][1])

Toomer made a motion to go into Executive Session to discuss the aforementioned items. Hamilton seconded. The motion carried unanimously. Town Council entered Executive Session at 8:09 p.m.

Town Council exited Executive Session and resumed their regular public meeting at approximately 8:29 p.m. No motions were made, and no votes were taken during Executive Session.

Hamilton made a motion to appoint Courtney McNeil and Michael Lovecchio to the Historic Preservation Commission. Toomer seconded. The motion carried unanimously.

Hamilton made a motion to appoint Nate Pringle to the Accommodations Tax Advisory Committee. Toomer seconded. The motion carried unanimously.

Adjournment:

Hamilton made a motion to adjourn. Wood seconded. The meeting adjourned at 8:30 p.m.

Lisa Sulka, Mayor

Kimberly Chapman, Town Clerk

TOWN COUNCIL

STAFF REPORT Executive Office



MEETING DATE:	March 17, 2020
PROJECT:	Workshop: Discussion Regarding Use of Town-Operated Public Amenities
PROJECT MANAGER:	Scott Marshall, MPA, ICMA-CM, Deputy Town Manager

RECOMMENDATION / PURPOSE:

The purpose of this workshop is to review Town-operated public amenities/facilities, hereafter referred to as “venues,” and to consider the will of Town Council to add to the current number of venues available for rental to the public. Not included in this discussion are pocket parks, docks, boat ramps and the New River Trail since these assets are not feasible as rentable venues.

BACKGROUND/DISCUSSION:

Currently, there are three Town-operated venues that are available for rental, with the associated rental fees established in the Town’s Master Fee Schedule, adopted annually as part of the Fiscal Year Consolidated Budget.

1. Rotary Community Center at Oscar Frazier Park.
2. Field of Dreams at Oscar Frazier Park, not inclusive of the recently constructed pavilion.
3. Oyster Factory Park.
 - a. West Side, not inclusive of the Garvin-Garvey House.
 - b. East Side.

The following venues are currently not available for rental and do not have any fees associated with their use in the Town’s Master Fee Schedule:

1. Wright Family Park.
 - a. Passive park currently under construction.
 - b. Established hours of operation are sunrise to sunset.
 - c. Alcohol, smoking and fireworks are strictly prohibited.
2. Dog Park at Oscar Frazier Park.
 - a. Established hours of operation are sunrise to sunset.
 - b. Alcohol and fireworks are prohibited, unless a permit has been granted. Smoking is prohibited.

3. Dubois Park.
 - a. Established hours of operation are sunrise to sunset.
 - b. Alcohol and smoking are strictly prohibited. Fireworks are prohibited, unless a permit has been granted.
4. Martin Family Park.
 - a. Established hours of operation are sunrise to sunset.
 - b. Alcohol and smoking are strictly prohibited. Fireworks are prohibited, unless a permit has been granted.
5. Ulmer Auditorium.
 - a. There are no established hours of operation.
 - b. Town has a license agreement with May River Theater.
6. New Riverside Park.
 - a. Still pending Conceptual Plan approval and funding for construction.
7. Public Park at Buckwalter Place Commerce Park, not inclusive of the Veterans Memorial.
 - a. Construction nearly complete.

Attachment 1 contains a summary of all of the above venues, to include established public hours of operation and other notes which may be pertinent to consideration of their rentability.

NEXT STEPS:

Staff will incorporate the direction of Town Council with regard to rentability of additional Town-operated venues in the Town's Master Fee Schedule as part of the Fiscal Year 2021 Consolidated Budget Process. Subsequently, administrative procedures will be adopted and implemented to facilitate rental of venues added to the Town's Master Fee Schedule.

ATTACHMENTS:

1. Summary of Facilities' / Amenities' Rentability
 2. Master Fee Schedule FY2020 (Adopted July 1, 2019)
 3. Town of Bluffton Code of Ordinances, Chapter 13, *Public Property*, Article II, *Public Park, Dock and Boat Landing Rules*
 4. Presentation
-

ATTACHMENT 1 - Summary of Facilities'/Amenities' Rentability

Location	<i>Established Public Hours</i>	<i>Currently Rentable?</i>	<i>Notes</i>
Rotary Community Center	None	Yes	
Oyster Factory Park	Sunrise - Sunset <i>(unless special events permit has been issued)</i>	Yes	West Side and East Side are each available for rental, separately. West side rental is not inclusive of Garvin-Garvey House.
Oscar Frazier Park Field of Dreams	Sunrise - Sunset <i>(unless special events permit has been issued)</i>	Yes	Rental is currently not inclusive of newly constructed pavilion.
Wright Family Park*	Sunrise - Sunset	No	Currently under construction.
Dog Park	Sunrise - Sunset <i>(unless special events permit has been issued)</i>	No	
Dubois Park	Sunrise - Sunset	No	
Martin Family Park*	Sunrise - Sunset	No	
Ulmer Auditorium	None	No	License Agreement is in place with May River Theater.
New Riverside Park*	Sunrise - Sunset <i>(unless special events permit has been issued)</i>	No	Still pending Conceptual Plan Approval.
Public Park at Buckwalter Place Commerce Park*	Sunrise - Sunset <i>(unless special events permit has been issued)</i>	No	Under Construction.
* Indicates asset has been added since adoption of FY19-20 Budget and Fee Schedule			

Master Fee Schedule – FY2020

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

Master Fee Schedule – FY2020

Section I – Miscellaneous Fees

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

Section II – Police Department Fees

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

Section III – Business License Fees

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

Master Fee Schedule – FY2020

Section III – Business License Fees

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

NON-RESIDENT RATES

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

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$400

Master Fee Schedule – FY2020

Section III – Business License Fees

Special Events

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

Section IV – Facility Rental Fees

General

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

Master Fee Schedule – FY2020

Section IV – Facility Rental Fees (continued)

Rotary Community Center

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

Field of Dreams

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

Master Fee Schedule – FY2020

Section IV – Facility Rental Fees (continued)

Oyster Factory Park

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

Section V – IT/GIS Department Fees

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

Master Fee Schedule – FY2020

Section VI – Growth Management Fees

Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$ 35.00
	\$2,001 - \$3,000	\$ 38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$ 35.00
	\$1,001 - \$2,000	\$ 70.00
	\$2,001 - \$3,000	\$ 77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Residential Plans Check Fee	Each	50% of permit fee (non-refundable)
Application Fees		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
Manufactured Homes	Each	\$ 25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$ 50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$ 50.00
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00

Master Fee Schedule – FY2020

Section VI – Growth Management Fees Continued

Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
Application Fees Continued		
Safety Inspection	Each	\$100.00
Residential Plan Remarking	Each	\$ 50.00
Commercial Plan Remarking	Each	50% of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2

Additional Notes:

- Waiver of Fees.
 - Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver.
 - Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed.
 - The Town Council may waive any or all fees if it is deemed in the best interests of the Town.
- Plan checking fees.
 - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75) percent of the building or miscellaneous permit fee.
 - Residential (Single Family) Plan Check Fees are required for all permits that require a plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee.
 - A fee of fifty dollars (\$50.00) shall be charged for all remarking/rechecking of single family plans. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
- Residential HVAC change out permits do not include duct work.
- Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.

Master Fee Schedule – FY2020

Section VI – Growth Management Fees Continued

Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00

Master Fee Schedule – FY2020

Section VI – Growth Management Fees Continued

Planning and Environmental Sustainability Fees (continued)

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

Master Fee Schedule – FY2020

Section VI – Growth Management Fees Continued

Developmental Agreement Fees

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

Master Fee Schedule – FY2020

Section VI – Growth Management Fees Continued

Developmental Agreement Fees (continued)

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

Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Equivalent Single Family Units	Fee
Tier 1 – Single Family Unit < 2,521 sq. ft.	0.50	\$ 49.00
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	\$ 98.00*
Tier 3 – Single Family Unit > 7,266 sq. ft.	1.50	\$147.00
Mobile Homes	0.36	\$ 35.28
Apartments	0.39	\$ 38.22
Townhouses	0.60	\$ 58.80
Condominiums	0.27	\$ 26.46
*Equivalent SFU Base Rate for Town of Bluffton - \$98.00		
Non-residential properties are charged the same rate as residential properties. The formula is as follows: $\text{Total impervious square footage on property divided by 4,906 (one unit median)} = X$ $X \text{ times } \$98 = \text{fee due}$		
Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.		

ARTICLE II. - PUBLIC PARK, DOCK AND BOAT LANDING RULES^[1]

Footnotes:

--- (1) ---

Editor's note— Ord. No. [2019-11](#), § 1(Exh. A), adopted August 13, 2019, set out provisions intended for use as §§ 13-17—13-31. To preserve the style of this Code, and at the editor's discretion, these provisions have been included as §§ 13-37—13-51.

Sec. 13-37. - General prohibitions.

The following prohibited activities apply to all public parks, docks and boat landings. Further restriction of these activities may vary by property as noted in subsequent paragraphs of this article.

- (1) *Camping*. No overnight camping of any type shall be permitted.
- (2) *Litter*. Littering is prohibited per Section 22-43. All garbage, other solid waste, trash or offensive matter must be disposed of in receptacles designated for such use. When such receptacles are full, patrons must remove items from the premises upon exiting.
- (3) *Alcohol*. The possession of an open container and/or the consumption of alcohol is prohibited except as permitted in Chapter 22, Article IV.
- (4) *Solicitation*. It is prohibited that any person or group of persons sells, solicits sales or offers distribution of any merchandise, handbill or pamphlet unless otherwise approved in writing by the Town Manager.
- (5) *Fireworks*. The discharge of fireworks is prohibited except as provided for in Chapter 14, Article IV.
- (6) *Fires*. Fires are not permitted. Exceptions to this prohibition are only allowed in accordance with Section 13-10 and Chapter 14.
- (7) *Weapons*. Possession, discharging or brandishing a firearm or other weapon is prohibited, with the exception of law enforcement personnel in the normal course of duty.
- (8) *Hunting*. Hunting is strictly prohibited.
- (9) *Pets*. Pets must be under restraint at all times and in full compliance with Chapter 4. Pet waste must be picked up and disposed of in pet waste containers.
- (10) *Parking*. Motorized vehicles and parking are allowed only in designated areas.
- (11) *Structural alterations*. No person or agency shall build, maintain, extend or make structural alterations to any Town park, dock or boat landing without first obtaining a written permit to do so from the Town Manager.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-38. - Oyster Factory Park.

- (a) *Hours of operation*. Open for public use from sunrise to sunset, unless a special events permit has been issued by the Town of Bluffton in accordance with Chapter 22, Article IV. Exceptions to this are the boat ramp and dock, which shall be available for use 24 hours per day.
- (b) *Grilling*. No grilling allowed underneath the pavilion.

- (c) *Unattended vehicles.* Vehicles, trailers, or boats stored more than 24 hours are subject to removal at owner's expense.
- (d) *Skateboards and bicycles.* Skateboarding, rollerblading, roller skating, use of manually powered scooters and bicycles shall not be permitted on docks, landings, piers and walkways.
- (e) *Dock rules.*
 - (1) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.
 - (2) *Blocking and congesting of Town docks.* To ensure public use and avoid extensive occupancy, congestion or blocking of Town docks, the Town Manager is authorized to post signs limiting the time to three hours during which a vessel may be docked or gear may be placed at or on any Town dock. When the loading or unloading operation is complete, the vessel shall move to the extreme end of the main dock.
 - (3) *Maximum docking time of three hours.* A vessel shall not be allowed to dock for more than three cumulative hours in a 24-hour period. Exceptions to this rule may be granted by the Town Manager on a case-by-case basis.
 - (4) *Vessels needing repair.* Vessels needing engine repairs shall moor to the extreme end of the main dock and shall get under way as soon as repairs are made, but in no case shall this period exceed 24 hours. In such cases, the vessel operator must contact the Town police department at (843) 706-4550 to register the vessel occupancy of dock in excess of three hours.
 - (5) *Obstructing access.* It is unlawful to obstruct any pier, dock, wharf, boat ramp, or the access area to the facilities. Any vessel, vehicle, or other object which obstructs any of the facilities or the access to them may be removed entirely at the risk and expense of the owner.
 - (6) *Fishing.* Fishing is allowed from the dock as long as it does not interfere with the docking of watercraft, or the loading and unloading of passengers. Boaters shall have priority of use of the dock.
 - (7) *Priority of emergency vehicles.* Emergency vehicles shall have priority over all other vehicles at all Town docks, landings and piers.
 - (8) *Securing vessels.* Every vessel tying up at any Town dock shall be fastened thereto with such lines, at least from both bow and stern, and in such manner as to ensure the security of such vessel. Tethering one or more vessels to another vessel is prohibited.
 - (9) *Fueling vessels.* No person shall fuel any vessel on Town docks with any petroleum product directly from a tank wagon or truck.
 - (10) *Motor vehicles on dock.* No person shall drive any motor vehicle upon any Town dock.
 - (11) *Skateboards and bicycles.* Skateboarding, rollerblading, roller skating, use of manually powered scooters and bicycles shall not be permitted on docks, landings, piers and walkways.
 - (12) *Damages.* Any damage to the floating or main dock by a vessel or person shall be paid for by the owner or the responsible person. Such payment shall be the actual amount of the damage and paid to the Town.
 - (13) *Sewage discharge.* Discharge of raw, untreated sewage from any watercraft is prohibited.
 - (14) *Storage and disposal of toxic substances.* Storage and disposal of new or used batteries, oil or lubrication containers, fuel containers, solvents, toxic cleaners, paint cans, and other harmful materials or substances on the dock is prohibited.
- (f) *Landing/boat ramp rules.*
 - (1) *Launching and recovery.* Use of the boat landing for launching and recovery of vessels shall be on a first-come, first-served basis.

- (2) *Unattended or abandoned vehicles and watercraft.* The following shall apply to unattended or abandoned watercraft in access areas of landings:
 - a. It is unlawful to obstruct any pier, dock, wharf, boat ramp or the access areas to the facilities.
 - b. Any vessel, vehicle or other object left unattended which obstructs any of the facilities or the access to them may be removed entirely at the risk and expense of the owner.
 - c. The Town Manager is empowered to remove any watercraft, vessel, or vehicle that has been abandoned. A watercraft, vessel, or vehicle will be deemed abandoned if it is left unattended at a public boat landing for more than 24 hours unless express permission is obtained from the Town Manager.
- (3) *Oystermen, crabbers, commercial fishermen, and other commercial uses.* Oystermen, crabbers, other commercial fishermen, and other commercial users may use the Town's public landings where permitted to launch and unload their boats. However, they must manage their launching and unloading operations so that whenever another citizen needs to use the landing to get into or out of the water, the other citizen will have no longer than a 15-minute wait for the commercial vehicles and boats to clear space on the landing.
- (4) *Parking of vehicles and watercraft.* The use of access ways and public boat landings shall be for placement in the water and the retrieving of boats from the water.
 - a. It shall be unlawful for any person or owner to allow the parking, stopping, or leave standing, whether attended or unattended, any vehicle, obstruction, or watercraft in or on any public boat landing:
 - 1. That is blocking, obstructing, or limiting the use of dock or access area;
 - 2. For any purpose not related to public access for fishing and boating, loading and unloading boating passengers, supplies, boats and boating gear, or other similar purposes; or
 - 3. Contrary to any posted notice prohibiting parking in a given area.
 - b. Under no circumstance shall any vehicle be parked at a public boat landing for more than 24 consecutive hours without express permission from the Town Manager.
- (5) *Fishing at public boat landings.* Fishing is allowed at public boat landings as long as it does not interfere with the launching or recovery of watercraft, or the loading and unloading of passengers. Boaters shall have priority of use of the public boat landing.
- (6) *Skateboards and bicycles.* Skateboarding, rollerblading, roller skating, use of manually powered scooters and bicycles shall not be permitted on docks, landings, piers and walkways.
- (7) *Government and emergency agency use.* The Town Manager may utilize any public boat landing for any governmental use at his discretion. Other governmental agencies wishing to utilize a public boat landing for purposes other than emergency services such as medical services, law enforcement, fire control, search and rescue, or for the ordinary use of the boat landing as set forth above, must obtain approval for that use from the Town Manager.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-39. - Oscar Frazier Park, not to include the recreational baseball/softball complex under the operational control of Beaufort County.

- (a) *Hours.* Open for public use from sunrise to sunset, unless a special events permit has been issued by the Town of Bluffton in accordance with Chapter 22, Article IV.
- (b) *Grilling.* No grilling allowed underneath the pavilion.

- (c) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.
- (d) *Dog park rules.*
 - (1) *Hours of operation.* Open for public use from sunrise to sunset.
 - (2) *Prohibitions.*
 - a. No dog shall be admitted to the dog park that is not fully compliant with Chapter 4, Article II of the Town Code.
 - b. Children under the age of 12 are not permitted, unless accompanied by a parent or guardian.
 - c. Dogs shall not be unattended. Any unattended dog shall be considered abandoned, in accordance with subsection 4-35(d) of the Town Code.
 - d. No dogs under four-months-old are allowed in park.
 - e. No female dogs in heat are allowed in park.
 - f. No food of any kind and no dog treats are allowed in the park.
 - g. No glass containers are allowed in the park.
 - h. Climbing on fences is prohibited.
 - i. Professional dog trainers shall not utilize the dog park for the conduct of business.
 - j. No person shall allow any animal that is not a dog in the dog park.
 - k. No dog shall be permitted to attack, bite, molest, leap, jump or harass anyone or any dog, whether leashed or unleashed.
 - l. No dog is permitted in the park that is known to have previously attacked, bitten, molested or harmed anyone or any other animal.
 - m. No more than two dogs are permitted per person.
 - (3) *Dog park rules.*
 - a. Dogs must remain on leash when entering or leaving park or designated fenced area.
 - b. Gates must be closed and latched immediately upon entering and exiting.
 - c. No dog that is not under strict voice control or supervision, as defined in Section 4-27 of the Town Code, may be off-leash.
 - d. Owners/handlers are responsible for any injuries caused by dogs under their control.
 - e. All dogs must be licensed and current with required vaccinations.
 - f. Dogs must not be allowed to dig. Owner/handler is responsible for refilling any holes created by digging.
 - g. Owner/handler shall clean up and remove any droppings left by their dog.
 - h. Any objects (chairs, toys, training aids, etc.) left in the dog park will be considered trash and will be disposed of accordingly.
- (e) *Rotary Community Center.*
 - (1) *Smoking.* Smoking, as defined in Section 18-159, is prohibited both inside and outside of the Rotary Community Center. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

- (2) *Pets.* Only service dogs are permitted inside the Rotary Community Center. Other pets are not permitted inside the facility and may not be left unattended outside the facility. Pets must be under control at all times and in full compliance with Chapter 4. Pet waste must be picked up and disposed of in pet waste containers.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-40. - Pocket parks.

- (a) *Applicability.* This Section shall pertain to Tom Herbkersman Commons, Pritchard Street Pocket Park, May River Road Pocket Park and the Pocket Park located at 184 Bluffton Road.
- (b) *Hours of operation.* Open for public use from sunrise to sunset.
- (c) *Fires.* Fires are strictly prohibited. No grilling.
- (d) *Fireworks.* The discharge of fireworks is strictly prohibited.
- (e) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-41. - Wright Family Park.

- (a) *Hours.* Open for public use and special events from sunrise to sunset.
- (b) *Fireworks.* The discharge of fireworks is strictly prohibited.
- (c) *Alcohol.* The possession of an open container and/or the consumption of alcohol is strictly prohibited.
- (d) *Amplified music.* The amplification of music is prohibited.
- (e) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-42. - Park at 68 Boundary Street.

- (a) *Hours.* Open for public use from sunrise to sunset, unless a special events permit has been issued by the Town of Bluffton in accordance with Chapter 22, Article IV.
- (b) *Grilling.* No grilling allowed in the park.
- (c) *Alcohol.* The possession of an open container and/or the consumption of alcohol is strictly prohibited.
- (d) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-43. - Calhoun Street Dock.

ATTACHMENT 3 - TOB Code of Ordinances, Chapter 13, Article II

- (a) *Hours.* Hours of operation shall be from sunrise to 10:00 p.m. Occupying the dock after 10:00 p.m. and prior to sunrise is prohibited.
- (b) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.
- (c) *Blocking and congesting of Town docks.* To ensure public use and avoid extensive occupancy, congestion or blocking of Town docks, the Town Manager is authorized to post signs limiting the time to three hours during which a vessel may be docked or gear may be placed at or on any Town dock. When the loading or unloading operation is complete, the vessel shall move to the extreme end of the main dock.
- (d) *Maximum vessel size.* Vessels exceeding 60 feet in length, from stern to bow, are prohibited, whether they are privately owned or designated for commercial use.
- (e) *Barges.* Barges used for ferrying supplies and equipment are prohibited from using the dock, whether they are empty or carrying a payload.
- (f) *Prohibited uses.* The dock shall not be used as a point of commerce, rental or sale of kayaks, paddleboards, wave runners or any other recreational water vehicle or apparatus.
- (g) *Commercial use.* Allowed commercial uses include, but are not limited to loading and unloading of passengers and temporary docking of commercial fishing vessels for the purpose of loading or unloading personnel or cargo. In no case may a commercial vessel be docked for a period longer than 15 minutes.
- (h) *Alcohol.* The possession of an open container and/or the consumption of alcohol is strictly prohibited.
- (i) *Fishing.* Fishing is allowed from the dock as long as it does not interfere with the docking of watercraft, or the loading and unloading of passengers. Boaters shall have priority of use of the dock.
- (j) *Maximum docking time of three hours.* A vessel shall not be allowed to dock for more than three cumulative hours in a 24-hour period. Exceptions to this rule may be granted by the Town Manager on a case-by-case basis.
- (k) *Vessels needing repair.* Vessels needing engine repairs shall moor to the extreme end of the main dock in the area designated for docking and shall get under way as soon as repairs are made, but in no case shall this period exceed 24 hours. In such cases, the vessel operator must contact the Town police department at (843) 706-4550 to register the vessel occupancy of dock in excess of three hours.
- (l) *Obstruction of the dock.* It is unlawful to obstruct the dock. Any vessel, vehicle, or other object which obstructs any of the facilities or the access to them may be removed entirely at the risk and expense of the owner.
- (m) *Emergency vehicles.* Emergency vehicles shall have priority over all other vehicles at all Town docks, landings and piers.
- (n) *Securing vessels.* Every vessel tying up at any Town dock shall be fastened thereto with such lines, at least from both bow and stern, and in such manner as to ensure the security of such vessel. Tethering one or more vessels to another vessel is prohibited.
- (o) *Fueling vessels.* No person shall fuel any vessel on Town docks with any petroleum product directly from a tank wagon or truck.
- (p) *Motor vehicles on dock.* No person shall drive any motor vehicle upon any Town dock.
- (q) *Skateboards and bicycles.* Skateboarding, rollerblading, roller skating, use of manually powered scooters and bicycles shall not be permitted on docks, landings, piers and walkways.
- (r) *Fireworks.* The discharge of fireworks is strictly prohibited.

- (s) *Damages*. Any damage to the floating or main dock by a vessel or person shall be paid for by the owner or the responsible person. Such payment shall be the actual amount of the damage and paid to the Town.
- (t) *Sewage discharge*. Discharge of raw, untreated sewage from any watercraft is prohibited.
- (u) *Storage and disposal of toxic substances*. Storage and disposal of new or used batteries, oil or lubrication containers, fuel containers, solvents, toxic cleaners, paint cans, and other harmful materials or substances on the dock is prohibited.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-44. - Palmetto Bluff Public Dock.

- (a) *Blocking and congesting of Town docks*. To ensure public use and avoid extensive occupancy, congestion or blocking of Town docks, the Town Manager is authorized to post signs limiting the time to three hours during which a vessel may be docked or gear may be placed at or on any Town dock. When the loading or unloading operation is complete, the vessel shall move to the extreme end of the main dock.
- (b) *Maximum docking time of three hours*. A vessel shall not be allowed to dock for more than three cumulative hours in a 24-hour period. Exceptions to this rule may be granted by the Town Manager on a case-by-case basis.
- (c) *Vessels needing repair*. Vessels needing engine repairs shall moor to the extreme end of the main dock in the area designated for docking and shall get under way as soon as repairs are made, but in no case shall this period exceed 24 hours. In such cases, the vessel operator must contact the Town police department at (843) 706-4550 to register the vessel occupancy of dock in excess of three hours.
- (d) *Obstruction of the dock*. It is unlawful to obstruct the dock. Any vessel, vehicle, or other object which obstructs any of the facilities or the access to them may be removed entirely at the risk and expense of the owner.
- (e) *Fishing*. Fishing is allowed from the dock as long as it does not interfere with the docking of watercraft, or the loading and unloading of passengers. Boaters shall have priority of use of the dock.
- (f) *Priority of emergency vehicles*. Emergency vehicles shall have priority over all other vehicles at all Town docks, landings and piers.
- (g) *Securing vessels*. Every vessel tying up at any Town dock shall be fastened thereto with such lines, at least from both bow and stern, and in such manner as to ensure the security of such vessel. Tethering one or more vessels to another vessel is prohibited.
- (h) *Fueling vessels*. No person shall fuel any vessel on Town docks with any petroleum product directly from a tank wagon or truck.
- (i) *Motor vehicles on dock*. No person shall drive any motor vehicle upon any Town dock.
- (j) *Skateboards and bicycles*. Skateboarding, rollerblading, roller skating, use of manually powered scooters and bicycles shall not be permitted on docks, landings, piers and walkways.
- (k) *Fireworks*. The discharge of fireworks is prohibited except as provided for in Chapter 14, Article IV.
- (l) *Damages*. Any damage to the floating or main dock by a vessel or person shall be paid for by the owner or the responsible person. Such payment shall be the actual amount of the damage and paid to the Town.
- (m) *Storage and disposal of toxic substances*. Storage and disposal of new or used batteries, oil or lubrication containers, fuel containers, solvents, toxic cleaners, paint cans, and other harmful materials or substances on the dock is prohibited.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-45. - New River Linear Trail.

- (a) *Hours*. Open for public use from sunrise to sunset.
- (b) *Fires*. Fires are strictly prohibited. No grilling.
- (c) *Motorized vehicles*. Motorized vehicles are prohibited on the New River Linear Trail with the exception of American Disabilities Act-compliant motorized wheel chairs, and vehicles used by the Town of Bluffton Public Works staff and the Town of Bluffton Police Department when used in the normal course of duties.
- (d) *Horses*. Horses are prohibited on the New River Linear Trail.
- (e) *Fireworks*. The discharge of fireworks is strictly prohibited.
- (f) *Alcohol*. The possession of an open container and/or the consumption of alcohol is strictly prohibited.
- (g) *Smoking*. Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-46. - Dubois Park.

- (a) *Hours*. Open for public use from sunrise to sunset.
- (b) *Fires*. Fires are not permitted. Grilling underneath the pavilion is prohibited.
- (c) *Alcohol*. The possession of an open container and/or the consumption of alcohol is strictly prohibited.
- (d) *Smoking*. Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-47. - New Riverside Park.

- (a) *Hours*. Open for public use from sunrise to sunset, unless a special events permit has been issued by the Town of Bluffton in accordance with Chapter 22, Article IV.
- (b) *Smoking*. Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-48. - Buckwalter Place Veterans Memorial Park.

- (a) *Hours*. Open from sunrise to sunset, unless a special events permit has been issued by the Town of Bluffton in accordance with Chapter 22, Article IV.

- (b) *Smoking.* Smoking, as defined in Section 18-159 is prohibited. All provisions of Chapter 18, Article VII shall apply, to include penalties as set forth in Section 18-165 which shall prevail over Section 13-49.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-49. - Penalties.

Any person violating any section of this article shall be guilty of a misdemeanor and, upon conviction thereof, shall pay such penalties as the court may decide, not to exceed \$500.00 or not to exceed 30 days' imprisonment, or both, for each violation. Each violation shall constitute a separate violation which shall subject the offender to liability prescribed in this section.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-50. - Enforcement.

The responsibility to enforce the rules and regulations set forth in this article is hereby vested in the Town of Bluffton Police Department.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)

Sec. 13-51. - Exceptions.

The Town of Bluffton Town Manager may allow for exceptions to the rules and regulations set forth in this article, on a case by case basis, provided that such exception(s) are in the best public interest and do not otherwise contradict any State or Federal public law. Such exception(s) shall be requested and designated in writing, except where emergency conditions dictate the need for greater expediency. In such cases, documentation of the exception(s) will be accomplished as soon as reasonably possible.

(Ord. No. [2019-11](#), § 1(Exh. A), 8-13-2019)



Workshop: Discussion Regarding Use of Town-Operated Amenities

Scott Marshall, MPA, ICMA-CM
Deputy Town Manager

Town Council Meeting
March 17, 2020



Purpose of Workshop

To review Town-operated public amenities/facilities, and to consider the will of Town Council to add to the current number of venues available for rental to the public.



Venues Currently Available for Rent

- Rotary Community Center at Oscar Frazier Park.
- Field of Dreams at Oscar Frazier Park, not inclusive of the recently constructed pavilion.
- Oyster Factory Park.
 - West Side, not inclusive of the Garvin-Garvey House.
 - East Side.



Venues for *Consideration* of Rentability

- Wright Family Park.
 - Passive park currently under construction.
 - Established hours of operation are sunrise to sunset.
 - Alcohol, smoking and fireworks are strictly prohibited.
- Dog Park at Oscar Frazier Park.
 - Established hours of operation are sunrise to sunset.
 - Alcohol and fireworks are prohibited, unless a permit has been granted. Smoking is prohibited.



Venues for *Consideration* of Rentability

- Dubois Park.
 - Established hours of operation are sunrise to sunset.
 - Alcohol and smoking are strictly prohibited. Fireworks are prohibited, unless a permit has been granted.
- Martin Family Park.
 - Established hours of operation are sunrise to sunset.
 - Alcohol and smoking are strictly prohibited. Fireworks are prohibited, unless a permit has been granted.



Venues for *Consideration* of Rentability

- Ulmer Auditorium.
 - There are no established hours of operation.
 - Town has a license agreement with May River Theater.
- New Riverside Park.
 - Still pending Conceptual Plan approval and funding for construction.
- Public Park at Buckwalter Place Commerce Park, not inclusive of the Veterans Memorial.
 - Construction nearly complete.



Next Steps

Pending direction from Town Council, Staff will:

1. Incorporate necessary additions to the Town's Master Fee Schedule as part of the FY21 Consolidated Budget Adoption Process.
2. Adopt and implement administrative procedures, as necessary, to accommodate adding venues to list of rentable Town-operated venues.

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	March 17, 2020
PROJECT:	Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 4 – Zoning Districts and Article 9 – Definitions and Interpretation
PROJECT MANAGER:	Kevin P. Icard, AICP Planning & Community Development Manager

REQUEST: Provide direction on proposed amendments to Chapter 23 Unified Development Ordinance, Article 4 – Zoning Districts and Article 9 – Definitions and Interpretations specific to Town Council’s goals as further stated as a Strategic Action Item.

BACKGROUND: 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 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.

To support Community Quality of Life, Town Council requested a review of the Unified Development Ordinance (UDO) to determine if amendments could be made to better support the Town’s priorities and manage growth. This “calibration of land uses” includes recommending: 1) two new land uses (storefront manufacturing and storehouse manufacturing) with use conditions; 2) elimination of mini-warehouse or self-service storage facilities as a conditional use in the General Mixed (GM) Use District and changing it from a permitted use to a conditional use in the Light Industrial (LI) District; and, 3) improvements to existing use conditions for the development of junk and salvage yard operations; manufacturing; mini warehouses or self-storage facilities and, solid waste transfer facility / recycling centers.

Feedback from the Don Ryan Center for Innovation (Don Ryan Center) regarding amendments to the Unified Development Ordinance (UDO) was also obtained which identified breweries and distilleries as desirable land uses that support Economic Development and Community Quality of Life. Staff has contact John O’Toole with Beaufort County Economic Development Corporation and Ashley Feaster with Palmetto Electric Cooperative to receive their feedback as it relates to economic development strategies. To support a broader range of potential businesses with operational characteristics like breweries and distilleries (i.e., low intensity manufacturing), storefront and storehouse manufacturing is proposed.

Proposed UDO amendments for consideration include:

1. **Amend Article 4 (Zoning Districts), Sec. 4.3 (Uses by District), Table 4.3 (Uses by District).** The following changes are proposed: a) Add storefront manufacturing and storehouse manufacturing as new conditional uses within specified zoning districts; and 2) Eliminate the Mini-warehouse or Self-service storage facilities as a conditional use in the General Mixed (GM) Use District and change from a permitted use to a conditional use in the Light Industrial (LI) District. Additional buffering is also proposed.

In recent years, traditional retail shops have undergone transformation. While competition with Internet sales has diminished the construction of new brick and mortar stores to some degree, retailing with related light manufacturing and assembly is expected to continue to increase. Traditionally, zoning regulations have forced these uses to locate in industrial areas; however, they do not cause operational nuisances. By limiting these uses to industrial-zoned property, which is a very limited area of Bluffton, the Town may be losing potential businesses and employment opportunities.

To address this, two new land uses are proposed, one that is primarily retail in nature ("storefront manufacturing") and the other that is primarily manufacturing ("storehouse manufacturing"). An example of storefront manufacturing use is a coffee shop that receives and stores beans to be roasted in mass. The roasted beans are then used to brew coffee for on-site consumption and may also be packaged for retail sale on-site and/or to be shipped to purchasers. An example of storehouse manufacturing is a brewery or distillery that is primarily engaged in the manufacturing and bottling of beverages for wholesale to be sold by other establishments, and that may provide limited on-site retail to the general public, tastings and tours. It has become common to see this use in conjunction with a restaurant or bar (which are separate principal uses).

Removing mini-warehouses and self-service storage facilities from the General Mixed (GM) Use District is intended to ensure that the GM District remains vibrant with businesses that provide goods and personal services, as well as employment opportunities. The nature of the storage use, is more appropriate for the Light Industrial District with very specific conditions.

2. **Amend Article 4 (Zoning Districts), Sec. 4.4 (Conditional Use Standards).** The following change is proposed: a) To refine the introductory paragraph. As identified in UDO Table 4.3 (Uses by District), certain uses are "conditional uses" and are designated with the letter "C." The letter indicates that the particular use has conditions that are required for it to be developed. Typically, the conditions relate to minimizing impacts, such as requiring more screening or buffering beyond the minimum requirements of the UDO. The proposed amendment provides an explanation of the intent of the conditions and eliminates language that may be confusing.

3. **Amend Article 4 (Zoning Districts), Sec. 4.4.2 (Conditional Use Standards, Commercial Uses: Storefront Manufacturing, Storehouse Manufacturing).** Storefront manufacturing and storehouse manufacturing are proposed to include conditions to ensure that manufacturing activities do not cause potential nuisances for neighboring properties, including noise, odor, vibration and glare. Additionally, limited outdoor activities may be possible for the storehouse manufacturing use if screening is provided. Storefront manufacturing should also incorporate a traditional shopfront appearance.
4. **Amend Article 4 (Zoning Districts), Sec. 4.4 (Conditional Use Standards, Industrial Uses: Junk and Salvage Operations, Solid Waste Transfer Facility/Recycling Center, Manufacturing).** Three uses—junk and salvage operations, manufacturing and solid waste transfer facility/recycling facility—are presently permitted in the Light Industrial district as conditional uses (i.e., if the specified UDO conditions are met, the use is permitted). The use conditions are designed to prevent or reduce potential nuisance impacts beyond the property lines, such as noise and glare. Amendments are proposed to require improved buffering, including landscaping and screening to ensure greater compatibility with neighboring properties.
5. **Amend Article 9 (Definitions and Interpretation), Sec. 9.4.3 (Description of Uses of Land and Buildings; Commercial Services-Storefront Manufacturing and Storehouse Manufacturing).** With the addition of storefront manufacturing and storehouse manufacturing as new uses (see #1 above), definitions for each are proposed. Storefront manufacturing is primarily engaged in retail sales but also includes limited manufacturing activities (e.g., a coffee shop that roasts beans and packages them for sale on-site or via the Internet). Storehouse manufacturing is primarily engaged in low intensity manufacturing that could include assembly and packaging for limited on-site sales but may include retail sales via the Internet and wholesale for larger quantities. An example, small-scale craft breweries and distilleries, are increasingly popular in mixed use areas and may be in combination with a restaurant and/or bar, separate principal uses.

CONSIDERATIONS: Items for Town Council consideration in this matter, include, but are not limited to, the following:

1. Does Town Council want staff to move forward with the proposed UDO Amendments as provided?
2. Are there any additional changes or amendments sought by Town Council?

RECOMMENDATION: To forward the amendments to the Planning Commission for a Public Hearing, followed by a first and second reading by Town Council.

NEXT STEPS:

UDO Text Amendment Procedure	Date
Step 1. Town Council Workshop	March 17, 2020
Step 2. Public Notification of Planning Commission Meeting	March 23, 2020
Step 3. Planning Commission Public Hearing and Recommendation	April 22, 2020
Step 4. Town Council – 1st Reading (Tentative)	May 12, 2020
Step 5. Town Council Meeting – Final Reading and Public Hearing (Tentative)	June 9, 2020

ATTACHMENTS:

1. Calibration of Uses Proposed Text
2. UDO Article 4 - Table 4.3, Uses by District

CALIBRATION OF LAND USES & RELATED AMENDMENTS

Strategic Plan Action Item 6

Article 4 (Zoning Districts)

Sec. 4.3 (Uses by District)

See Table 4.3 (separate attachment) for uses proposed to be added (shopfront manufacturing, storefront manufacturing) and changed (mini-warehouses and self-storage facilities).

Article 4 (Zoning Districts)

Sec. 4.4 (Conditional Use Standards)

~~There are certain uses that, by their nature, have the potential to create adverse impacts on nearby properties. It is the purpose of this Sec. 4.4 to allow such uses to be conditionally permitted while minimizing adverse effects through the establishment of additional standards that mitigate the impacts of their design and operation. The specified standards are intended to ensure that these conditional uses fit the vision of the zoning districts in which they are permitted, and that these conditional uses are compatible with other development permitted within the districts. The Conditional Uses, as listed in Table 4.3 above, do not constitute development as defined herein and thereby do not require a Development Plan Application; however, the UDO Administrator may require a conceptual site plan to ensure compliance with the following Conditional Use Standards:~~

Sec. 4.4.2 (Conditional Use Standards, Commercial Services: Storefront Manufacturing, Storehouse Manufacturing)

H. Storefront Manufacturing

- ~~1. Buildings shall convey a commercial character, most often promoting the form of a traditional shopfront. As such, the Large Commercial Lot Type and the Industrial Lot Type shall not be permitted with this use.~~
- ~~2. All operations related to this use shall be conducted completely within a building. No impacts or byproducts of the use, including noise, vibration, dust, fumes, or odor, or electrical or communications interference shall be discernible from the property line.~~
- ~~3. Outdoor loading areas shall be located to the rear of the principal structure and shall not interfere with the on-site circulation of pedestrians or vehicles.~~

I. Storehouse Manufacturing

1. All operations related to this use shall be conducted completely within a building. No impacts or byproducts of the use, including noise, vibration, dust, fumes, or odor, or electrical or communications interference shall be discernible from the property line.
2. Limited daily outdoor operations and storage may occur behind the building and at least 50 feet from any property line, as follows:
 - a. Outdoor storage areas shall be screened using an opaque fence or wall of no less than 8 feet in height.
 - b. Outdoor operations consisting of promotional gatherings, tastings, or dining (in which visitors are able to sample the product) may occur at or near the property line if the area is landscaped using plantings, hardscape, materials, seating, lighting, and other amenities.
3. Outdoor loading areas shall be located to the rear of the principal structure and shall not interfere with the on-site circulation of pedestrians or vehicles.

Sec. 4.4.5 (Conditional Use Standards, Industrial: Junk and Salvage Operations, Solid Waste Transfer Facility/Recycling Center, Manufacturing)

B. Junk and Salvage Operations

1. Salvage yards shall be screened by a solid screening fence or wall that is a minimum 8 feet tall and set back at least 10 feet from the property line with a landscaped buffer between the property line and fence or wall that includes a minimum of one canopy tree per 50 feet, around the entire property. The fence or wall shall be of similar composition, construction and color throughout, and only contain openings for necessary entrances and exits.
2. Entrances and exits shall be equipped with solid 8 foot high gates which shall be closed at all times except when in use.
3. Material stored outside of a completely enclosed building shall be stacked or arranged so that no portion of such material is visible from any public right-of-way or adjacent property.
4. All loading and unloading shall be conducted within the enclosed area.
5. Maximum lot size for a junk and salvage yard use shall be ten acres.

E. Solid Waste Transfer Facility/Recycling Center

1. The solid waste transfer facility/recycling center may accept previously sorted non-food items, such as glass, newspaper, cardboard, metal, construction and demolition debris, or other similar materials. Sewage

- or hazardous substances in quantities considered to be detrimental to the operation of the transfer facility shall not be permitted.
2. All activities and storage shall be conducted within a completely enclosed building. Doors shall remain closed during operations and there shall be no outdoor storage.
 3. The entire site shall be fully ~~landscaped, screened, and/or fenced from adjacent properties and public rights of way by:~~
 - a. a solid screening fence or wall that is a minimum 8 feet tall; or
 - b. a minimum 50-foot wide landscaped buffer of 100% opacity.
 4. All areas adjacent to the transfer point, such as the tipping floor, the turning area, and the area supporting the trailer while it is being packed, shall be paved with concrete.
 5. Adequate standing and parking facilities shall be provided on the site so that no packers or other collection vehicles at any time stand on a public right-of way waiting entrance to the site.
 6. Only cut off lighting fixtures shall be used. If an adjacent property is residential, the height of a lightpole shall not exceed 15 feet from the top of finished grade level.
 - ~~6.~~ 7. Publicly owned or operated facilities are allowed to collect and sort any non-hazardous waste on-site and outdoors. All outdoor waste or collection bins must be setback a minimum of 4050 feet from the property line, of which 25 feet shall be a landscape buffer and shall not be visible from any neighboring property or public right of way.
 - a. If a property adjoins saltmarshes, tidal waters, or existing or permitted residential uses, and outdoor collection and sorting will take place, all collection bins shall be setback a minimum of 100 feet from the property line by a 100 foot wide landscape buffer of 100% opacity that surrounds the entire site.
 8. The use shall be located outside of the 100 year floodplain.
 9. The use shall comply with all applicable State and Federal Regulations.
 10. An operations plan and transportation plan must be approved and include:
 - a. A transportation plan demonstrating the primary routes that trucks will utilize to access the site, that these will be comprised of arterial roads with sufficient capacity to absorb the impact, and how such impacts will be mitigated.
 - b. An operations plan to identify the specific types of activities and technologies that are required for successful operation of the use, potential impacts on adjacent lands and mitigation measures, size of the operation, number of employees, operating hours, etc.

G. Manufacturing

1. All storage and operations shall occur indoors, except that limited daily outdoor operations and storage which may occur behind the front building line and at least 50 feet from any property line ~~may occur~~.
2. No impacts or byproducts of the use, including noise, vibration, dust, fumes, ~~or~~ odor, or electrical or communications interference shall be discernible from the property line.
3. Outdoor loading areas shall be located to the rear of the principal structure and shall not interfere with the on-site circulation of vehicles and pedestrians.

H. Mini-warehouses or Self-Storage Facilities

1. The use shall be limited to storage only. The premises shall not be used for operating any other business or repairing of any vehicles, except truck rental may be approved as an accessory use.
2. No storage or combustible or flammable liquids, combustible fibers, or explosive materials as defined in the fire prevention code, or toxic materials, shall be permitted within the self-storage buildings or upon the premises.
3. Outdoor storage shall be limited to vehicles, trailers, boats, campers, recreational vehicles, and other motorized or towable equipment and may only be located behind a building.
4. ~~Outdoor storage areas shall be screened by a solid screening fence or wall a minimum of 6 feet in height. The entire site shall be be screened~~ by a solid screening fence or wall that is a minimum 6 feet tall and sets back at least 15 feet from the property line with a landscaped buffer between the property line and fence or wall that includes a minimum of one canopy tree per 50 feet, around the entire property. The fence or wall shall be of similar composition, construction and color throughout, and contain openings for only necessary entrances and exits.

Article 9: Definitions and Interpretation

Sec. 9.4.3 (Description of Uses of Land and Buildings; Commercial Services-Storefront Manufacturing and Storehouse Manufacturing)

N. Storefront Manufacturing – A storefront or shopfront where the primary function is commercial sales, but daily operational activities often include a combination of low intensity manufacturing, assembly, packaging, and/or warehousing activities, including those related to online sales. Secondary operational activities shall have no discernable impact upon neighboring properties, structures or occupants. (Examples: a leather goods store or coffee shop in which wholesale items are received, assembled on site, and either displayed for retail sales or stored for online transactions).

- o. Storehouse Manufacturing** – A facility or group of buildings where the primary function is low intensity manufacturing, but daily operational characteristics often include a combination of assembly, packaging, and/or warehousing activities; including those related to sales distribution. Operational impacts shall have no discernable impact upon neighboring properties, structures or occupants. Public exhibitions, tours, samplings, tastings and ancillary retail may be secondary activities and uses. (Examples: a brewery or distillery in which raw goods and other items are received, assembled, and packaged as part of the manufacturing process. The end product may be warehoused for shipping, shelved for retail sales, or consumed as part of onsite tastings or dining).

ATTACHMENT 2

Table 4.3 Uses by District												
	Neighborhood Core Historic District (NC-HD)	Neighborhood Center Historic District (NCE-HD)	Neighborhood General Historic District (NG-HD)	Neighborhood Conservation Historic District (NCV-HD)	Riverfront Edge Historic District (RV-HD)	Light Industrial (LI)	General Mixed Use (GM)	Neighborhood Core (NC)	Residential General (RG)	Rural Mixed Use (RMU)	Agricultural (AG)	Preserve (PR)
Residential												
Single-family Detached	P	P	P	P	P	P	P	P	P	P	P	-
Single-family Attached	P	P	P	P	-	P	P	P	P	P	-	-
Multi-Family	P	P	-	-	-	P	P	P	-	-	-	-
Accessory Dwelling Unit	C	C	C	C	C	C	C	C	C	C	C	-
Agriculture/Conservation												
Agricultural Use and Structures	P	P	P	P	P	P	P	P	P	P	P	P
Animal Hospital, Veterinary Clinic, Kennel	SE	-	-	SE	SE	SE	SE	-	-	-	-	-
Horse Riding School, Horse Training Facility and/or Commercial Stables	-	-	-	-	P	P	-	-	-	-	-	-
Seafood/Shellfish Packaging/ Processing	-	-	-	-	SE	P	SE	-	-	-	-	-
Commercial Services												
Outdoor Sales	C	C	C	C	C	C	C	-	C	C	C	C
Retail Businesses	C	C	C	P	P	P	P	-	C	C	C	C
Restaurant	C	C	C	C	C	C	C	-	-	C	C	C
Motor Vehicle Sales and Service	-	-	-	-	P	P	-	-	-	-	-	-
Fueling/Service Station including fuel pumps/ Convenience Store	C	C	C	C	P	P	-	-	C	-	-	C
Car Wash	C	C	C	C	P	P	-	-	C	-	-	C
Tattoo/Body Art Parlor	-	-	-	-	P	P	-	-	-	-	-	-
Adult Oriented Business	-	-	-	-	SE	SE	-	-	-	-	-	-
Low Speed Recreational Vehicle Sales	C	-	-	-	-	-	-	-	-	-	-	-
Lodging												
Bed and Breakfast - maximum of 6 guest rooms	P	P	P	P	P	P	-	P	P	P	P	P
Inns - maximum of 12 guest rooms	P	P	P	P	P	P	-	-	C	P	P	P
Hotel (no room limit)	P	P	P	P	P	P	-	-	-	-	-	P
Office												

Table 4.3 Uses by District												
	Preserve (PR)	Agricultural (AG)	Rural Mixed Use (RMU)	Residential General (RG)	Neighborhood Core (NC)	General Mixed Use (GM)	Light Industrial (LI)	Riverfront Edge Historic District (RV-HD)	Neighborhood Conservation Historic District (NCV-HD)	Neighborhood General Historic District (NG-HD)	Neighborhood Center Historic District (NCE-HD)	Neighborhood Core Historic District (NC-HD)
Home Occupation	-	P	P	P	P	P	P	P	P	P	P	P
Professional Offices	-	-	P	-	P	P	P	-	P	P	P	P
Health/Human Care												
Family Day Care Home (6 or less children)	-	P	P	P	P	P	P	P	P	P	P	P
Group Day Care Home (7 to 12 children)	-	P	P	P	P	P	P	-	-	P	P	P
Child Care Center (13 or more children)	-	P	P	P	P	P	P	-	-	P	P	P
Hospitals	-	-	-	-	-	P	P	-	-	-	-	-
Medical Offices and Clinics	-	-	P	-	P	P	P	-	-	P	P	P
Nursing Homes and Long-term Care	-	P	P	-	P	P	P	-	-	P	P	P
Recreation/Entertainment												
Campgrounds and Recreational Vehicle Parks	P	P	-	-	-	-	-	-	-	-	-	-
Golf Course	-	P	-	P	-	P	P	-	-	-	-	-
Recreation Facility	C	C	C	-	C	C	C	-	-	-	C	C
Theaters and Auditoriums	-	-	-	-	P	P	-	-	-	-	P	P
Civic/Institutional												
Cemetery	-	P	P	P	P	P	P	-	-	P	P	P
Club, Lodge, Union Hall, or Social Center	-	-	P	-	P	P	P	-	-	P	P	P
Conference or Exhibition Center	-	-	-	-	P	P	P	-	-	-	-	P
Government Building	P	P	P	P	P	P	P	P	P	P	P	P
Parks	P	P	P	P	P	P	P	P	P	P	P	P
Museum	P	P	P	P	P	P	-	P	P	P	P	P
Religious Assembly	-	P	P	P	P	P	P	P	P	P	P	P
School	-	P	P	P	P	P	P	P	P	P	P	P
Utilities	P	P	P	P	P	P	P	P	P	P	P	P
Industrial												
Artisan Workshop	-	P	P	-	P	P	P	-	P	P	P	P
Concrete and Asphalt Plants	-	-	-	-	-	-	SE	-	-	-	-	-
Contractor's Office	-	-	C	-	C	C	C	-	-	C	-	-
Junk and Salvage Operations	-	-	-	-	-	-	C	-	-	-	-	-

ATTACHMENT 2

[illegible]

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	March 17, 2020
PROJECT:	Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 Design Standards, General Standards Related to Historic District Architectural Design
PROJECT MANAGER:	Kevin P. Icard, AICP Planning & Community Development Manager

REQUEST: Provide direction on proposed amendments to Chapter 23 Unified Development Ordinance, Article 5 - Design Standards, Sub-section 15 (Old Town Bluffton Historic District) specific to Town Council's goals as further stated as a Strategic Action Item.

BACKGROUND: 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 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. Chapter 23 (Unified Development Ordinance), Article 5 (Design Standards), Section 15 (Old Town Bluffton Historic District) regulates new construction, redevelopment and exterior changes to 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 fix 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 Unified Development Ordinance (UDO), allow additional flexibility in some instances (e.g., more material choices), and reduce minimum lot widths for all permitted building types to not less than 50 feet. These amendments were discussed at a Historic Preservation Workshop on May 1, 2019 and are representative of the comments provided.

The attached matrix (Attachment 1) identifies the suggested amendments and explains the intent.

CONSIDERATIONS: Items for Town Council consideration in this matter, include, but are not limited to, the following:

1. Does Town Council want staff to move forward with the proposed UDO Amendments as provided?
2. Are there any additional changes or amendments sought by Town Council?

RECOMMENDATION: To forward the amendments to the Planning Commission for a Public Hearing, after review by the Historic Preservation Commission, followed by a first and second reading by Town Council.

NEXT STEPS:

UDO Text Amendment Procedure	Date
Step 1. Town Council Workshop	March 17, 2020
Step 2. Public Notification of Planning Commission Meeting	March 23, 2020
Step 3. Review by Historic Preservation Commission	April 1, 2020
Step 4. Planning Commission Public Hearing and Recommendation	April 22, 2020
Step 5. Town Council – 1st Reading (Tentative)	May 12, 2020
Step 6. Town Council Meeting – Final Reading and Public Hearing (Tentative)	June 9, 2020

ATTACHMENTS:

1. Matrix of Proposed Amendments to Chapter 23 (Unified Development Ordinance), Article 5 (Design Standards), Sub-section 15 (Old Town Bluffton Historic District).

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
General Standards Related to Various Zoning Districts		
Section 5.15.5 (General Standards)	The phrase “and parking” is added as a site element that could affect residential density, in addition to other elements.	5.15.5 General Standards The existing or proposed building type shall determine the applicable lot standards. Building types shall only be permitted as listed in the applicable District. The maximum allowed density is based on the dimensional characteristics established for each building type in combination with other site characteristics that may limit the amount of land able to accommodate density. These other site characteristics include, but are not limited to, lot configuration, right-of-way, easements, protected natural resources, open space, and topography, <u>and parking</u> .
Section 5.15.5.A (Neighborhood Core-HD)	All references to "Town Architect" are to be amended throughout the UDO to "UDO Administrator" as a Town Architect does not exist. "Transect Zone" is corrected to "District."	As approved by the <u>UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance</u> Town Architect , additional building types may be allowed in the Neighborhood Core <u>District Transect Zone</u> . Building types not specifically listed shall be regulated by the following general requirements:
Section 5.15.5.A (Neighborhood Core-HD)	At the request of Town Council, minimum lot sizes for applicable building types are amended to be no less than 50 feet in width.	Lot Width Main Street Building: 30' 50' – 100' Commercial Cottage: 30' 50' – 75' Live-work Sideyard: 35' 50' – 65' Additional Building Type: 30' 50' – 100'
Section 5.15.5.B (Neighborhood Center-HD)	Scrivener's error correction regarding name of district	Neighborhood Core Center Building Type Requirements:
	All references to "Town Architect" are to be amended throughout the UDO to "UDO Administrator" as a Town Architect does not exist. "Transect Zone" is corrected to "District."	As approved by the <u>UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance</u> Town Architect , additional building types may be allowed in the Neighborhood Center <u>District Transect Zone</u> . Building types not specifically listed shall be regulated by the following general requirements:

UDO AMENDMENTS: Article 5, Design Standards																											
Sec. 5.15: Old Town Bluffton Historic District																											
Section	Why Amendment is Proposed	Amendment																									
	At the request of Town Council, minimum lot sizes are amended to be no less than 50 feet in width. Only affected building types shown.	Main Street Building: 40' <u>50'</u> – 80' Commercial Cottage: 30' <u>50'</u> – 60' Live-work Sideyard: 40' <u>50'</u> – 60' Cottage: 30' <u>50'</u> - 60' Village House: 40' <u>50'</u> - 60' Sideyard House: 40' <u>50'</u> - 65' Additional Building Type: 30' <u>50'</u> – 100'																									
Section 5.15.5.C (Neighborhood General-HD)	All references to "Town Architect" are to be amended throughout the UDO to "UDO Administrator" as a Town Architect does not exist. "Transect Zone" is corrected to "District."	As approved by the <u>UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance</u> Town Architect , additional building types may be allowed in the Neighborhood General <u>District</u> Transect Zone . Building types not specifically listed shall be regulated by the following general requirements:																									
	Use of building should be more flexible; it is proposed that mandatory mixed-use not be required and that two additional building types be permitted in the district. The amended language relates to the addition of the two new building types.	1. Mandatory Residential, Commercial and Mixed Use: The Neighborhood General zone shall be primarily residential in nature. All commercial development within this zone must maintain a predominantly residential character, as determined by the UDO Administrator. 2. A waiver of the mandatory residential <u>character</u> component may be granted by the UDO Administrator for commercial properties with direct frontage on SC Highway 46 or Bruin Road. <u>These commercial properties may have retail shopfronts or have awning/marquees or colonnades/arcades and be at grade, in accordance with this Ordinance.</u>																									
	Live-Work Sideyard and Commercial Cottage building types are proposed to be added as additional building types. Would allow commercial uses to be in building types other than residential. Development standards included.	<table><tr><td></td><td>Front Build-to</td><td>Lot Width</td><td>Front-age</td><td>Rear SB</td><td>Side SB</td><td>Height</td></tr><tr><td><u>Live-Work Sideyard</u></td><td><u>10'-20'</u></td><td><u>50'-100'</u></td><td><u>N/A</u></td><td><u>25'</u></td><td><u>10'</u></td><td><u>1-2.5</u></td></tr><tr><td><u>Commercial Cottage</u></td><td><u>10'-20'</u></td><td><u>50'-100'</u></td><td><u>N/A</u></td><td><u>25'</u></td><td><u>10'</u></td><td><u>1-1.5</u></td></tr></table>						Front Build-to	Lot Width	Front-age	Rear SB	Side SB	Height	<u>Live-Work Sideyard</u>	<u>10'-20'</u>	<u>50'-100'</u>	<u>N/A</u>	<u>25'</u>	<u>10'</u>	<u>1-2.5</u>	<u>Commercial Cottage</u>	<u>10'-20'</u>	<u>50'-100'</u>	<u>N/A</u>	<u>25'</u>	<u>10'</u>	<u>1-1.5</u>
	Front Build-to	Lot Width	Front-age	Rear SB	Side SB	Height																					
<u>Live-Work Sideyard</u>	<u>10'-20'</u>	<u>50'-100'</u>	<u>N/A</u>	<u>25'</u>	<u>10'</u>	<u>1-2.5</u>																					
<u>Commercial Cottage</u>	<u>10'-20'</u>	<u>50'-100'</u>	<u>N/A</u>	<u>25'</u>	<u>10'</u>	<u>1-1.5</u>																					

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
	At the request of Town Council, minimum lot sizes are amended to be no less than 50 feet in width. Only affected building types shown.	Cottage: 40' <u>50'</u> - 60' Sideyard House: 40' <u>50'</u> - 65' Additional Building Type: 40' <u>50'</u> – 100'
Section 5.15.5.D (Neighborhood Conservation-HD)	All references to "Town Architect" are to be amended throughout the UDO to "UDO Administrator" as a Town Architect does not exist. "Transect Zone" is corrected to "District."	As approved by the <u>UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance</u> Town Architect , additional building types may be allowed in the Neighborhood Conservation District <u>Transect Zone</u> . Building types not specifically listed shall be regulated by the following general requirements:
	At the request of Town Council, minimum lot sizes are amended to be no less than 50 feet in width. Only affected building types shown.	Cottage: 40' <u>50'</u> - 60' Additional Building Type: 40' <u>50'</u> - 100'
Section 5.15.5.E (Riverfront Edge-HD)	All references to "Town Architect" are to be amended throughout the UDO to "UDO Administrator" as a Town Architect does not exist. "Transect Zone" is corrected to "District."	As approved by the <u>UDO Administrator or Board/Commission with approval authority in accordance with Article 2 of this Ordinance</u> Town Architect , additional building types may be allowed in the Riverfront Edge District <u>Transect Zone</u> . Building types not specifically listed shall be regulated by the following general requirements:
General Standards		
Section 5.15.5.F.1.e (Building Height-Half Story)	There are two definitions of “Half Story”; one in this section, and the other within Article 9. This defintion will be consistent with the one provided in Article 9.	e. <u>A space under a sloping roof that has the line of intersection of the roof and the exterior wall supporting the roof not more than 3 feet above the floor level, and in which space the possible floor area with head room of 5 feet or more occupies between 30 and 70 percent of the total floor area of the story directly beneath</u> A half story is a finished living floor which is contained wholly or predominantly within the roof of a structure and is subject to the regulations of the local building code. If the possible floor area with head room of 5 feet or more occupies more than 70 percent of the total floor area of the story directly beneath, then that space shall be considered a full story.
Section 5.15.5.F.4 (Building Composition-Chimneys)	It is recommended that “chimneys” be added as there is a relationship between building proportion, building features and the size of a chimney	a. Overall building proportions and individual building features shall have a proportional relationship with one another. For example, features such as porches, <u>chimneys</u> , cornices, windows and doors must be proportional to other features of the building as well as the overall building form.

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.5.F.10 (Turning Radii)	Proposed to be removed in its entirety to avoid duplication with the review of the Fire Marshal. Replace this sub-section with "Service Yards" (below).	10. Corner Radii and Clear Zones. Corner curb radii shall be between 9 feet and 15 feet. Fairly tight turning radii shorten pedestrian crossings and inhibit reckless drivers from turning corners at high speeds. To allow for emergency vehicles (e.g. fire trucks) to turn corners, a 25 foot radius Clear Zone shall be established free of all vertical obstructions such as telephone poles, sign poles, fire hydrants, electrical boxes, or newspaper boxes, etc.
Section 5.15.5.F.10 (Service Yards)	Standards for Service Yards are proposed for improved screening.	<u>10. Service Yards. Service yards may be built to conceal trashcans, air condition equipment, pool equipment, above ground propane tanks, lawn equipment, and other service related items. Service yards shall be located in side or rear yards, away from all public vantages, and screened from neighboring properties.</u> <u>a. Materials used in building service yards shall be visibly compatible with the materials used in the primary structure and accessory structure(s).</u> <u>b. The service yard may be enclosed by louvers, lattice, vertical board or board-on-board panels, or such other styles typical of earlier styling.</u> <u>c. The height of the service yard enclosure shall be sufficient to screen equipment from public vantages; however, may not exceed six (6') feet in height.</u> <u>d. Window air-conditioning units shall not be placed on the primary façade of the primary structure or of any accessory structure.</u> <u>e. Roof mounted equipment, if required, shall be low-profile and located at the side or rear elevations so as to not be visible from the street.</u> <u>f. Utility meters shall be screened from public view.</u>
Architectural Standards		
Section 5.15.6.E.1 (Awnings and Marquees)	Proposed to be amended to include: 1) Neighborhood Center HD zoning district; 2) to not require marquees and awnings to be erected forward of the Build-to-Zone because of problems related to zero lot line requirements.	c. Length = 25% to 100% of Building Frontage (F) for commercial and mixed-use buildings within the Neighborhood Core-HD, Neighborhood Center-HD and Neighborhood General-HD zoning districts only). e. Marquees and Awnings shall may occur forward of the Build-to-Zone.
Section 5.15.6.E.2 (Balconies)	An increased porch depth is more consistent and compatible with existing historic structures, but discretion is also recommended to allow the HPC to review proportionality on an individual building basis.	a. Depth = 2 4 ft. minimum, or a depth that is proportionate to the height and width of the building, for upper floor balconies.

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.6.E.2 (Balconies)	The amendment indicates that, if a balcony is proposed, it shall extend no less than 25% of the Building Frontage.	c. Length = <u>No less than</u> 25% to 100% of Building Front <u>age</u> . (for all building type in all zones, except single family residences).
Section 5.15.6.E.5.d (Porches)		d. Overhang = 2 ft. minimum. e. d. Porches may have multi-story verandas and/or balconies above. f. e. Front porches may occur forward of the Build-to-Zone, but shall not extend into the right-of-way. g. f. Porches may be screened; however, if screened, all architectural expression (columns, railings, pickets, etc.) must occur on the outside of the screen (facing the street or public space).
Section 5.15.6.E.8 (Chimneys)	Amendment proposed to re-title the section to include roof appurtenances and penetrations, including standards related to each to ensure that they are as inconspicuous as possible. Both HPC and PC recommended that kitchen vents and other service elements be included.	8. Chimneys, <u>Roof Appurtenances, and Roof Penetrations</u> a. Chimneys are a central element for a structure, and have long provided opportunities for decorative detailing. b. Exterior chimneys shall be finished in brick, tabby, or stucco. c. Chimney caps provide the opportunity for a wide variety of details. d. In keeping with masonry building technology, metal spark arrestors, exposed metal flues, or pre-fabricated chimney caps are not permitted. <u>e. Roof penetrations for service elements, including but not limited to hood vents, sewer vents, and air vents, shall be located so that they either are not visible from the street or are concealed within an architectural feature. Where this is not possible, they shall be painted to match the color of the roof.</u>
Section 5.15.6.F (Architectural Elements)	A variety of amendments are proposed based on input received from the HPC and PC.	2. General Requirements: The following shall be located in rear yards/ <u>elevations</u> , or <u>in</u> sideyards/ <u>elevations</u> not facing side streets, <u>with approved screening</u> : a. Window and Wall Air Conditioners; b. Electric Utility Meters; c. Air Conditioning Compressors; d. Irrigation and pool pumps; and , e. Non-Residential <u>and Residential</u> Waste Receptacles; <u>f. Systems Equipment; and,</u> <u>g. Roof Penetrations and Wall Penetrations.</u>

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.6.F. 4. (Prohibited Materials)	Both HPC and PC recommended greater flexibility in appropriate building material choices, including allowing plain wire meshing as it is often used to create “living” fences with vegetation and certain wood composite material. Electric fences are proposed to not be permitted.	4. The following are prohibited: a. Undersized shutters (the shutter or shutters must be sized so as to equal the width that would be required to cover the window opening.); b. Shutters made of plastic, vinyl, aluminum, polystyrene, and metal, <u>or any material not permitted by Section 5.15.6.M of this Ordinance;</u> i. Fences made of chain link, barbed wire, vinyl, plain wire mesh, or coated chain link; <u>j. Fencing that has an electrical charge or is connected to source of electrical current and which is designed or placed that a person or animal coming into contact with the conductive element of the fence receives an electrical shock;</u> <u>jk. Fake-grained materials, except for any approved wood composite material permitted by Section 5.15 of this Ordinance; and</u> lk. Internally lit/neon signs.
Section 5.15.6.G (Building Walls)	The amendments in this section include: 1) correcting minor grammatical errors; and, 2) allowing tabby as a permissible construction and finish material.	G. Building Walls 1. General Requirements (required for all buildings): a. Exposed foundation walls (below the first floor elevation) shall be: Brick done in bond patterns that match historic patterns in the district; Painted brick; Tabby stucco (mixed shell size only); and or Stucco over block or concrete (sand-finished or steel trowel only). b. All Chimneys shall be made of brick, ; stucco, <u>tabby</u> and natural or manufactured stone. 3. Permitted Finish Materials: a. Wood (termite resistant, 50-year siding product). b. Cement fiber siding (50-year siding product). c. Concrete masonry units with stucco <u>tabby</u> (C.B.S.).

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.6.G (Columns, Arches, Piers, Railings, Balustrades)	Amendments are proposed to: 1) correct grammatical issues; 2) provide a measurement for spacing of columns; 3) allow tabby as a finish material; and 4) provide additional requirements for the column bases, trim and beams located above columns.	<p>H. Columns, Arches, Piers, Railings, Balustrades</p> <p>1. General Requirements: a. Column spacing: Columns and porch posts shall be spaced no farther apart than they are tall <u>as measured from the centerlines of the columns (“o.c.”)</u>. Piers shall be place<u>placed</u> directly below the columns or posts which they support. Column Proportions shall be consistent with those found in the American Vignola: A Guide to the Making of Classical Architecture, by William Ware. of Classical Architecture, by William Ware.</p> <p>2. Permitted Finish Materials:</p> <p>a. Columns: Wood (termite resistant), painted or natural, Cast Iron, Concrete with smooth finish, Brick, Stone, <u>or Tabby</u>.</p> <p>b. Arches, Lintels, and Sills: Concrete Masonry Units with Stucco (C.B.S.), Reinforced Concrete with Stucco, Brick, Stone, <u>or Tabby</u>.</p> <p>c. Piers: Concrete Masonry Units with Stucco (C.B.S.), Reinforced Concrete with Stucco, Brick, Stone.</p> <p>d. Railings & Balusters: Wood (termite resistant), painted or natural Wrought Iron.</p> <p>3. Permitted Configurations:</p> <p>a. Columns: Square, 6” minimum, with or without capitals and bases; Round, 6” minimum outer diameter, with or without capitals and bases; Classical orders.</p> <p>b. Arches: Semi-circular & Segmental.</p> <p>c. Piers: 8” minimum dimension.</p> <p>d. Porches: Top Rail: 2-3/4”. Minimum diameter; Balusters: 4” o.c. spacing minimum, 5” o.c. spacing maximum.</p> <p><u>e. The beam above the column to be the same circumference as the neck of the column.</u></p> <p><u>f. Column base or trim are not permitted to overhang the porch or stoop.</u></p>

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.6.I (Windows and Doors)	The HPC and PC recommend more flexibility for window and door materials, especially with the improvement of wood composite materials. They believe that wood composite could be permissible in Old Town Bluffton if 1) the structure is not contributing; and, 2) the UDO Administrator determines the composite material is of high quality and will not conflict with the character of the Historic District.	<p>I. Windows and Doors</p> <p>1. General Requirements:</p> <p>a. The primary entrance to all buildings shall be located on the exterior wall facing the frontage street.</p> <p>b. Window openings shall be oriented vertically.</p> <p>c. Masonry Construction: A header and sill is required for all windows that are not located in a shopfront.</p> <p><u>d. The following accessories are permitted: Shutters, Wooden Window Boxes, Muntins and Mullions, Fabric or Metal Awnings (no backlighting; no glossy-finish fabrics). Snap-in muntins or mullions, and muntins between the glass are not recommended. Windows with true divided lite or simulated divided lite are encouraged.</u></p> <p>e. Dormer windows are encouraged.</p> <p>2. Permitted Finish Materials:</p> <p>a. Windows & Shopfronts: Wood, Aluminum, Copper, Steel, Vinyl, Clad Wood.</p> <p>b. Doors: Wood, or Metal or <u>Metal-Clad. Except in the case of a Contributing Structure, the UDO Administrator may approve of the use of Wood Composite material for doors provided the UDO Administrator determines that the door will be consistent with the character of the Historic District and the materials used are of equal or better quality than traditional building materials.</u></p> <p><u>3. Permitted Configurations:</u></p> <p>a. Windows: Rectangular, Square, Transom, Sidelite. <u>Transoms must be aligned with the window or door located directly below them.</u></p> <p>b. Window Operations: Single- and Double-Hung, Casement, Industrial, <u>Tilt</u>, Fixed Frame (36 square feet max. <u>and permitted within retail storefront only).</u></p> <p>c. Door Operations: Casement, French.</p>
Section 5.15.6.J (Roofs and Gutters)	More flexibility is proposed relating to roofs and gutters, including allowing rain chains. Design is also addressed.	<p>J. Roof and Gutters</p> <p>1. General Requirements:</p> <p>a. Permitted Roof Types: gabled, hipped, & shed. Flat roofs shall be concealed on all sides with parapets. Applied mansard roofs are not permitted.</p> <p>b. Downspouts are to match gutters in material and finish. <u>Rain chains may be used.</u></p> <p>2. Permitted Finish Materials:</p> <p>a. Metal: Galvanized, Copper, Aluminum, Zinc-Alum.</p> <p>b. Shingles: Metal or Asphalt “dimensional” type, Slate, Composite Slate.</p> <p>c. Gutters: Copper, Galvanized Steel, Aluminum (14-18 gauge).</p> <p>d. Use recycled-content, 30- or 40-year roofing material.</p> <p><u>e. Design: Appropriate leaderheads, collector boxes, or scupper boxes are encouraged.</u></p>

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.6.K (Garden Walls, Fences and Hedges)	This Report recommends that tabby be clearly identified as an acceptable finish material and configuration within subsections 3(c), 3(e) and 4(f) of Section 5.15.6.K. The Planning Commission has also requested the inclusion of a requirement that garden fences meet “contextual standards” or “professional standards.” Additionally, the current iteration of the UDO expressly permits spacing for wrought iron fencing of up to 6”, which spacing, under certain conditions, could be in violation of the International Building Code (“IBC.”) This Report recommends appropriate revisions to Section 5.15.6.K. as follows:	<p>K. Garden Walls, Fences, and Hedges</p> <p>1. General Guidelines: Fences, garden walls, or hedges are recommended along all un-built rights-of-way which abut streets and rear lanes as shown in the diagram below. Fences, garden walls, or hedges are encouraged along Side Yards (behind the front plane of the primary structure), and Rear Yards. Fences, garden walls and hedges shall be minimum 25% opaque, <u>and shall meet appropriate contextual standards or professional standards.</u> When fences, garden walls, or hedges occur, they must follow the below requirements:</p> <p>2. Height:</p> <p>a. Front Yard (in front of the primary structure): minimum height of 24 inches, maximum height of 42 inches. Pillars and posts shall extend farther.</p> <p>b. Rear Yards and Side Yards (behind the front plane of the primary structure): minimum height of 36 inches, maximum height 6 feet.</p> <p>3. Permitted Finish Materials:</p> <p>a. Wood (termite resistant).</p> <p>b. Wrought Iron <u>or Tube Steel.</u></p> <p>c. Brick (A cap protects the tops of all brick elements exposed to the weather such as garden walls and freestanding piers. Caps are generally comprised of brick, but may also be comprised of stone, cast stone, terra cotta, <u>tabby</u>, concrete, <u>metal</u>, or slate. The edges of caps shall be rectangular or more ornate. Caps shall project past the edge of the brick element below a minimum of 1/2in.).</p> <p>d. Stone.</p> <p>e. Concrete Masonry Units with <u>Stucco or Tabby</u> Stucco (C.B.S. – if primary structure is masonry).</p> <p>f. Reinforced Concrete with Stucco (if primary structure is masonry).</p> <p>g. Wood posts with “Hog wire” infill and a board rail on top.</p>
		<p>4. Permitted Configurations:</p> <p>a. Wood: Picket fences with corner posts and rail fences.</p> <p>b. Wrought <u>Tube Steel or</u> Iron: Vertical, 5/8” minimum dimension, 4” to 6” spacing <u>or spacing that complies with the applicable building code.</u></p> <p>c. Brick.</p> <p>d. Stone.</p> <p><u>e. Stucco: with texture and color to match building walls.</u></p> <p><u>f. Tabby Stucco: with texture and color to match building walls.</u></p>

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.6.M (Shutters)	Residents and developers alike contend that Section 5.15.6.M of the UDO, which regulates shutter and shutter dog design, is too limiting and does not allow for other historically accurate or otherwise acceptable designs and materials. To address these issues, this Report proposes the following revision to Section 5.15.6.M.1:	<p>d. Shutters may be louvered, paneled, board and batten, or plank construction used with shutter dog of typical<u>the standard “S” design, hook, rat-tail hooks, generally less decorative iron butterfly, or other style shutter dog typical of the Old Town Bluffton Historic District’s period of significance.</u></p> <p>e. Shutters shall be constructed of a durable wood. <u>Except in the case of a Contributing Structure, the UDO Administrator may approve of the use of Wood Composite material for shutters provided the UDO Administrator determines that the shutters will be consistent with the character of the Historic District and the materials used are of equal or better quality than traditional building materials.</u></p>
Section 5.15.6.N (Corners and Water Table Corners)	Minimal changes are recommended to Section 5.15.6.N of the UDO. In particular, the Consultant and Staff focused on the requirements of subsection (7), which governs the water table. This Report recommends that Section 5.15.6.N.7 be amended so as to better differentiate between the requirements for drip boards and for skirt boards.	<p>7. Water Table <u>Trim</u>:</p> <p>a. Water table<u>Drip boards should shall</u> be <u>a minimum 2x 5/4</u> stock with a bevel (any exposed flashing must be copper or match color of water table trim);</p> <p>b. Water table trim should shall extend beyond any skirt trim; and c. Skirt boards shall be <u>a minimum 5/4 stock and</u> furred out to sit just beyond <u>the</u> face of <u>the</u> foundation wall (after finish foundation material is applied, i.e. brick, stucco).</p>
Section 5.15.6.O (Skirting & Underpinning)	Based on the Consultant’s recommendations, this Report proposes that the Town amend Section 5.15.6.O of the UDO by including additional restrictions on skirting and underpinning in subsection (1). The additional language proposed to be added is as follows:	<p>1. The following are permitted materials for skirting and underpinning: Brick lattice, vertical or horizontal pattern wood lattice or fencing referred to as “pigboard” and louvered vents. <u>Underpinning must be a minimum of 1” behind face of pier. Skirting must lay on top of pier. When using stucco or tabby allow for the material to be behind the skirting. Foundational vents of a similar configuration are permitted and should be aligned with window and door openings.</u></p>
Section 5.15.6.P (Cornice, Soffit, and Frieze)	A minor amendment is required to subsection (9) of Section 5.15.6.P to clarify certain blocking requirements. The proposed amendment is as follows:	<p>9. When exposed rafters are used, it is important that <u>either vented or un</u>vented blocking be provided between the rafters. Continuous venting in enclosed soffits with aluminum vents is permitted on new construction, but it is recommended that it be less than 3” wide and is disguised in the soffit to the extent feasible.</p>
Building Types		
Section 5.15.8.B (Commercial Cottage)	An amendment to allow the Commercial Cottage building type within the Neighborhood General-HD zoning district. This reflects the amendment to Sec. 5.15.5.	Core • Center • General •

UDO AMENDMENTS: Article 5, Design Standards		
Sec. 5.15: Old Town Bluffton Historic District		
Section	Why Amendment is Proposed	Amendment
Section 5.15.8.C (Live-Work Sideyard)	An amendment to allow the Live-Work Sideyard building type within the Neighborhood General-HD zoning district. This reflects the amendment to Sec. 5.15.5. Also, an amendment to include a note that porches are permitted on the building frontage.	Core • Center • General • Under "Notes;" add the following note: " <u>May have porch on the front.</u> "
Section 5.15.8.D (Duplex / Triplex)	Amendments are recommened to improve clarity within the notes section.	Notes: Each <u>Unit</u> must have own separate <u>street façade entrance, forward (street) Facing entrance.</u> Units shall be arranged with fronts parallel to the <u>primary street</u> on which the Unit is located. Units shall all be constructed simultaneously and be of the same architectural character. Units may be rentals or condominiums. <u>Regardless of the ownership of the individual units, each building shall share a single lot</u> Units share one single lot. One carriage house is allowed per Unit <u>Lot</u> . Triplex may be 3 full stories if raised up on a full height basement. Each unit is typically 15’ - 30’ wide.
Section 5.15.8.F (Carriage House)	Carriage Houses are permitted to be detached or attached by the UDO. For consistency, an amendment to remove the word “Detached” is proposed.	General: Detached Accessory Structure.
Section 5.15.8.F (Carriage House)	A reduction of the minimum carriage house size from 250 square feet to 200 square feet is proposed for consistency with applicable building codes and a various sections of the UDO	Size Range: 250 <u>200</u> - 1,200 sq. ft. (per unit)
Section 5.15.8.M (River House)	Two of the photos showing the River House building type are not good examples of a River House and are proposed to be replaced by two photographs proposed during the review process.	Photos to be Provided

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	March 17, 2020
PROJECT:	Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 4 – Planned Unit Developments and Article 6 – Sustainable Development Incentives, Workforce/Affordable Housing
PROJECT MANAGER:	Kevin P. Icard, AICP Planning & Community Development Manager

REQUEST: Provide direction on proposed amendments to Chapter 23 (Unified Development Ordinance), Article 4 – Planned Unit Developments and Article 6 – Sustainable Development Incentives for Workforce/Affordable Housing.

BACKGROUND: 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.

During the FY2019-20 Strategic Action Plan process, Town Council included a new Strategic Focus Area to address Affordable and/or Workforce Housing. Other strategic focus areas include Fiscal Sustainability, Economic Growth, Town Organization, Community Quality of Life, Infrastructure, and the May River & Surrounding Rivers and Watersheds.

The Town of Bluffton is committed to improving the quality of families and communities, by helping to develop, produce and/or assist with low-cost affordable and/or workforce housing in safe neighborhoods including rental units and home ownership programs. To help guide efforts, Town Council created the Affordable Housing Committee (AHC) by a majority vote on January 12, 2010 and Town Council Resolution adopted on August 11, 2015 establishing its Charter. The AHC is tasked with assisting and advising Town Council on the establishment of affordable housing criteria for Town sponsored affordable housing development projects and initiatives as well as defining the Town’s affordable housing goals, guidelines, & policies, and funding mechanisms per the Committee.

On August 7, 2018, the AHC discussed the Town of Bluffton’s Unified Development Ordinance’s (UDO) requirements and incentives for Affordable/Workforce Housing and voted to forward the following recommendations for revisions to the UDO to Town Council:

1. Amend Section 4.2.13.F. Planned Unit Development (PUD) – Affordable/Workforce Housing. Currently, the UDO requires all new PUDs include a minimum of 10% affordable/workforce housing. The AHC recommends increasing the minimum

amount of affordable/workforce housing required for new and amended PUDs from 10% to 20%.

2. Amend Section 6.5.3.B.4.a. Owner-Occupied Eligibility - Currently, the UDO requires that the sale of owner-occupied workforce/affordable housing units is limited to individuals and families earning no more than 120% of the current gross AMI for Beaufort County. The AHC recommends lowering the qualifying percentage to no more than 100% of the current gross Area Median Income (AMI) for Beaufort County. By lowering the percentage, it will allow more units to be available to lower earning households.

CONSIDERATIONS: Items for Town Council consideration in this matter, include, but are not limited to, the following:

1. Does Town Council want staff to move forward with the proposed UDO Amendments?
2. Are there any additional changes Town Council would like to be included?

RECOMMENDATION: To forward the amendments to the Planning Commission for a Public Hearing, after review by the Affordable Housing Committee, followed by a first and second reading by Town Council.

NEXT STEPS:

UDO Text Amendment Procedure	Date
Step 1. Town Council Workshop	March 17, 2020
Step 2. Public Notification of Planning Commission Meeting	March 23, 2020
Step 3. Review by Affordable Housing Committee	April 9, 2020
Step 4. Planning Commission Public Hearing and Recommendation	April 22, 2020
Step 5. Town Council – 1st Reading (Tentative)	May 12, 2020
Step 6. Town Council Meeting – Final Reading and Public Hearing (Tentative)	June 9, 2020

ATTACHMENTS:

1. Affordable Housing Committee Minutes August 7, 2018
2. UDO Section 4.2 PUD & Section 6.5 Workforce Affordable Housing

TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE
Rotary Community Center/Oscar Frazier Park, at 11 Recreation Court
Tuesday, August 07, 2018, Minutes

Present: Councilman Fred Hamilton, Chairperson; Sheri Kroupa, Vice Chairperson
Councilman Dan Wood; Meg James; Denolis Polite; Gwen Chambers

Staff: Marc Orlando, Town Manager; Kevin Icard, Planning & Community
Development Manager; Brad Mole, Community and Business Development
Coordinator

I. CALL TO ORDER

Hamilton called the meeting to order at 10:03 a.m.

II. ROLL CALL

III. ADOPTION OF AGENDA

Kroupa made a motion to adopt the August 07, 2018, Affordable Housing Committee Agenda. Wood seconded the motion and the motion passed.

IV. ADOPTION OF MINUTES – July 03, 2018

Wood made a motion to approve the July 03, 2018, Affordable Housing Committee meeting minutes. Kroupa seconded the motion. All were in favor and the motion passed.

V. PUBLIC COMMENTS

Representatives from South State Bank, The Island Packet, Bank of the Ozarks, and Hilton Head Island Habitat for Humanity was in attendance.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. NAP Budget Update

Staff Updated the Committee with current and future home repair projects that is going on under the NAP program.

2. Unified Development Ordinance Text Amendment Request

Staff summarized the process of changing the Unified Development Ordinance (UDO) and how that would initially start as a motion from the Affordable Housing Committee in a formal document that is presented to the Town Manager and ultimately sent to Town Council to request that the process is started. Within the

discussion of UDO changes, the subjects fee in lieu of, and density bonuses were mentioned.

The Affordable Housing Committee (AHC) has requested that Town Council direct Town Staff to amend the following sections of the Unified Development Ordinance (UDO) concerning new residential Planned Unit Developments (PUD) and affordable/workforce housing in Bluffton.

1. Amend Section 4.2.13.F. Planned Unit Development – Affordable/Workforce Housing. Currently, the UDO requires a minimum of 10% of all new PUDs meet the minimum requirements for affordable/workforce housing changed to 20%. The AHC would like to increase the minimum amount of affordable/workforce housing required for new PUDs.
2. Amend Section 4.2.13.F. Planned Unit Development – Affordable/Workforce Housing. Currently, the UDO states that the Town of Bluffton may accept a fee in lieu of including affordable/workforce housing. The AHC would like the language changed from “may” to “shall” listed above. The AHC would like additional clarification as to how the fee is calculated if an Applicant choses to present a fee in lieu of providing affordable/workforce housing.
3. Amend Section 6.5.3.B.4.a., Owner-Occupied Eligibility, to lower the percentage to no more than 100% of the gross AMI for Beaufort County of who can qualify to own an affordable/workforce unit based on the current AMI for Beaufort County. Currently, the UDO requires that the sale of owner-occupied workforce/affordable housing units is limited to individuals and families earning no more than 120% of the gross AMI for Beaufort County. By lowering the percentage it will increase the pool of residents who are able to own their own homes.

While not part of the proposed UDO changes, the AHC has asked that staff create a comparison of a 3-tiered approach to provide housing options for future PUD developments with unit options in the 60-80-100% AMI range. Staff will provide a comparison to help explain what would be a typical home sales price at different AMI levels.

The AHC is proposing these changes to meet the needs of the growing community and would like to work with Staff to bring a formal request before Planning Commission and Town Council for their consideration.

VIII. PUBLIC COMMENTS

There were no additional public comments.

IX. DISCUSSION

X. ADJOURNMENT

The August 07, 2018 Affordable Housing Committee Meeting adjourned at 11:10 a.m.

WORKFORCE / AFFORDABLE HOUSING

Strategic Plan Action Item 6

The following sections of the Unified Development Ordinance are proposed to be amended:

Article 4: Zoning Districts

Sec. 4.2.13.F. (Affordable/Workforce Housing)

As of [date of the adopted amendment], a new or amended PUD with a residential component shall include a minimum of 10%—20% affordable/workforce housing. For amended PUDs, this requirement applies only to the portion of the PUD subject to the amendment. PUD's that include more than 10% 20% affordable/workforce housing, a density bonus of two additional market price units shall be allowed for each additional affordable/workforce housing unit. This may be utilized for a density increase of up to 20%. ~~The Town of Bluffton may accept a fee in lieu of including affordable/workforce housing.~~

Article 6: Sustainable Development Incentives

Sec. 6.5.3.B.4.a. (Workforce/Affordable Housing, Specific Standards)

4. Owner-occupied workforce/affordable housing shall meet the following criteria:

- a. **Eligibility.** Sale of owner-occupied workforce/affordable housing units is limited to individuals and families earning no more than ~~120%~~ 100% of the gross Area Median Income (AMI) for Beaufort County, as published annually by the U.S. Department of Housing and Urban Development and adjusted for household size. The workforce/affordable housing unit shall serve as the owner's primary residence for the duration of ownership or until the deed restrictions required by this Section have expired."

TOWN COUNCIL



STAFF REPORT

Department of Growth Management

MEETING DATE:	March 17, 2020
PROJECT:	Discussion and Direction on Amendments to the Town of Bluffton Code of Ordinances, Chapter 28 – Utilities, Article IV – Small Cell Facilities
PROJECT MANAGER:	Kevin P. Icard, AICP Planning & Community Development Manager

REQUEST: Provide direction on an amendment to Chapter 28 - Utilities, to create Article IV - Small Cell Facilities.

BACKGROUND: This is a new ordinance as recommended by the Municipal Association of South Carolina (MASC) to establish regulations for wireless “small cell facilities.” If adopted, the ordinance will be placed into the Utilities chapter of the Code of Ordinances for the Town of Bluffton because placement of facilities is intended within public rights-of-way.

Small cell facilities are intended to support the next generation of cellular service (5G), which provides greater bandwidth and faster download speeds for the increasing number of devices that require wireless service.

Unlike cell towers that cover a broad area, a small cell facility is an antenna (and its related equipment) that provides cellular coverage for a radius of approximately 1500 feet. Typically, the antenna is attached to a structure within a public right-of-way that is less than 50 feet in height. These types of facilities are mostly located in densely populated places but will expand with the growth of 5G technology.

To deploy these types of facilities quickly and less expensively, the telecommunications industry prefers to use structures within public rights-of-way, such as light poles and traffic light structures. To avoid delays and expenses that occurred when cell towers were first deployed, the telecommunications industry has, to some degree, attempted to pre-empt the degree to which local governments can regulate these facilities.

A Federal Order released by the Federal Communications Commission in September 2018 is intended to remove regulatory barriers that were commonplace with cell towers. This includes a “shot clock” to expedite plan review, capping application costs and limiting aesthetic review of the entire facility.

More than 20 states have adopted legislation, suggested by the telecommunications industry that is even more restrictive than the Federal Order with regards to local government control. The State of South Carolina is also considering similar legislation. House Bill 4262 was approved by the House in 2019; it is presently under review by a Senate sub-committee.

The proposed small cell facility ordinance is based on a model ordinance provided by the Municipal Association of South Carolina (MASC), which it crafted with the telecommunications industry to streamline the review and permitting process. The ordinance is intended as a guide to prepare local governments to receive applications.

The proposed small cell facilities ordinance is included as Attachment 1.

CONSIDERATIONS: Items for Town Council consideration in this matter, include, but are not limited to, the following:

1. Does Town Council want staff to move forward with the proposed Ordinance as provided?
2. Are there any additional changes or amendments sought by Town Council?

RECOMMENDATION: To move the Ordinance forward to a first reading by Town Council on May 12, 2020.

NEXT STEPS:

Small Cell Facilitates Procedure	Date
Step 1. Town Council Workshop	March 17, 2020
Step 2. Town Council – 1st Reading	May 12, 2020
Step 3. Town Council Meeting – Final Reading and Public Hearing	June 9, 2020

ATTACHMENTS:

1. Proposed Small Cell Facilities Ordinance
2. Photos of Examples of Small Cell Facilities

SMALL CELL WIRELESS FACILITIES PROPOSED TEXT

Strategic Plan Action Item 3

Section 1. Definitions.

For the purposes of this Chapter, the following definitions apply unless context dictates otherwise:

"Antenna" means communication equipment that transmits or receives electromagnetic radio frequency signals used in the provision of Wireless Services.

"Applicable Codes" means uniform building, energy, electrical, plumbing, mechanical, gas, and fire codes in Title 6, Chapter 9 of the South Carolina Code of Laws, local amendments to those codes authorized by state law, and local codes or ordinances which impose requirements defined in Section 5 of this Ordinance including objective design and concealment standards to regulate location, context, material, color, stealth and concealment standards on a uniform and nondiscriminatory basis.

"Applicant" means any person who submits an Application to a Town and is a Wireless Services Provider or a Wireless Infrastructure Provider.

"Application" means a request submitted by an Applicant for a permit to (i) Collocate Small Wireless Facilities; or, (ii) construct, install, maintain, operate, replace or modify a Utility Pole or Wireless Support Structure.

"Cable, Communications, Fiber or Electric Easement" means an easement, granted to a cable or video service provider, a communications service provider (including without limitation a telephone utility), a fiber optics cable services provider, or an electric services provider created or authorized by state law to provide such services, that runs parallel to and abuts or within a Rights-of-Way and is occupied by existing Utility Poles or Wireless Support Structures carrying electric distribution lines, wires, cable, conduit, fiber optic cable for telecommunications, cable or electric service or supporting municipal street lights, or security lights. The term Cable, Communications, Fiber or Electric Easement excludes easements for service drops or lines connecting the customer's premises to the cable, communications, fiber or electrical provider.

"Collocate" means to install, mount, maintain, modify, operate, or replace one or more Wireless Facilities on, under, within, or adjacent to an existing Wireless Support Structure or Utility Pole located in Covered Areas within the jurisdiction of the Town. **"Collocation"** has a corresponding meaning.

"Covered Areas" means the surface of, and the space above and below, any public "Rights-of-Way," "ROW," "Town Rights-of-Way," "Public Rights-of-Way," and/or "Cable, Communications, Fiber or Electric Easement" as those terms are defined herein.

"Day" means calendar day unless the last day for the Town or an Applicant to take action under this Ordinance ends on a weekend, holiday, or time when all but Town emergency services are closed due to weather or some unforeseen situation.

"Decorative Pole" means a Utility Pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or directional signage or a temporary holiday or special event attachments, have been placed or are permitted to be placed according to nondiscriminatory municipal practices.

"Design District" means an area that is zoned, or otherwise designated by municipal ordinance, and for which the Town maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis. The following areas are within the Design District: Highway Corridor Overlay District, as defined by the Chapter 23 of the Muni-Code (Unified Development Ordinance).

"Fee" means a one-time charge.

"Historic District" means an area that is zoned or otherwise designated as a Historic District under municipal, state or federal law and for which the Town maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis. The following areas are within the Historic District: Old Town Bluffton Historic District as defined by the Official Zoning Map of the Town of Bluffton.

"Micro Wireless Facility" means a Small Wireless Facility that meets the following qualifications: (i) is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height; and, (ii) any exterior antenna is no longer than 11 inches.

"Person" means an individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, including the Town.

"Rate" means a recurring charge.

"Rights-of-Way" or "ROW" or "Town Rights-of-Way" or "Public Rights-of-Way" means that area on, below, or above a public roadway, highway, street, sidewalk, alley dedicated to, managed or controlled by the Town, County or the State of South Carolina, but not including a federal interstate highway, in the Town.

"Small Wireless Facility" means a Wireless Facility that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than six (6) cubic feet in volume, or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of not more than six (6) cubic feet; and (ii) all other wireless equipment associated with the facility is cumulatively no more than twenty-eight (28) cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meter, concealment elements, telecommunications demarcation box, ground-based enclosures, grounding equipment, power transfer switch, cut-off switch, and vertical cable runs for the connection of power and other services.

"Supplemental Review Districts" means Design, Historic and Underground districts.

"Town-Owned Pole" means (i) a Utility Pole owned or operated by the Town in Covered Areas, including a Utility Pole that provides lighting or traffic control functions, or other law enforcement functions, including light poles, traffic signals, and structures for signage, and (ii) a pole or similar structure owned or operated by the Town in a Covered Area that supports only Wireless Facilities. The term does not include a Utility Pole owned or operated by and accounted for as an asset of a municipal electric utility.

"Transmission Pole" means a pole or similar structure that is used in whole or in part to carry electric transmission (as opposed to distribution) lines.

"Underground District" means an area that is designated by ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing above ground structures in a Covered Area and

for which the Town maintains and enforces standards on a uniform and nondiscriminatory basis.

"Unified Development Ordinance Administrator" as defined under the Unified Development Ordinance as set forth in Chapter 23 of the Town of Bluffton Code of Ordinances and shall also include his or her designees. Unless the context requires otherwise, anytime administrator action is required, the Unified Development Ordinance Administrator shall have authority.

"Utility Pole" means a pole or similar structure that is used in whole or in part for the purpose of carrying electric distribution lines or cables or wires for telecommunications, cable or electric service, or for lighting, traffic control devices, traffic control or directional signage, or a similar function regardless of ownership, including Town-Owned Poles. Such term shall not include structures supporting only Wireless Facilities, nor shall it include Wireless Support Structures.

"Wireless Facility" means equipment at a fixed location that enables Wireless Services between user equipment and a communications network, including: (i) equipment associated with wireless communications; (ii) radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. The term includes Small Wireless Facilities. The term does not include the structure or improvements on, under, or within which the equipment is Collocated, wireline backhaul facilities, coaxial or fiber optic cable that is between Wireless Support Structures or Utility Poles or coaxial or fiber optic cable that is otherwise not immediately adjacent to, or directly associated with, an Antenna.

"Wireless Infrastructure Provider" means any Person including a Person authorized to provide telecommunications service in the State, that builds, installs or maintains Utility Poles, wireless communication transmission equipment, Wireless Facilities or Wireless Support Structures.

"Wireless Services" means any services provided using licensed or unlicensed spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, delivered to the public using Wireless Facilities.

"Wireless Services Provider" means a Person who provides Wireless Services.

"Wireless Support Structure" means a freestanding structure, such as a monopole or, other existing or proposed structure designed to support or capable of supporting Wireless Facilities. Such term shall not include a Utility Pole.

Section 2. *Purpose and Scope.*

(a) The purpose of this Ordinance is to provide policies and procedures for the placement of Small Wireless Facilities in Covered Areas within the jurisdiction of the Town.

(b) It is the intent of this Ordinance to establish uniform standards including, but not limited to:

- (i) Prevention of interference with the use of streets, sidewalks, alleys, parkways, traffic light poles or other light poles, and other public ways and places;
- (ii) Prevention of visual and physical obstructions and other conditions that are hazardous to vehicular and pedestrian traffic;
- (iii) Prevention of interference with other facilities and operations of facilities lawfully located in Covered Areas or public property;
- (iv) Preservation of the character of neighborhoods where facilities are installed;
- (v) Preservation of the character of historic structures, or historic neighborhoods, including but not limited to such structures or neighborhoods listed on the National Register of Historic Places or locally designated Historic Districts; and,
- (vi) Facilitation of the rapid deployment of Small Wireless Facilities to provide the citizens with the benefits of advanced Wireless Services.

Section 3. *Permitted Use; Application Process and Fees.*

- (a) **Permitted Use and Consent.** Collocation of a Small Wireless Facility on an existing Utility Pole or Wireless Support Structure, or a new or modified Utility Pole or Wireless Support Structure installed in a Covered Area shall be a permitted use, except in Supplemental Review Districts where such facilities are a conditional use, subject to administrative review, conditions and other requirements in Section 5. In accord with

Article VIII, Section 15 of the State Constitution and related municipal code and ordinance provisions, the Town consents to the use of Public Rights-of-Way by permit holders acting in compliance with this Ordinance.

(b) **Permit Required.** No person shall place a Small Wireless Facility in a Covered Area without first filing a Small Wireless Facility Application and obtaining a permit, except as otherwise provided in this Ordinance.

(c) **Permit Applications.** All Small Wireless Facility Applications filed pursuant to this Ordinance shall be on a form, paper or electronic, as required by the Town. The Applicant must designate portions of its Application materials that it reasonably believes contain proprietary or confidential information as “proprietary” or “confidential” by clearly marking each page of such materials accordingly. All documents submitted as part of a small wireless facility application may be subject to public disclosure in accordance with state law.

(d) **Application Requirements.** The Small Wireless Facility permit Application shall be made by the Applicant, or its duly authorized representative as noted in a notarized statement from a Person with the Applicant with authority to make such an authorization, and shall contain the following:

- (i) The Applicant’s name, address, telephone number and e-mail address;
- (ii) Facility owner’s name, address, telephone number and email address, if different from Applicant;
- (iii) Intended facility use: owner operated or owner leased capacity;
- (iv) The names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the Applicant with respect to the filing of the Application;
- (v) A general description of the proposed scope of work for the Collocation of the Small Wireless Facility. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters, including but not limited to sub-surface utilities, likely to be affected or impacted by the work proposed;

- (vi) Identification of any consultant that is acting on behalf of the Applicant and that is authorized to speak with the Town, or a designee of the Town, on the area of consultation for the Applicant even if the Applicant cannot be available;
- (vii) Verification from an appropriate representative of the Applicant that the Small Wireless Facility shall comply with all Applicable Codes;
- (viii) Verification of payment of the annual municipal consent or administrative fee for telecommunications companies to use Public Rights-of-Ways pursuant to Section 58-9-2230;
- (ix) Verification of local business license, if applicable;
- (x) Evidence the Applicant is duly authorized to do business in South Carolina;
- (xi) Evidence the Applicant has received any necessary certificate of public convenience and necessity or other required authority from the South Carolina Public Service Commission or the Federal Communications Commission or evidence that it is not required;
- (xii) A copy of an approved encroachment permit by the applicable governing agency, including but not limited to the South Carolina Department of Transportation and all documents required by the public authority as part of the encroachment permit application, if the proposed location is within a Right-of-Way; and,
- (xiii) If the proposed location is outside of a Right-of-Way, a statement that the Applicant has a lease, attachment agreement or other authorization from the owner of the Utility Pole or structure proposed for Collocation.

(e) **Routine Maintenance and Replacement.** An Application shall not be required for:

- (i) Routine maintenance;
- (ii) The replacement of a Small Wireless Facility with another Small Wireless Facility that is substantially similar or smaller in size, weight, and height; or

(iii) The installation, placement, maintenance, operation, or replacement of Micro Wireless Facilities that are strung on cables between existing Utility Poles and/or Wireless Support Structures in compliance with the National Electrical Safety Code by a Wireless Services Provider or a Wireless Infrastructure Provider that is authorized to occupy the Public Rights-of-Way and that is remitting a consent, franchise, or administrative Fee pursuant to S.C. Code Ann. § 58-9-2230.

(f) **Information Updates.** Any amendment to information contained in a permit Application shall be submitted in writing to the Town within ten (10) business days after the change necessitating the amendment.

(g) **Consolidated Application.** An Applicant seeking to Collocate multiple Small Wireless Facilities may, at the Applicant's discretion, file a consolidated Application and receive a single permit for up to twenty (20) Small Wireless Facilities. Provided, however, the Town's denial of any site or sites within a single Application shall not affect other sites submitted in the same Application. The Town shall grant a permit for any and all sites in a single Application that it does not deny subject to the requirements of this Section.

(h) **Application Fees.** Unless otherwise provided by law, and except as to telecommunication companies exempted pursuant to S.C. Code § 58-9-2230, all Applications for permits pursuant to this Ordinance shall be accompanied by a Fee of \$100.00 for each Small Wireless Facility, except that the Fee for Small Wireless Facilities addressed in a consolidated Application shall be \$100.00 each for the first five Small Wireless Facilities and \$50.00 for each additional Small Wireless Facility up to a maximum of twenty (20) Small Wireless Facilities. For clarity, any Applicant that pays either a franchise, consent Fee, or administrative Fee pursuant to the requirements of S.C. Code § 58-9-2230 shall not be required to pay any building permit Fee, zoning permit Fee, encroachment Fee, degradation Fee, or any other Fee assessed on a telecommunications provider for its occupation of or work within the ROW.

(i) **Interference with Public Safety Equipment.** A Small Wireless Facility shall be operated and maintained in a manner that does not interfere with public safety (police, traffic control, fire and emergency services) equipment.

Section 4. *Action on Permit Application.*

(a) **Review of Small Wireless Facility Applications.** The Town shall review the Application for a Small Wireless Facility permit for conformity with applicable requirements of this Ordinance, and may issue a permit on nondiscriminatory terms and conditions subject to the following requirements:

(i) Within ten (10) days of receiving an Application, the Town must determine and notify the Applicant whether the Application is complete; or if an Application is incomplete, the Town must specifically identify the missing information.

(ii) Make its final decision to approve or deny the Application within sixty (60) days of submission of a completed Application.

(iii) Notify the Applicant in writing of its final decision, and if the Application is denied, specify the basis for a denial, including citations to federal, state or local code provisions and/or statutes on which the denial was based.

(iv) Notwithstanding an initial denial, the Applicant may cure the deficiencies identified by the Town and resubmit the Application within thirty (30) days of the denial, and the Town shall approve or deny the revised Application within thirty (30) days of receipt of it. The subsequent review by the Town shall be limited to the deficiencies cited in the original denial.

(b) **Review Deadline.** If the Town fails to either approve or deny an application within the 60-day review period without the consent of the applicant, the applicant may provide notice that the time period has lapsed.

(c) **Review of Eligible Facilities Requests.** Notwithstanding any other provisions of this Ordinance, the Town shall approve and may not deny Applications that constitute eligible facilities requests for modification of an eligible support structure that does not substantially change the physical dimensions of such structure

as provided in 47 CFR 1.40001, within sixty (60) days according to the procedures established under 47 CFR 1.40001(c).

(d) **Compensation.** Subject to the limitations set forth in Section 3(h) herein, every permit shall include as a condition the Applicant's agreement to pay such lawful franchise Fees, business license taxes, administrative Fees and consent Fees as are permitted under applicable South Carolina and federal law. The Applicant shall also pay all applicable ad valorem taxes, service Fees, sales taxes, or other taxes and Fees as may now or hereafter be lawfully imposed on other businesses within the Town.

Section 5. *Requirements for Small Wireless Facilities in Covered Areas.*

(a) **Administrative Review.** The Town shall perform an administrative review of permit Applications including the location or installation of new, modified, or replacement Utility Poles and/or Wireless Support Structures and the attachment of Wireless Facilities and equipment on Utility Poles or Wireless Support Structures. Review factors, in addition to location, shall include the size, shape, color, texture, and materials of the structures and attachments.

(i) The Town may require a proposed Wireless Facility be designed to not be significantly more readily apparent or plainly visible (to a reasonable person of ordinary sensibilities) from Covered Areas than existing utility structures, poles and equipment located within one hundred (100) linear feet on the same Covered Area as the subject Utility Pole or Wireless Support Structure.

(ii) Where Small Wireless Facilities are determined to be appropriate, the use of reasonable stealth and concealment treatments, low profile equipment and control boxes, and screening may be required to avoid material negative impacts on the character and visual aesthetics of the area. However, such requirements may be waived by the Unified Development Ordinance Administrator upon a showing that the particular location of a Small Wireless Facility does not warrant stealth or concealment treatments or imposes an excessive expense. The

waiver shall be granted or denied within forty-five (45) days after the date of the request.

(iii) Supplemental Review Districts may be subject to a higher level of review.

(b) **Maximum Size of Permitted Use.**

(i) The height of an Antenna of a Collocated Small Wireless Facility shall be limited to the greater of ten (10) feet above (a) the height of an existing or modified Utility Pole or Wireless Support Structure; or (b) the height of a new Utility Pole or Wireless Support Structure as provided in (ii) below.

(ii) The height of a new or modified Utility Pole, or Wireless Support Structure is limited to the greater of (a) the tallest Utility Pole, excluding Transmission Poles, or Wireless Support Structure located in the same Covered Area, measured from grade, in place within one hundred (100) linear feet on the same Covered Area as the subject Utility Pole or Wireless Support Structure as of the effective date of this Ordinance; or (b) in the absence of any such Utility Pole or Wireless Support Structure, either (i) forty (40) feet in any area zoned exclusively for single family residential use, unless a waiver is granted for good cause shown, or (ii) fifty (50) feet in any other area.

(iii) Collocation is not allowed on a Decorative Pole less than twenty (20) feet in height.

(c) **Supplemental Review Districts.** Collocated Small Wireless Facilities and new or modified Utility Poles or Wireless Support Structures located in Supplemental Review Districts shall be a conditional use and subject to the design and aesthetic requirements and review processes for structures specified in this Ordinance establishing the Supplemental Review District(s) in addition to the requirement of this Ordinance, provided that the Town will work in good faith with the Applicant to accommodate the installation of Collocated Small Wireless Facilities and new or modified Utility Poles or Wireless Support Structures in Supplemental Review Districts to the fullest extent practicable. The Town reserves its right to maintain and implement the following types of Supplemental Review Districts.

(i) **Underground Districts.** A Wireless Services Provider or a Wireless Infrastructure Provider shall comply with nondiscriminatory requirements that prohibit electric utilities, telecommunications or cable providers from installing above-ground structures in the Covered Area in these districts. Nothing in this section shall prohibit the use or replacement of existing Utility Poles or Wireless Support Structures in Underground Districts for the Collocation of Small Wireless Facilities subject to administrative review by the Unified Development Ordinance Administrator, appropriate design and concealment and a finding that such use does not increase the height by more than three (3) feet.

(ii) **Historic and Design Districts.** As a condition for approval of new Small Wireless Facilities or new Wireless Support Structure in a Historic District or a Design District, the Town may require that a Wireless Services Provider or a Wireless Infrastructure Provider comply with the design and aesthetic standards of the Historic District or Design District to minimize the impact to the aesthetics in a Historic District or on a Design District's Decorative Poles. If design and concealment treatments are determined on review by the Town to be insufficient to mitigate harm to the Historic District or Design District, the Application may be denied.

This section may not be construed to limit the authority of the Town to enforce historic preservation zoning regulations consistent with the preservation of local zoning authority under 47 U.S.C. Section 332(c)(7), the requirements for facility modifications under 47 U.S.C. Section 1455(a), or the National Historic Preservation Act of 1966 (54 U.S.C. Section 300101 et seq.), and the regulations adopted to implement those laws.

(d) **Appeals, Special Exceptions and Variance Requirements.** Appeals of administrative decisions and requests for special exceptions and variances from the provisions of this Ordinance, when strict application would result in an unnecessary hardship or in the inability to deploy needed Small Wireless Facilities, shall be heard and decided by the Board of Zoning Appeals or equivalent board for architectural, design or historical district reviews. An applicant seeking a Special Exception to

construct a new Decorative Pole, Utility Pole or other Wireless Support Structure to Collocate a Small Wireless Facility in an Underground District shall demonstrate, including certification through an engineer, that it has diligently attempted to locate the proposed Decorative Pole, Utility Pole, Wireless Support Structure, or Small Wireless Facility outside of the Underground District and that placement of the Decorative Pole, Utility Pole, Wireless Support Structure, or Small Wireless Facility within the Underground District is necessary to provide the needed wireless coverage or capacity, and one or more of the following conditions exist supporting a Special Exception:

(i) No existing Utility Pole or Wireless Support Structure is located within the location search radius or to the extent a Utility Pole or Wireless Support Structure is located within the search radius, such Utility Pole or Wireless Support Structure:

- a. Is not available for Collocation under commercially reasonable rates, terms, and conditions;
- b. Cannot accommodate the Collocation of the Small Wireless Facility and meet the technical requirements necessary to deliver adequate wireless service coverage or capacity; or
- c. Would require modifications exceeding the three (3) feet height limitation imposed in section 5(c)(i).

(ii) The only available option to deliver adequate wireless service coverage or capacity in the search radius requires modifications to an existing Utility Pole or Wireless Support Structure exceeding the three (3) feet height limitation imposed in section 5(c)(i) or the installation of a new Utility Pole or Wireless Support Structure for Collocation of a Small Wireless Facility, or

(iii) The applicant has demonstrated other circumstances that, in the reasonable discretion of the applicable review authority, warrant a special exception or variance.

The Applicant shall abide by the design, stealth and concealment treatments imposed as conditions of the special exception.

(e) **Existing Supplemental Review Districts.** Nothing in this Ordinance shall prohibit or otherwise limit the Town from establishing additional Supplemental Review Districts, provided however, that facilities and structures for which a permit was approved or deemed approved pursuant to this Ordinance prior to the establishment of the additional Supplemental Review District remain subject to the provisions of this Ordinance, including routine maintenance and replacement of those facilities and structures as set out in Section 3(e)(i) and (ii) of this Ordinance, and not to any provisions otherwise applicable to the additional Supplemental Review District. If a Wireless Services Provider or a Wireless Infrastructure Provider voluntarily replaces such facilities in a manner that does not comply with Section 3(e)(ii) of this Ordinance, or if a Wireless Services Provider or a Wireless Infrastructure Provider voluntarily relocates such facilities, such replacement or relocation is subject to the then-existing provisions and requirements of the additional Supplemental Review District.

(f) **Repair of Damage.** A Wireless Services Provider or a Wireless Infrastructure Provider shall repair all damage to a Town Right-of-Way directly caused by the activities of the Wireless Services Provider or the Wireless Infrastructure Provider, while occupying, installing, repairing, or maintaining Wireless Facilities, Wireless Support Structures, Town Utility Poles, or Utility Poles and to return the Right-of-Way to its functional equivalence before the damage. If the Wireless Services Provider or the Wireless Infrastructure Provider fails to make the repairs required by the Town within forty-five (45) days after written notice, unless the Town and the Wireless Services Provider or the Wireless Infrastructure Provider agree in writing to a longer time period, the Town may undertake those repairs and charge the applicable party the reasonable and documented cost of the repairs. The Town may maintain an action to recover the costs of the repairs.

Section 6. *Effect of Permit.*

(a) **Authority Granted: No Property Right or Other Interest Created.** A permit from the Town authorizes an Applicant to undertake only certain activities in accordance with the Ordinance, and does not create a property right or grant any

authority whatsoever to the Applicant to impinge upon the rights of others who may already have an interest in the Covered Area.

(b) **Duration.** Unless construction has actually begun and is diligently pursued to completion at that point, no permit for construction issued under this Ordinance shall be valid for a period longer than twelve (12) months unless both Town and Applicant agree to a reasonable extension and all required Fees are paid for the term regardless of construction. The inability of the Applicant to obtain electrical power or backhaul transport services to serve the Wireless Facility such that it is operational within the twelve (12) months due to the action or inaction of third-party utility providers shall not result in the invalidity of the permit.

Section 7. *Removal, Relocation or Modification of a Small Wireless Facility in the ROW.*

(a) **Notice.** Within ninety (90) days following written notice from the Town, a Wireless Services Provider or a Wireless Infrastructure Provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any Wireless Facilities or Wireless Support Structures within the Rights-of-Way whenever the Town, in its reasonable discretion, has determined that such removal, relocation, change or alteration, is reasonably necessary for the construction, repair, maintenance, or installation of any Town improvement in or upon, or the operations of the Town in or upon, the Rights-of-Way.

(b) **Emergency Removal or Relocation of Facilities.** The Town retains the right to cut or move any Wireless Facility or Wireless Support Structure located within its Rights-of-Way as the Town, in its reasonable discretion, may determine to be necessary, appropriate, or useful in response to any public health or safety emergency. If circumstances permit, the Town shall notify the Wireless Services Provider or the Wireless Infrastructure Provider and provide opportunity to move its own Wireless Facilities or Wireless Support Structure prior to the Town cutting or removing a Wireless Facility or Wireless Support Structure and the Town shall notify the Wireless Services Provider or the Wireless Infrastructure Provider after cutting or removing a Wireless Facility.

(c) **Abandonment of Facilities.** Upon abandonment of a Wireless Facility or Wireless Support Structure within the Town Rights-of-Way, the Wireless Services Provider or the Wireless Infrastructure Provider shall notify the Town within ninety (90) days of such abandonment. Following receipt of such notice the Town may direct the Wireless Services Provider or the Wireless Infrastructure Provider to remove all or any portion of the Wireless Facility or Wireless Support Structure if the Town, in its sole discretion, determines that such removal will be in the best interests of the public health, safety, and welfare.

(d) **Abandonment by Inaction.** At any point when a Wireless Services Provider or a Wireless Infrastructure Provider fails to pay any required Fee, or annual payment to the Town, and fails to respond within sixty (60) days to a written inquiry from the Town as to whether the Wireless Services Provider or the Wireless Infrastructure Provider intends to continue to operate a Wireless Facility or Wireless Support Structure, for whatever reason, the Wireless Facility shall be deemed abandoned and the Town may, at its sole option, remove all or any portion of the Wireless Facility or Wireless Support Structure, or take other action as authorized by law, including recovery of actual costs incurred in removing the Wireless Facility or Wireless Support Structure.

Section 8. Attachment to Town-Owned Utility Poles in the Covered Areas.

(a) **Annual Rate.** The rate to place a Small Wireless Facility on a Town-Owned Pole in Covered Areas shall be fifty (\$50.00) dollars per year per wooden pole or two hundred (\$200.00) dollars per year for all other Town-Owned Poles. This rate is in addition to reimbursement to the Town for any expenses for make-ready work. The Town reserves the right to require a pole attachment agreement to further define the terms and conditions of attachments to Town-Owned Poles. The rates specified in this section shall not apply to poles owned, or operated and accounted for as an asset of, a municipal electric utility.

(b) **Cease Payment.** A Wireless Services Provider or a Wireless Infrastructure Provider is authorized to remove its facilities at any time from a Town-Owned Pole in Covered Areas and cease paying the annual rate to the Town as of the next due date for payment following the removal.

(c) **Make-Ready.** For Town-owned Utility Poles in Covered Areas, the Applicant shall reimburse the Town for expenses for any reasonable make-ready work. The Town shall provide a good faith estimate for any make-ready work necessary to enable the pole to support the requested Small Wireless Facility, including pole replacement if necessary, within sixty (60) days after receipt of a completed request. Make-ready work including any pole replacement shall be completed within sixty (60) days of written acceptance of the good faith estimate by the Wireless Services Provider or the Wireless Infrastructure Provider.

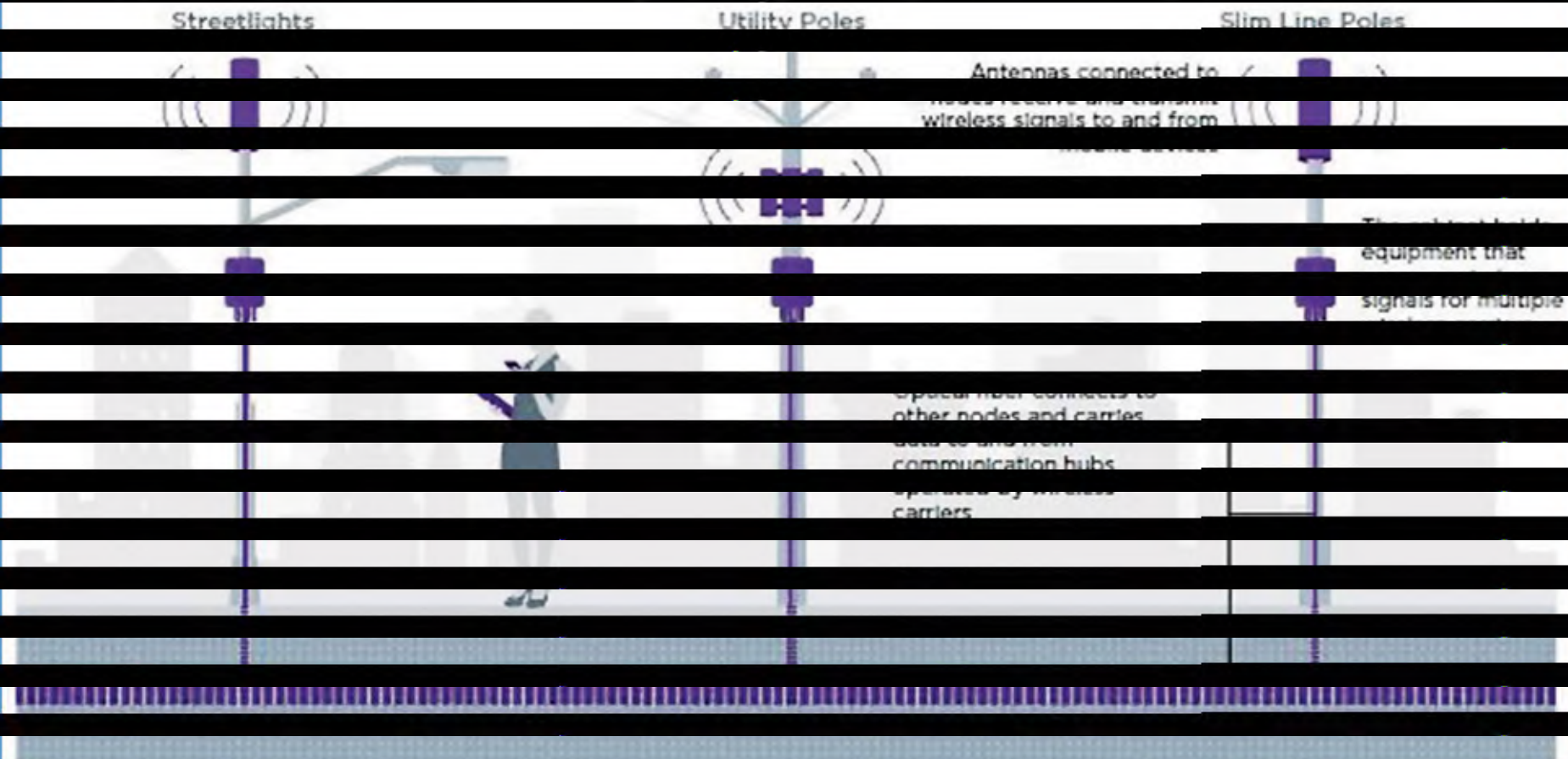
(d) **Municipal Utilities Excluded.** Nothing in this section shall be construed to affect the authority of a municipal electric utility to deny, limit, restrict, or determine the rates, Fees, terms, and conditions for the use of or attachment to a Utility Pole owned, or operated and accounted for as an asset of, a municipal electric utility.

Section 9. *Severability.*

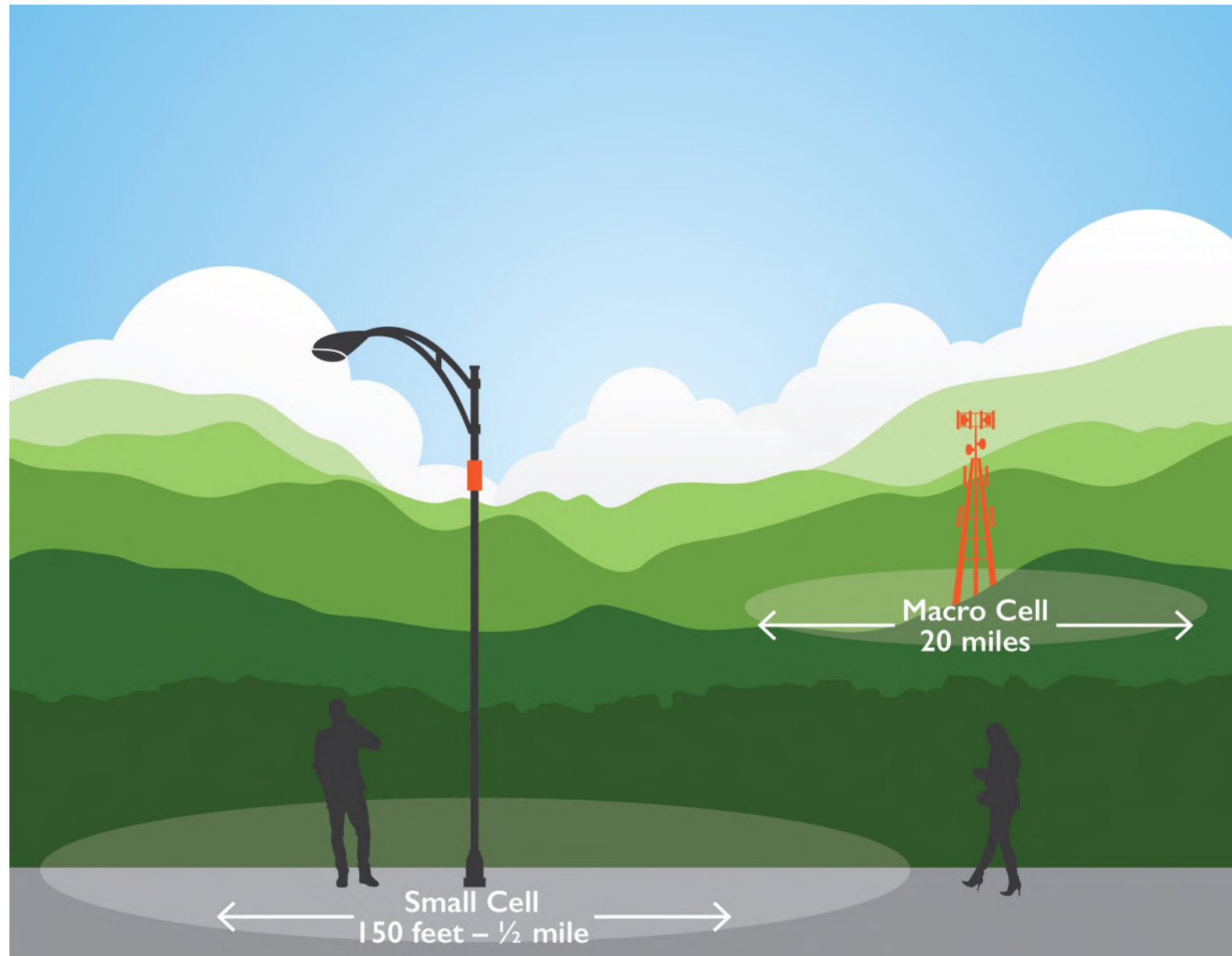
In the event any title, subtitle, section, subsection, subdivision, paragraph, subparagraph, item, sentence, clause, phrase, or work of this Ordinance is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining portions of the Ordinance which shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional was not originally a part of this Ordinance.

What Are Small Cell Deployments?

Small cell deployments are complementary to towers, adding much needed coverage and capacity to urban and residential areas, venues, and anywhere large crowds gather.



Source: Crown Castle



Source: Dublin, CA

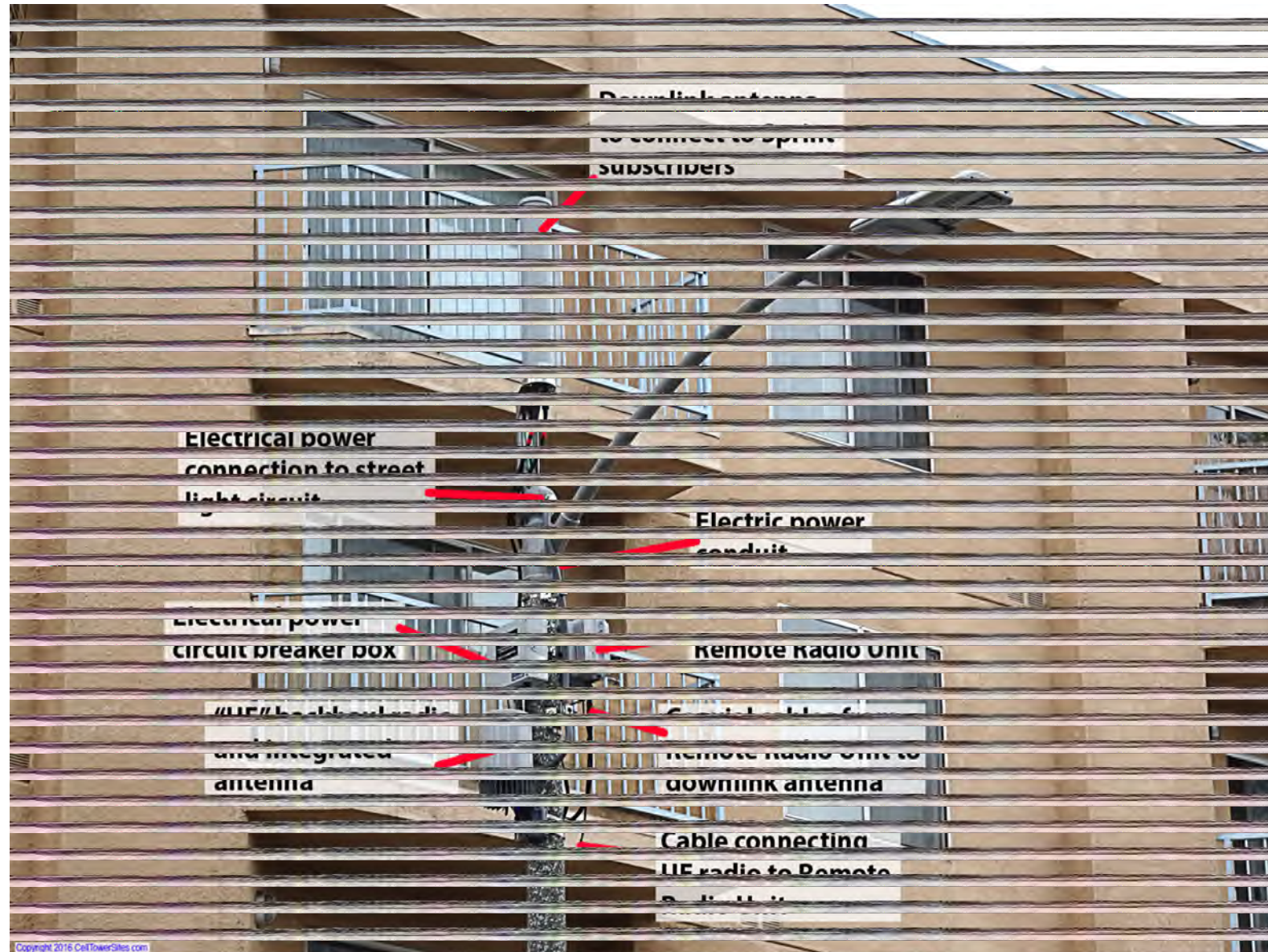














TOWN COUNCIL

STAFF REPORT

Finance & Administration Department



MEETING DATE:	March 17, 2019
PROJECT:	Formal Items: Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2019.
PROJECT MANAGER:	Natalie Majorkiewicz, Treasury Manager

RECOMMENDATION:

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) met on February 18, 2020 to review the quarterly grant applications and have made the following grant award recommendations for Town Council's consideration:

Requesting Organization	Amount Requested	Amount Recommended
Celebrate Bluffton, Inc.: "Discover Bluffton" Revision of Grant No. 2018-L014 and Reformatting of Bluffton Buddy App	\$ 7,132	\$ 7,132
May River Theatre: Production and Advertising Costs	14,520	14,520
Total for the Quarter	\$ 21,652	\$ 21,652

BACKGROUND/DISCUSSION:

Funds Currently Available for Distribution:

Total State and Local Accommodations Tax funds currently available for distribution are \$801,518 as outlined in the following chart:

State ATAX		Local ATAX	
Remaining from Previous Qtr.	\$ 153,796	Remaining from Previous Qtr.	\$ 541,999
1 st Quarter Revenue	16,161	1 st Quarter Revenue	233,724
First \$25k to General Fund*	N/A	51% to Town of Bluffton CIP	(108,471)
5% to General Fund	(808)	Disaster Recovery Designation	(2,337)
30% to DMO	(4,848)	8% to DMO	(18,698)
Total State ATAX Funds Remaining for Distribution	\$ 164,301	Total Local ATAX Funds Remaining for Distribution	\$ 646,217

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

When comparing State and Local Accommodations Tax collections for the quarter ending December 31, 2019 to the same quarter of last year, the revenues are down \$25,415 or 30%. This is due to the State

distributing only one month's worth of revenue instead of the full quarter as of the ATAC Meeting held February 18, 2020. The balance due to the Town will be reflected in next quarter's revenue.

Funds Requested for Distribution:

☐ **Celebrate Bluffton, Inc. requested a revision to their current grant of \$7,132 to support the reformatting of the Bluffton Buddy App for advertising and promotion of tourism.**

- This is a request to revise grant no. 2018-L014 to a new project and is not a request for additional funding.
- "Discover Bluffton" is the first phase of a multi-phase "Discover Lowcountry" series of heritage mobile tours.
- Eligible "tourism-related expenditures" include brochures, website expenses, signs, photo rights, and audio recordings.
- Other sources of revenue are in-kind services totaling \$7,500 and future sponsorship opportunities.

The committee voted to recommend the revision of the total grant amount of \$7,132 as presented in the chart below:

"Discover Bluffton" Revision of Grant No. 2018-L014 and Reformatting of App	Total Budget	Recommended ATAX Grant (approx. 49% of project budget)
Arts and Cultural Events (Marketing):	\$ 14,632	\$ 7,132
Total	\$ 14,632	\$ 7,132

☐ **May River Theatre, Inc. requested \$14,520 to support advertising and promotion expenses for "Plaza Suite" and "The 25th Annual Putnam County Spelling Bee" shows.**

- The May River Theatre's total budget is \$41,685 with approximately 35% or \$7,132 being recommended for funding from the Town.
- There are two productions included in the request:
 - "Plaza Suite" schedule for end of March into April 2020
 - "The 25th Annual Putnam County Spelling Bee" scheduled for this Summer 2020.
- Eligible "tourism-related expenditures" include:
 - Advertising is budgeted at \$18,375 and \$8,260 is recommended for accommodations tax funding.
 - Royalties falling under the civic and cultural events category is budgeted at \$18,375, with \$6,260 recommended for funding.

The committee voted to recommend a total award of \$14,520 as presented in the chart below:

Advertising and Production Costs for 2 Shows	Total Budget	Recommended ATAX Grant (approx. 21% of project budget)
Arts and Cultural Events (Marketing):	\$ 9,610	\$ 8,260
Civic and Cultural Events:	18,375	6,260
Project Expenses:	13,700	N/A
Total	\$ 41,685	\$ 14,520

N/A – Not Applicable.

ATTACHMENTS:

1. Accommodations Tax Advisory Committee (ATAC) draft meeting minutes from February 18, 2020
2. Celebrate Bluffton, Inc.: “Discover Bluffton” Revision of Grant No. 2018-L014 and Reformatting of Bluffton Buddy App Grant Application – available in hard copy upon request
3. Celebrate Bluffton, Inc.: “Discover Bluffton” Revision of Grant No. 2018-L014 and Reformatting of Bluffton Buddy App ATAC Staff Report and Scoring Sheet Summary
4. Celebrate Bluffton, Inc. February 2018 Staff Report for Grant No. 2018-L014
5. May River Theatre, Inc.: Production and Advertising Costs Grant Application – available in hard copy upon request
6. May River Theatre, Inc.: Production and Advertising Costs ATAC Staff Report and Scoring Sheet Summary
7. ATAC Scoring Table Rating Matrix
8. Previously Funded Grant Listing
9. Council Motion Recommendations

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

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

Roll Call and Confirmation of Quorum

All committee members present, zero absent, quorum met. Newly appointed member, Nathan Pringle was in attendance to observe the meeting and abstained from voting waiting orientation.

Adoption of Agenda

Chairman moved to adopt the Agenda.

Tripka motioned to adopt agenda as stated. Britt seconded. The motion carried with 6 in favor and 1 abstention.

Adoption Minutes:

Chairman moved to adopt the minutes.

Wilson motioned to adopt minutes as stated. Britt seconded. The motion carried with 6 in favor and 1 abstention.

Financial Report: Natalie Majorkiewicz, Treasury Manager

The total funds available for distributions are **\$801,518**. Revenue is down **\$25,415 or 30%** compared to same quarter in the previous year. The reduction is due to the State submitting only one month of funds instead of the entire quarter. We have 2 applicants for this quarter with \$21,652 for requests.

Celebrate Bluffton, Inc: "Discover Bluffton" revision of Grant No. 2018-L014 for reformatting of Bluffton Buddy App - \$7,132:

Sabrina Cox, Executive Director of Celebrate Bluffton gave an overview of proposed revision. Cox explained after seeing changes in the mobile app market, they determined it was time to update the look and use of the app. She further explained expanding the app-based "Bluffton Buddy" to a web-based "Discover Lowcountry" offering multiple tours increased marketing. The new version allows audio and full transcript from phone, mobile device or computer. The introduction of QR Codes linked to each site/tour is meant to ease the use for the tourist, these can be found both in the brochure and online. She added hopes of having a plaque at each tour site with the designated QR code for access as well. Anticipated marketing sources include the use of the brochure, the website and social media. Wilson asked if this was already a functioning app. Cox explained this has not been rolled out for live use yet and is currently only in beta test phase. Scripts are currently being made for the addition of two new sites. Newly added website links can be used to learn more about a specific site. A go-live date is expected summer 2020. Shumaker asked how this will be marketed to the public. Cox stated through festivals and brochures. Tripka suggested partnering with the DMO or other groups to increase presence and marketing. Parker asked what sustainability plans are in place for continued use. Cox explained the format is planned for sponsorships under the "Things to Do" tab. Money earned from this would help with the next round of brochures. Britt asked with the rebranding if this will broaden to

more than just Bluffton. Cox concurred but explained that the current focus is on Bluffton. Britt asked if the new format will be able capture tourist statistics. Cox said there are some analytics in place to gather certain information through the website platform.

Britt motioned to grant \$7,132 as presented in the Staff Report breakdown. Wilson seconded. The motion carried unanimously.

May River Theatre, Inc.: Production and Advertising Costs - \$14,520

Jennifer Green, President of the May River Theatre, Inc. provided an overview. She stated all performers provide this free of charge and only the technical staff are paid for services. Due to renovations to Town Hall and the theater performances have been on hold. No shows were held in 2018 and 2 shows were put on in 2019. She explained they are currently working on building back their patron base and have 3 shows slated for 2020. The funds requested from ATAC are for royalties and advertising costs for the first 2 shows of the year, "The Plaza Suite" and "Spelling Bee". Green anticipates the theater being financially independent after the 2 shows. Wilson asked how/where advertising is done. Green stated it is primarily through the local magazines: Hilton Head Monthly, CB2, Bluffton Breeze, The Bluffton Sun, as well articles in the Island Packet. Social media, website and posters are also utilized. There are 8 performances of each show put on by group. Attendees are comprised of both local and out town/out of state. Tickets sales are monitored by Vendini (a theater ticketing website), tracking data from credit cards sales and email lists. Green also stated that the have once again began selling season tickets.

Kropiewnicki motioned to grant \$14,520 as presented in the Staff Report breakdown. Britt seconded. The motion carried unanimously.

Meeting adjourned at 6:43 p.m.

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: February 18, 2020
 SUBJECT: Celebrate Bluffton, Inc.: "Discover Bluffton" Revision of Grant No. 2018-L014 and Reformatting of Bluffton Buddy App
 PROJECT MANAGER: Natalie Majorkiewicz, Treasury Manager

Summarized below is the application from Celebrate Bluffton, Inc. for a revision of Grant No. 2018-L014 found in Attachment 1 in support of reformatting Bluffton Buddy App for advertising and promotion of tourism.

Requested Amount: \$7,132

Bluffton Buddy - "Discover Bluffton"	Total Budget	Recommended ATAX Grant (approx. 49% of project budget)
Arts and Cultural Events:	\$ 14,632	\$ 7,132
Total	\$ 14,632	\$ 7,132

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

Arts and Cultural Events:

- Total budget is \$14,632
- "Discover Bluffton" is the first phase of multi-phase "Discover Lowcountry" series of heritage mobile tours.
- A reformatting of the Bluffton Buddy app into a web-based and self-paced tour using Quick Response (QR) Codes

Festival/Event: A self-paced, non-linear tour using a smart mobile device and features historic photographs, interesting facts, story recordings with transcripts, and links to shops and restaurants nearby by through a QR code at each site.

Bluffton Event: A walking tour of 12 sites in Old Town and 3 (with a potential for 8) sites that require driving by car.

Tourism Draw %: Statistics gathered from visitor survey from the 2018 Arts & Seafood Festival showed 42% of those surveyed were tourists.

Benefit to Tourism: Anticipated attraction from more Heritage Tourists and millennials by incorporating the interactive QR code and eliminating the time it takes to download and necessary storage needed to use the app.

Self-Sufficiency % (Financial Need): Requesting approximately 49% of the total project budget.

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
\$ 7,132	4	2	3	3	6	18	

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2018	\$ 7,132	30%	\$ 7,132	\$ 7,132	\$ 0	Revision being requested
2018	450	50%	450	450	450	
2015	2,660		2,660	2,660	1,885	

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$7,132 for advertisements and promotions related to tourism development.

ACCOMMODATIONS TAX ADVISORY COMMITTEE STAFF REPORT

Department of Finance & Administration



MEETING DATE: February 20, 2018
 SUBJECT: Celebrate Bluffton, Inc.: Bluffton Buddy - 2 New Tour Stops
 PROJECT MANAGER: Natalie Majorkiewicz, Treasury Manager

Summarized below is the application from Celebrate Bluffton, Inc. for Accommodations Tax grant dollars in support of advertising and promotion of tourism.

Requested Amount: \$7,132

Bluffton Buddy - New Tour Stops (2)	Total Budget	Requested ATAX Grant (approx. 30% of project budget)
Advertising and Promotion:	\$ 23,532	\$ 7,132
Total	\$ 23,532	\$ 7,132

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

Advertising and Promotion of Tourism:

- Total budget is \$23,532
- Includes historic research, script writing, audio production, digital programming, photo rights, etc.
- Budget includes 2 new tour stops along the current Bluffton Buddy Heritage Trail
 - Campbell Chapel AME
 - Octagon Plantation
- This will bring the total tour stops to 15

Festival/Event: Free App for smart phones and tablets that is self-paced and GPS enabled.

Bluffton Event: Currently, 13 stops throughout Bluffton specifically to focus on Bluffton's history with visuals, narration, music and sound effects.

Tourism Draw %: 4,600 users from 19 countries have used Bluffton Buddy

Benefit to Tourism: Available 24/7 and Bluffton Buddy brings "Bluffton's history to life."

Self-Sufficiency % (Financial Need): Requesting approximately 30% of the total project budget.

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

Amount Requested	Festival/Event	Bluffton Event	Tourism Draw %	Benefit to Tourism	Self-Sufficiency %	Misc.	Total of 35 possible	Comments
\$ 7,132	1	3	4	4	4	9	25	

Previous Funding Amounts - Celebrate Bluffton, Inc.: Bluffton Heritage Trail

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2015	\$ 2,660	4%	\$ 2,660	\$ 2,660	\$ 1,885	

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$ 7,132 for promotion expenses to develop 2 additional stops .

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: February 18, 2020
 SUBJECT: May River Theatre, Inc.: Production and Advertising Costs
 PROJECT MANAGER: Natalie Majorkiewicz, Treasury Manager

Summarized below is the application from the May River Theatre, Inc. for Accommodations Tax grant dollars in support of advertising and promotion of tourism and civic and cultural events for production and marketing.

Requested Amount: \$14,520.

May River Theatre, Inc.	Total Budget	Recommended ATAX Grant (approx. 35% of event budget)
Arts and Cultural Events (Marketing):	\$ 9,610	\$ 8,260
Civic and Cultural Events:	18,375	6,260
Project Expenses	13,700	N/A
Total	\$ 41,685	\$ 14,520

N/A - Not Applicable

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

Arts and Cultural Events (Marketing):

- Total budget is \$9,610.
- Advertising costs for "Plaza Suite" are \$4,130 and "The 25th Annual Putnam County Spelling Bee" are \$4,130.
- Advertising plan includes newspapers, magazines, TV, and posters for both shows.

Civic and Cultural Events:

- Total budget is \$18,375.
- Royalties for "Plaza Suite" are \$2,240 and "The 25th Annual Putnam County Spelling Bee" are \$4,020

Tourism Draw %: N/A

Benefit to Tourism: Tourists from Beaufort, Jasper, and Chatham counties attend the performances as well as spend time visiting local shops, restaurants, and galleries.

Self-Sufficiency % (Financial Need): Requesting approximately 35% of the total event budget. Projected income for both shows is projected to be \$40,000 and expenses budgeted at \$41,685, forecasting an anticipated loss of \$1,685.

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
\$14,520	8	4	5	2	4	4	27	

Previous Funding Amounts - May River Theatre, Inc.

Fiscal Year	Amount Requested	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2016	\$ 15,000	35%	\$ 7,500	\$ 7,500	\$ 7,500	
2014	\$ 12,000	25%	\$ 12,000	\$ 12,000	\$ 12,000	
2013	\$ 27,000		\$ 24,500	\$ 27,000	\$ 27,000	

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$14,520 for advertisements and promotions related to tourism development.

Table Rating Matrix-----COMMITTEE AVERAGE POINTS-----**Points
Awarded****Advertising possible total points - 15**

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

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

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

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

Festival/Event possible total points - 5

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

Bluffton Event possible total points - 5

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

Tourism Draw possible total points - 5

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

Benefit to Tourism (economy) possible total points - 5

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

Self Sufficiency possible total points - 5

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

Miscellaneous possible total points – 10 (Only use if applicant does not qualify as a festival/event)**Group Average Grand Point Total out of a possible 40 points****Group Average % (out of 40 points)**

Grant Requests	Amount Requested	Advisory Committee Recommendation	Town Council Approved	Source of Funding	Paid FY 2018	Paid FY 2019	Paid FY 2020	Remaining
Applications Received December 31, 2017								
Celebrate Bluffton: Bluffton Buddy	\$ 7,132	\$ 7,132	\$ 7,132	Local ATAX	\$ -	\$ -	\$ -	7,132
Total Grants for 2nd Quarter Payments	\$ 7,132	\$ 7,132	\$ 7,132		\$ -	\$ -	\$ -	7,132
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	\$ 11,636	42,458
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	-	-	87,707	102,293
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	7,197	5,598
Total Grants for 3rd Quarter Payments	\$ 383,941	\$ 379,941	\$ 335,951		\$ -	\$ 1,206	\$ 110,734	224,011
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	-	-	-	25,000
Palmetto Bluff Conservancy: Annual Holiday Celebration and Tree Lighting	25,000	25,000	25,000	Local ATAX	-	-	-	25,000
Palmetto Bluff Conservancy: May River Music Festival	60,000	60,000	60,000	Local ATAX	-	-	-	60,000
Total Grants for 4th Quarter Payments	\$ 153,000	\$ 153,000	\$ 153,000		\$ -	\$ -	\$ 27,078	125,922
Applications Received September 30, 2019								
Farmers Market of Bluffton	\$22,450	\$ 22,138	\$ 22,138	TBD	\$ -	\$ -	\$ -	22,138
Greater Bluffton Chamber of Commerce: Taste of Bluffton 2020	50,000	40,318	40,318	TBD	-	-	-	40,318
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 4th Quarter Payments	\$ 90,450	\$ 80,456	\$ 80,456		\$ -	\$ -	\$ 12,136	68,320
Applications Received December 31, 2019								
Celebrate Bluffton, Inc.	\$7,132	\$ 7,132	\$ -	Local ATAX	\$ -	\$ -	\$ -	-
May River Theatre, Inc.	14,520	14,520	-	Local ATAX	-	-	-	-
Visitors and Convention Bureau Inc.: The Bluffton Welcome Center	50,000	N/A	-	N/A	-	-	-	-
Total Grants for 4th Quarter Payments	\$ 71,652	\$ 21,652	\$ -		\$ -	\$ -	\$ -	-
Total Grants	\$ 1,154,187	\$ 1,079,132	\$ 1,013,941		\$ 3,983	\$ 353,553	\$ 166,247	490,158

Recommendation of Motions

1. "I make a motion to approve the request from Celebrate Bluffton, Inc. to revise Grant No. 2018-L014 for \$7,132 as presented in the Staff Report for advertising and promoting arts and cultural events expenses."

2. "I make a motion to grant May River Theatre, Inc. \$14,520 in support of "Plaza Suite" and "The 25th Annual Putnam County Spelling Bee" as presented in the Staff Report for advertising and promoting arts and cultural events expenses."

TOWN COUNCIL

STAFF REPORT

Municipal Court Department



MEETING DATE:	March 17, 2020
PROJECT:	January 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 January, 2020 a total of seven sessions were conducted which included four morning sessions and three afternoon session.

Municipal Court currently has 484 cases pending which is a combination of 396 criminal/traffic cases, 52 jury trial request, and 36 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 128 cases pending on the docket as of January 2020.

Alternative Programs

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

There are currently 9 active participates in the Conditional Discharge Program. The Conditional Discharge Program requires the completion of 40 hours of community service as well as a drug and alcohol program. Participants must also pay a program fee of \$150.00 upon completion.

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

Traffic Education Program referred to as TEP has 8 active participates. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

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

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

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

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



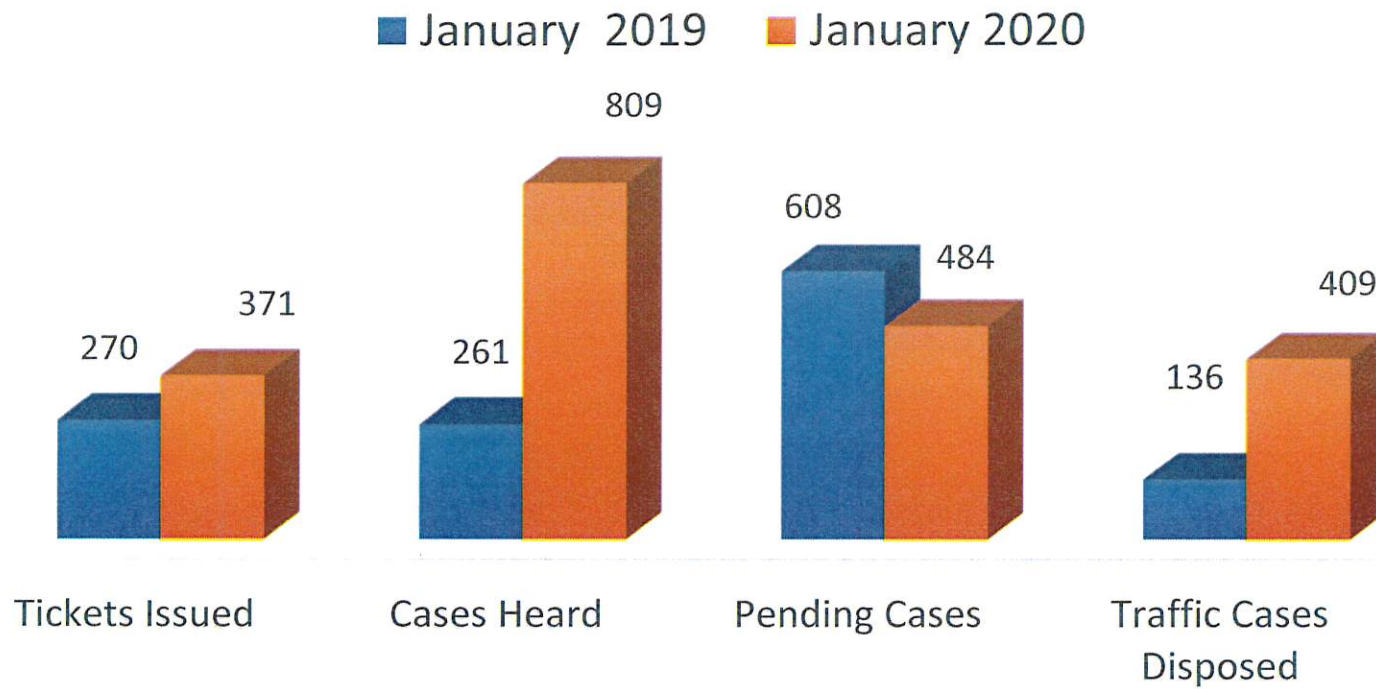
Town of Bluffton Municipal Court

Statistics for January 2020

Presented by:
Lisa Cunningham, Clerk of Court

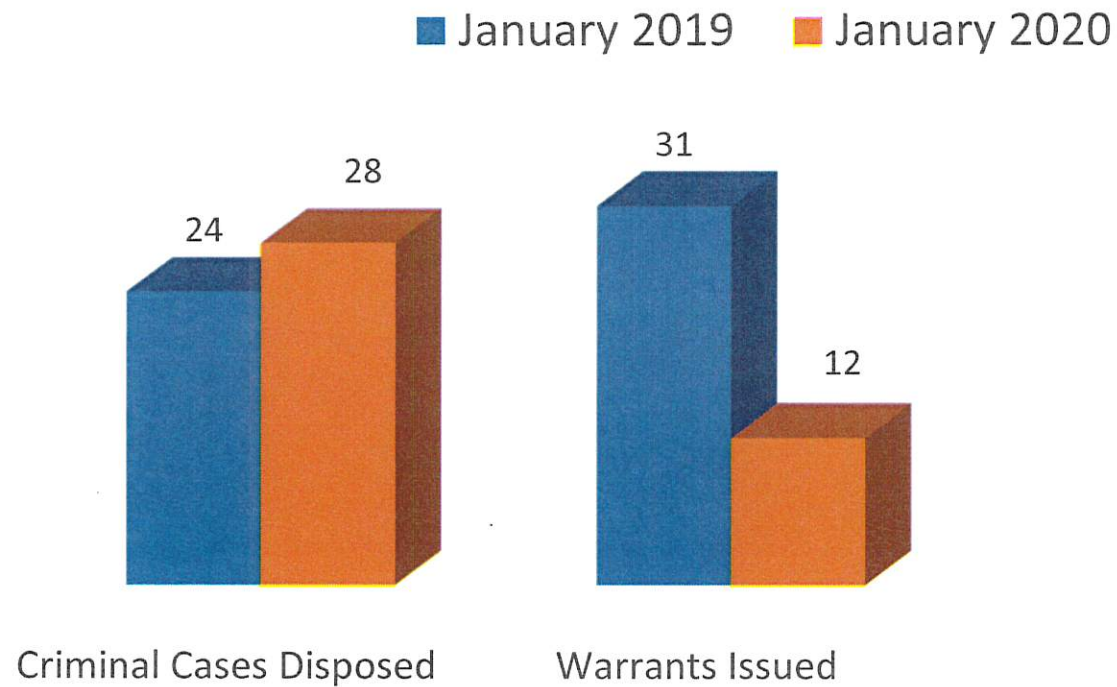


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court



Director's Report - DRCI **February 2020**

The Hub Construction Update

- Receiving weekly updates from Project Manager on Hub building progress
- On track to open in late March
- Signage for the HUB has been completed

Finance

- FY 2021 strategic and financial planning process underway

Programs

- David Nelems hired as the new VP of Innovation
- Currently in process of recruiting prospect for next Innovations programs
- Mentor Program 2.0 currently being developed
- Economic Development Day for Senior Leadership (40 attendees)

Membership

- 4 new Individual Members, 1 New Partner Member
- 6 Individual renewals, 1 Partner renewal
- Chairman's Circle renewal from St. Joseph's Candler received

Operations

- Developing new DRCI Website
- Migration of member management software in process
- Facility management software being used for The HUB at Buckwalter
- Minor revisions to DRCI by-laws
- Meeting with Digital Corridor Executive Director

Marketing

- Marketing RFP has been awarded to Smart Marketing
- SESSIONS: "How I Built It" networking event held at The Corner Perk on February 27th
- Feeding Innovation Program applications are being accepted
- Spoke at BNI (Business Network International)
- Spoke at Hampton Hall's Men Breakfast
- DRCI attended Bluffton Chamber Business Expo
- Met with Bluffton and Bluffton-Hilton Head Chamber of Commerce Executive Directors
- Met with Mayor of Hardeeville

TOWN COUNCIL

STAFF REPORT

Engineering Department



MEETING DATE:	March 17, 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 acquisition are underway.
- **Next Steps**
 - Complete easement acquisition, permitting and construction documents.
 - Begin construction in FY 2021.

2. Buck Island-Simmons ville Neighborhood Sidewalks and Lighting

- Construction of Phase 4 sidewalks (Buck Island Road from Jennifer Court to Grayco) is complete and awaiting SCDOT approval.
- Phase 5 (Kitty Road to 301 Buck Island Road) construction contract has been awarded to JS Construction.
- Phase 6 (along Simmons ville Road from Grayco northward to the existing New Mustang Road sidewalks) is under design.
- **Next Steps**
 - Phase 4 – SCDOT signoff of sidewalk construction.
 - Phase 5 – Construction (from Kitty Road to lot 310 Buck Island Road) anticipated to begin in late Spring 2020.
 - Phase 6 - Design and construction of the remaining Simmons ville Road sidewalks, Phase 6 to be completed in FY 2020 – 2021.

3. Bridge Street Streetscape

- Surveying, photometric plans and preliminary sidewalk alignment plans are complete.
- Submitted plans at the January TC Workshop for review and approval.
- **Next Steps**
 - Complete engineering design, street lighting plans, permitting and easement plats in FY 2020-21.

- Easement acquisition and bidding are proposed for FY 2021 with construction in FY 2022.

4. New Riverside Linear Trail

- FY21 parking, trail and signage improvements are complete.
- **Next Steps**
 - Installation of new entry gate in early March.

SEWER & WATER

1. Buck Island-Simmons ville Sewer (Phases 5A-5E)

- The construction contract for Phase 5A-D will be presented to Town Council in March.
- Construction to begin after BJWSA pre-construction meeting.
- **Next Steps**
 - Begin construction of Phase 5E (Posey's Court)

2. Historic District Sewer Extension Phase 1 – Pritchard Street

- Received SCDHEC permit to construct.
- Engineering Department has submitted Pritchard Street ownership request to SCDOT.
- **Next Steps**
 - Obtain road ownership from SCDOT.
 - Issue documents for bidding

3. Historic District Sewer Extension Phase 2 – Bridge Street

- Received SCDHEC permit to construct.
- **Next Steps**
 - Present request for road ownership to Town Council.
 - Obtain road ownership from SCDOT.

4. Jason-Able Neighborhood Sanitary Sewer

- A contract has been issued to Potter Construction for 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.
- Resubmitted Phase 2 street lighting for SCDOT encroachment permit.

- **Next Steps**
 - Obtain permits and agreements for the remainder of Boundary Street lighting in FY 2020.
 - Obtain easements as needed for Phase 2 street lighting.
- 2. **184 Bluffton Road Renovations**
 - Site work, landscaping, lighting and signage complete.
 - **Next Steps**
 - Install parking lot rules signs.
- 3. **Historic District Enhancements**
 - Town is evaluating survey data collected along Boundary Street and adjacent property.
 - **Next Steps**
 - Implement Storm Water Management feature to address drainage issues in the area.
- 4. **Calhoun Street Streetscape**
 - MKSK updated streetscape plans to incorporate alternate site furnishings and additional landscape at proposed Dominion Energy facilities
 - Met with Spectrum and Hargray to locate underground utilities.
 - **Next Steps**
 - Complete Streetscape Master Plans and illustrations and submit for review at the April TC Workshop.

PARK DEVELOPMENT

1. **Oyster Factory Park**
 - Obtained Conceptual Master Plan and cost estimate updates.
 - Garvin/Garvey interior signage is complete.
 - **Next Steps**
 - Coordinate the relocation of salvaged Calhoun Street dock components to Oyster Factory Park once the dock permit is obtained.
 - Present progress plans at the April TC Workshop for review and comment.
 - Begin final design of next phase of improvements per Town Council direction provided at the Workshop.
 - Garvin/Garvey exterior signage to be installed June 2020.
2. **68 Boundary Street Park Renovations**
 - Decorative gates installed for Martin Family and Dubois Park along Boundary Street.
 - **Next Steps**
 - Install retractable bollards at Green and Lawrence Street intersections.
 - Replace detectable warning mats with pavers.

3. Calhoun Street Dock and Public Riverfront Access Improvements

- Amended existing permit for public dock and submitted to SCDHEC and USACOE on 8/14/19. Public Notice period ended on 10/11/19.
- Staff received agency comments on 12/10/19 and 12/20/19 and has provided comment response letters.
- SCDHEC approved permit, currently in the 15 day appeal period.
- **Next Steps**
 - Prepare structural drawings and verify construction cost.
 - Construction start to be determined based on approval date of new permit application and contract negotiations. If approved, construction is anticipated to start in May.

4. Wright Family Park

- Bulkhead and boardwalk are complete.
- Site work construction began in January 2020. Parking area and utility construction is substantially complete.
- Hilton Head Landscape is grading the interior of the park and beginning sidewalk construction.
- Garage renovation, into restroom and kitchenette facility, is substantially complete. FFE of warming kitchen to be complete within 60 days.
- Squire Pope Carriage House survey results received 1/31/20. Met with architects to kick-off stabilization plans and construction documents.
- Selected contactor for interpretive signage. Meeting 3/11/20 to kick off project.
- **Next Steps**
 - Complete sidewalks, landscape, lighting and site furniture in April.
 - Complete garage renovation.
 - Obtain formal proposal for Squire Pope Carriage House engineering and construction drawings.

5. Oscar Frazier Park

- Survey and design of perimeter sidewalks are complete.
- Obtained new bids for sidewalk construction on 2/24/20.
- **Next Steps**
 - Review revised bids, execute contract and install perimeter sidewalks.

6. Veterans Memorial

- Project is substantially complete.
- Minor hardscape construction and punch list items area underway with Southern Palmetto Landscape and Grand Oaks Construction.
- **Next Steps**
 - Obtain quotes for installation of 200 engraved bricks.
 - Install brick borders to plaza planters

7. New Riverside Barn/Park

- Surveying and public input sessions are complete. Survey results were presented at January TC Workshop.
- **Next Steps**
 - Land planners and architects to prepare alternative Master Plans and conceptual architecture. Plans to be presented to staff in March 2020.
 - Revise plans and present master plan at the April TC Workshop.

TOWN FACILITIES AND MISCELLANEOUS PLANNING

1. Buckwalter Place Multi-County Commerce Park

- Playground equipment and site furnishings have been installed.
- Wayfinding signage installation is underway.
- Site Development Plans for the LEC expansion are 90% complete.
- Don Ryan is under construction. Project to be complete in late March 2020.
- Obtained bids for playground fence and executed contract. Fence is being fabricated.
- **Next Steps**
 - Complete construction of the Don Ryan Center for Innovation.
 - Continue construction documents and permitting for the LEC service yard expansion. Bidding is planned for March.
 - Continue infrastructure planning for the Town's future development parcels. Final design and construction pending FY 2021 budget approval.

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.

3. Ulmer Theater Improvements

- Renovation started on 8/5/2019 and was completed in February 2020.

4. Ghost Roads

- Surveying is underway for easement exhibits.
- Pritchard Street Quit Claim Deed exhibit is 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-five (35) CIP projects are currently in progress. Two new parks, one parking area, one sidewalk project, one street lighting project and several improvements to existing public facilities were completed prior to the end of 2019. Additional CIP projects including BIS Phase 5 sewer, BIS Phase 5 sidewalks and Jason Able Sewer extension are set to start construction in the first quarter of 2020. The LEC expansion, Pritchard Street sewer and Calhoun Street dock are expected to start construction in the second quarter of 2020.

Watershed Management

1. Southern Lowcountry Regional Board (SoLoCo)

a. Southern Lowcountry Regional 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.
- **Next Steps**
 - Updated project timeline is as follows.
 - 3/11/20 Stormwater Utility Board Meeting presentation
 - 3/24/20 SoLoCo Meeting presentation
 - 3/26/20 WAPAC Meeting presentation
 - 3/31/20 Final document delivery to jurisdictions for adoption
 - Municipal adoption by each jurisdiction will follow.

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 adaptation strategies.
- **Next Steps**
 - Staff and legal review of proposed No Fill Ordinance with intent for Beaufort County to initiate adoption and municipalities to consider adoption.
 - Bi-weekly meetings 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 projected impacts of sea level rise.

2. Joint Councils Meeting for Watershed Management Initiatives

- BJWSA developed their CIP list for FY2020 sewer projects which does not include any projects in the County's jurisdiction in the May River Headwaters without cost-sharing.
- **Next Steps**
 - Based on WAPAC's 8/29/19 recommendation, the Joint Councils Meeting with BJWSA was held 2/25/20 to discuss long-term sewer extension strategy and water quality improvements in Beaufort County's jurisdiction of the May River

watershed.

3. **SC Department of Health and Environmental Control May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – Attachments 1 and 1a**
4. **May River Watershed Action Plan Implementation Summary – Attachment 2**
5. **MS4 Minimum Control Measure (MCM) – #1 Public Education and Outreach, and MS4 MCM – #2 Public Participation and Involvement**
 - Staff attended the monthly Beaufort County Stormwater Utility Board meeting on 2/12/20.
 - Staff attended the Lowcountry Property Management Association monthly luncheon on 2/18/20.
 - Staff participated in the STEM program for the Boys and Girls Club with Growth Management on 2/20/20.
 - Staff is working to secure partnerships and coordinate volunteer groups for the 20th Annual May River Cleanup which will be held 5/2/20.
 - Staff is providing content for both a Water Quality Story Map (completion anticipated 2/25/20) and Town website overhaul (anticipated Spring 2020).
 - Staff conducted a guest lecture for University of South Carolina graduate class on Town watershed management efforts on 2/26/20.
 - Staff participated in Building Safety's quarterly Contractor Meeting on 2/26/20.
 - May River Watershed Action Plan Advisory Committee meeting held 2/27/20.**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 will conduct sampling on 02/24/20.
 - Town staff collected MST samples in conjunction with quarterly MS4 sampling on 02/05/20. All MST results have not been received and pertinent results will be shared with Town Council and Senior Staff.
 - On 01/23/20, Dr. Kim Ritchie provided WAPAC with an update on the development of Biomeme qPCR handheld device. Following Dr. Ritchie's presentation, staff is investigating the possibility of developing qPCR capabilities at the regional USCB Water Quality Laboratory.
 - 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 conducted code enforcement supervisor and inspector training on 2/26/20.
 - Staff participated in the quarterly SC Stormwater Manager’s meeting on 3/5/20.
10. **Citizen Drainage, Maintenance, and Inspections Concern Map – Attachment 7**
11. **Citizen Request for Watershed Management Services & Activities – Attachment 8**
12. **Neighborhood Assistance Program – Septic System Maintenance Assistance – Attachment 9**

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 Master’s 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.
2. **Beautification Program – Attachment 10**
 - Landscape Maintenance - ongoing routine
3. **Facilities**
 - Facilities and Parks Maintenance - ongoing routine
4. **Public Works Activities Report - Attachment 10**

Attachments

1. SCDHEC Shellfish Harvesting Monitoring Data Year-to-Date
 - a. SCDHEC May River Shellfish Harvesting Status Exhibit
2. May River Watershed Action Plan Implementation Summary*
3. MS4 Minimum Control Measures #1 and #2 – May River Watershed Action Plan Advisory Committee 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 Concern Map
- 8. Citizen Request for Watershed Management Services and Activities Map
- 9. Beautification Committee Agenda
- 10. Public Works Activities Report

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

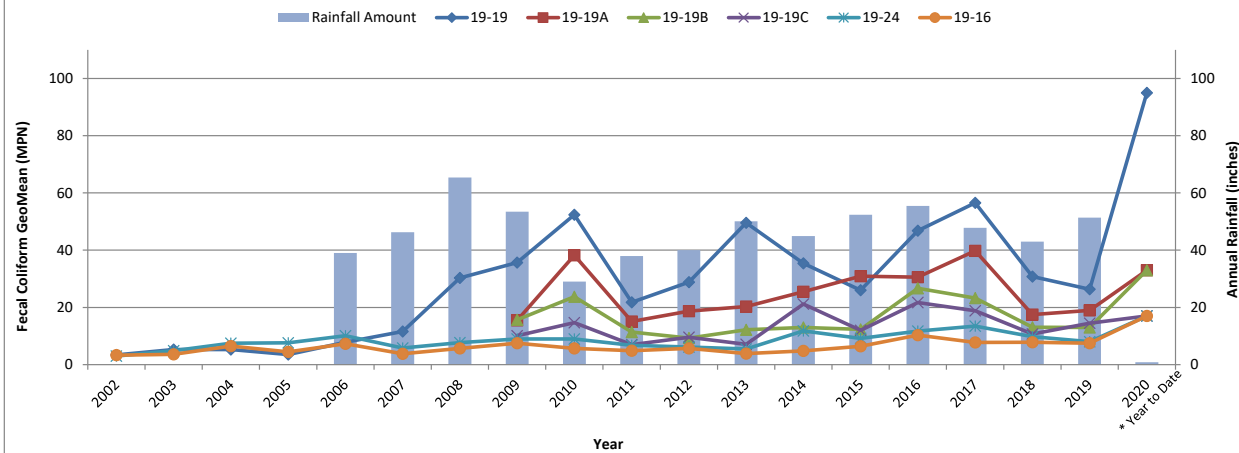
	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	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		110.0	33.0	13.0		130.0	11.0	7.8		49.0	7.8	17.0		49.0	13.0	22.0		22.0	4.5	13.0	
June	23.0	11.0	33.0		49.0	23.0	49.0		13.0	23.0	49.0		17.0	7.8	46.0		7.8	4.5	13.0		4.5	1.8	4.5	
May	17.0	17.0	7.8		23.0	33.0	9.2		7.8	17.0	7.8		2.0	13.0	2.0		23.0	23.0	6.8		4.5	13.0	4.5	
April	7.8	33.0	23.0		23.0	13.0	13.0		4.5	17.0	7.8		7.8	17.0	6.8		13.0	49.0	23.0		4.5	17.0	6.8	
March	350.0	22.0	23.0		11.0	21.0	23.0		33.0	4.5	6.8		13.0	11.0	13.0		13.0	7.8	7.8		33.0	9.3	4.5	
February	13.0	17.0	64.0		7.8	7.8	33.0		13.0	17.0	23.0		9.3	17.0	31.0		4.5	2.0	6.8		1.8	7.8	13.0	
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	95.0	39.8	17.5	19.0	33.0	23.3	13.1	13.0	33.0	18.8	10.7	14.5	17.0	13.5	9.8	8.0	17.0	7.7	7.9	7.5	17.0
** Truncated GeoMetric Mean	44.0	42.0	35.0	28.0	36.0	29.0	23.0	17.0	20.0	20.0	16.0	13.0	16.0	15.0	14.0	12.0	10.0	10.0	10.0	8.0	7.0	8.0	7.0	7.0
** Truncated 90th Percentile	203.0	176.0	168.0	89.0	133.0	115.0	89.0	49.0	83.0	71.0	63.0	40.0	57.0	56.0	52.0	37.0	37.0	44.0	38.0	26.0	29.0	30.0	32.0	28.0

NS = No Sample

AS = Additional Samples

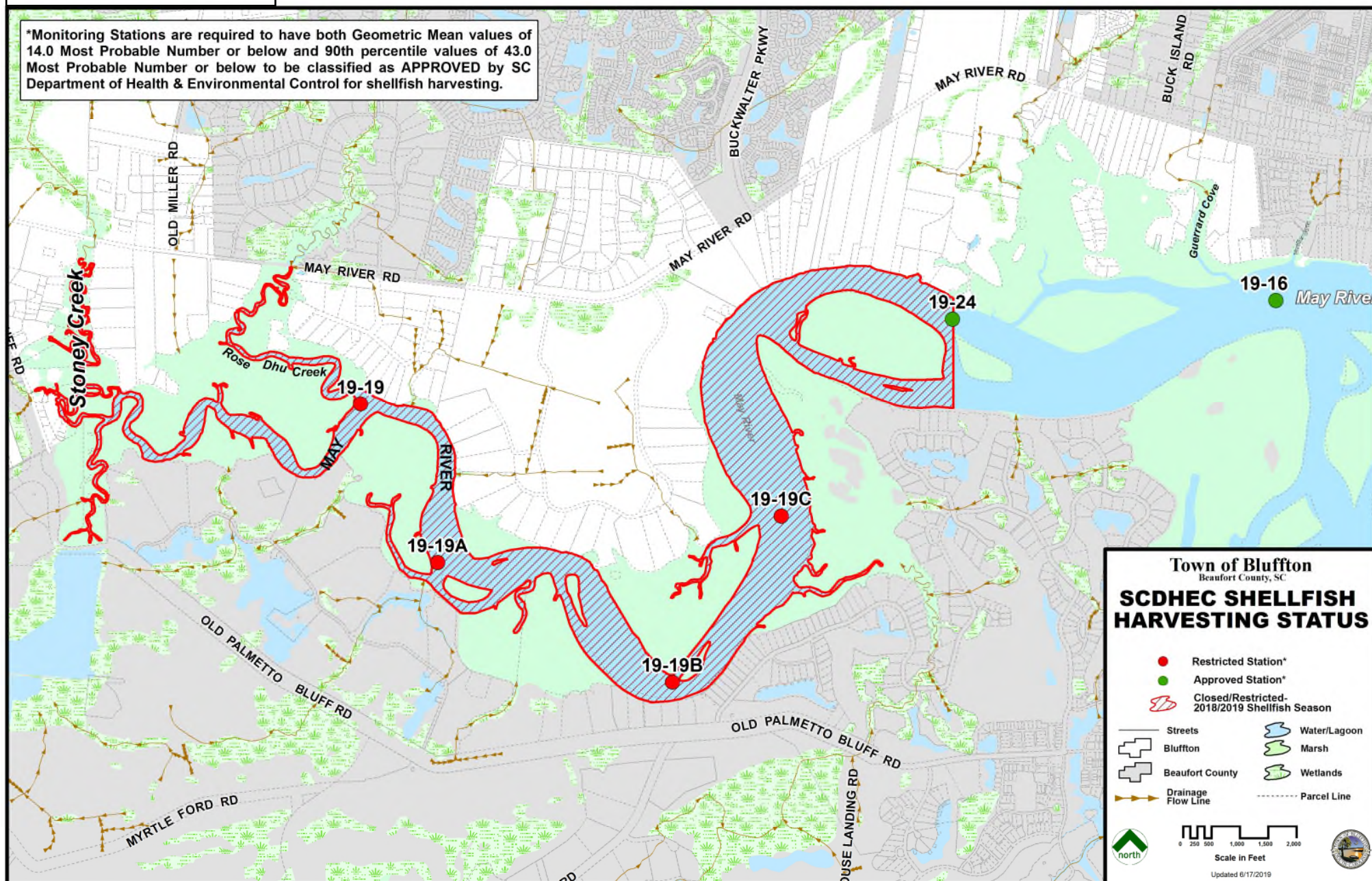
** Town staff calculations utilizing DHEC statistics

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	1/23/20 May River Watershed Action Plan Advisory Committee discussed a Stormwater Utility Fee increase for Tax Year 2020. Formal recommendation to Council to be considered at 2/27/20 WAPAC meeting. <i>Staff is submitting an initial proposal, due 3/13/20, for May River 319 Grant Phase 5 - Bridge Street Retrofit for stormwater treatment.</i>
ACTIVITY - POLICIES	STATUS
Sewer Connection & Extension Policy	<i>Completed 2017.</i>
Septic to Sewer Conversion Program	<i>Completed 2018.</i>
Sewer Connection Ordinance and Ordinance Amendment	<i>Completed 2015 and 2018, respectively.</i>
Southern Lowcountry Regional Stormwater Ordinance and Design Manual	<i>Current project updates are included in Engineering Consent Agenda under "Southern Lowcountry Regional Board (SoLoCo)."</i>
ACTIVITY - PROJECTS	STATUS
Sanitary Sewer Extension	Completed Buck Island/Simmons Road (BIS) Phases I, II, III, IV; Toy Fields; and Jason/Able. Six project phases of Historic District sewer extension are proposed in the 5-year Capital Improvement Program. <i>Current project updates are included in Engineering Consent Agenda under "Sewer & Water."</i>
May River 319 Grant Phase 1 - New Riverside Pond (Grant award of \$483,500 in 2009)	<i>Completed 2013.</i>
May River 319 Grant Phase 2 - Pine Ridge (Grant award of \$290,000 in 2011)	<i>Completed 2016.</i>
May River 319 Grant Phase 3 - Town Hall Parking Retrofit (Grant award of \$231,350 in 2016)	<i>Completed 2019.</i>
May River 319 Grant Phase 4 - Sanitary Sewer Connections (Grant award of \$365,558.36 in 2019)	Grant to construct 49 sewer lateral connections in Poseys Court, Little Aaron and Historic District Phases 1 and 2. <i>Current project updates are included in Engineering Consent Agenda under "Sewer & Water."</i>
Stoney Creek Wetlands Restoration: Preliminary Design Phase	Project on hold following Council direction on 5/31/17.
May River Watershed Water Quality Model	Contract awarded to McCormick Taylor with final deliverables anticipated 3/20.
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

Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Council Chambers
20 Bridge Street, Bluffton, SC 29910
Thursday, February 27, 2020 | 9 AM

- 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 –January 23, 2020
- VI. PUBLIC COMMENTS

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to the Committee, Town Staff, and other members of the meeting. For the record, state your name and address prior to speaking.

- VII. OLD BUSINESS
 - 1. Water Quality Monitoring Program (standing item)
 - A. Weekly Sampling Update
 - B. Microbial Source Tracking (MST) Update
 - C. SCDHEC Shellfish Data Update
 - 2. Stormwater Utility Fee (SWU) Fee Rate Discussion
- VIII. DISCUSSION
- IX. ADJOURNMENT

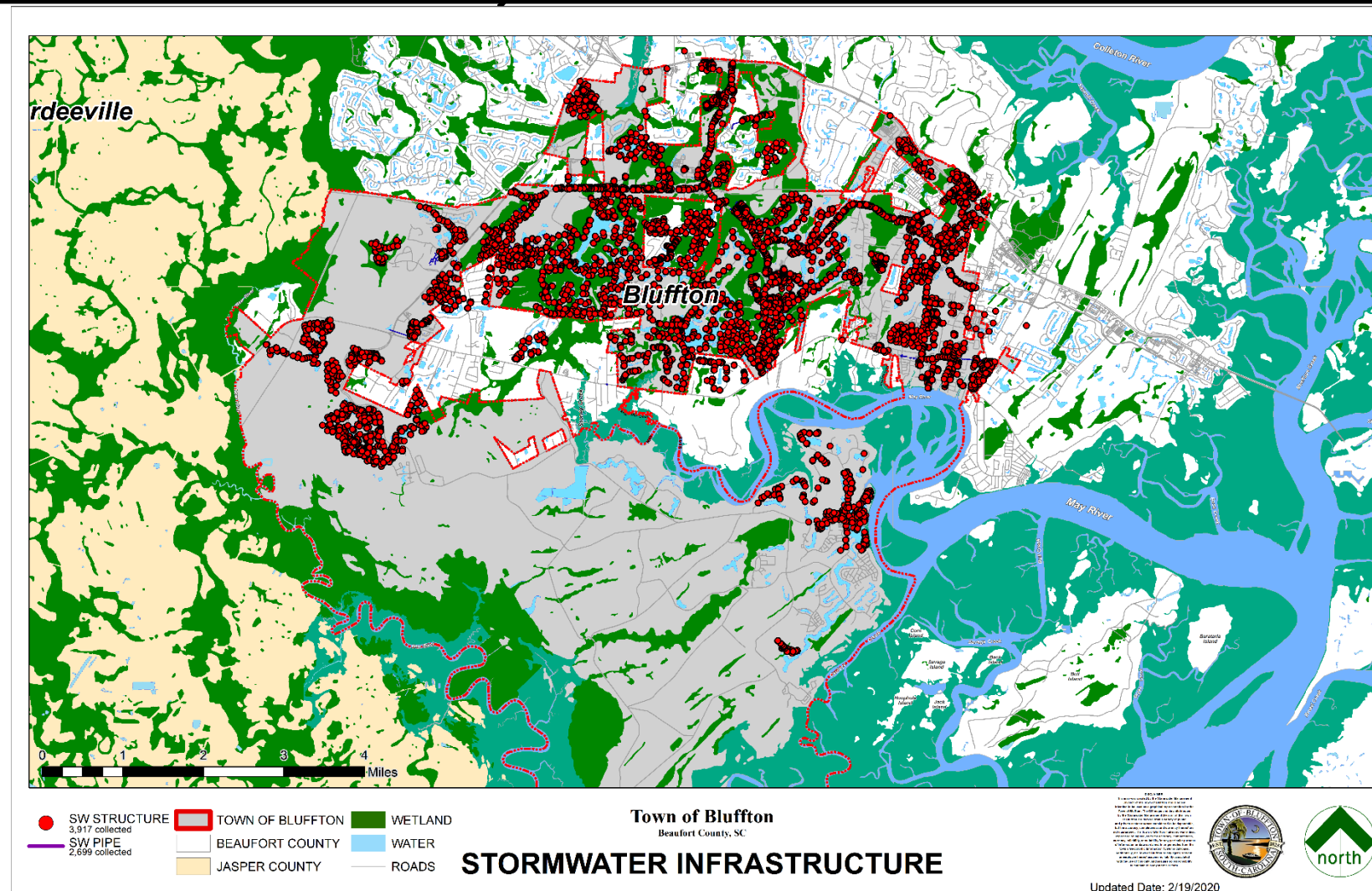
NEXT MEETING DATE: Thursday, March 26, 2020

"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.

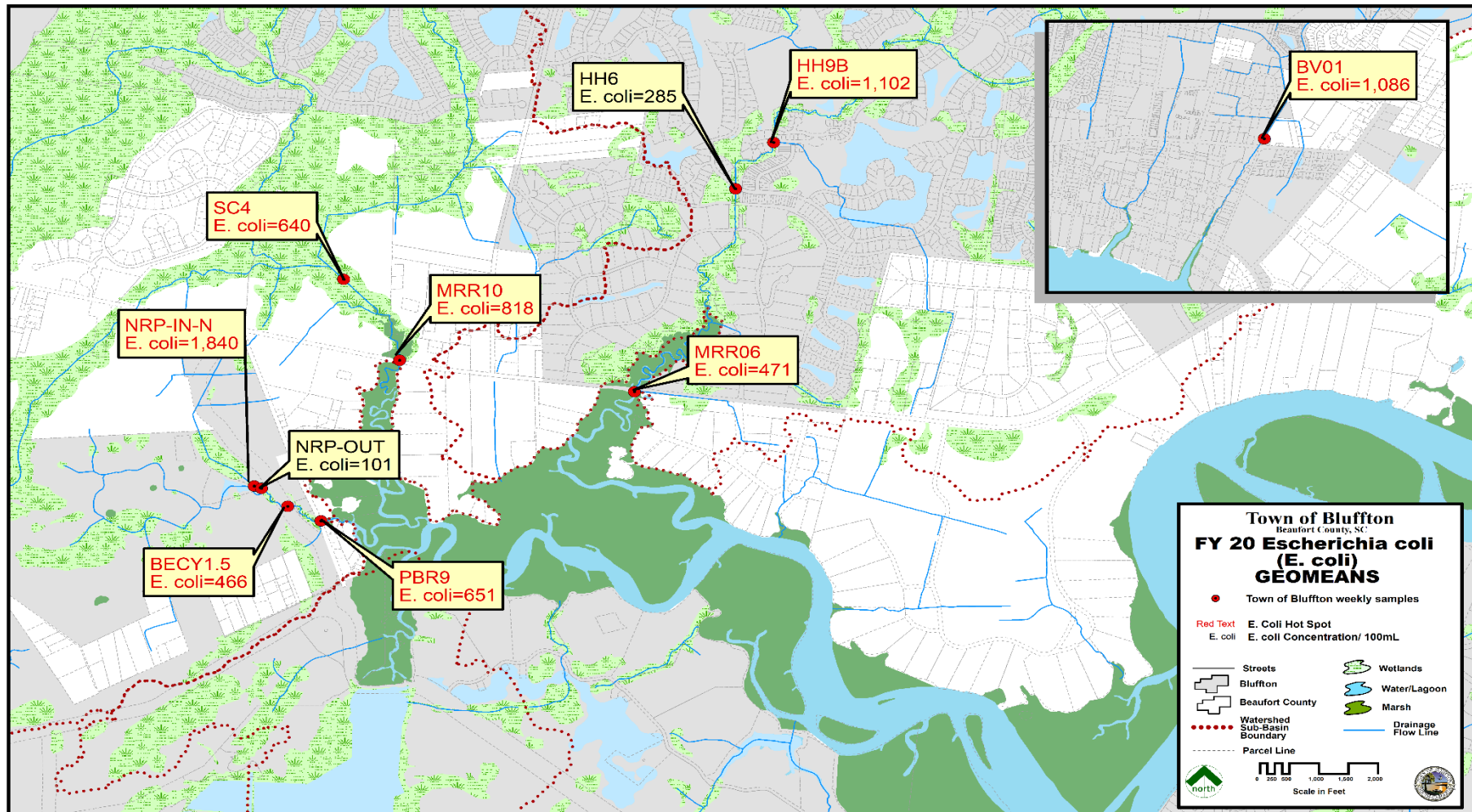
MS4 Minimum Control Measure #3 – IDDE (Illicit Discharge Detection & Elimination): Stormwater Infrastructure Inventory



Stormwater Infrastructure Inventory Collection Status

FY 2020 YTD Collection Totals	2,053
FY 2019 Collection Totals	2,925
FY 2018 Collection Totals	3,777

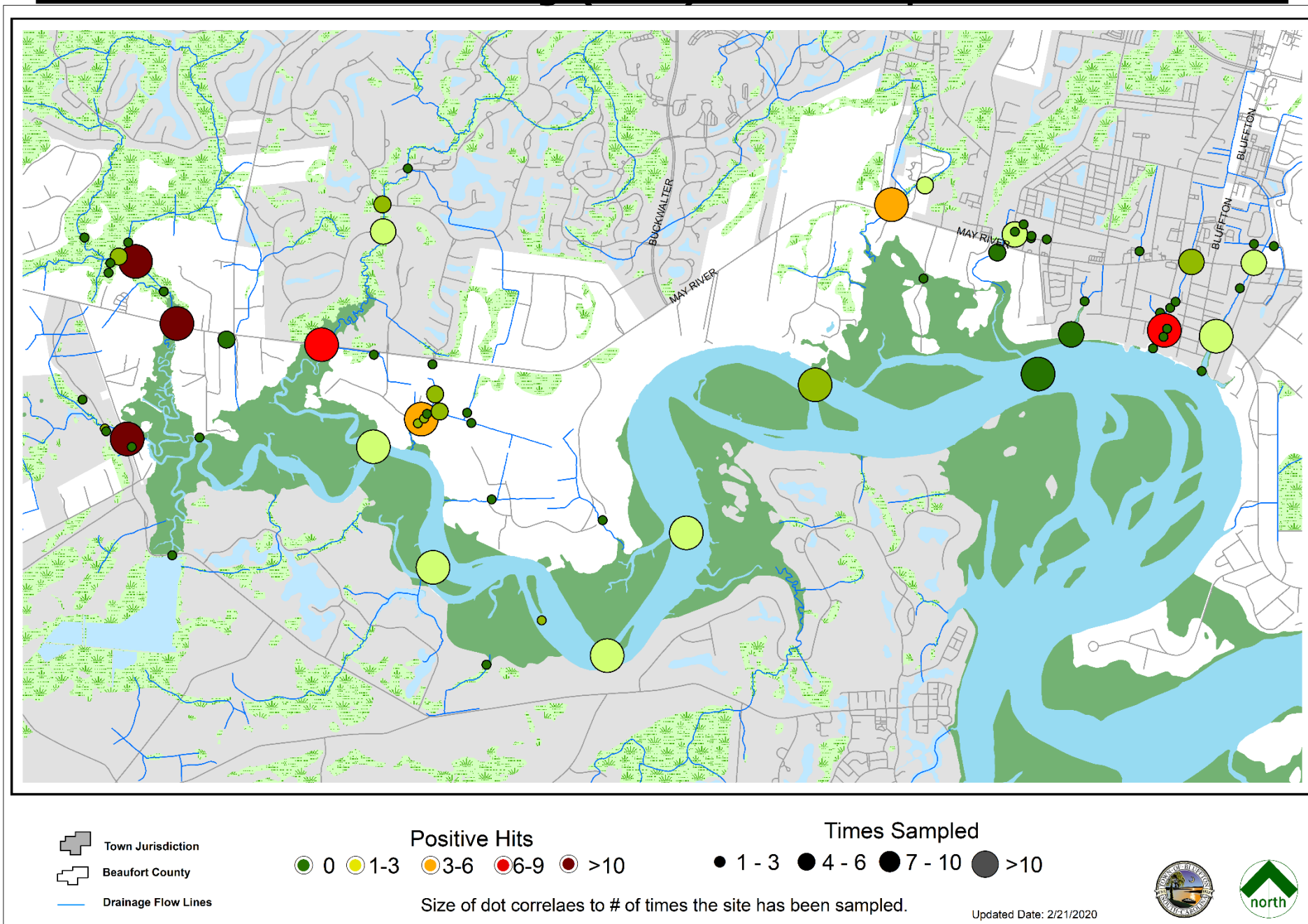
MS4 Minimum Control Measure #3 – IDDE: *E. coli* Concentrations Trend Map



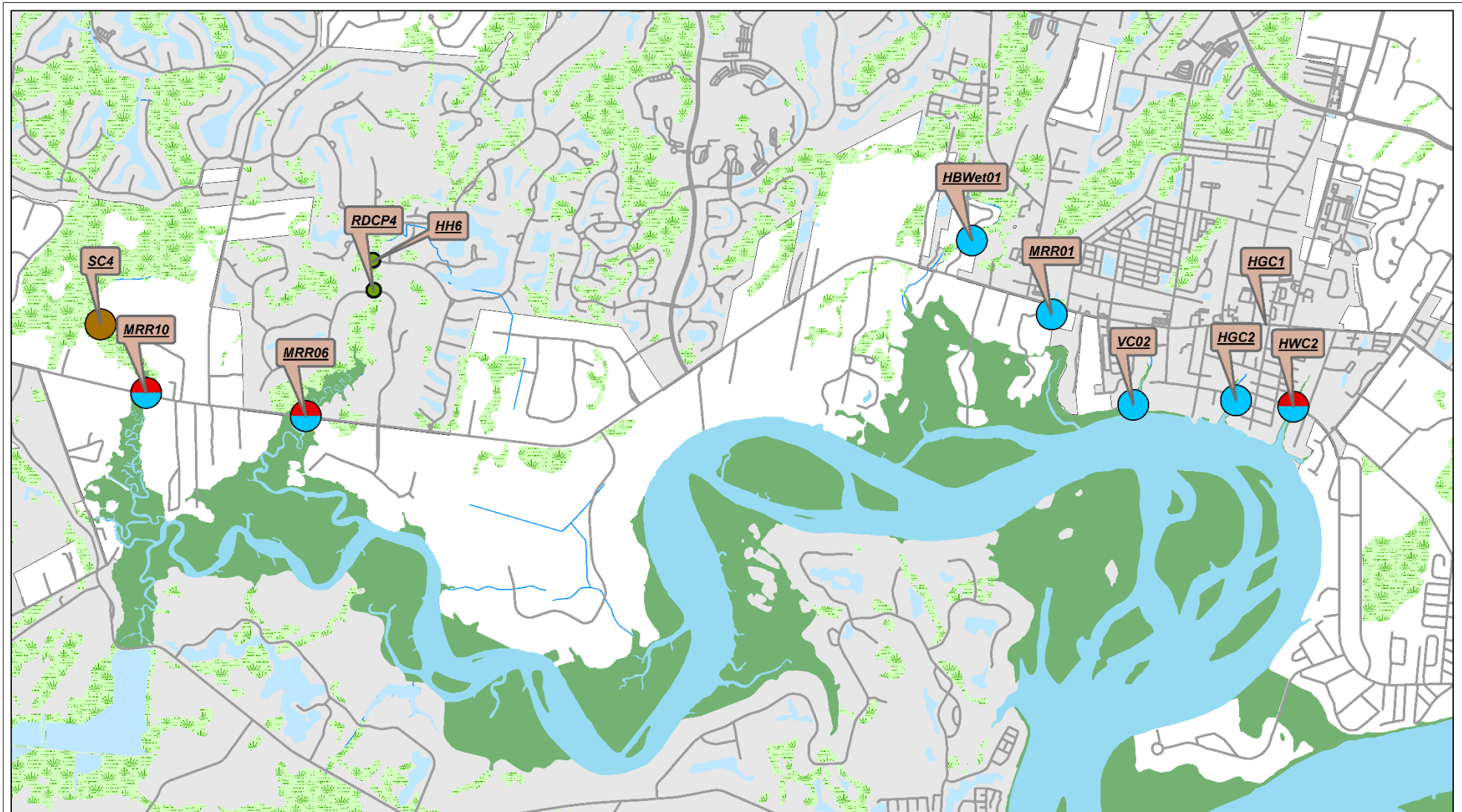
	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2020 YTD Totals	135	89	96
FY 2019 Totals	280	193	264
FY 2018 Totals	216	217	224
FY 2017 Totals	307	179	224

2/21/2020

- 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) Map – All Sources

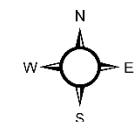


MICROBIAL SOURCE TRACKING RESULTS

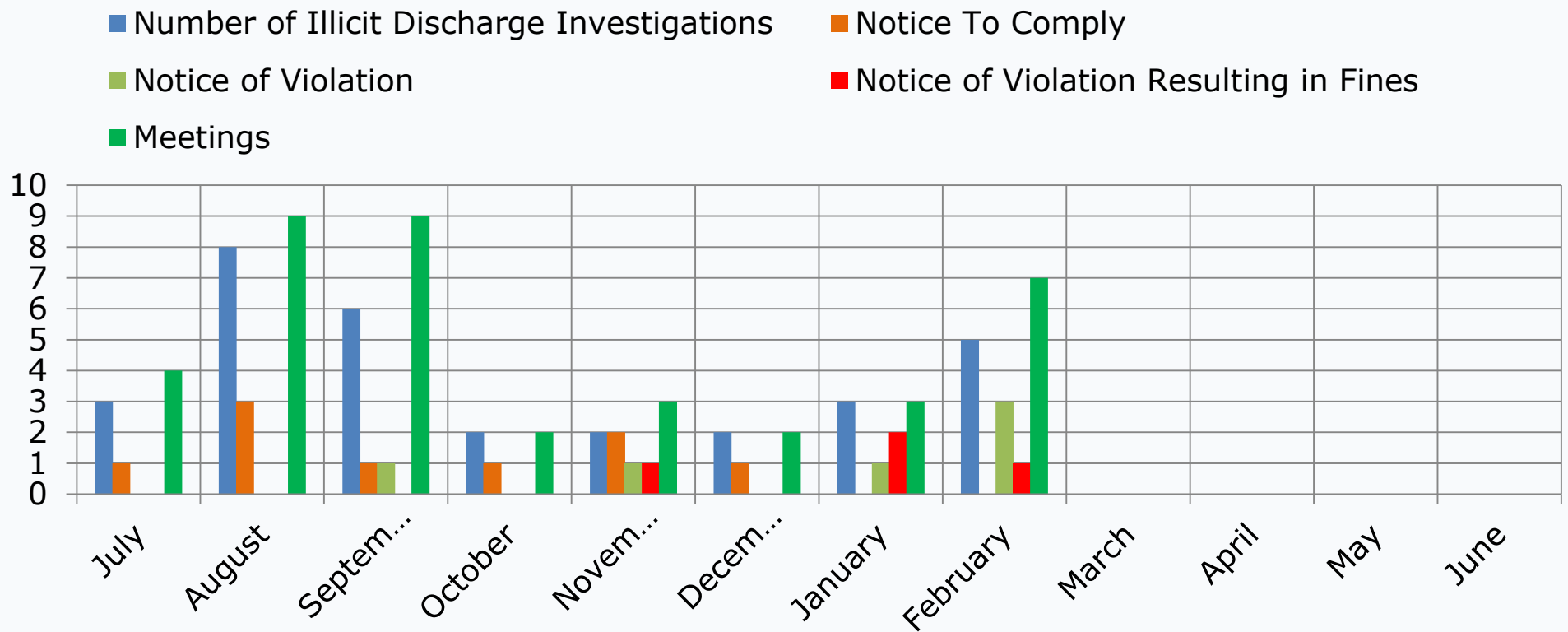
Sampling Date 2/14/2020

Town of Bluffton
Beaufort County, SC

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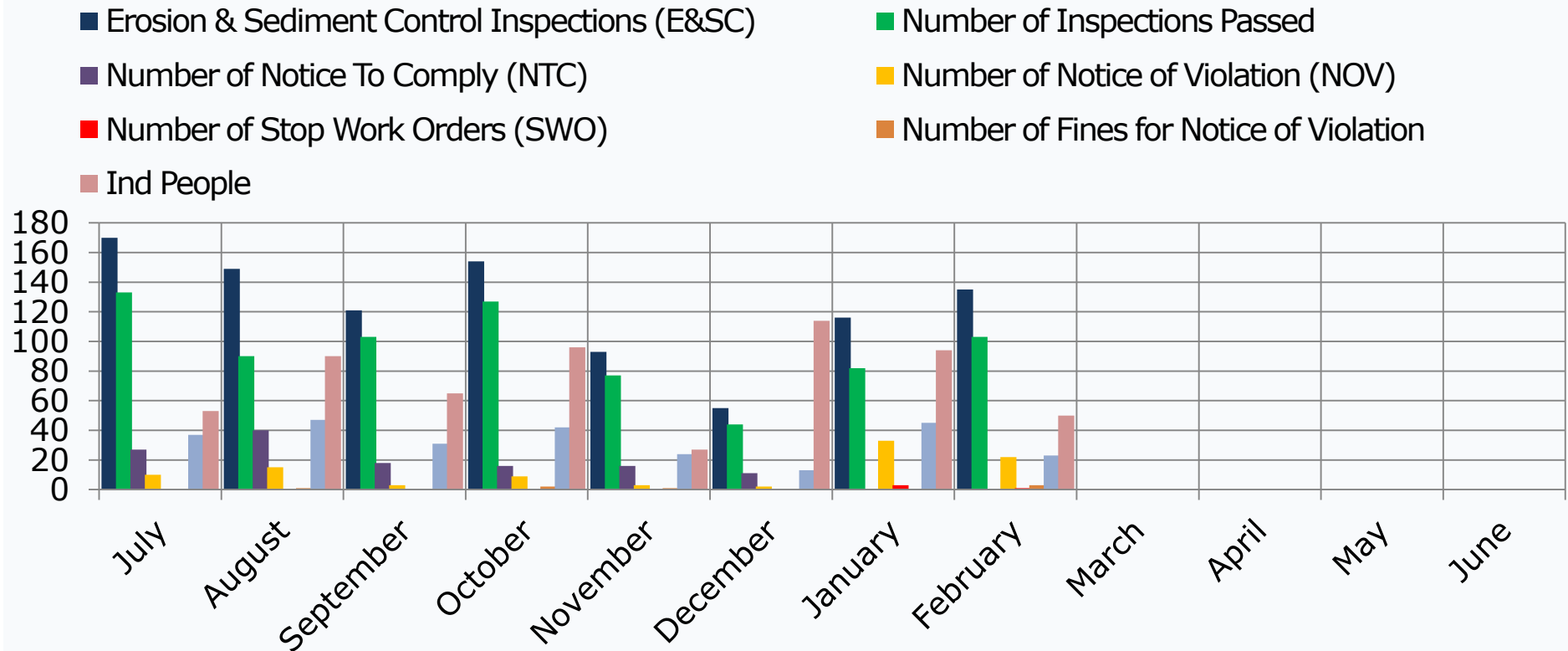


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



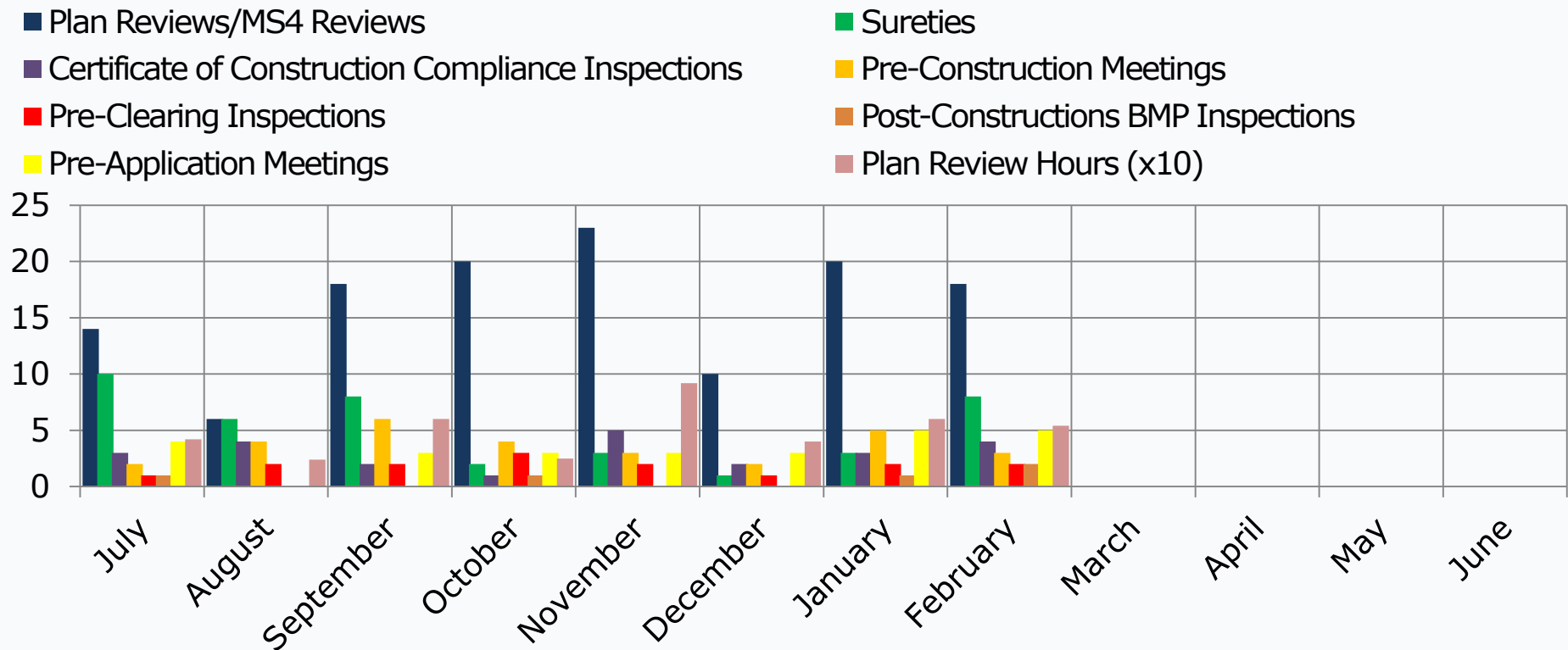
	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Number of NOV Enforcement Actions	Number of Meetings
FY 2020 YTD Totals	31	9	6	4	39
FY 2019 Totals	38	20	3	1	61
FY 2018 Totals	48	20	4	2	60

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



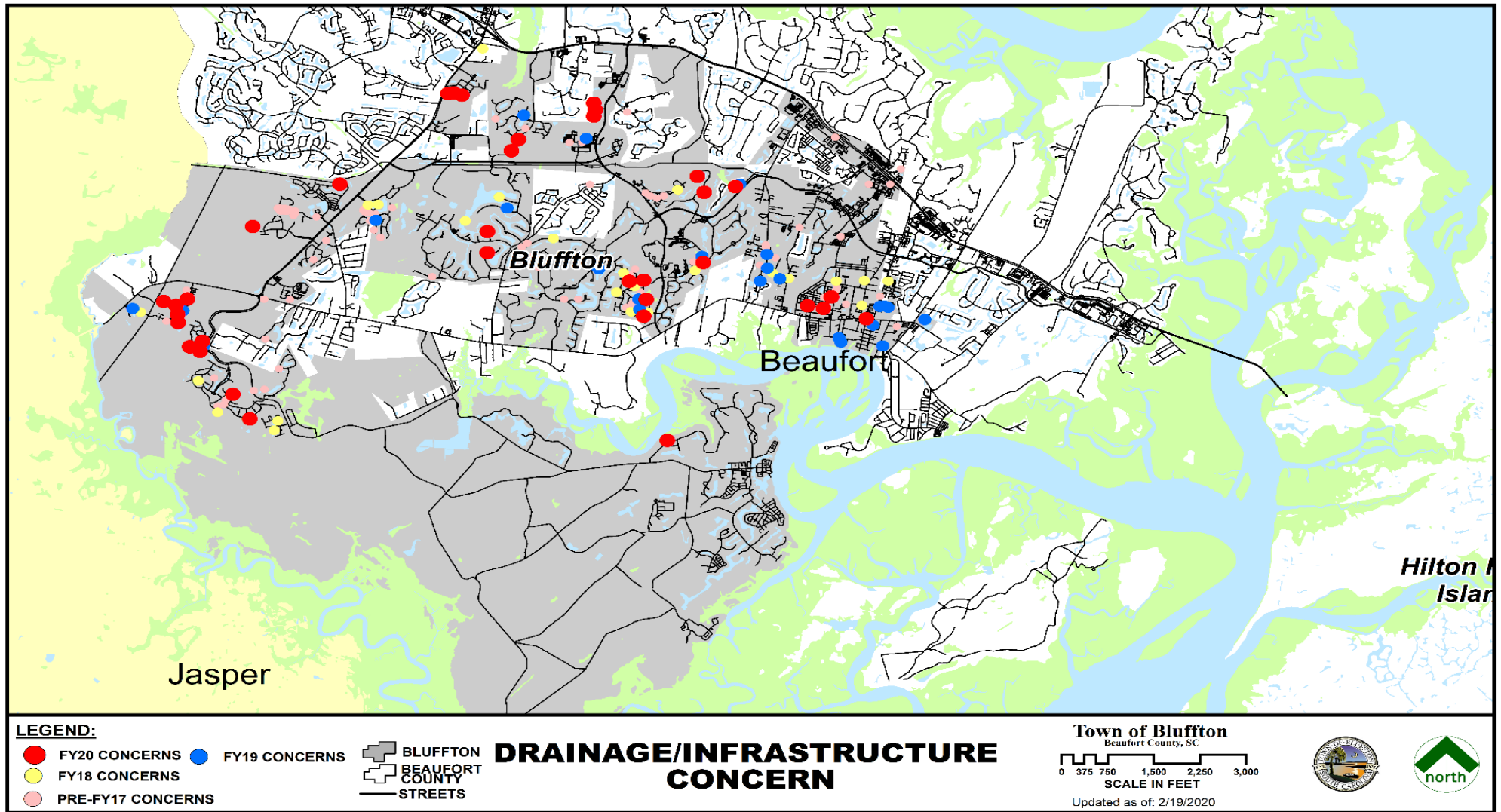
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NTC Issued	Number of NOV Issued	Number of SWO Issued	Number of NOV Enforcement Actions	Number of E&SC Meetings
FY 2020 YTD Totals	993	759	128	97	4	7	262
FY 2019 Totals	1,688	1,384	254	72	N/A	7	403
FY 2018 Totals	1,504	1,159	300	83	N/A	10	499

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



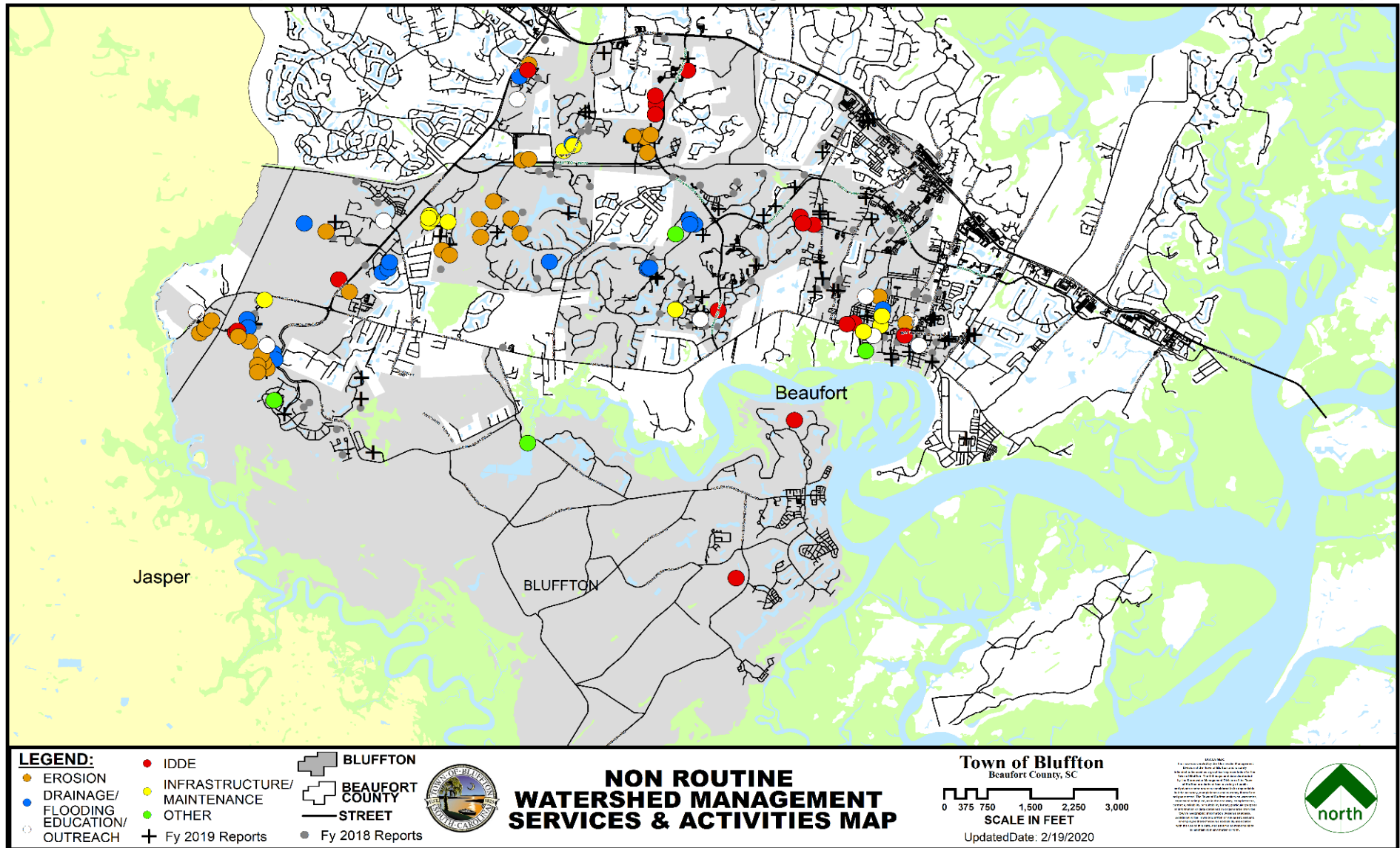
	Plan Reviews MS4 Reviews	Sureties	Certificate of Construction Compliance Inspections	Pre- Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2020 YTD Totals	129	41	24	29	15	5	26	397 Hrs.
FY 2019 Totals	208	52	53	47	37	27	63	1,040 Hrs.
FY 2018 Totals	242	59	50	32	32	88	88	1,210 Hrs.

Citizen Drainage, Maintenance and Inspections Concerns Map



	Number of Drainage Concerns Investigated	Number of Meetings
FY 2020 YTD Totals	42	53
FY 2019 Totals	54	59
FY 2018 Totals	48	75

Citizen Request for Watershed Mngt. Services & Activities Map



	Number of Citizen Requests Investigated	Number of Meetings
FY 2020 YTD Totals	82	86
FY 2019 Totals	75	79
FY 2018 Totals	53	82



TOWN OF BLUFFTON BEAUTIFICATION COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building
Council Chambers Meeting Room
Thursday, February 20, 2020, 10:00 a.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF THE AGENDA
- IV. ADOPTION OF MINUTES – August 15, 2019
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
 - 1. Update on progress of new interpretive signs and mile markers for the New River Trail (FY20 Special Project)
- VII. NEW BUSINESS
 - 1. Approval of Arbor Day Celebration at Town Hall
 - 2. Approval of FY 2021 Special Project – New River Trail Sign
 - 3. Adoption of Work Plan for FY 2021
 - 4. Adoption of 2020 Meeting Dates
- VIII. DISCUSSION
 - Memorial Program - Bench and/or brick donation
- IX. ADJOURNMENT

NEXT MEETING DATE: Thursday, March 19, 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.

PW - Activities Report

Week	# of Activities	Labor Cost	Equipment Cost	Other Cost	Total
FY20WK1	65	\$1,311.00	\$209.00	\$0.00	\$1,520.00
FY20WK2	89	\$2,547.00	\$878.00	\$0.00	\$3,425.00
FY20WK3	81	\$3,321.00	\$975.00	\$559.00	\$4,856.00
FY20WK4	40	\$2,396.00	\$803.00	\$0.00	\$3,199.00
FY20WK5	63	\$2,051.00	\$388.00	\$0.00	\$2,439.00
FY20WK6	75	\$2,566.00	\$622.00	\$0.00	\$3,187.00
FY20WK7	81	\$2,939.00	\$1,172.00	\$0.00	\$4,112.00
FY20WK8	71	\$3,059.00	\$3,013.00	\$0.00	\$6,072.00
FY20WK9	56	\$1,643.00	\$2,099.00	\$243.00	\$3,985.00
FY20WK10	8	\$810.00	\$483.00	\$0.00	\$1,293.00
FY20WK11	83	\$3,456.00	\$2,856.00	\$73.00	\$6,385.00
FY20WK12	66	\$3,824.00	\$4,161.00	\$0.00	\$7,985.00
FY20WK13	41	\$1,758.00	\$2,001.00	\$0.00	\$3,760.00
FY20WK14	50	\$3,555.00	\$3,619.00	\$1,677.00	\$8,851.00
FY20WK15	59	\$3,461.00	\$3,222.00	\$2,034.00	\$8,717.00
FY20WK16	48	\$3,200.00	\$1,682.00	\$207.00	\$5,090.00
FY20WK17	51	\$3,479.00	\$2,386.00	\$0.00	\$5,865.00
FY20WK18	68	\$4,041.00	\$3,823.00	\$0.00	\$7,863.00
FY20WK19	53	\$3,002.00	\$1,903.00	\$0.00	\$4,904.00
FY20WK20	41	\$2,392.00	\$1,519.00	\$0.00	\$3,911.00
FY20WK21	77	\$3,811.00	\$3,216.00	\$84.00	\$7,112.00
FY20WK22	50	\$2,058.00	\$1,226.00	\$49.00	\$3,333.00
FY20WK23	59	\$2,791.00	\$1,746.00	\$0.00	\$4,538.00
FY20WK24	82	\$3,176.00	\$3,354.00	\$83.00	\$6,613.00
FY20WK25	92	\$3,539.00	\$3,140.00	\$30.00	\$6,709.00
FY20WK26	47	\$1,457.00	\$766.00	\$0.00	\$2,223.00
FY20WK27	54	\$2,350.00	\$1,281.00	\$181.00	\$3,813.00
FY20WK28	80	\$4,488.00	\$3,468.00	\$347.00	\$8,303.00
FY20WK29	87	\$3,466.00	\$2,985.00	\$114.00	\$6,566.00
FY20WK30	68	\$3,077.00	\$3,470.00	\$180.00	\$6,728.00
FY20WK31	66	\$3,883.00	\$2,581.00	\$0.00	\$6,464.00
FY20WK32	53	\$4,675.00	\$3,580.00	\$671.00	\$8,927.00
FY20WK33	66	\$3,666.00	\$2,802.00	\$107.00	\$6,575.00
FY20WK34	77	\$3,440.00	\$2,978.00	\$0.00	\$6,419.00
FY20WK35					
FY20WK36					
FY20WK37					
FY20WK38					
FY20WK39					
FY20WK40					
FY20WK41					
FY20WK42					
FY20WK43					
FY20WK44					
FY20WK45					
FY20WK46					
FY20WK47					
FY20WK48					
FY20WK49					
FY20WK50					
FY20WK51					
FY20WK52					
Total	2147	\$100,688.00	\$74,407.00	\$6,639.00	\$181,742.00

TOWN COUNCIL

STAFF REPORT

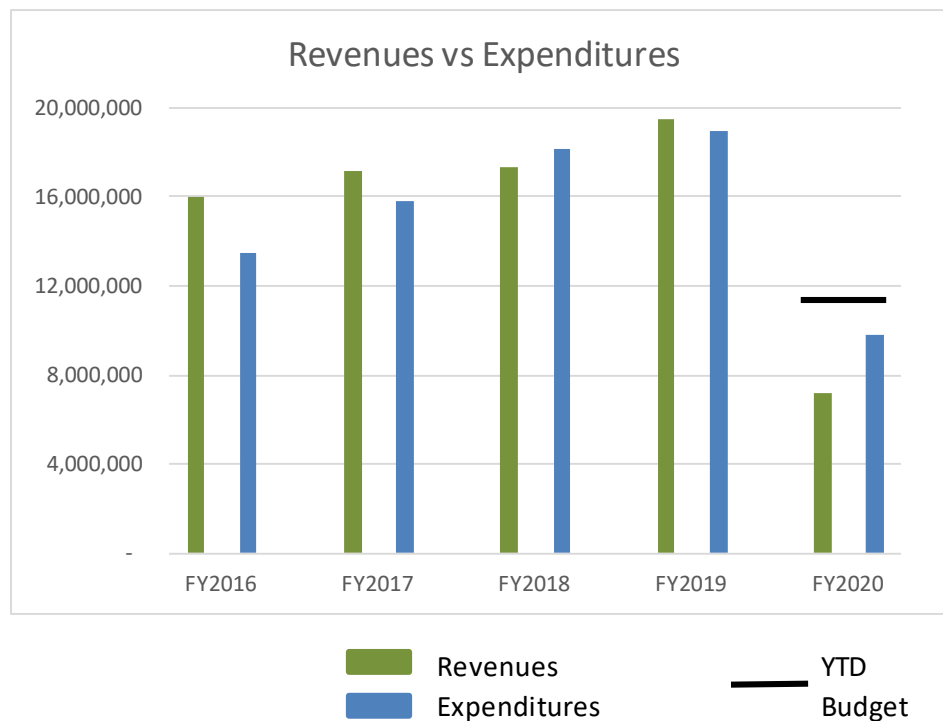
Finance & Administration Department



MEETING DATE:	March 17, 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 FY2020 year-to-date (YTD) through January 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.



FY2020 YTD through January shows revenues and expenditures below the YTD budget amount. Many License and Permit Fee (Franchise, MASC Insurance, etc.) revenues are not received until the end of the fourth fiscal quarter and annual expenditures are not due until the end of the second fiscal quarter.

FY20 General Fund Financial Overview

Revenues		Expenditures
\$7.2m		\$9.8m
35.6%	<i>% of Budget</i>	48.5%
\$11.8m	58%	\$11.8m

The budget and actual reports for the period ending January 2020 are attached for the following funds:

- General Fund
- Stormwater Fund
- Capital Improvements Program Fund
- Debt Service Fund

ATTACHMENTS:

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



**Town of Bluffton
Budget and Actual - General Fund
For Period Ending January 31, 2020**

	Prior YTD Actual	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Revenues							
Property Taxes	\$ 3,204,568	\$ 3,542,511	\$ 6,300,000	\$ -	\$ 6,300,000	\$ (2,757,489)	56.2%
Licenses & Permits							
Business Licenses	326,679	431,930	2,100,000	-	2,100,000	(1,668,070)	20.6%
MASC Telecommunications	5	-	70,000	-	70,000	(70,000)	0.0%
MASC Insurance Tax Collection	76	-	2,200,000	-	2,200,000	(2,200,000)	0.0%
Franchise Fees (electric, gas, water, telephone, cable)	529,946	584,323	2,600,000	-	2,600,000	(2,015,677)	22.5%
Building Safety Permits	1,478,693	1,508,522	2,350,000	-	2,350,000	(841,478)	64.2%
Application Fees	53,510	38,302	80,000	-	80,000	(41,698)	47.9%
Administrative Fees	-	-	44,000	-	44,000	(44,000)	0.0%
Total Licenses & Permits	2,388,909	2,563,077	9,444,000	-	9,444,000	(6,880,923)	27.1%
Intergovernmental	219,770	95,078	721,395	111,670	833,065	(737,987)	11.4%
Service Revenues	649,781	483,685	965,000	-	965,000	(481,315)	50.1%
Fines & Fees	114,746	93,891	230,000	-	230,000	(136,109)	40.8%
Miscellaneous Revenues	167,798	138,008	180,000	-	180,000	(41,992)	76.7%
Total Revenues	<u>6,745,572</u>	<u>6,916,250</u>	<u>17,840,395</u>	<u>111,670</u>	<u>17,952,065</u>	<u>(11,035,815)</u>	<u>38.5%</u>
 Other Financing Sources	-	-	524,735	(74,735)	450,000	(450,000)	0.0%
Transfers In	29,260	280,059	1,667,670	119,379	1,787,049	(1,506,990)	15.7%
Total Other Financing Sources & Transfers In	<u>29,260</u>	<u>280,059</u>	<u>2,192,405</u>	<u>44,644</u>	<u>2,237,049</u>	<u>(1,956,990)</u>	<u>12.5%</u>
 Total Revenues and Other Financing Sources	<u>\$ 6,774,832</u>	<u>\$ 7,196,309</u>	<u>\$ 20,032,800</u>	<u>\$ 156,314</u>	<u>\$ 20,189,114</u>	<u>\$ (12,992,805)</u>	<u>35.6%</u>
 Expenditures							
Town Council	\$ 71,457	\$ 77,462	\$ 219,905	\$ -	\$ 219,905	\$ (142,443)	35.2%
Executive	380,632	518,427	938,218	9,155	947,373	(428,946)	54.7%
Economic Development	141,888	205,419	405,120	-	405,120	(199,701)	50.7%
Human Resources	143,284	212,530	384,295	3,386	387,681	(175,151)	54.8%
Police	2,285,462	4,031,872	7,270,955	64,504	7,335,459	(3,303,587)	55.0%
Municipal Judges	26,778	30,968	56,763	-	56,763	(25,795)	54.6%
Municipal Court	143,681	180,061	350,774	109	350,883	(170,822)	51.3%
Finance	437,686	482,146	957,355	3,613	960,968	(478,822)	50.2%
Information Technology	746,850	704,654	1,173,018	3,620	1,176,638	(471,984)	59.9%
Customer Service	95,106	123,707	296,140	(68,309)	227,831	(104,124)	54.3%
Planning & Community Development	477,102	553,461	1,142,640	141,378	1,284,018	(730,557)	43.1%
Building Safety	284,209	384,814	768,540	4,041	772,581	(387,767)	49.8%
Project Management	386,714	446,918	1,037,990	(70,043)	967,947	(521,029)	46.2%
Public Works	762,492	877,574	1,857,617	29,131	1,886,748	(1,009,174)	46.5%
Non-Departmental (Townwide)	587,827	954,266	2,181,800	(1,500)	2,180,300	(1,226,034)	43.8%
Total Expenditures	<u>6,971,168</u>	<u>9,784,277</u>	<u>19,041,130</u>	<u>119,085</u>	<u>19,160,215</u>	<u>(9,375,938)</u>	<u>51.1%</u>
 Other Financing Uses							
Transfers Out to Capital Improvements Program Fund	-	1,650	991,670	37,229	1,028,899	(1,027,249)	0.2%
Total Transfers	<u>-</u>	<u>1,650</u>	<u>991,670</u>	<u>37,229</u>	<u>1,028,899</u>	<u>(1,027,249)</u>	<u>0.2%</u>
 Total Expenditures and Other Financing Uses	<u>\$ 6,971,168</u>	<u>\$ 9,785,927</u>	<u>\$ 20,032,800</u>	<u>\$ 156,314</u>	<u>\$ 20,189,114</u>	<u>\$ (10,403,187)</u>	<u>48.5%</u>



Town of Bluffton
Budget and Actual - Stormwater Utility Fund
For Period Ending January 31, 2020

	Prior YTD Actual	YTD Actual	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Revenues							
Licenses & Permits							
Stormwater Fees	\$ 361,392	\$ 780,795	\$ 1,381,295	\$ -	\$ 1,381,295	\$ (600,500)	56.5%
Total Licenses & Permits	361,392	780,795	1,381,295	-	1,381,295	(600,500)	56.5%
Intergovernmental							
County Funds	-	-	65,000	-	65,000	(65,000)	0.0%
Total Intergovernmental	-	-	65,000	-	65,000	(65,000)	0.0%
Miscellaneous Revenues							
Miscellaneous	-	1,400	-	-	-	1,400	n/a
Total Miscellaneous Revenues	-	1,400	-	-	-	1,400	n/a
Total Revenues	<u>361,392</u>	<u>782,195</u>	<u>1,446,295</u>	<u>-</u>	<u>1,446,295</u>	<u>(664,100)</u>	<u>54.1%</u>
Other Financing Sources							
Prior Year Fund Balance	-	-	605,400	(28,943)	576,457	(576,457)	0.0%
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>605,400</u>	<u>(28,943)</u>	<u>576,457</u>	<u>(576,457)</u>	<u>0.0%</u>
Total Revenues and Other Financing Sources	<u>\$ 361,392</u>	<u>\$ 782,195</u>	<u>\$ 2,051,695</u>	<u>\$ (28,943)</u>	<u>\$ 2,022,752</u>	<u>\$ (1,240,557)</u>	<u>38.7%</u>
Expenditures							
Operating							
Watershed Management	\$ 537,951	\$ 475,761	\$ 1,320,973	\$ -	\$ 1,320,973	\$ (845,212)	36.0%
Total Operating Expenditures	537,951	475,761	1,320,973	-	1,320,973	(845,212)	36.0%
Total Expenditures	<u>537,951</u>	<u>475,761</u>	<u>1,320,973</u>	<u>-</u>	<u>1,320,973</u>	<u>(845,212)</u>	<u>36.0%</u>
Other Financing Uses							
Transfers Out							
Capital Improvements Program Fund	-	33,995	670,722	(28,943)	641,779	(607,784)	5.3%
General Fund	-	-	60,000	-	60,000	(60,000)	0.0%
Total Transfers	-	33,995	730,722	(28,943)	701,779	(667,784)	4.8%
Total Expenditures and Other Financing Uses	<u>\$ 537,951</u>	<u>\$ 509,756</u>	<u>\$ 2,051,695</u>	<u>\$ (28,943)</u>	<u>\$ 2,022,752</u>	<u>\$ (1,512,996)</u>	<u>25.2%</u>



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending January 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	\$ 17,925	\$ 975,060	\$ 109,238	\$ 1,084,298	\$ 1,066,373	1.7%
00042 Calhoun Street Streetscape	16,746	293,115	29,599	322,714	305,968	5.2%
00050 Historic District Lighting, Signage, Parking & Streetscape Enhancements	19,220	164,500	64,272	228,772	209,552	8.4%
00052 Watershed Management Facility Improvements	8,975	-	13,343	13,343	4,368	0.0%
00055 Goethe - Shults Neighborhood Improvements Phase 2	52,237	140,952	10,475	151,427	99,190	34.5%
00059 Oyster Factory Park	-	84,250	6,558	90,808	90,808	0.0%
00060 Don Ryan Center for Innovation Upfit	37,326	260,338	-	260,338	223,012	14.3%
00062 Calhoun Street Regional Dock	-	705,993	49,862	755,855	755,855	0.0%
00063 68 Boundary Street Park	624,272	528,957	274,819	803,776	179,504	77.7%
00064 184 Bluffton Road Parking Improvements	238,266	50,000	327,028	377,028	138,762	63.2%
00069 Boundary Street Lighting	804	-	116,118	116,118	115,314	0.0%
00077 Law Enforcement Center Facility Improvements	10,150	22,300	3,637	25,937	15,787	39.1%
00078 Public Works Facility Improvements	12,280	12,440	-	12,440	160	98.7%
00079 Rotary Community Center Facility Improvements	16,349	21,900	7,489	29,389	13,040	55.6%
00082 Bridge Street Streetscape	15,540	67,848	-	67,848	52,308	22.9%
00085 New Riverside Park / Barn Site	37,237	100,000	-	100,000	62,763	37.2%
00088 Town Hall Improvements	62,723	71,300	-	71,300	8,577	88.0%
00089 Ulmer Auditorium Improvements	94,279	151,058	-	151,058	56,779	62.4%
00092 New River Trail	2,471	41,000	-	41,000	38,529	6.0%
00093 Ghost Roads	22,475	-	49,000	49,000	26,525	0.0%
Total Infrastructure	1,289,275	3,691,011	1,061,438	4,752,449	3,463,174	27.1%
May River & Surrounding Rivers and Their Watersheds						
00034 May River Watershed Action Plan	4,235	-	-	-	(4,235)	0.0%
00041 Buck Island - Simmonsville Sewer Phase 4	-	-	46,183	46,183	46,183	0.0%
00044 Buck Island - Simmonsville Sewer Phase 5	40,106	1,234,000	496,756	1,730,756	1,690,650	2.3%
00045 Jason-Able Sewer	-	-	191,739	191,739	191,739	0.0%
00054 Buck Island - Simmonsville Neighborhood Sidewalks & Lighting	111,319	393,185	139,189	532,374	421,055	20.9%
00061 Sewer Connections	-	281,384	-	281,384	281,384	0.0%
00070 Historic District Sewer Extension Phase 1	5,623	680,695	(13,414)	667,281	661,658	0.8%
00071 Historic District Sewer Extension Phase 2	-	5,000	30,845	35,845	35,845	0.0%
Total May River & Surrounding Rivers and Their Watersheds	161,283	2,594,264	891,298	3,485,562	3,324,279	4.6%
Economic Growth						
00020 Land Acquisition	15,413	500,000	11,949	511,949	496,536	3.0%
00087 Town of Bluffton Housing Project	-	750,000	33,592	783,592	783,592	0.0%
00090 Technical College of the Lowcountry	-	500,000	-	500,000	500,000	0.0%
Total Economic Growth	15,413	1,750,000	45,541	1,795,541	1,780,128	0.9%
Community Quality of Life						
00065 Wright Family Park	512,996	1,174,717	199,897	1,374,614	861,618	37.3%
00066 Oscar Frazier Park	20,832	62,000	-	62,000	41,168	33.6%
00067 Squire Pope Carriage House Preservation	60,000	50,000	26,350	76,350	16,350	78.6%
00081 Garvin-Garvey House Interpretive Signage	18,133	43,518	-	43,518	25,385	41.7%
00084 Veterans Memorial at Buckwalter Place	41,632	166,610	-	166,610	124,978	25.0%
00086 Park Improvements	5,113	79,000	-	79,000	73,887	6.5%
00091 Community Safety Cameras Phase 5	47,549	50,350	9,277	59,627	12,078	79.7%
Total Community Quality of Life	706,255	1,626,195	235,524	1,861,719	1,155,464	37.9%
Total CIP Expenditures	\$ 2,172,226	\$ 9,661,470	\$ 2,233,801	\$ 11,895,271	\$ 9,723,045	18.3%

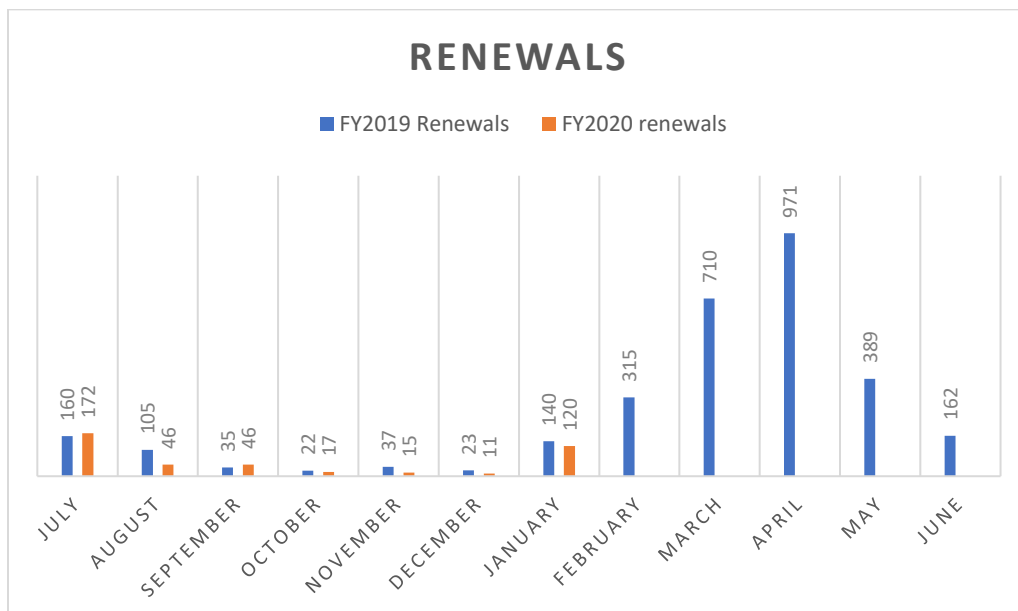
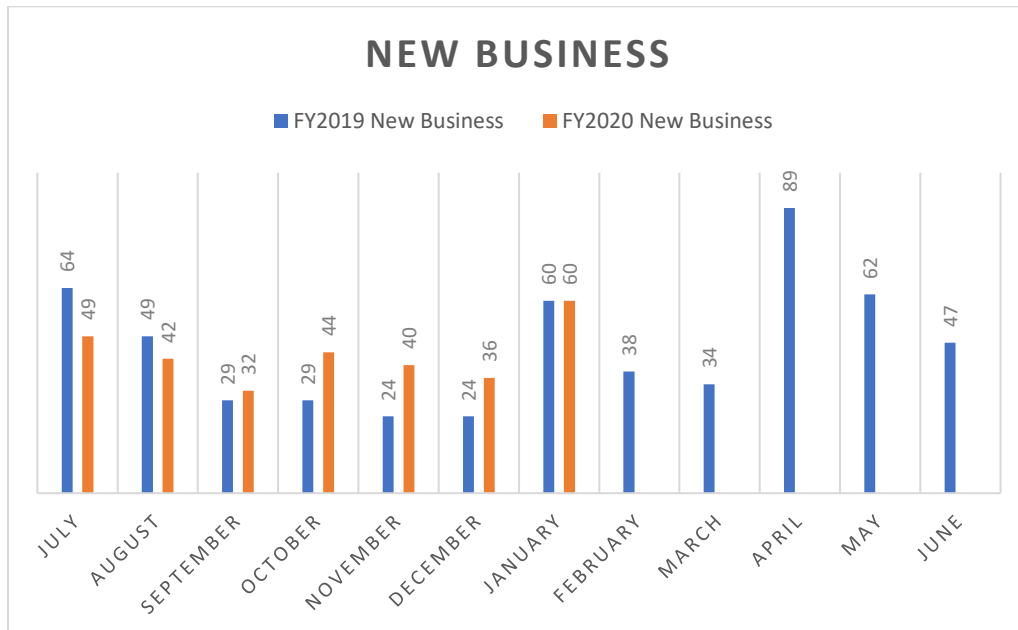


Town of Bluffton
Budget and Actual - Debt Service Fund
For Period Ending January 31, 2020

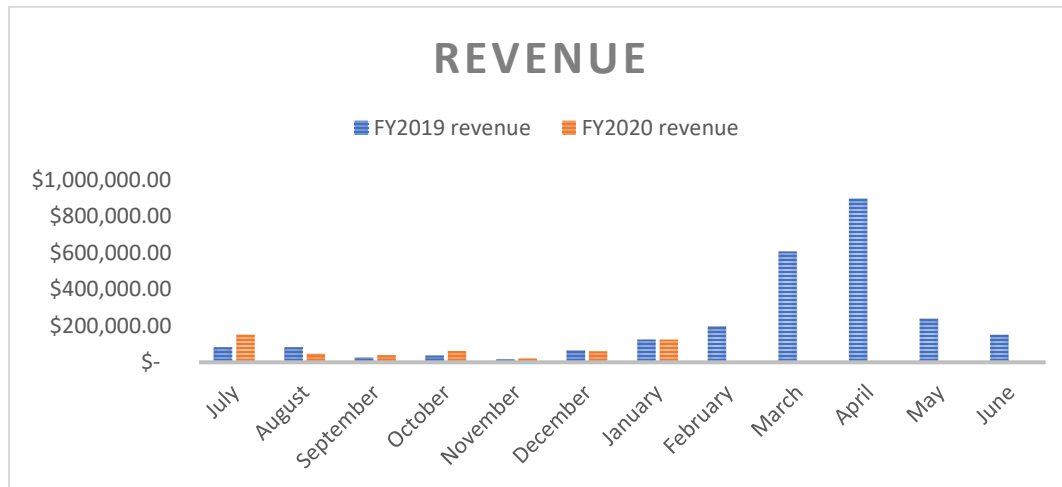
	Prior YTD Actual	YTD Actual	Original Budget	Budget Amendments and Transfers	Current Budget	Actual vs Budget Difference	Actual as % of Budget
Revenues							
Property Taxes							
TIF District	\$ 1,298,729	\$ 1,504,794	\$ 2,299,500	\$ -	\$ 2,299,500	\$ (794,706)	65.4%
GO BABs	363,896	321,119	556,500	-	556,500	(235,381)	57.7%
Total Property Taxes	<u>1,662,625</u>	<u>1,825,913</u>	<u>2,856,000</u>	<u>-</u>	<u>2,856,000</u>	<u>(1,030,087)</u>	<u>63.9%</u>
Licenses, Permits & Fees							
MID Fee	182,674	207,227	245,175	-	245,175	(37,948)	84.5%
Intergovernmental							
Federal Interest Rebate	50,120	47,274	92,300	-	92,300	(45,026)	51.2%
Miscellaneous							
Interest	920	2,730	2,000	-	2,000	730	136.5%
Total Revenues	<u>1,896,339</u>	<u>2,083,144</u>	<u>3,195,475</u>	<u>-</u>	<u>3,195,475</u>	<u>(1,113,061)</u>	<u>65.2%</u>
Other Financing Sources							
Prior Year Fund Balance	-	-	-	-	-	-	0.0%
Proceeds from Bond Issuance	-	100,000	-	-	-	100,000	100.0%
Total Other Financing Sources	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>#DIV/0!</u>
Total Revenues and Other Financing Sources	<u>\$ 1,896,339</u>	<u>\$ 2,183,144</u>	<u>\$ 3,195,475</u>	<u>\$ -</u>	<u>\$ 3,195,475</u>	<u>\$ (1,012,331)</u>	<u>68.3%</u>
Expenditures							
Series 2014 TIF Bonds Debt Service							
Principal	\$ 748,268	\$ 787,895	\$ 787,895	\$ -	\$ 787,895	\$ -	100.0%
Interest	96,533	76,975	143,786	-	143,786	(66,811)	53.5%
Series 2010 GO Build America Bonds Debt Service							
Principal	-	-	245,000	-	245,000	(245,000)	0.0%
Interest	153,813	144,308	288,615	-	288,615	(144,307)	50.0%
Miscellaneous	-	-	50	-	50	(50)	0.0%
Total Expenditures	<u>998,614</u>	<u>1,009,178</u>	<u>1,465,346</u>	<u>-</u>	<u>1,465,346</u>	<u>(456,168)</u>	<u>68.9%</u>
Other Financing Uses							
Transfers Out							
Capital Improvements Program Fund	7,809	14,328	968,764	289,307	1,258,071	(1,243,743)	1.1%
Contribution to Fund Balance	-	-	761,365	(289,307)	472,058	(472,058)	0.0%
Total Transfers	<u>7,809</u>	<u>14,328</u>	<u>1,730,129</u>	<u>-</u>	<u>1,730,129</u>	<u>(1,715,801)</u>	<u>0.8%</u>
Total Expenditures and Other Financing Uses	<u>\$ 1,006,423</u>	<u>\$ 1,023,506</u>	<u>\$ 3,195,475</u>	<u>\$ -</u>	<u>\$ 3,195,475</u>	<u>\$ (2,171,969)</u>	<u>32.0%</u>

Business License Statistics:

Business License applications for FY2020 through January total 730 (303 new business and 427 renewals) compared to FY2019's total of 801 (279 new business and 522 renewals).



Business license renewals have decreased by 14% and revenue collections declined by 1% for the month of January when comparing to last year. Renewals were sent out to businesses in February and the number of renewals is expected to climb through the due date of April 30, 2020.



The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. In January, eleven (11) businesses qualified for the Town's incentives, with one of those businesses qualifying for more than one, for a total revenue reduction of \$9,429 in fiscal year 2020.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	4	\$ 4,460,509	\$ 4,503
20%	4	41,000	34
40%	3	42,840	50
CAP	1	4,842,112	4,842
2+	0	0	0
Grand Total	12	\$ 9,386,461	\$ 9,429

Rate Class	Number of Businesses	Total Incentive Amount
1	2	\$ 12
2	2	260
3	2	32
4	0	0
5	0	0
6	1	15
7	0	0
8.1	2	24
8.5	3	9,086
8.6	0	0
Grand Total	12	\$ 9,429



GROWTH MANAGEMENT UPDATE

March 17, 2020

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

- a. **Planning Commission:** February 26, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, March 25, 2020.
- b. **Historic Preservation Commission:** February 5 & 12, 2020 meeting agenda attached. Next meeting scheduled for Wednesday, March 4, 2020.
- c. **Board of Zoning Appeals:** February 4 and March 3, 2020 cancellation notice attached. Next meeting scheduled for Tuesday, April 7, 2020.
- d. **Development Review Committee:** February 5 and 26, 2020 meeting agendas attached and cancellation notice for Wednesday, February 12 and 19, 2020. Next meeting scheduled for Wednesday, March 4, 2020.
- e. **Historic Preservation Review Committee:** February 3, 2020 meeting agenda attached. February 10, 17 and 24. March 2, 2020 cancellation notice attached. Next meeting scheduled for Monday, March 9, 2020.
- f. **Construction Board of Adjustment and Appeals:** Tuesday, February 25, 2020 cancellation notice attached. Next meeting scheduled for Tuesday, March 24, 2020.
- g. **Affordable Housing Committee: Community Development / Affordable Housing Committee Work Program:** February 6, 2020 Cancellation notice. Next meeting scheduled for Thursday, March 5, 2020.

2. Community Development / Affordable Housing Committee Work Program:

- a. **Neighborhood Assistance Program.** The total available budget for this FY20 Town Council funded program is \$123,616.00. Town Staff is continuing to process applications for assistance. As of February 28, 2020, \$54,389 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. These include ceiling, door, roof, and floor repairs.

ATTACHMENTS:

- 1. Planning Commission meeting agenda for Wednesday, February 26, 2020.

-
2. Historic Preservation Commission meeting agenda for Wednesday, February 5 & 12, 2020.
 3. Board of Zoning Appeals cancellation notice for Tuesday, February 4 and March 3, 2020.
 4. Development Review Committee meeting agenda for Wednesday, February 5 and 26, 2020 and cancellation notice for Wednesday, February 12, 19, 2020.
 5. Historic Preservation Review Committee meeting agenda for Monday, February 3 and cancellation notice for Monday, February 10, 17 and 24 March 2, 2020.
 6. Construction Board of Adjustments and Appeals cancellation notice for Tuesday, February 25, 2020.
 7. Affordable Housing Committee cancellation notice for Thursday, February 6, 2020.
 8. Building Permits and Planning Applications:
 - a. Building Permits Issued 2010-2020 (to February 28, 2020).
 - b. Building Permits Issued Per Month 2010-2020 (to February 28, 2020).
 - c. Value of Construction 2010-2020 (to February 28, 2020).
 - d. New Single Family/Multi-Family Residential Building Permits Issued Per Month 2010-2020 (to February 28, 2020).
 - e. New Single Family/Multi-Family Residential Building Permits Issued by Neighborhood 2010-2020 (to February 28, 2020).
 - f. New Single Family/Multi-Family Certificates of Occupancy Issued by Neighborhood 2010-2020 (to February 28, 2020).
 - g. New Commercial Construction/Additions Heated Square Footage 2010-2020 (to February 28, 2020).
 - h. Planning and Community Development Applications Approved 2010-2020 (to February 28, 2020).
 9. Planning Active Application Report



TOWN OF BLUFFTON PLANNING COMMISSION MEETING AGENDA

Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Council Chambers
20 Bridge Street, Bluffton, SC 29910
Wednesday, February 26, 2020, 6:00 PM

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

Every member of the public who is recognized to speak shall address the Chairman and in speaking, avoid disrespect to the Commission, Town Staff, and other members of the meeting. State your name and address when speaking for the record. **COMMENTS ARE LIMITED TO THREE (3) MINUTES.**

V. ADOPTION OF THE AGENDA

VI. [ADOPTION OF MINUTES – January 22, 2020](#)

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

VIII. OLD BUSINESS

IX. NEW BUSINESS

1. FOR ACTION

- A. [**Pinecrest \(Master Plan Amendment\):** A request by Willy Powell of Ward Edwards Engineering on behalf of the Pinecrest Property Owner's Association for approval of a Master Plan Amendment. The project consists of altering the traffic flow through the Pinecrest community, by modifying Pinecrest Way to one-way traffic, westbound only from Pinecrest amenity parking field to Masters Way. The change is intended to reduce cut-through traffic from Masters Way to Bluffton Parkway. The tax map number is identified as R610 030 000 0711 0000. \(PD-01-11-044\) \(Staff-Will Howard\)](#)

- B. Washington Square Commercial (Preliminary Development Plan): A request by Josh K. Tiller, PLA, ASLA on behalf of Speyside Partners, LLC., for approval of a Preliminary Development Plan. The project consists of the construction of 10 mixed-use buildings with office space, retail space, restaurant space, 36 residential apartments and an 80-unit boutique hotel. The property is zoned Buckwalter Planned Unit Development and consists of approximately 7.92 acres identified by tax map number R614 022 000 0894 0000 located within the Washington Square Development, west of Buckwalter Parkway and north of Buckwalter Place. (DP-10-19-013630) (Staff-Will Howard)

- C. Low Country Fresh Market (Preliminary Development Plan): A request by Josh K. Tiller, PLA, ASLA on behalf of Low Country Fresh Real Estate, LLC for approval of a Preliminary Development Plan. The project consists of the construction of an 8,136 SF grocery market. The property is zoned Buckwalter Planned Unit Development and consists of approximately 1 acre identified by tax map number R614 022 000 0894 0000 within the Washington Square Development, west of Buckwalter Parkway and north of Buckwalter Place. (DP-12-19-013786) (Staff – Will Howard)

- D. 48 Lawrence Street (Preliminary Development Plan): A request by Tim Dolnik for approval of a Preliminary Development Plan. The project consists of the construction of parking and related infrastructure to allow a change of use from single family residential to commercial use. The property is zoned Neighborhood General-HD and consists of approximately .46 acres identified by tax map number R610 039 00A 123B 0000 located at 48 Lawrence Street. (DP-01-20-13911) (Staff – Will Howard)

X. DISCUSSION

XI. ADJOURNMENT

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

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.

NEXT MEETING DATE: Wednesday, March 25, 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

Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Town Council Chambers
Wednesday, February 5, 2020 6:00p.m.

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 – December 4, 2019](#)

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

VIII. OLD BUSINESS

IX. NEW BUSINESS

FOR ACTION

- A. [Certificate of Appropriateness: A request by Randolph Stewart, on behalf of Ernie Suozzi, for approval of a Certificate of Appropriateness to allow the construction of a new two-story single-family structure of approximately 2,372 SF and a Carriage House of approximately 968 SF located at 7 Blue Crab Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. \(COFA-11-19-013711\)\(Staff – Katie Peterson\)](#)
- B. [Certificate of Appropriateness: A request by Andrew Pietz, for approval of a Certificate of Appropriateness to allow the construction](#)

[of a new two-story single-family residential structure of approximately 2,038 SF and a Carriage House of approximately 1,056 SF located at 25 Pritchard Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. \(COFA-09-19-013508\)\(Staff – Katie Peterson\)](#)

X. DISCUSSION

XI. ADJOURNMENT

NEXT MEETING DATE SPECIAL MEETING – Wednesday, February 12, 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.”

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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 COMMISSION

Theodore D. Washington Municipal Building
Henry "Emmett" McCracken Jr. Town Council Chambers
Wednesday, February 12, 2020 6:00p.m.

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 – February 5, 2020](#)**

VII. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

VIII. **OLD BUSINESS**

IX. **NEW BUSINESS**

1. **FOR ACTION**

- A. **[Certificate of Appropriateness: A request by Manuel Studio, LLC, on behalf of Matthew Cunningham, for approval of a Certificate of Appropriateness to allow the demolition of an existing one-story single-family structure of approximately 1,516 SF and at 51 Colcock Street, Unit B, in the Old Town Bluffton Historic District and zoned Riverfront Edge – HD. \(COFA-11-19-013733\)\(Staff – Charlotte Moore\)](#)**

X. **DISCUSSION**

XI. ADJOURNMENT

NEXT MEETING DATE MEETING – Wednesday, March 4, 2020

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



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, February 4, 2020 at 6:00 p.m.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for Tuesday,
March 3, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, March 3, 2020 at 6:00 p.m.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for Tuesday,
April 7, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



TOWN OF BLUFFTON
DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA
Theodore D. Washington Municipal Building, 20 Bridge Street
Henry "Emmett" McCracken Jr. Council Chambers
Wednesday, February 5, 2020 1:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

- 1. 48 Lawrence Street (Development Plan):** A request by Tim Dolnik for approval of a Preliminary Development Plan. The project consists of the construction of parking and related infrastructure to allow a change of use from single family residential to commercial use. The property is zoned Neighborhood General-HD and consists of approximately .46 acres identified by tax map number R610 039 00A 123B 0000 located at 48 Lawrence Street. (DP-01-20-13911) (Staff – Will Howard)
- 2. 50 Stock Farm Road (Tree Removal):** A request by ArborNature, LLC on behalf of Chuck Kelly for the approval of a Tree Removal permit. The project consists of removing one 21" Hickory tree. The property is zoned Neighborhood Conservation-HD and is located in the Old Town Bluffton Historic District and is identified by tax map number R610 039 000 1566 0000. (TREE-12-19-2351) (Staff - Alan Seifert)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 12, 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."

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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, February 12, 2020,
at 1:00 P.M.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Wednesday, February 19, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



PUBLIC NOTICE

The Development Review Committee (DRC)
Meeting scheduled for

Wednesday, February 19, 2020,
at 1:00 P.M.

Has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Wednesday, February 26, 2020

If you have questions, please contact
Growth Management at: 843-706-4500



TOWN OF BLUFFTON
DEVELOPMENT REVIEW COMMITTEE MEETING AGENDA
Theodore D. Washington Municipal Building, 20 Bridge Street
Henry "Emmett" McCracken Jr. Council Chambers
Wednesday, February 26, 2020 1:00 p.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS
- IV. OLD BUSINESS
- V. NEW BUSINESS

1. **Palmetto Bluff – Urbano Deconsolidation (Subdivision):** A request by Thomas & Hutton, applicant, on behalf of Alfred R. Urbano, owner, for the approval of a Subdivision Application. The project consists of +/- 0.942 acres, that will consist of the deconsolidation of one (1) lot into the originally platted two (2) lots, 1312 and 1313, that existed at the time of original platting for Palmetto Bluff Phase II. The property is located within the Palmetto Bluff PUD and all utilities for the lot are already in place. The property is further described by tax map number R614 046 000 0146 0000. (SUB-01-20-013905) (Staff – Alan Siefert)
2. **Four Seasons at Carolina Oaks - Amenity (Preliminary Development Plan):** A request by Thomas & Hutton, on behalf of the owner, Jeff Wiggins of K. Hovnanian Homes, for the approval of Preliminary Development Plan. The Applicant is proposing an amenity center with associated parking and infrastructure for Four Seasons at Carolina Oaks. The property is zoned Jones Estate PUD and consists of +/- 21.9 acres identified by tax map number R614 028 000 3372 0000 located within Phase 1 of the Four Seasons at Carolina Oaks Development. (DP 01-20-13887) (Staff - Will Howard)
3. **Stop N Stor (Preliminary Development Plan):** A request by Thomas and Hutton, on behalf of Mick Jordan, for approval of a Preliminary Development Plan. The project consists of the construction of a 7,500 square foot storage building with associated infrastructure. The property is zoned Schultz PUD and consists of approximately .50 acres identified by tax map number R610 031 000 0983 0000 located northwest of the intersection of Bluffton Parkway and Red Cedar Street. (DP-07-19-013387) (Staff – Will Howard)

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

Attachment 4

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 4, 2020

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



TOWN OF BLUFFTON HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

Theodore D. Washington Municipal Building, 20 Bridge Street
Henry "Emmett" McCracken Jr. Town Council Chambers
Monday, February 3, 2020 4:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

1. **36 Tabby Shell Road:** 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. (COFA-01-20-013886) (Staff-Katie Peterson)

VI. DISCUSSION

VII. ADJOURNMENT

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PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 10, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, February 17, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 17, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, February 24, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 24, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, March 2, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, March 2, 2020 at 4:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Monday, March 9, 2020

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

The Construction Board of
Adjustments and Appeals (CBAA)
Meeting scheduled for

Tuesday, February 25, at 6:00 P.M.

has been CANCELED
due to lack of agenda items

The next meeting is scheduled for
Tuesday, March 24, 2020

If you have questions, please contact
Growth Management at: 843-700-4522



PUBLIC NOTICE

The Affordable Housing
Committee (AHC)
meeting scheduled for

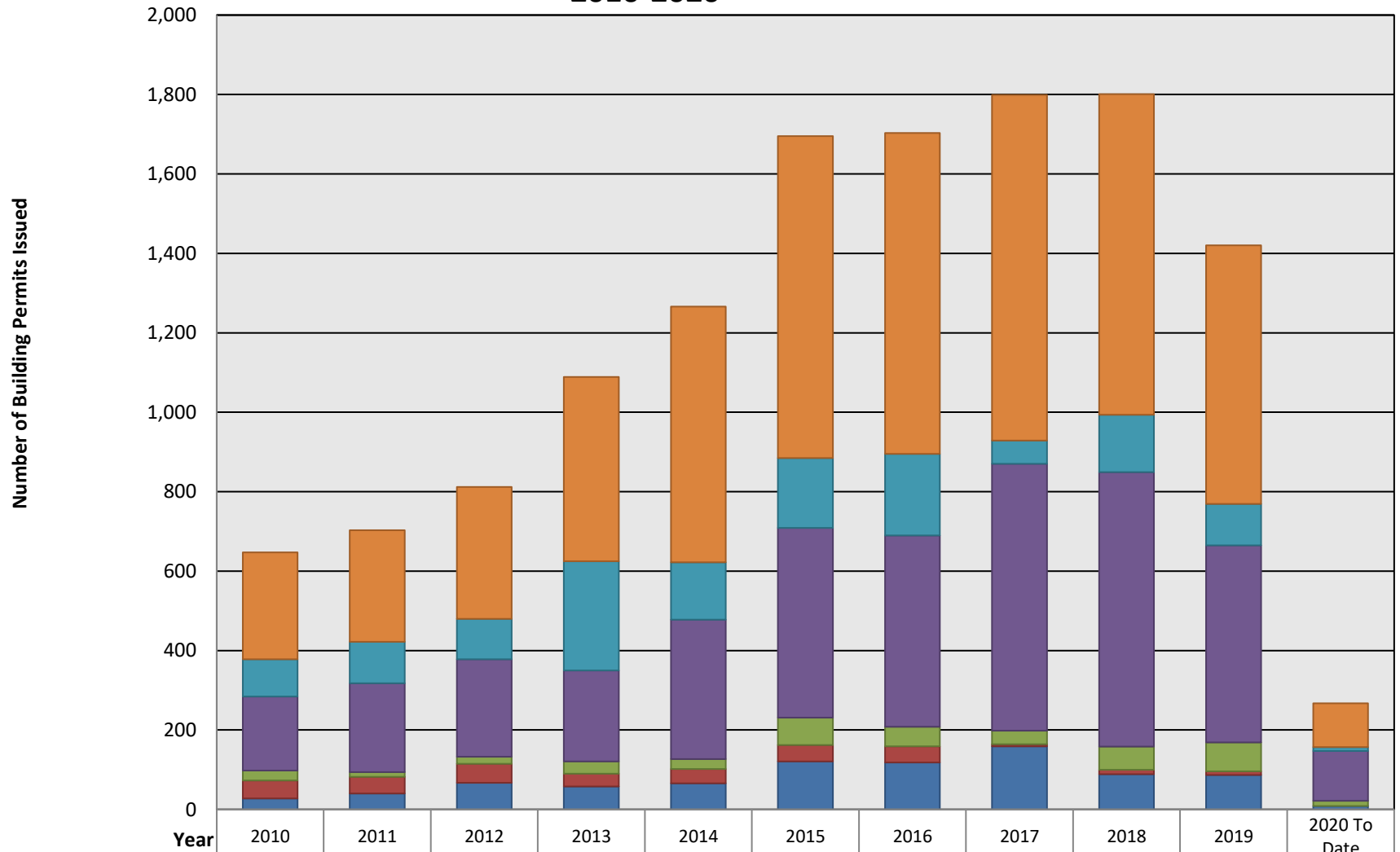
Thursday, February 6, 2020 at
10:00 A.M.

Has been CANCELLED due to the lack of
agenda items. The next meeting is
scheduled for Thursday, March 5, 2020

If you have questions, please contact
Growth Management at: 843-706-4500

Town of Bluffton Building Permits Issued 2010-2020

Attachment 8a



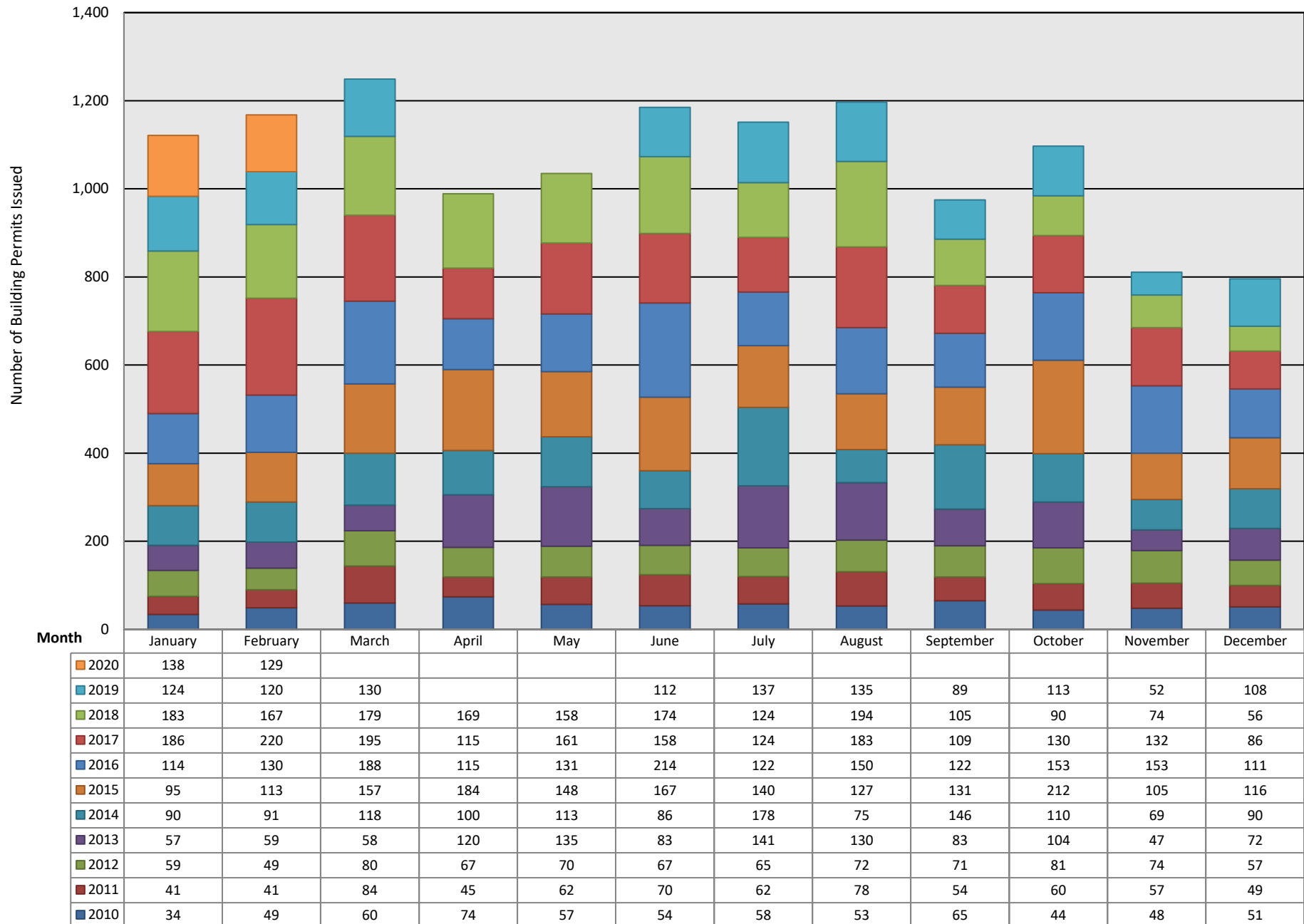
Notes: 1. "Other" Building Permits include permits for demolition, electrical, plumbing, gas, irrigation, HVAC replacement, pool/spa, roof repair, tent, construction trailer, fire sprinkler system, fire alarm system, and manufactured home replacement.

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

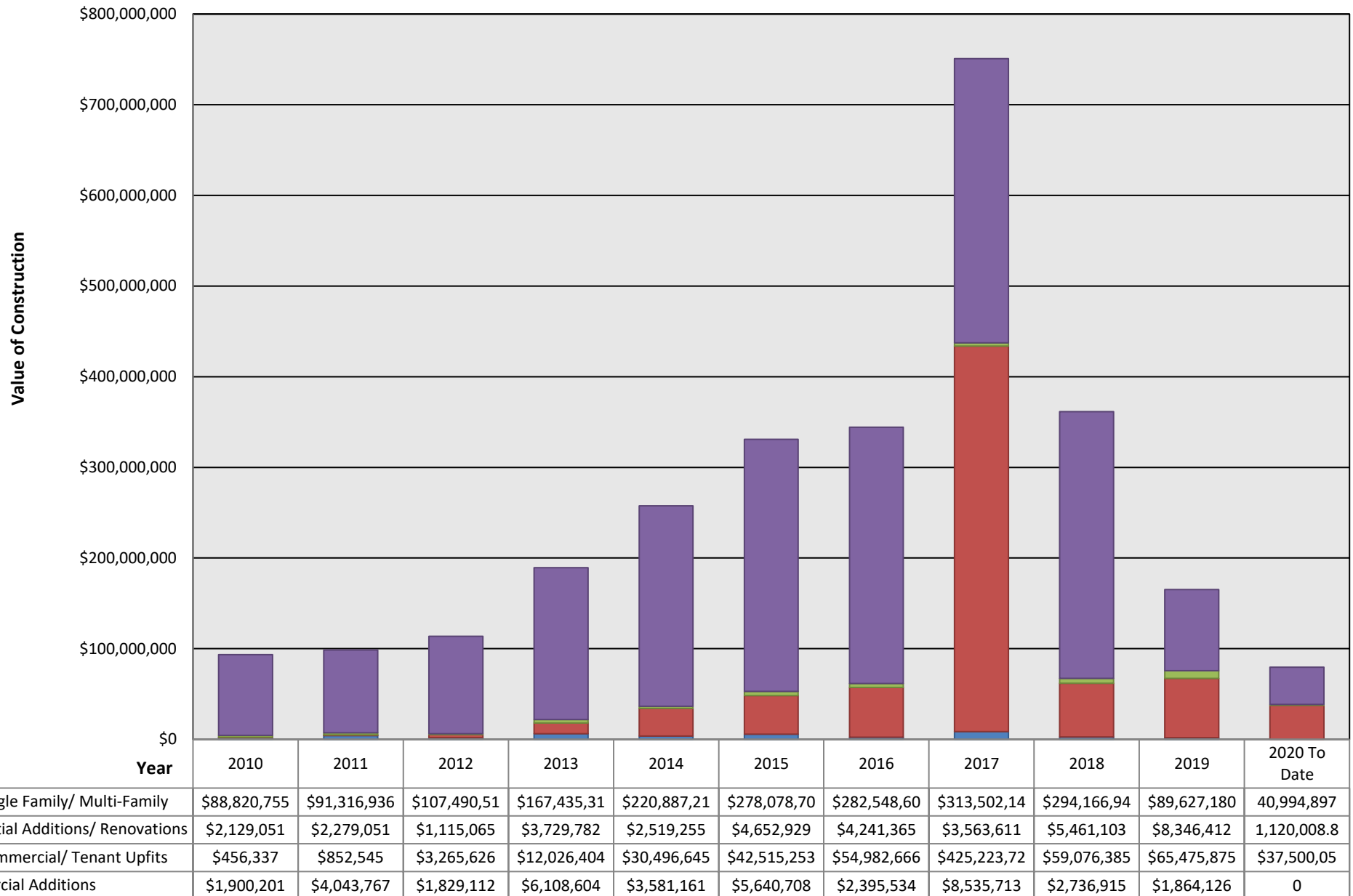
Attachment 8b



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

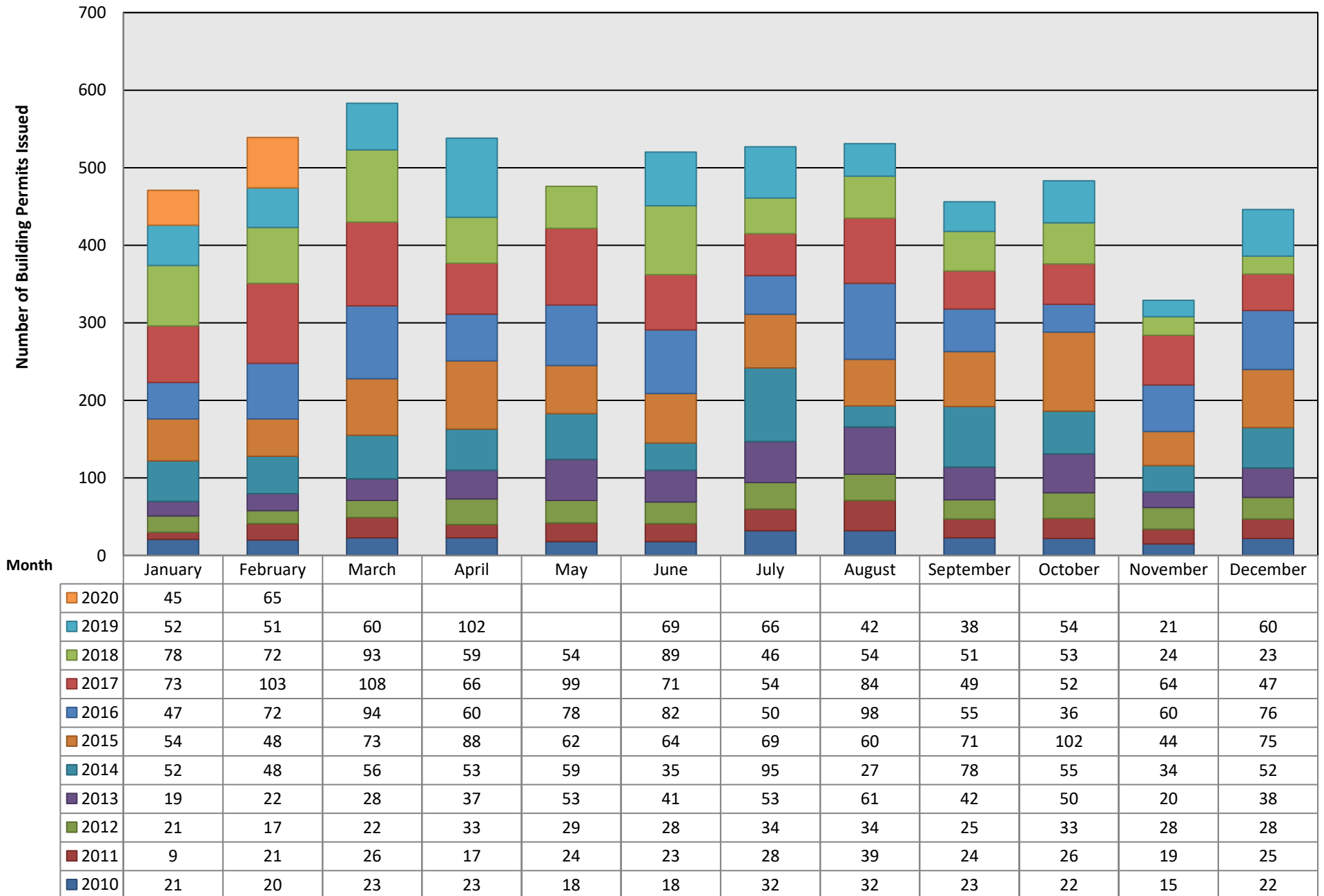
Attachment 8c



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

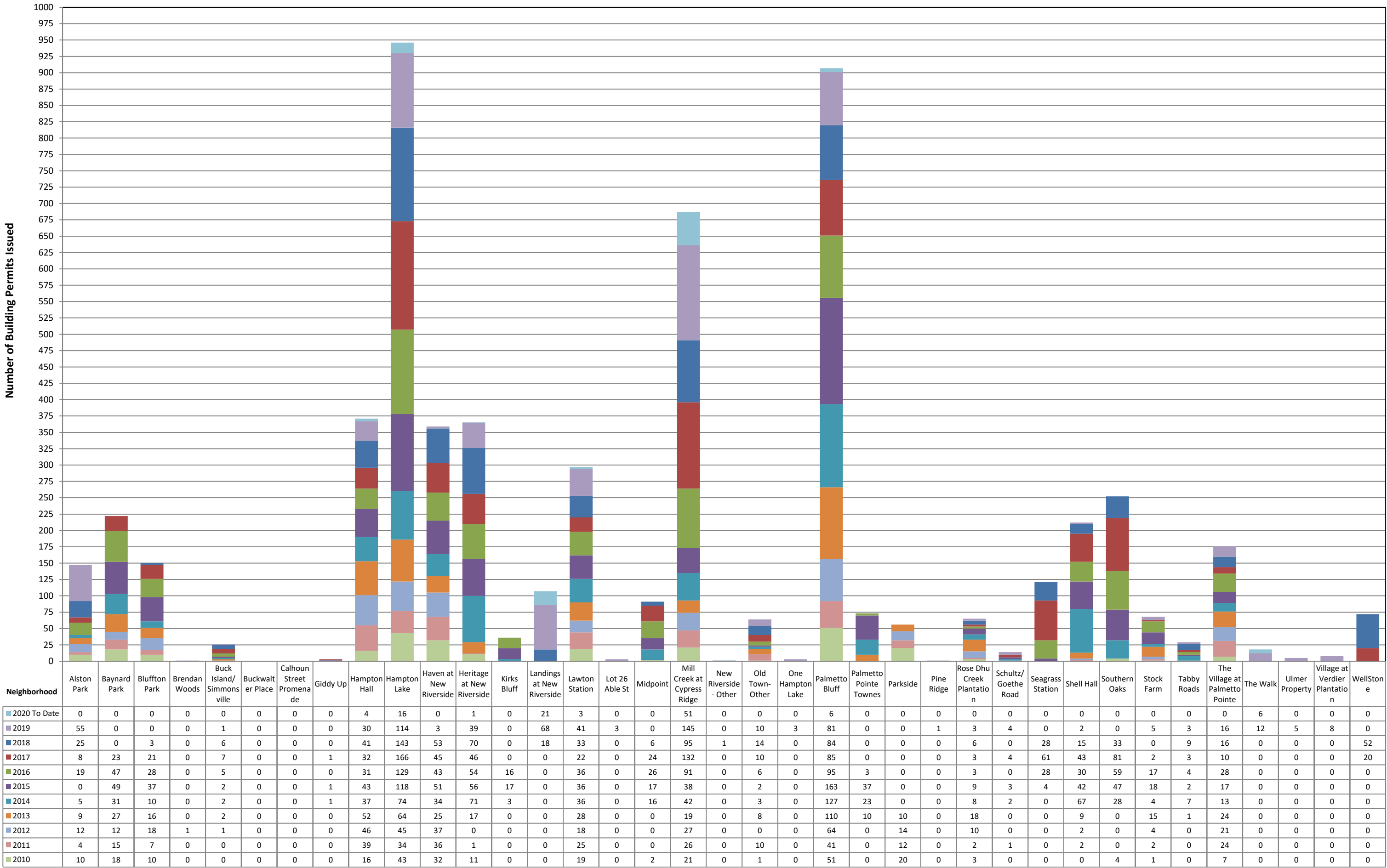
Attachment 8d



Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.

Town of Bluffton
New Single Family/ Multi-Family Residential Building Permits Issued by Neighborhood 2010 - 2020

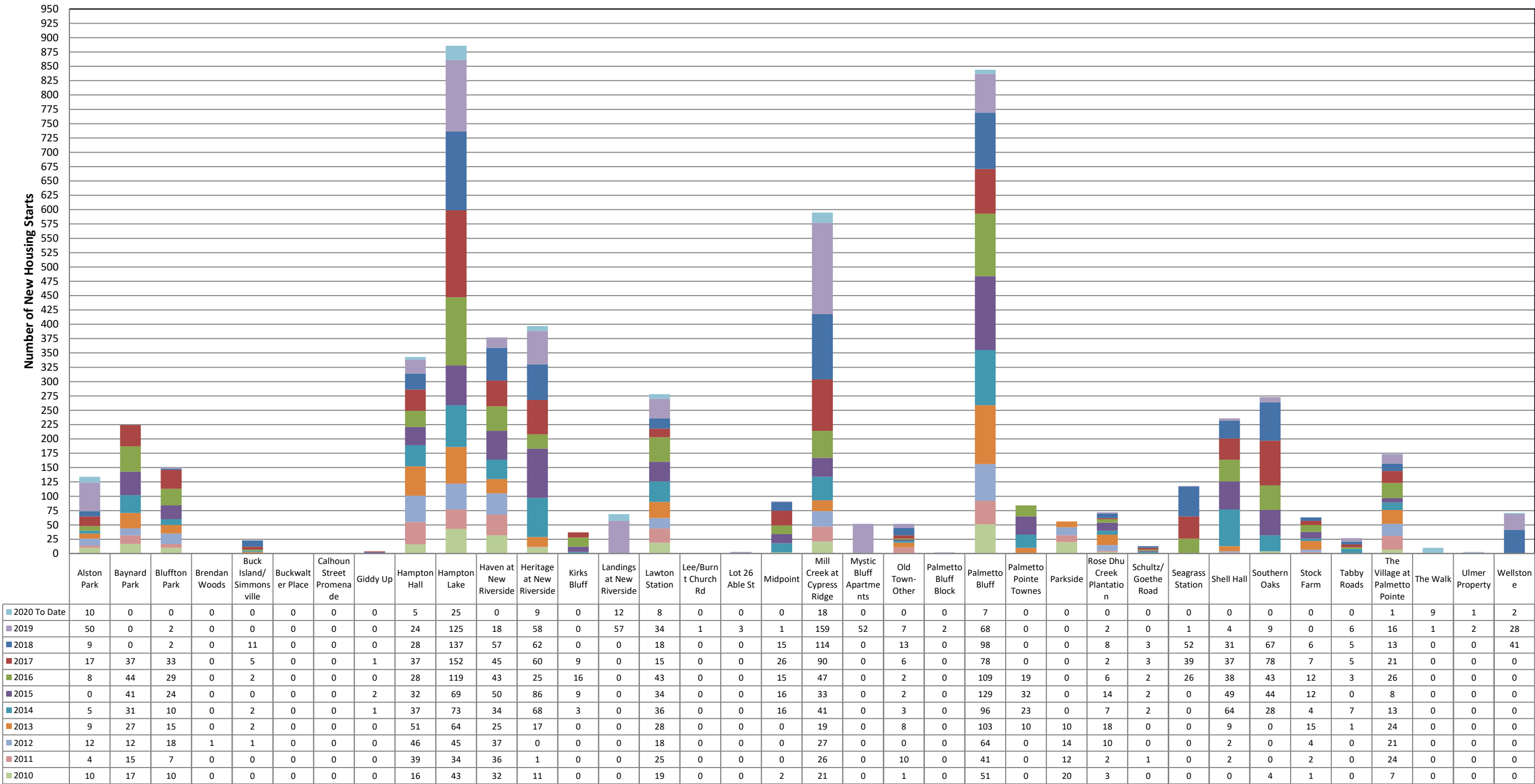
Attachment 8e



Town of Bluffton

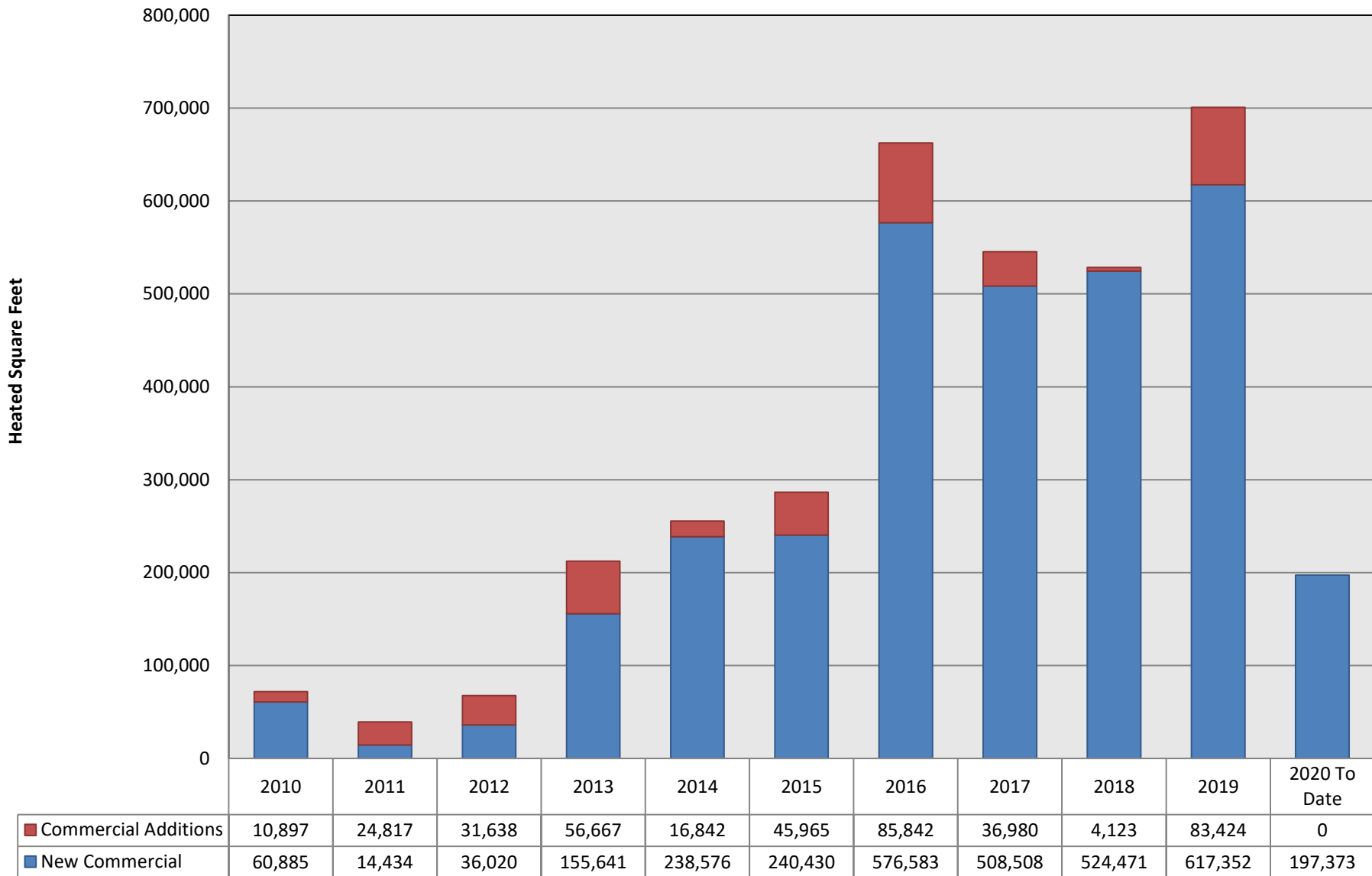
Attachment 8f

New Single Family/ Multi-Family Certificates of Occupancy Issued by Neighborhood 2010 - 2020



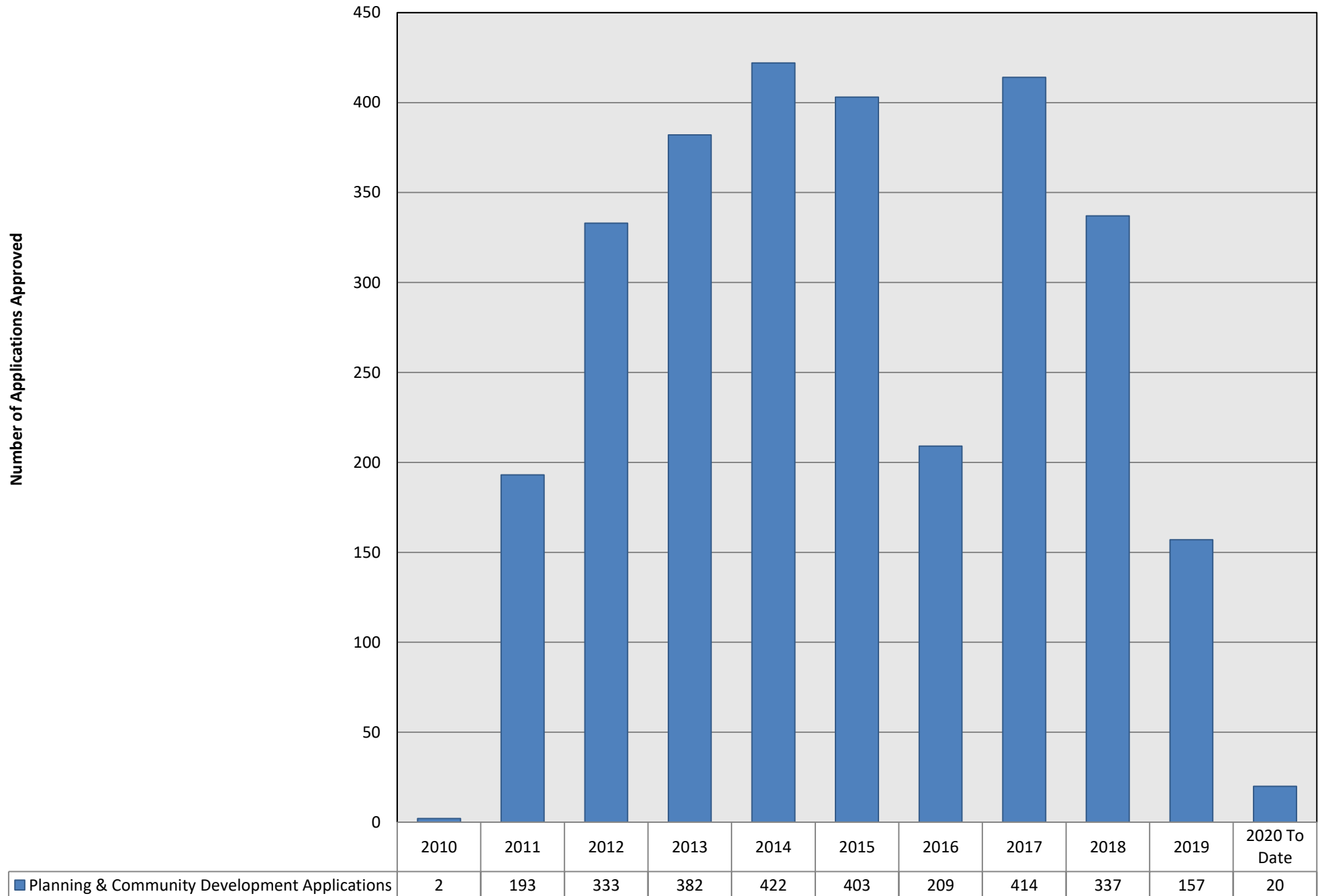
Town of Bluffton
New Commercial Construction and Additions Heated Square Footage
2010 - 2020

Attachment 8g



Town of Bluffton
Planning & Community Development Applications Approved
2010 - 2020

Attachment 8h





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

100%

ANNX-07-19-013330	07/10/2019		Annexation Petition	Active	Kevin Icard
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Applicant: Walter J Nester III

Owner: Bishop of Charleston

PLAN DESCRIPTION: Request for an Ordinance for the Annexation 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, into the Town of Bluffton Corporate Limits.
STATUS: October 29, 2019. Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant has 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. Once the revised materials are submitted and reviewed by staff, 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 Annexation Petition Cases: 1

Certificate of Appropriateness

Highway Corridor Overlay District

COFA-05-19-013198	05/29/2019		Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Halvorsen Development

Owner: HEPBLUFF LLC

PLAN DESCRIPTION: A request by Halvorsen Development Corp., on behalf of HEPBLUFF LLC, for approval of a Certificate of Appropriateness – HCO to permit the construction of 5 buildings totaling approximately 73,750 SF and the associated site improvements. The property, consisting of 17.7 acres, is identified by tax map numbers R610 036 000 0386 0000, R610 036 000 3209 0000, R610 036 000 3209 0000, R610 036 000 3212 0000, R610 036 000 3210 0000 and R610 036 000 3210 0000, located at the Northeast corner of Hwy 46 and Hwy 170 within the Town of Bluffton Highway Corridor Overlay District, and zoned Jones Estate PUD.
STATUS: The application was reviewed by staff and was placed on the June 26th Planning Commission meeting for review where it was approved with conditions. Staff is awaiting revised drawings to address PC Conditions.

PROJECT NAME: May River Crossing



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-03-18-011754	03/02/2018		Certificate of Appropriateness	Active	Erin Schumacher
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.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
COFA-05-19-013161	05/15/2019	1195 MAY RIVER RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Manuel Studio, LLC		Owner: Trever Wells			
PLAN DESCRIPTION: A request by Ansley Hester Manuel on behalf of Trever Wells for approval of a Certificate of Appropriateness – HCO to permit the construction of a one-story commercial structure of approximately 3,750 and the associated site improvements. The property, consisting of 0.43 acres, is identified by tax map number R00 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 26th Planning Commission meeting. Staff is awaiting the submittal of documents addressing the Planning Condition conditions. Once received, they will be reviewed to ensure the conditions are met and a Final Certificate of Appropriateness granted.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
Historic District					
COFA-07-18-012226	07/20/2018	55 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Pearce Scott Architects, Inc.		Owner: Pearce Scott Architects, Inc.			
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 application was submitted and approved with conditions at the November 6, 2019 HPC Meeting. Staff is awaiting resubmittal addressing conditions.					
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-07-18-012210	07/16/2018	223 GOETHE RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Howard & Alison Schwab		Owner: Court Atkins Architects, Inc.			
PLAN DESCRIPTION: A request by Court Atkins Group on behalf of Alison Schwab, for review of a Certificate of Appropriateness to allow the construction of a 3 story mixed-use building of approximately 10,540 SF located at 223 & 225 Goethe Road (Lots 10 & 11) in the May River Road Subdivision in the Old Town Bluffton Historic District and zoned Neighborhood Core – HD. STATUS: The application was reviewed at the July 23rd 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			
COFA-03-17-010651	03/06/2017	43 VERDIER COVE RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: James Kyser		Owner: James & Angela Kyser			
PLAN DESCRIPTION: A request by James R. Kyser, for review of a Certificate of Appropriateness to construct a new 1-story single family residence of approximately 1,940 SF and a detached accessory structure of approximately 1,185 SF. The property is identified by tax map number R610 039 00 0324 0000, and is located at 43 Verdier Cove Road in the Old Town Bluffton Historic District and zoned as Neighborhood Conservation-HD. STATUS: The application was reviewed at the March 20th HPRC meeting and at the May 3rd 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:		MCCRACKEN PROPERTY			
COFA-09-19-013508	09/10/2019	25 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Andrew Pietz		Owner: A. Pietz Holding Ltd.			
PLAN DESCRIPTION: A request by Andrew Pietz, on behalf of Andrew and Sunny Pietz for review of a Certificate of Appropriateness to allow the construction of a single family residential home with approximately 2,038 SF and garage of approximately 1,321 SF located on the property at 25 Pritchard Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. STATUS: The Application was reviewed and was placed on the September 23rd HPRC Agenda where comments were provided to the Applicant. The Final Application was submitted approved at the February 5, 2020 meeting of the HPC.					
PROJECT NAME:		REEVES PROPERTY			



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-06-18-012081	06/06/2018	42 WHARF ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Absolute Island Management		Owner: Two Old Dogs, LLC			
PLAN DESCRIPTION: A request by Kevin Quat, for review of a Certificate of Appropriateness to allow the development of a Bungalow Court consisting of 6 residential cottages of approximately 415 SF each and a pavilion amenity of approximately 475 SF located at 42 and 44 Wharf Street in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. STATUS: The application was reviewed at the June 18th HPRC meeting and the December 5th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME: OLD TOWN					
COFA-04-16-009606	04/19/2016	34 TABBY SHELL RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Sean Lewis		Owner: Dagmara Sakowicz			
PLAN DESCRIPTION: A request by Sean Lewis, on behalf of Dagmara Sakowicz, for review of a Certificate of Appropriateness to allow the construction of a new single family residence of approximately 2,333 SF and a detached carriage house of approximately 1,199SF on the property identified as 34 Tabby Shell Road in the Tabby Roads Development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS: The application was reviewed at the April 25th HPRC meeting and the June 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.					
PROJECT NAME: TABBY ROADS PHASE 1					
COFA-12-16-010398	12/20/2016	1263 MAY RIVER RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Ansley Hester Manuel Architect		Owner: May River Grill			
PLAN DESCRIPTION: A request by Ansley Manuel on behalf of Charlie Sternburgh, for review of a Certificate of Appropriateness to enclose an existing porch creating approximately 230 SF of additional seating and a waiting area located on the property identified as 1263 May River Road in the Old Town Bluffton Historic District and zoned as Neighborhood General-HD. STATUS: The application was reviewed at the January 9th 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					



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	Erin Schumacher
Applicant: Storm Solutions of the Low Country, LLC Owner: Glenda Mikulak					
PLAN DESCRIPTION: The applicant is requesting a Certificate of Appropriateness for new construction at 95 Green Street. 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.					
PROJECT NAME: OLD TOWN					
COFA-04-19-013036	04/08/2019	6 WATER ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Collins Group Realty Owner: Kent Collins					
PLAN DESCRIPTION: A request by Chip Collins, on behalf of Kent Collins, for review of a Certificate of Appropriateness to allow the renovation of an existing carport of approximately 465 SF to enclose the structure into an unconditioned garage space to include wood siding, paint, lighting improvements and new roofing material located at 6 Water Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge – HD. STATUS: The application was reviewed at the April 15th HPRC meeting and comments were provided to the Applicant. A final application was submitted and was Approved with Conditions by the HPC at the June 5th meeting. Staff is awaiting submittal of revised plans. Once submitted, they will be reviewed to ensure conformance with the HPC approval and a Certificate of Appropriateness granted.					
PROJECT NAME:					
COFA-07-19-013313	07/02/2019	215 GOETHE RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: The Bluffton Breeze, LLC Owner: Leonex Construction Group Inc.					
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.					
PROJECT NAME: Schultz/Goethe					



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-11-19-013711	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:The applicationw as heard at the December 9th meeting of the HPRC and comments provided to the Applicant. A final application was submitted and it will be heard at the February 5, 2020 HPC meeting.					
PROJECT NAME:		TABBY ROADS PHASE 1			
COFA-10-14-8424	10/10/2014	Various	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Town of Bluffton		Owner: owner			
PLAN DESCRIPTION: A submittal of Town of Bluffton Home Series Plans for review by the HPC so that they may be utilized in the HD zoning districts STATUS: The project was reviewed at the October 20th HPRC meeting and comments provided to the applicant. Staff is awaiting a final application to be presented to the full HPC for final review.					
PROJECT NAME:		TOWN OF BLUFFTON HOME SERIES			
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 for compliance with the applicable standards and was placed on the January 13, 2020 HPRC Agenda where comments were provided to the Applicant. Awaiting submittal of a Final Application to be reviewed by the full HPC.					
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-07-19-013338	07/15/2019	92 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Ansley Hester Manuel Architect Owner: Robbie Cahill					
PLAN DESCRIPTION: A request by Ansley Hester Manuel, Architect, on behalf of John Robert Cahill, for review of a Certificate of Appropriateness to allow the removal of a metal shed and construction of a Pool and Pool-house of approximately 576 SF located at 92 Bridge Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. The Application was reviewed and was placed on the July 22nd HPRC Agenda. STATUS: A final application was submitted and approved with conditions at the November 6th meeting of the Historic Preservation Commission. Staff is awaiting resubmittal documents addressing HPC conditions.					
PROJECT NAME: OLD TOWN					
COFA-07-17-011186	07/27/2017	23 GUERRARD AVE	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Narissa Grant Owner: Narissa Grant					
PLAN DESCRIPTION: The Applicant is requesting a Certificate of Appropriateness for the placement of a manufactured home of approximately 1,792 SF on the property identified as 23 Guerrard Avenue in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS: The application was reviewed at the August 7th 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					
COFA-03-16-009546	03/04/2016	15 CAPTAINS CV	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: SC Land Development Inc Owner: SC Land Development Inc					
PLAN DESCRIPTION: A request by Thomas Viljac, for the review of a Certificate of Appropriateness to allow the construction of a trellis of approximately 835 SF along the western elevation of the Dispensary and another 240 SF at the north elevation on the property identified as 15 Captains Cove in the Carson Cottages Development and zoned Neighborhood Center-HD. STATUS: The application was reviewed at the March 14th HPRC meeting and the June 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.					
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-04-17-010840	04/18/2017	77 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Manuel Studio, LLC		Owner: Sara Harwell Kelly			
PLAN DESCRIPTION: A request by Manuel Studio, LLC, on behalf of Sara Kelly, for review of a Certificate of Appropriateness to construct a new kitchen addition of approximately 230 SF and a screened porch addition of approximately 190 SF to the existing single family residence. The property is identified by tax map number R610 039 00A 161A 0000 and located at 77 Bridge Street in the Old Town Historic District and zoned as Neighborhood Conservation-HD. STATUS: The application was reviewed at the May 1st HPRC meeting and the August 2nd HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME:		OLD TOWN			
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. The Application was reviewed for compliance with the applicable standards and wasplaced on the November 18th meeting of the HPRC where comments were provided to the Applicant. STATUS: The Applicant submitted a second conceptual application for review by the HPRC. The application is being reviewed and was placed on the January 13, 2020 HPRC Agenda where comments were provided to the Applicant. Awaiting final submittal to be heard by the full HPC.					
PROJECT NAME:		OLD TOWN			
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			
PLAN DESCRIPTION: A request by Grady L Woods Architects on behalf of McClure Real Estate, LLC, for review of a Certificate of Appropriateness to allow the renovation of the existing contributing structure (known as the Nathaniel Brown House) into a commercial office space of approximately 1,325 SF. The renovation includes: the removal of the gabled east wing of approximately 210 SF; installation of new windows, doors, and roof materials; and an interior upfit of the structure located at 1268 May River Road in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS: The application was reviewed at the November 19th HPRC meeting and the January 9th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
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-01-20-013886	01/21/2020	36 TABBY SHELL RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: James Guscio		Owner: Riverside Retreats, Inc			
PLAN DESCRIPTION: A request by James Guscio, on behalf of Riverside Retreats, for review of a Certificate of Appropriateness to allow the construction of a new 2-story single-family building of approximately 2,243 SF located at 36 Tabby Shell Road in the Tabby Roads development in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. STATUS: 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 will be heard at the March 4, 2020 meeting of the HPC.					
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			
PLAN DESCRIPTION: A request by Ansley Manuel, on behalf of Deidre Jurgensen, for review of a Certificate of Appropriateness to allow the construction of a new Carriage House of approximately 1,424 SF located at 6 Head of the Tide in the Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD. STATUS: The application was reviewed at the January 2nd HPRC meeting and the May 1st HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME:		OLD TOWN			
COFA-03-17-010669	03/10/2017	71 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Manuel Studio, LLC		Owner: LOUISA HARRISON			
PLAN DESCRIPTION: A request by Ansley Hester Manuel on behalf of Louisa Harrison, for approval of a Certificate of Appropriateness to allow the construction of a single family residence of approximately 3,170 SF and an accessory carriage house of approximately 1,125 SF, located on the property identified as 71 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. STATUS: The application was reviewed at the March 20th HPRC meeting and the October 4th HPC meeting and approved with conditions. Staff is awaiting updated materials. Once submitted, they will be reviewed to ensure that they meet the conditions of the approval and the Certificate of Appropriateness granted.					
PROJECT NAME:		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-07-19-013357	07/22/2019	22 PRITCHARD ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Paul Dobos		Owner: Gemma Dobos			
PLAN DESCRIPTION:		A request by Paul and Gemma Dobos, for review of a Certificate of Appropriateness to allow the construction of an addition to the primary structure of approximately 615 SF and the construction of a Carriage House of approximately 800 SF on the property located at 22 Pritchard Street in the Old Town Bluffton Historic District, and zoned Neighborhood General-HD. STATUS: The Application was reviewed by Staff and was heard at the July 29th HPRC Agenda. A Final Application was submitted and the item was approved with conditions at the November 6th HPC. Staff is awaiting resubmittal documents addressing HPC Conditions.			
PROJECT NAME:		OLD TOWN			
COFA-06-15-009255	06/10/2015	181 BLUFFTON RD	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Cash Back Corporation		Owner: David Heller			
PLAN DESCRIPTION:		The Applicant is requesting a Certificate of Appropriateness - HD to place a roof over an existing porch. STATUS: The application was reviewed at the June 22nd HPRC meeting and comments were provided to the Applicant. Staff is awaiting the submission of a final application for full HPC review.			
PROJECT NAME:		MAGNOLIA VILLAGE BUSINESS PARK PHASE 2			
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.			
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-05-18-012024	05/21/2018	72 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Court Atkins Architects, Inc.		Owner: Dona Cross			
PLAN DESCRIPTION: A request by Court Atkins Architects, Inc. for review of a Certificate of Appropriateness to allow the construction of a new Carriage House of approximately 450 SF and the rehabilitation of the existing Contributing Structure, known as the Sarah Riley Hooks Cottage, located at 76 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood General – HD. STATUS: The application was reviewed at the May 29, 2018 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					
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.					
PROJECT NAME: OLD TOWN					
COFA-06-19-013223	06/05/2019	127 BRIDGE ST	Certificate of Appropriateness	Active	Katie Peterson
Applicant: R. Stewart Design, LLC		Owner: Spartina449			
PLAN DESCRIPTION: A request by Randolph Stewart of R. Stewart Design, LLC., on behalf of Kay Stanley, for review of a Certificate of Appropriateness to allow for the renovation and construction of a new addition to the existing structure in the Old Town Bluffton Historic District located at 127 Bridge Street in the Old Town Bluffton Historic District, and zoned Riverfront Edge-HD. The application was heard at the June 24th HPRC Meeting where comments were provided to the Applicant. STATUS: 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.					
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-12-19-013784	12/16/2019	71 CALHOUN ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Court Atkins Architects, Inc.		Owner: Cunningham, LLC			
PLAN DESCRIPTION: BUILDING 2: A request by Court Atkins, Inc. on behalf of Cunningham, LLC for review of a Certificate of Appropriateness to allow the construction of a two and a half-story mixed-use building of approximately 8,000 SF located at 71 Calhoun Street and is zoned Neighborhood Center – HD. STATUS: The Application was reviewed for compliance with the applicable standards and was heard at the January 13, 2020 HPRC meeting where comments were provided to the Applicant. Awaiting submittal of a final application for review by the full HPC.					
PROJECT NAME:		OLD TOWN			
COFA-12-17-011514	12/06/2017	104 PRITCHARD ST	Certificate of Appropriateness	Active	Erin Schumacher
Applicant: Vernon and Ansley Manuel		Owner: Vernon and Ansley Manuel			
PLAN DESCRIPTION: A request by Ansley Manual, for review of a Certificate of Appropriateness to renovate the existing accessory shed structure of approximately 360 SF, located on the property identified as 104 Pritchard Street in the Old Town Historic District and zoned as Neighborhood Conservation-HD. STATUS: The application was reviewed at the December 18th 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			
COFA-07-19-013369	07/25/2019	181 C101 BLUFFTON RD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Burt Skye		Owner: Burt Skye			
PLAN DESCRIPTION: A request by Burt Sky, for review of a Certificate of Appropriateness to allow the construction of an addition of a patio to the existing porch of approximately 176 SF on the property located at 181 Bluffton Road Suite C101 in the Magnolia Village Business Park development in the Old Town Bluffton Historic District, and zoned Neighborhood Core-HD. STATUS: The Application was reviewed and was placed on the August 5th HPRC Agenda where comments were provided to the applicant. Staff is awaiting the submittal of a Final Application to be heard by the full HPC.					
PROJECT NAME:		MAGNOLIA VILLAGE BUSINESS PARK			

Historic District - Demolition



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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-04-19-013053	04/10/2019	75 BRIDGE ST	Certificate of Appropriateness	Active	Erin Schumacher
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Applicant: Kingfisher Construction

Owner: Lori Guscio

PLAN DESCRIPTION: A Certificate of Appropriateness-Demolition request to allow the demolition of the existing Contributing Structure known as the Guscio Cottage. It is a 1-story wood frame, single-family structure of approximately 900 SF, located on the property identified as 75 Bridge Street in the Old Town Bluffton Historic District, and zoned Neighborhood Conservation-HD.

STATUS: An application has been submitted and has been determined to be incomplete. The application will not be reviewed or placed onto an agenda until the following information is provided.

- Signature Missing

The last page of the application is missing a signature acknowledging that all of the minimum submittal requirements have been included.

- Missing Structural Report

The submittal does not include a report provided by a structural engineer, although one is expected, the letter from the pest management company simply states that they were unable/unwilling to inspect the house and could not gain access to the underside of the house due to the lattice underpinning and the insulation.

- Payment for the Application (\$250)

Customer Service Staff accept payments.

PROJECT NAME:

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.

PROJECT NAME: OLD TOWN

Total Certificate of Appropriateness Cases: 36

Comprehensive Plan Amendment

Comprehensive 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
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Active Cases

Comprehensive Plan Amendment

COMP-07-19-013329 07/10/2019 Comprehensive Plan Amendment Active Kevin Icard

Applicant: Walter J Nester III **Owner:** Bishop of Charleston

PLAN DESCRIPTION: Annexation of Saint Gregory The Great Catholic Church Campus
Request to amend the Comprehensive Plan to include Saint Gregory the Great, into the Future Land Use Plan, Annexation Boundary Map & Growth Frame Work Map. This request is anticipated to go to the Planning Commission on October 23, 2019.
STATUS: October 29, 2019. Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant has 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. Once the revised materials are submitted and reviewed by staff, 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

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: Annexation of Saint Gregory The Great Catholic Church property and rezoning by amendment of Buckwalter Development AGreement, concept plan, Buckwalter PUD and Master Plan.

PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH

Total Concept 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

Dev Agreement Amendment

PUD

DAA-02-18-011652	02/05/2018	105 PALMETTO WAY	Dev Agreement Amendment	Active	Heather Colin
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Applicant: Manuel Studio, LLC

Owner: CJBB International LLC

PLAN DESCRIPTION: The Applicant is requesting to amend the Development Agreement to convert 4 townhome units (lots) to 2 mixed-use buildings. The request includes reducing the number of townhome units from 38 to 34 and increasing the total allotted commercial square footage.

STATUS: 8/23/2018 Awaiting additional information regarding an application for a concurrent zoning map amendment.

PROJECT NAME: BLUFFTON VILLAGE

DAA-02-20-014041	02/25/2020		Dev Agreement Amendment	Active	Aubrie Giroux
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Applicant: McNair Law Firm, P.A.

Owner: Bishop of Charleston

PLAN DESCRIPTION: Annexation of Saint Gregory The Great Catholic Church property and rezoning by amendment of Buckwalter Development Agreement, Concept Plan, Buckwalter PUD and Master Plan.

PROJECT NAME:

Total Dev Agreement Amendment Cases: 2

Development Plan

Development Plan



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-03-19-012966	03/27/2019		Development Plan	Active	William Howard
Applicant: New South Living, LLC		Owner:			
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. STATUS: Comments on the Preliminary Development Plan were reviewed at the April 9 meeting of the DRC. Awaiting Final Development Plan.					
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			
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. 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.					
PROJECT NAME: OLD TOWN					
DP-06-19-013211	06/03/2019	56 CALHOUN ST	Development Plan	Active	William Howard
Applicant: Town of Bluffton		Owner: Elizabeth Fund, LLC			
PLAN DESCRIPTION: The Applicant is proposing to construct a mixed use building with associated infrastructure and parking. STATUS 06/20/2019: Comments on the Preliminary Plan were provided at the June 19 meeting of the DRC. Awaiting re-submittal for presentation to the Planning Commission. STATUS 08/28/2019: The Preliminary Plan is approved by the Planning Commission. STATUS 10/22/2019: Comments on the Final Development Plan were reviewed at the Oct. 16 meeting of the DRC. Awaiting re-submittal to address comments.					
PROJECT NAME: OLD TOWN					



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-06-19-013224	06/05/2019		Development Plan	Active	William Howard
Applicant: Watercrest Development LLC		Owner: Speyside			
PLAN DESCRIPTION: The Applicant is proposing to construct an assisted living facility within Washington Square.					
STATUS 06/20/2019: Comments on the Preliminary Plan will be provided at the June 25 meeting of the DRC.					
STATUS 08/26/2019: The Preliminary Plan will be reviewed by the Planning Commission at its August 28 meeting.					
08/29/2019: The Preliminary Plan was approved by the Planning Commission. Awaiting Final Development Plan.					
STATUS: The Final Development Plan has been submitted. Comments were reviewed at the November 13, 2019 DRC meeting. Awaiting re-submittal.					
PROJECT NAME: Buckwalter					
DP-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.					
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.					
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.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			



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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-11-18-012588	11/20/2018		Development Plan	Active	William Howard
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Applicant: Sean Chalmers

Owner: HL Development

PLAN DESCRIPTION: The Applicant is proposing to construct an Independent Living Development on Hampton Parkside Road, Tax Map Number R614 029 000 2050 0000 within the Buckwalter PUD.

STATUS 12/18/2018: Comments on the Preliminary Development Plan were reviewed at the Dec. 11 meeting of the DRC. Awaiting Final Development Plan.

PROJECT NAME: Buckwalter

Preliminary Development Plan

DP-08-19-013461	08/19/2019	11 WHARF ST	Development Plan	Active	William Howard
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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.

PROJECT NAME: OLD TOWN

DP-08-15-009302	08/04/2015	80 LAUREL OAK BAY RD	Development Plan	Active	Kevin Icard
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Applicant: THOMAS & HUTTON ENGINEERING CO.

Owner: May River Forest, LLC

PLAN DESCRIPTION: The applicant is requesting a Development Plan for the construction of a RV / Boat parking area and waste transfer station with associated infrastructure. The project site is located South of Laurel Oak Bay Road within the Uplands Tract with Palmetto Bluff PUD.

STATUS: Plan comments provided at the 8/25/2015 DRC hearing.

STATUS: Re submittal received on 9-30-2016.

STATUS: 11-1-2016 Comments provided to the applicant and awaiting resubmittal.

PROJECT NAME: PALMETTO BLUFF PHASE 2



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-11-17-011473	11/15/2017	71 CALHOUN ST	Development Plan	Active	William Howard
Applicant: RSQ, LLC		Owner: RSQ, LLC			
<p>PLAN DESCRIPTION: The Applicant is requesting approval to construct a 5-building mixed use development with associated parking and infrastructure. STATUS JAN 17: Comments were provided at the Dec. 5 meeting of the DRC. Awaiting submittal of Final Development Plan. STATUS 12/18/2018: Comments on the Final Development Plan were reviewed at the Dec. 11 meeting of the DRC. Revisions are required. Awaiting re-submittal. STATUS 01/14/2018: The Applicant has re-submitted materials in response to staff comments provided at DRC. The plan is scheduled for review by the Planning Commission Jan. 23. STATUS 01/29/2019: The Planning Commission recommended Approval of the Final Plan, with the condition that the Applicant provide revised parking calculations that do not include the on-street parking within 500 feet of the project site.</p> <p>STATUS 04/01/2019: The Development Plan is APPROVED per the revised Project Narrative and parking table dated March 12, 2019 provided by the Applicant. The following Conditions are attached to Development Plan Approval:</p> <p>1. Per UDO 4.4.2. E.1., Any restaurant use must have frontage on Calhoun Street and will not be allowed to front Bridge Street.</p> <p>2. Any restaurant use will require all parking to be on site. No street parking or shared parking may be used for satisfaction of parking requirements for restaurant use.</p> <p>3. Any increases in building square footage or changes in use from the Applicants Project Narrative Dated March 12, 2019 that result in an increase in required parking for the site, based on UDO Table 5.15.7.C.1.a Parking Spaces, will not be allowed without an Amendment to the Development Plan and/or Certificate of Appropriateness HD.</p> <p>STATUS 11/13/2019: A Development Plan Amendment has been submitted for review. The Amendment proposes a re-configuration and reduction in buildings, from 5 buildings to 3 buildings.</p> <p>STATUS 01/23/2020: Comments on the Final Plan Amendment were reviewed at the Dec. 18 Meeting of the DRC. Revisions are required for approval. Awaiting re-submittal.</p>					
PROJECT NAME:		OLD TOWN			
DP-10-19-013621	10/22/2019		Development Plan	Active	William Howard
Applicant: Thomas and Hutton		Owner: D.R. Horton			
<p>PLAN DESCRIPTION: The applicant is requesting Preliminary Development Plan approval for Cypress Ridge, Ph. 18, consisting of 62 single family residential lots with infrastructure. Status: The Preliminary Plan will be reviewed at the Nov. 20 meeting of the DRC. STATUS 12/17/2019: Awaiting submittal of Final Development Plan.</p>					
PROJECT NAME:		CYPRESS RIDGE PHASE 18			



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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			
<p>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.</p> <p>STATUS: The Preliminary Plan will be reviewed at the November 27 DRC meeting.</p> <p>STATUS 12/12/2019: Awaiting re-submittal to address comments provided on Preliminary Development Plan.</p> <p>STATUS 02/20/2020: Re-submittal materials have satisfied staff comments. The Preliminary Plan is scheduled for Planning Commission review Feb. 26, 2020.</p> <p>STATUS 03/02/2020: Planning Commission approved the Preliminary Development Plan. Awaiting Final Plan.</p>					
PROJECT NAME:		WASHINGTON SQUARE			
DP-02-20-014004	02/14/2020	119 PERSIMMON ST	Development Plan	Active	William Howard
Applicant: Johnson Way Development LLC		Owner: William Dascombe			
<p>PLAN DESCRIPTION: The applicant is proposing to construct a commercial building and parking to allow for online auto brokerage. The Preliminary Development Plan is scheduled for the March 18 meeting of the DRC.</p>					
PROJECT NAME:		BLUFFTON PARK PHASE D-1/D-3			
DP-07-19-013387	07/30/2019	4407 BLUFFTON PKWY	Development Plan	Active	William Howard
Applicant: Thomas and Hutton		Owner: STOPNSTOR			
<p>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.</p> <p>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.</p> <p>STATUS 10/22/2019: Comments on the re-submittal of the Preliminary Plan will be reviewed at the Oct. 30 meeting of the DRC.</p> <p>STATUS 11/19/2019: Comments were provided at Oct. 30 DRC. Awaiting re-submittal to address comments to present to the Planning Commission.</p> <p>STATUS 03/02/2020: The Preliminary Plan was approved at the Feb. 26 meeting of the Planning Commission. Awaiting Final Development Plan.</p>					
PROJECT NAME:		SHULTZ TRACT			



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Active Cases					
Development Plan					
DP-01-20-013911	01/23/2020	48 LAWRENCE ST	Development Plan	Active	William Howard
Applicant: Dolnik Properties		Owner: Dolnik Properties			
PLAN DESCRIPTION: The applicant is requesting approval of a development plan to allow a change of use from residential to commercial for a clothing boutique on the ground floor. Comments on the Preliminary Development Plan will be reviewed at the Feb. 5 meeting of the DRC. STATUS 02/20/2026: The Preliminary Plan was approved by DRC and will be presented to the Planning Commission 02/26/2020. STATUS 03/02/02020: The Preliminary Plan was approved by the Planning Commission. Awaiting Final Development Plan.					
PROJECT NAME:					
DP-08-19-013460	08/19/2019		Development Plan	Active	William Howard
Applicant: O'Reilly Auto Parts		Owner: O'Reilly Auto Parts			
PLAN DESCRIPTION: The applicant is requesting approval of a development plan for the construction of a new commercial building and infrastructure for the purpose of the retail sale of automotive parts and related accessories. The Preliminary Plan will be reviewed at the September 18 meeting of the DRC. STATUS: 9/20/2019 Awaiting for resubmittal of plans prior to bringing it to the Planning Commission for approval.					
PROJECT NAME:		SHULTZ TRACT			
DP-01-20-013861	01/13/2020		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: The Applicant is prosing to constryct 79 single family lots with associated infrastructure as Phase 2 of Four Seasons at Carolina Oaks. STATUS 01/22/2020: The plan review has placed on "Hold" and the applicant has been contacted for additional information related to land clearing. The plan review will be re-activated when the additional information and plan changes have been submitted.					
PROJECT NAME:		Four Seasons at Carolina Oaks			



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Active Cases					
Development Plan					
DP-01-20-013887	01/21/2020	3702 OKATIE HWY	Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: K Hovananian			
PLAN DESCRIPTION: 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:					
DP-12-19-013786	12/16/2019		Development Plan	Active	William Howard
Applicant: JK Tiller Associates Inc		Owner: Low Country Fresh Real Estate			
PLAN DESCRIPTION: The request is being made by J.K Tiller Associates, INC. On behalf of Low Country Fresh Real Estate LLC for the preliminary review of a development plan application. 8,136 sqf Grocery Market in Washington Square STATUS 01/23/2020: Comments on the Preliminary Plan were provided at the January 22 meeting of the DRC. STATUS 03/02/2020: The Preliminary Plan was approved at the Feb. 26 meeting of the Planning Commission. Awaiting Final Development Plan.					
PROJECT NAME:					
DP-11-19-013727	11/26/2019		Development Plan	Active	William Howard
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
PLAN DESCRIPTION: **Final Development Plan 03/02/2020** The Applicant is proposing to consteuct 71 single family lots and infrastructure within Block L5 of Palmetto Bluff. STATUS 12/18/2020: Comments on the Preliminary Plan were reviewed at the Dec. 18 meeting of the DRC. Awaiting Final Development Plan.					
PROJECT NAME: PALMETTO BLUFF PHASE 2					



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-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					
PROJECT NAME:		Four Seasons at Carolina Oaks			
Public Project					
DP-06-19-013267	06/19/2019		Development Plan	Active	William Howard
Applicant: Beaufort County		Owner: Beaufort County			
PLAN DESCRIPTION: The Applicant is seeking approval of a Development Plan (Public Project) to construct a 3.5 acre pond to treat run-off from Okatie Highway. Staff Comments were provided at the July 9 meeting of the DRC. Awaiting re-submittal/stormwater permit for Final Approval.					
PROJECT NAME:					
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:					



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-10-19-013605	10/15/2019	204 NEW RIVERSIDE RD	Development Plan	Active	William Howard
Applicant: Bluffton Township Fire District		Owner: Bluffton Township Fire District			
PLAN DESCRIPTION: Develop new fire and EMS Station located on New Riverside Road. Parcel R610-036-000-3215-0000. STATUS 10/28/2019 Project has been placed on hold to determine appropriate location of entrances along New Riverside Road in conjunction with the Town's proposed New Riverside Park. Once determined, the request will be placed on the next DRC agenda. STATUS 03/02/2020: The revised Development Plan is scheduled for the March 18 meeting of the DRC.					
PROJECT NAME:		Fire and EMS Station 31			
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			



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

Development Plan

DP-06-19-013227	06/06/2019	125 PRITCHARD ST	Development Plan	Active	William Howard
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Applicant: Town of Bluffton

Owner: Town of Bluffton

PLAN DESCRIPTION: The Applicant is proposing to provide sewer mains on unserved areas of Pritchard Street. Comments will be reviewed at the June 25 meeting of the DRC.

STATUS 07/22/2019: Comments were reviewed at the June 25 meeting of the DRC. A re-submittal of the design is required that will minimize the impact to significant oak trees in the project area.

PROJECT NAME: OLD TOWN

DP-04-19-012999	04/01/2019	1109 MAY RIVER RD	Development Plan	Active	William Howard
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Applicant: Town of Bluffton

Owner: Town of Bluffton

PLAN DESCRIPTION: Applicant is proposing the installation of new sanitary sewer gravity main in unserved areas of May River Road and Poseys Court. Awaiting the Conditional Stormwater Permit that is required before review of the Public Project Application.

STATUS 06/20/2019: Comments were reviewed at the June 18 meeting of the DRC. Awaiting submittal of BJWSA Final approval.

PROJECT NAME:

Total Development Plan Cases: 31

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: Annexation of Saint Gregory The Great Catholic Church property and rezoning by amendment of Buckwalter Development Agreement, Concept Plan, Buckwalter PUD and Master Plan.

PROJECT NAME: SAINT GREGORY THE GREAT CATHOLIC CHURCH



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

Master Plan

Total Master Plan Cases: 1

Master Plan Amendment

Major

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

Total Master Plan Amendment Cases: 1

Subdivision Plan

General



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					
Subdivision Plan					
SUB-02-20-013987	02/12/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: HL Development			
PLAN DESCRIPTION: Hampton Lake Phase 9 (Subdivision): A request by Rusty Windsor of Thomas & Hutton on behalf of HL Development, LLC for approval of a subdivision application. The request is for the subdivision of 62 lots for Phase 9 of Hampton Lake. The property is identified by tax map number R614 029 000 2050 0000. STATUS: The application is being reviewed by staff and has been placed on the March 11th DRC Agenda.					
PROJECT NAME:					
SUB-03-18-011793	03/19/2018	15 MAIDEN LN	Subdivision Plan	Active	Katie Peterson
Applicant: RENA FORD		Owner: RICHARD FORD			
PLAN DESCRIPTION: A request by Rena Ford, on behalf of Richard Ford, for approval of a Subdivision Application. The subdivision will create 4 single-family parcels on approximately 1.9 acres. The property is zoned Neighborhood General – Historic District and is identified by tax map number R610 039 00A 0069 0000, located southeast corner of the intersection of Maiden Lane and Bruin Road. The Application was reviewed for conformance with the UDO and was placed on the March 27th DRC Agenda where comments were provided to the Applicant. STATUS: Awaiting resubmittal addressing DRC Comments.					
PROJECT NAME: OLD TOWN					
SUB-01-20-013925	01/28/2020		Subdivision Plan	Active	Alan Seifert
Applicant:		Owner: LSSD NEW RIVERSIDE LLC			
PLAN DESCRIPTION: Heritage at New Riverside Phase 5 (Subdivision): A request by Michael Hughes of Thomas & Hutton on behalf of LSSD New Riverside, LCC for approval of a subdivision application. The project is a portion of the New Riverside PUD consisting of 34 single family lots and infrastructure. It is located on HWY 46, west of the SC HWY 46/170 intersection and has a tax map number of R614 035 000 1008 0000 & R614 035 000 1116 0000. The property is currently owned by LSSD New Riverside LLC. STATUS: The application is being reviewed and has been placed on the March 4 DRC agenda.					
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					
Subdivision Plan					
SUB-02-20-014022	02/20/2020		Subdivision Plan	Active	Alan Seifert
Applicant: Atlas Surveying		Owner: RICHARD SCHWARTZ			
PLAN DESCRIPTION: Alston Park Phase 2D (Subdivision): A request by Jeremy Reeder of Atlas Surveying on behalf of Richard Schwartz, owner, for approval of a subdivision application. The request is for the subdivision of 26 lots within Phase 2D of Alston Park. It has a tax map number of R614 035 000 0018 0000. STATUS: The application is being reviewed by staff and has been placed on the March 25th DRC Agenda.					
PROJECT NAME:		ALSTON PARK PHASE 2D			
SUB-02-20-013962	02/06/2020	13 MOTT ST	Subdivision Plan	Active	Alan Seifert
Applicant: Speyside		Owner: Speyside			
PLAN DESCRIPTION: Washington Square (Subdivision): A request by Fred Calugiuri Jr. on behalf of Speyside Partners, LLC for approval of a subdivision application. The property is currently being developed as a commercial subdivision off Buckwalter Parkway in the Town of Bluffton. The intended use will be for the subdivision and development of commercial and residential properties. The property is identified by tax map number R614 022 000 0894 0000. STATUS: The application is being reviewed by staff and has been placed on the March 11th DRC Agenda.					
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			



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					
Subdivision Plan					
SUB-10-19-013569	10/02/2019		Subdivision Plan	Active	Alan Seifert
Applicant: Atlas Surveying		Owner: S.O. Land Development, LLC			
PLAN DESCRIPTION: Lawton Station, Phase 5C and 6C (Subdivision): A request by Jeremy Reeder on behalf Richard Schwartz, owner, for approval of a Subdivision Application. The project consists of the subdivision for lots 278-316, 332-349, and 352-368 in Lawton Station subdivision, Phase 5C & 6C. The property is zoned Buckwalter PUD and identified by tax map numbers R614 028 000 4697 0000, R614 028 000 4698 0000, and R614 028 000 4699 0000 located at the terminus of Station Parkway. STATUS: Approved w/ Condition. Application approval is subject to receiving a surety bond. Application was reviewed at the November 6 DRC meeting. Awaiting submittal of Surety Bond for Final Approval.					
PROJECT NAME:		LAWTON STATION Phase 5C & 6C			
SUB-08-19-013391	08/01/2019	21 LITTLE POSSUM LN	Subdivision Plan	Active	Katie Peterson
Applicant: Progressive Tax Services		Owner: Progressive Tax Services			
PLAN DESCRIPTION: A request by James Barnwell for approval of a Subdivision Plan. The project consists of subdividing one lot into seven lots. The property is zoned Residential General and consists of approximately 1.5 acres identified by tax map numbers R610 039 000 210B 0000 and R610 039 000 210A 0000 located at 21 and 33 Little Possum Lane. STATUS:The application was reviewed at the August 21st meeting of the DRC where comments were provided to the Applicant. Staff is awaiting revised materials addressing comments.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
SUB-02-17-010618	02/24/2017	22 PHOENIX RD	Subdivision Plan	Active	Katie Peterson
Applicant: Leona Woodard		Owner: Terry Johnson			
PLAN DESCRIPTION: The applicant is requesting approval to create a second lot from tax map number R610 031 000 0102 0000. The application was on the March 14th DRC meeting agenda, but no applicant was present. The item was tabled to the March 21st DRC meeting. The application was heard at the March 21st DRC meeting and comments provided to the Applicant. STATUS: Awaiting applicant resubmittal addressing watershed and BJWSA comments.					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			



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					
Subdivision Plan					
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			
SUB-12-19-013790	12/16/2019		Subdivision Plan	Active	Alan Seifert
Applicant: Thomas & Hutton		Owner: May River Forest, LLC			
PLAN DESCRIPTION: Palmetto Bluff is continuing development with Block M1. The project is located within the Palmetto Bluff PUD, of Old Moreland Road across the inland water from Block K8. The total project area is +/- 31.72 acres. The project scope shall consist of general clearing, installation of utilities, storm drainage infrastructure, grading and paving to serve the proposed 36 lots. STATUS: Project is being reviewed by staff. It has been placed on the January 22 DRC Agenda. STATUS: Awaiting applicant submittal of surety.					
PROJECT NAME:		PALMETTO BLUFF PHASE 2			
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			



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

Total Subdivision Plan Cases: 12

Zoning Action

UDO Text Amendment

ZONE-03-18-011836	03/26/2018	Zoning Action	Active	Kevin Icard
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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.

PROJECT NAME:

Zoning Appeal



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-12-18-012641 12/11/2018 42 WHARF ST Zoning Action Active Heather Colin

Applicant: Vicky Foster **Owner:** Absolute Island Management

PLAN DESCRIPTION: The Applicant is requesting the Town to deny the Pops Place project, as they think it is not allowed in Neighborhood General-HD Zoning according to the UDO Sections 4.3 & 9.4.4. Referencing Tax Map Numbers R610 039 00A 185A 0000, and R610 039 00A 0304 0000.
STATUS: The Appeal will be heard at the January 15, 2019 Board of Zoning Appeals meeting.
STATUS: 1/29/2019 A member of the Board of Zoning Appeals (BZA), has requested a rehearing of the Pop's Place appeal (ZONE-12-18-12641) due to a 5th member of the Board not being present at the original hearing and the inability of the BZA to render a majority decision.
The BZA will have the opportunity to reconsider the request at the February 19, 2019 Special Meeting starting at 6:00pm at the Theodore D. Washington Municipal Building at 20 Bridge Street. If the BZA votes to reconsider the case, Town Staff will make a present the appeal request to the full Board. If the BZA votes to not reconsider the case, there will be no new hearing and the existing Appeal Order upholding the UDO Administrator's decision will stand.
STATUS: 2/25/2019 The BZA voted 3-2 to affirm the UDO Administrator's decision. The Appeal Order will be sent to all parties, any aggrieved party has 30 days to appeal to Circuit Court.
STATUS: 5/28/2019 The adjacent property owner filed an appeal to the Circuit Court as an aggrieved party.

PROJECT NAME: OLD TOWN

ZONE-08-19-013456 08/16/2019 36 TABBY SHELL RD Zoning Action Active Kevin Icard

Applicant: Kingfisher Construction **Owner:** Riverside Retreats, Inc

PLAN DESCRIPTION: Rear of house over rear setback by 3 feet. Due to the lot configuration and needing to put home parallel to Tabby Shell Road.

PROJECT NAME: REEVES PROPERTY

Zoning Map Amendment



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	Kevin Icard
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Applicant: Walter J Nester III

Owner: Bishop of Charleston

PLAN DESCRIPTION: Request for an Ordinance for a Zoning Map Amendment for 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, as General Mixed Use pursuant to the Town of Bluffton Unified Development Ordinance.
STATUS: October 29, 2019. Town Council approved the "Intent to Annex", First Reading of the Annexation Ordinance at their August 12, 2019 meeting. The Applicant has 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. Once the revised materials are submitted and reviewed by staff, 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

Zoning Permit

ZONE-06-18-012113	06/13/2018	16 KITTY RD	Zoning Action	Active	William Howard
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Applicant: Ernesto Martinez

Owner: Ruth Portillo

PLAN DESCRIPTION: STATUS: The Applicant has been advised that a named driveway (Private Road) and SCDOT encroachment permit are required for Approval. The Applicant has applied for the encroachment permit and the Street Naming Application will be reviewed at the Aug 28 meeting of the DRC. Final approval of the Street Name will be at the September 26 meeting of the Planning Commission.
STATUS 09/27/2018: The street name was approved at the 9/26 meeting of the Planning Commission. Mobile home placement is approved. The applicant must provide the SCDOT Encroachment permit before a placement permit is issued.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

Total Zoning Action Cases: 5

Total Active Cases: 91



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: 91					



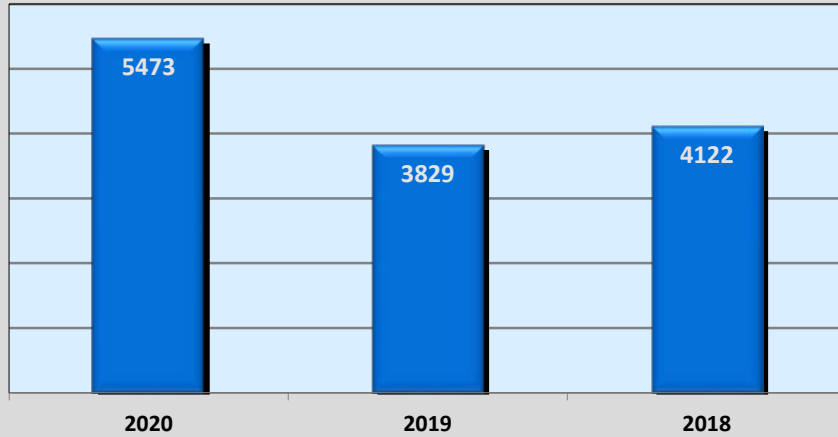
Bluffton Police Department February 2020 Statistical Information

Presented by:
Chief Chris Chapmond

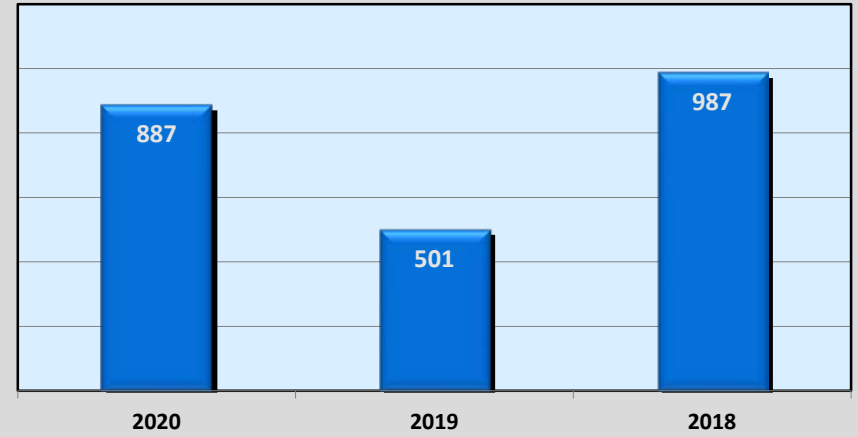
February 28, 2020

February Trends

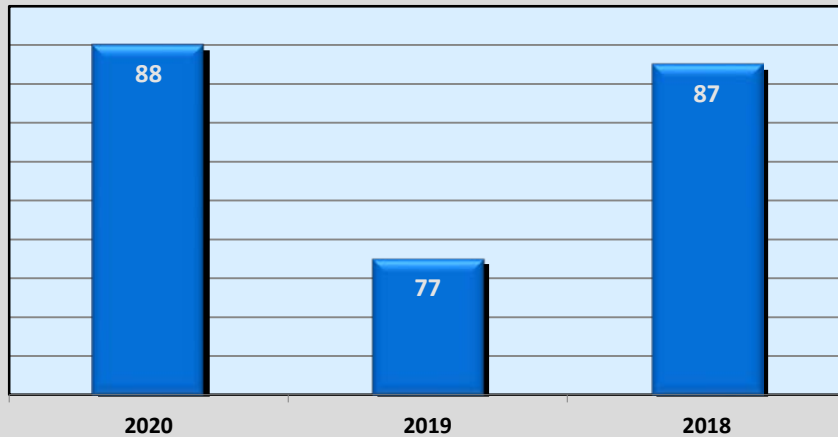
February Calls for Service Comparison



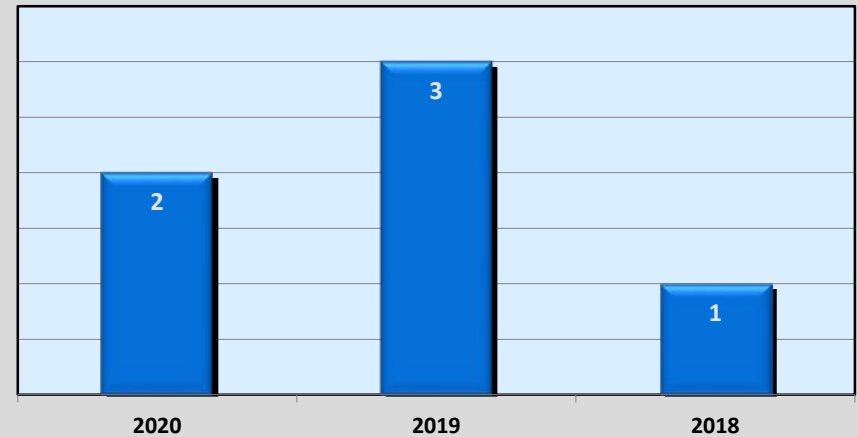
February Traffic Citation Comparison



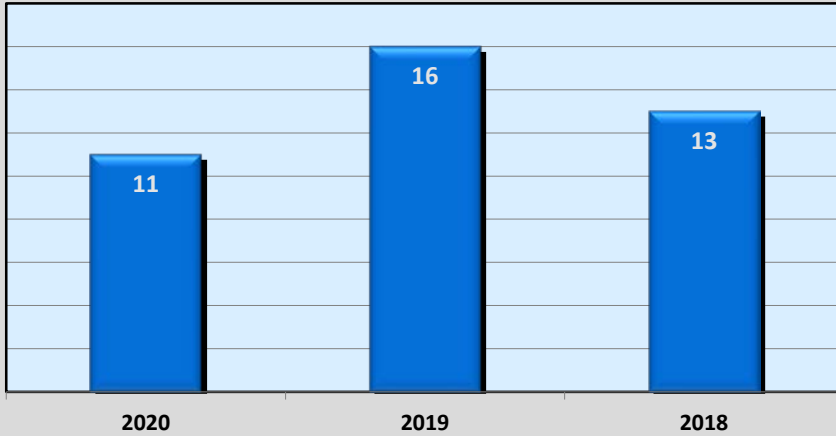
February Collision Comparison



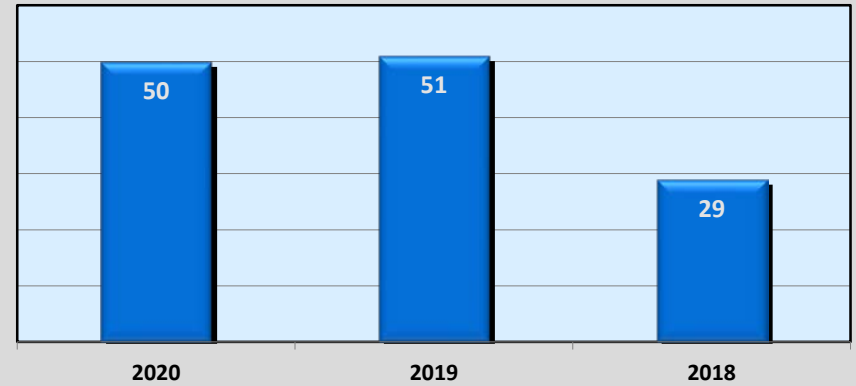
February Burglary Comparison



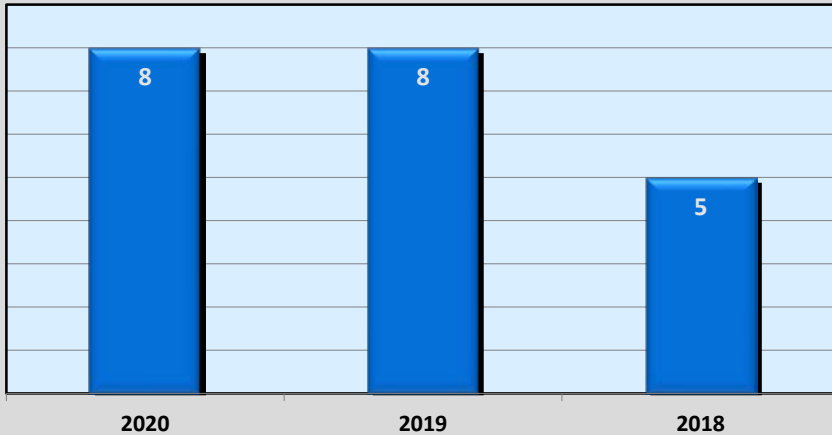
February Theft Comparison



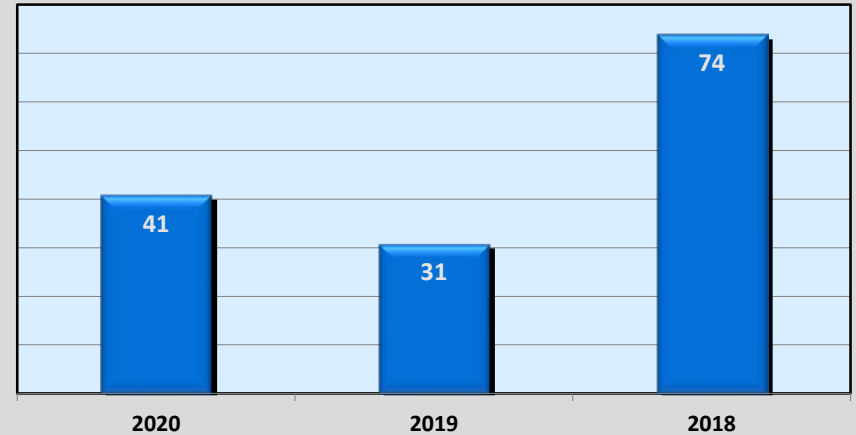
February Domestic Calls for Service Comparison



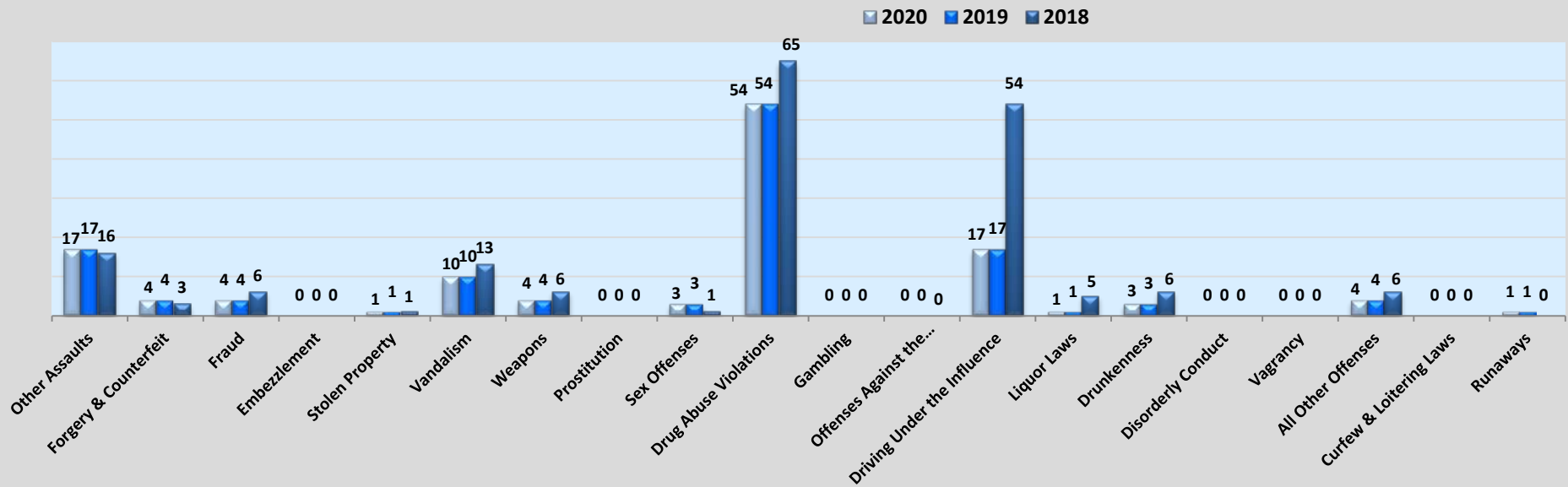
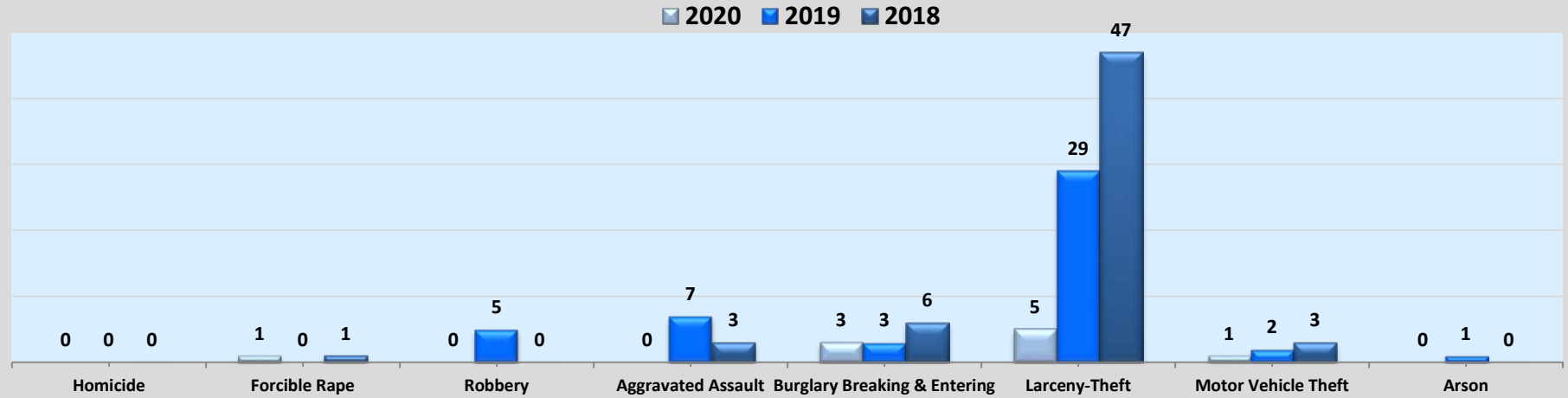
February Assault Comparison



February Arrest Comparison



Part I and Part II Offenses



Department Highlights

Arrests

Adult Felony: 6

Adult Misdemeanor: 24

Juvenile: 0

DUI: 8

Complaints

Citizen Complaint – SUSTAINED – employee terminated

Commendations

Feb 4th – Commendation by Citizen (MyPD)

Feb 9th – Commendation by Citizen

Jan 22nd – Thank you letter from Campbell Chapel AME Church



Department Highlights

Meetings Attended by Chief Chapmond

Every Wednesday – Attended Senior Staff Communications Meeting

Feb 3rd – Attended River Ridge Reading Event

Feb 4th – Attended MASC Hometown Legislative Action Day

Feb 5th – Attended EOC Working Group Meeting

Feb 5th – Lunch Meeting with IT Director

Feb 6th – Attended SCCJA Chiefs Meeting

Feb 7th – Attended Senior Staff Website Over meeting

Feb 10th – Attended Bluffton Self Help meeting

Feb 10th – Lunch meeting with Investigators

Feb 11th – Hilton Head Christian Academy Student Exercises

Feb 11th – Attended Town Hall Headshot Photos

Feb 11th – Attended Town Council Meeting

Feb 12th – Attended Department Head Communications meeting

Feb 12th – Meeting with Violent Crimes Task Force Board

Feb 12th – Meeting with BCSO Sherriff and School Superintendent

Feb 13th – Attended Firearms training

Feb 13th – Attended Fleet Discussion meeting

Feb 13th - Attended Beaufort Hospital Board of Directors – Mental Health Transport Meeting

Feb 14th – Attended Lunch meeting with Montage Security Representative

Feb 17th – Attended Parade Planning Meeting

Feb 17th – Attended Boys and Girls Club Advisory Meeting

Feb 17th – Meeting with Finance Director

Feb 18th – Attended Chaplains meeting

Feb 18th – Interview with Island Packet

Feb 18th – Lunch meeting with ASIS Representative

Feb 19th – Command Staff Interviews (5) Applicants

Feb 20th – Attended Chiefs meeting

Feb 20th – Attended Black History Month Celebration Luncheon

Feb 24th – Attended Boys & Girls Club Community meeting

Feb 25th – Lunch meeting with DRCI Director

Feb 25th – Meeting with Town Manager

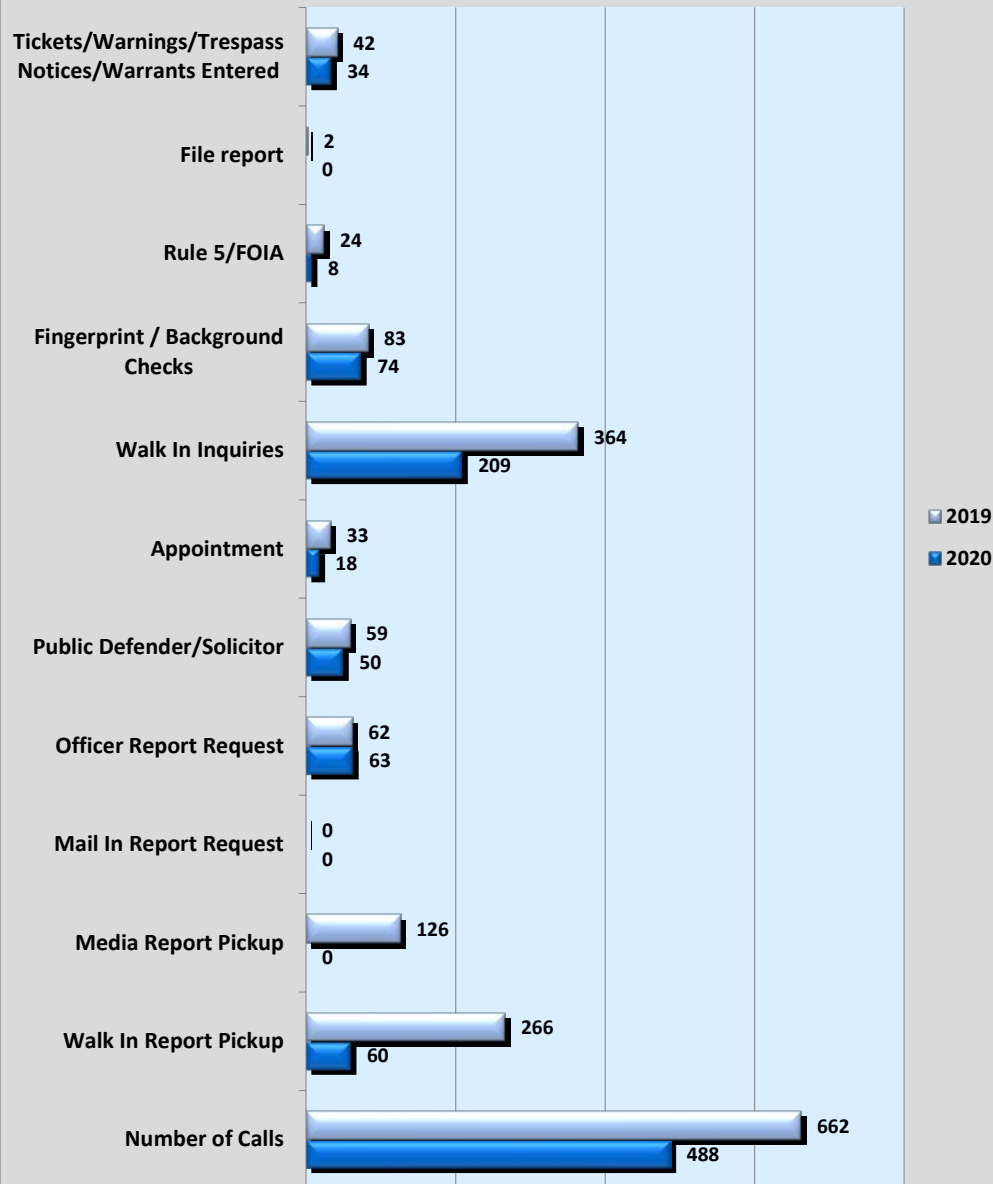
Feb 26th – Attended TOB Strategic Planning Workshop

Feb 27th – Attended Security Directors meeting

Feb 27th – Attended Beaufort Show Filming

Feb 28th – Attended TOB Friday Cookout

February 2020/2019 Administrative Staff Report Comparison



Department Highlights

Training – In-House

Police One Training:

- Bloodborne Pathogens - 4 hrs.
- All Hazmat - 10 hrs.
- Recruit Pre- Service Training hours - 120 hrs.

(ACADIS Training) - 32 hrs.

- Lineup Training 2020 (Jan-Feb)
- Legal 2019-2020
- CDV DV 2019

Training – Outside

Firearms Guest Instructor Recertification - 16 hrs. 45 minutes

SCGIA Training - 40 hrs.

FBI-LEEDA - 40 hrs.

CJIS Conference - 48 hrs.

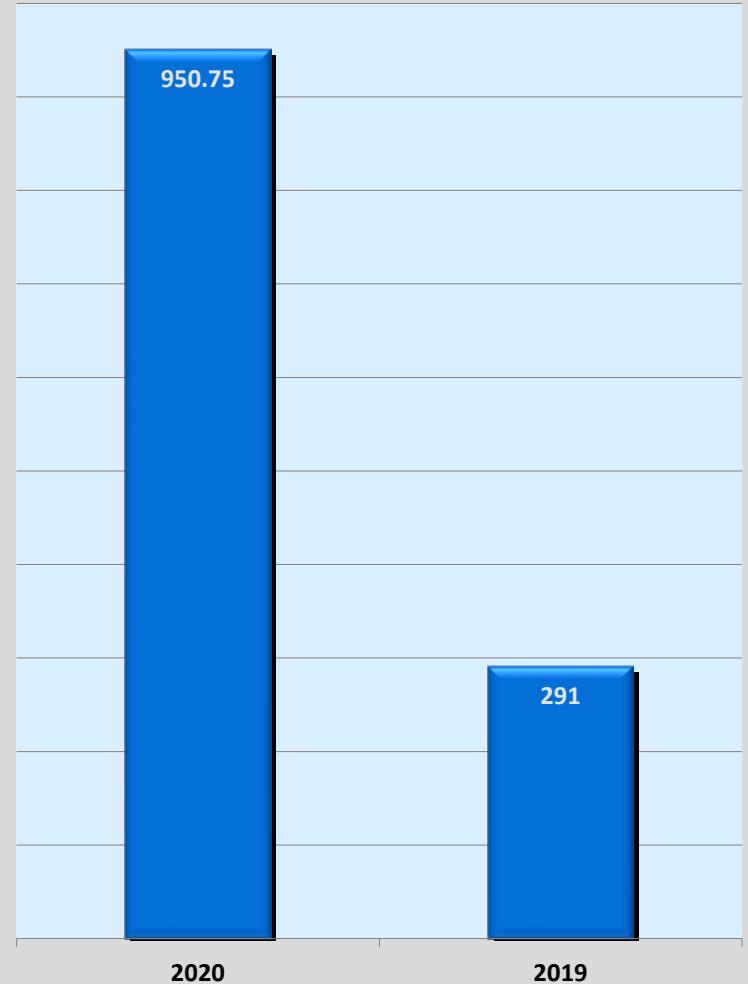
SCCJA Basic Law Enforcement #714 - 640 hrs.



Marine Patrol

No marine patrol conducted during this month.

February 2020 / 2019 Training Comparison



Department Highlights

Community Events

Customer Contacts: 375

Event Holder Contacts: 50

RCC Showings: 4

RCC Rental Applications: 10

Rotary Community Center (RCC) rentals: 14

Field of Dreams Applications: 0

Field of Dreams Rentals: 7

Oyster Factory Park Inquiries/Rentals/Applications: 11

Oyster Factory Park (OFP) rentals: 0

Community Events Applications Submitted: 7

Community Events

Feb 2nd - NewSpring Church

Feb 2nd - Cornerstone Church

Feb 2nd - Church of the Cross - Old Town

Feb 2nd - Church of the Cross – Buckwalter

Feb 3rd - RRA Basketball vs Beaufort

Feb 3rd - HEMMS Basketball vs Robert Smalls

Feb 4th - Board of Zoning Appeals

Feb 5th - LCC Youth Group

Feb 5th - Historic Preservation Commission

Feb 6th - Farmers Market

Feb 7th - HEMMS Valentine's Dance

Feb 7th - IF Women's Conference @ LCC

Feb 7th - BHS Basketball vs Colleton County

Feb 8th - IF Women's Conference @ LCC

Feb 8th - Private Event @ OFP (Burr,Forman,McNair)

Feb 9th - NewSpring Church

Feb 9th - Cornerstone Church

Feb 9th - Church of the Cross – Old Town

Feb 9th - Church of the Cross – Buckwalter

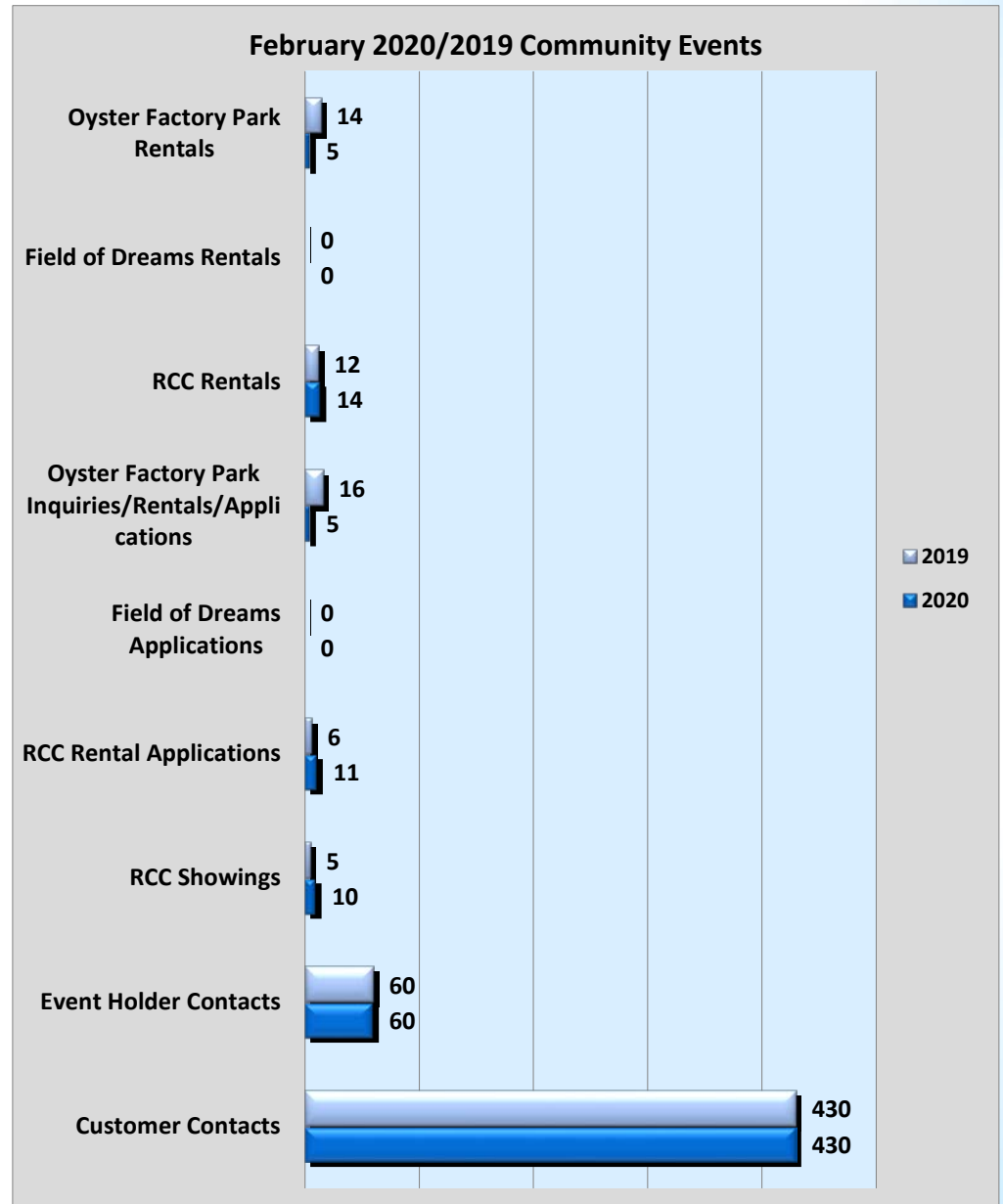
Feb 10th - HEMMS Basketball Playoff Game

Feb 11th - MRHS Basketball vs Wade Hampton

Feb 12th - Lowcountry Wind Symphony Concert @ LCC

Feb 12th - LCC Youth Group

Feb 13th - MRHS Valentine's Dance



Department Highlights

Community Events continued. . .

Feb 13th - Farmers Market

Feb 16th - NewSpring Church

Feb 16th - Cornerstone Church

Feb 16th - Church of the Cross – Old Town

Feb 16th - Church of the Cross – Buckwalter

Feb 16th - Campbell Chapel A.M.E. Church

Feb 19th - LCC Youth Group

Feb 21st - Temple Oseh Shalom

Feb 21st - Private Event (BLHS)

Feb 22nd - Private Event (Woods)

Feb 23rd - NewSpring Church

Feb 23rd - Cornerstone Church

Feb 23rd - Church of the Cross – Old Town

Feb 23rd - Church of the Cross – Buckwalter

Feb 23rd - Campbell Chapel A.M.E. Church

Feb 24th - MRHS Girls Basketball Playoff Game

Feb 24th - Chapel Dedication and Annual Meeting

Feb 26th - Planning Commission

Feb 26th - LCC Youth Group

Feb 27th - Farmers Market

Feb 27th - Private Event (HBA)

Feb 28th - Worship Night @ LCC

Feb 29th - Red Cedar Foxes Trot 5K



Community Action Team

Traffic Officer:

Cpl. Dickson
Tickets: 82
Warnings: 17
Total Citations: 99
Collision Reports: 6
Incident Reports: 0

Downtown Traffic Stats:

Tickets: 22
Warnings: 3
Truck Route: 0
Parking Tickets: 63

Code Enforcement:

Sign Violations: 0

Environmental / Zoning Violations:

218 Buck Island – Re-Open NOV rentals of trailers.
Case Closed. Pending sale of property.

Business License:

JE Dunn- NOV for unlicensed sub-contractors:
Baker Paint
Center Office Systems
Doyle Dickerson Terrazzo
Mark Crapse Construction
Savannah Blinds
Premier Contract Carpet
Soap on a Rope LLC
Cornerstone Masonry Group
Complete Commercial Cleaning LLC
Bonitz of Georgia Inc

Bridgette Frazier – Chef B's Eat'z - needs fire
inspection for Permit

Noise Complaints: 0

Court:

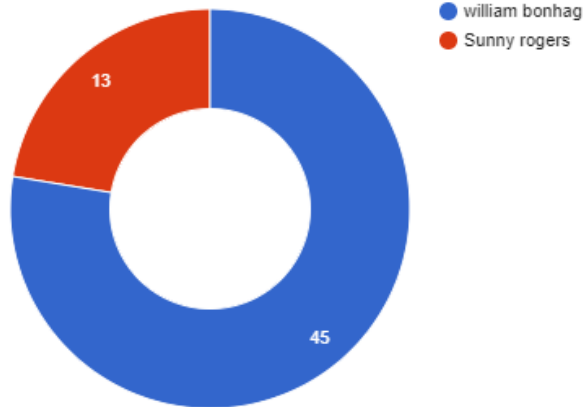
5 Joe Lewis Lane
47 Calhoun – Michael Hahn – NP

Pre-Construction Meetings: 1
Business License Check: 20

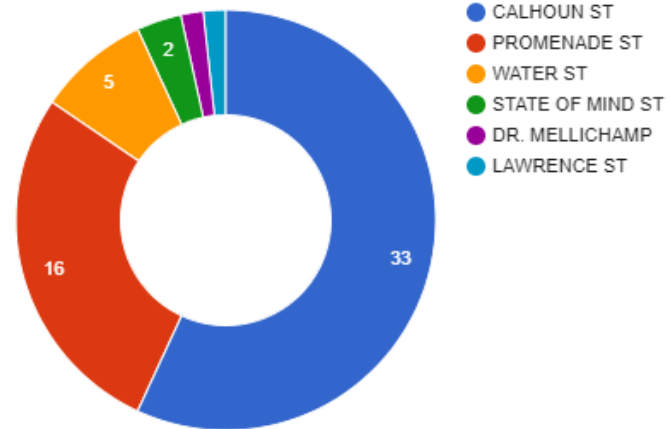


Community Service Assistants - January 2020

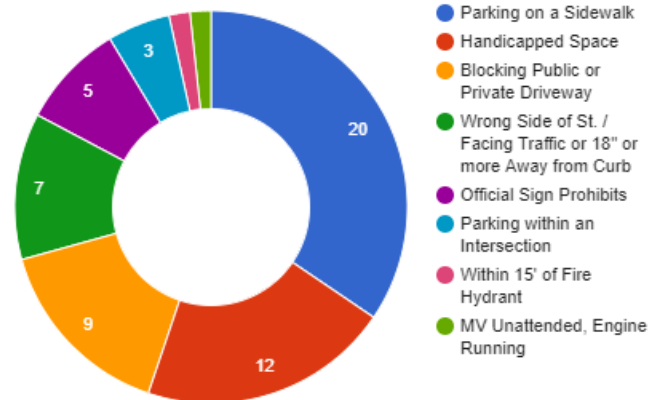
Tickets By Officer Month To Date ▼



Tickets By Location Month To Date ▼



Tickets By Violation Month To Date ▼



Criminal Investigation Division

CRIMINAL INVESTIGATIONS	
Cases Assigned	23
Incident Reports Taken	2
Supplemental Reports	34
Cases Closed	16
Arrests Made	4
Arrest Warrants	3
Bond Court	4
Case Call Outs	3
Search Warrants	13

Main Cases February 2020:

20BP07185 CSC
 20BP05941/06613/04851/04446/01292
 Forgeries/US Postal Inspector
 20BP08583 Hit & Run
 20BP10571 CSC

Case Call Outs February 2020:

20BP10834 - Death Scene
 20BP110033 - B&E Vehicles
 20BP08583 - Hit & Run

Bond Court February 2020:

19BP62059 Assault & Battery
 20BP10590 Assault & Battery / Threatening
 the Life of Public Official
 20BP11180 Resisting Arrest / DUI/ PDC
 19BP64664 Assault & Battery

Training February 2020:

FBI LEEDA - Sgt. Fazekas
 Crime Scene Processing - Phelan, Puryear,
 Bates

DRUG TASK FORCE	
Cases -	13
Incident Reports	13
Supplements	5
Crime stoppers	1
BPD Vice/Drug Reports Assigned	1
Searches Vehicles	12
Search Warrants	1
Arrests	17
Arrest Warrants	8
Controlled Buys	1
Traffic Stops	18
UTT's - 14 County tickets - 8 Warnings - 14	36
Knock & Talks	0

Drugs Seized (grams):

Marijuana 22
 Cocaine .01
 Crack Cocaine 6
 Methamphetamine .90
 Heroin 1.9
 RX / C-II 5
 RX / C-IV 6
 Other 1

Charges:

PWITD Crack Cocaine - 2
 PWITD Heroin - 2
 Possession Cocaine - 1
 Possession Marijuana - 7
 Possession Meth - 2

Searches:

Vehicle - 12
 Residence - 1

CAREER CRIMINAL UNIT	
Cases Assigned	4
Incident Reports Taken	3
Supplemental Reports	6
Cases Closed	1
Arrests Made	0
Arrest Warrants	0
Bond Court	0
Case Call Outs	0
Search Warrants	3

CCU Ongoing Cases:

19BP52519 - Confidential Case (Conspiracy)
 19BP52996- Attempted Murder
 19BP62723- Murder
 20BP09196- Assisting Another Agency

CCU/CID Case Call Outs:

19BP62723-Murder

Digital Forensic Extractions:

20BP0119 X1, 20BP62676 X2, 20BP0770 X2

Training:

SCGIA Gang Specialist (33 hrs.) - Sgt.
 Michaud
 ROCIC Intelligence Training - Sgt. Michaud
 SRT (16 hours) - Sgt. Michaud
 ICAC Deconfliction - Sgt. Michaud
 ICAC Referral - Sgt. Michaud
 ICAC Digital Forensics - Sgt. Michaud
 NIBIN/IBIS (4 hrs.)

Case Highlights:

19BP08996 / 20BP20593 - Facial Recognition
 Software and intel sources utilized and
 assisting in identifying CID case bank fraud
 suspect.
 Assisted CCU with Murder trial State Vs. Isiah
 Rivers

Bluffton Community Contacts



Feb. 18 - Sgt. Danyov and Sgt. DeStasio visited the Sun City Bicycle Club to discuss safety and current laws.



Lutzie 43 Actions

Feb 5th & 6th – Joy spoke to BJWSA employees about the dangers of distracted driving. As a result of the meeting, BJWSA has agreed to place the 43 Key Seconds bumper sticker on their marked fleet. A Lutzie 43 update was sent to the Lutzie 43 email group with updates and tasks.


Feb 12th – Joy met with the Mayor, Lindsay Housaman, and Chief Champond to discuss the Bluffton Lutzie 43 Scholarship

Feb 12th – Joy spoke with Mike Lutzenkirchen about the scholarship and the name for the scholarship.

Feb 13th – Joy met with Rob from Palmetto Running Company about Lutzie 43 5K coming up on August 1.

Feb 17th – Joy contacted the principals at BHS and MRHS about the scholarship. The application and flyer about the scholarship was sent to both schools.

Feb 17th – A Mayor's article was written about the scholarship.

<p>Take 43 Key Seconds to Complete the Safe Driving Checklist</p> <ul style="list-style-type: none">✓ Clear Head Ensure you have a clear head - one that is not affected by alcohol, drugs, emotions or fatigue.✓ Clear Hands Have clear hands - send a text, adjust the radio, and put all devices away so you can drive hands-free.✓ Clear Eyes Set your sights on the road ahead. Do not look to the side at a passenger or down at a text.✓ Click It Finally, click your seatbelt. It's the law and could save your life!✓ Now, Turn Your Key.		<p>In April 2019, the Town of Bluffton partnered with the Lutzie 43 Foundation. The objective - inspire all of us to make better decisions as drivers. According to the National Highway Traffic Safety Administration, 3,166 lives were lost in 2017 as a result of distracted driving. Join the Town of Bluffton in its efforts to make the state of South Carolina a handsfree state. #HandsFreeSC</p> <p>The 43 Key Seconds initiative aims to produce safe and successful lifelong drivers who will serve as ambassadors for change in their communities. This reminds each driver and passenger to TAKE 43 KEY SECONDS TO STOP AND PRIORITIZE SAFETY before driving. It's all in an effort to END DISTRACTED DRIVING.</p> <p>To learn more visit www.Lutzie43.org</p> <p>LUTZIE 43 FOUNDATION</p>
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791 Lutzie 43 cards were handed out to motorists by Bluffton Police Officers.

Commendations . . .



CAMPBELL CHAPEL A.M.E. CHURCH

25 Boundary Street
P.O. Box 83
Bluffton, S.C. 29910
Dr. Jon R. Black, Pastor

January 22, 2020

Chief Christopher Chapmond
Bluffton Police Department
101 Progressive Street
Bluffton, SC 29910

Dear Chief Chapmond,

I am writing to acknowledge and thank you for the color guard unit that presented the colors at the Thirty-first Church Growth and Evangelism Seminar of the African Methodist Episcopal Church, on Thursday, January 9, 2020. Officers Fazika and Frazier were the quintessential examples of professionalism and patriotism. Their uniforms were impeccable and their military bearing was impressive. Their dignity and poise set the tone for our evening. It was a job well done. Again, thank you Chief.

Gratefully,

Rev. Dr. Jon R. Black
Pastor

OFFICE: 843-757-3652

FAX: 843-757-0652

From: mypdapplication@gmail.com <mypdapplication@gmail.com>

Sent: Tuesday, February 4, 2020 10:36 PM

To: Nelson, Joy <jnelson@townofbluffton.com>

Subject: Commend the Department

WARNING!

This email originated from outside of the Town of Bluffton's email system. **DO NOT** click any links or open any attachments unless you recognize the sender and know the content is safe.

User Message



Name

[REDACTED]

Email

[REDACTED]

Employee Name

All

Phone

[REDACTED]

Location

-

Incident Date

(UTC Time)

Incident Details

Bluffton

More Details

I would like to commend the entire department on doing a great job on keeping the community safe for our families and loved ones. Thank you all for going above and beyond!

Thanks,
MyPD



Commendations continued. . .

From: Nelson, Joy
To: Smith, Diana
Subject: FW: [REDACTED] - Ride-Along
Date: Monday, February 10, 2020 10:09:23 AM

Commendation for Trotto and JRod.

From: [REDACTED] <[REDACTED]@yahoo.com>
Sent: Sunday, February 9, 2020 8:27 PM
To: Nelson, Joy <jnelson@townofbluffton.com>
Subject: [REDACTED] Ride-Along

WARNING!

This email originated from outside of the Town of Bluffton's email system. **DO NOT** click any links or open any attachments unless you recognize the sender and know the content is safe.

Hi Joy,

Wanted to update you on my experience on the Ride-Along with Officer Trotto this past Friday evening.

It was great !!! Ask you extend this Thank You to both Officer Trotto and his commanding officer.

Officer Trotto was professional, informative on his daily routines, and very affirmative on what I already thought, Bluffton is a great community to live, and he is there to do his part in keeping citizens safe.

This is the purpose of the Citizens Police Academy and resulting opportunities for ride-alongs with the Bluffton Police Team. My experience was already shared with numerous people, that the intent of Bluffton Officers is not to be unapproachable, but have that balance between enforcing rules for purpose of protecting citizens and the affected drivers, or individuals themselves.

Example is when a driver has a head light not operable on their vehicle, sure it is a violation, BUT, when explained to the driver they are getting a warning, because it is dangerous driving on roads at night with little light, and you don't want them to injure others, OR themselves, when driving. This is using common and practical sense.

Or, when driving thru apartment complexes that have some known issues, it is not that the Police are hassling or intimidating persons walking around, but rather, by driving thru, are saying, hey, we are here if help is needed, we are here to protect the 99% good people vs the 1% not so good.

I learned allot from this opportunity, and I am one to say THANK YOU for your support and protection in our Bluffton communities.

A shout out to all the Bluffton Officers for a job well done !!

Thank you

PS...will call you again in few months to see if another ride along is available...

[REDACTED]



TOWN MANAGER MONTHLY REPORT

February, 2020



To: Town Council

From: Marc Orlando, ICMA-CM, Town Manager

Date: March 17, 2020

Town of Bluffton
20 Bridge St.
PO Box 386
Bluffton, SC 29910
843.706.4500

Town Operations / Community Meetings

- Weekly meetings with senior staff team.
- Monthly administrative coordinating meetings with Department Heads, Deputy Town Manager, and Executive Director of the Don Ryan Center for Innovation.
- Municipal Association of South Carolina Legislative Action Day from February 3rd – 5th.
- Hilton Head Realtor's Association Coffee Connect on February 6th.
- Attended Southern Living Home Summit Event on February 11th.
- Capital Improvement Program Meeting on February 12th.
- Senior Staff Parade Planning Meeting on February 17th.
- Buckwalter Place Commerce Park Site Visit with Engineering and Growth Management staff on February 17th.
- Attended Black History Month Celebration Luncheon on February 20th.
- Attended Heritage Classic Foundation Sponsor Appreciation Breakfast on February 24th.
- Meeting with Billy Watterson, CEO Burnt Church Distillery on February 25th.
- Attended Frankie Bones Ribbon Cutting on February 26th.
- Attended Final Friday Cookout Staff Luncheon on February 28th.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meeting.
 - Various meetings with Town Attorney to coordinate Town Council Meeting agenda items.
 - Meeting with Councilman Dan Wood on February 11th.
 - Attended Town Council Meeting on February 11th.
 - Meeting with Mayor Sulka and Waste Management Representatives on February 12th.
 - Meeting with Councilman Fred Hamilton on February 13th.
 - Meeting with Town Attorney, Terry Finger, Assistant Town Attorney Richardson LaBruce, and Growth Management staff on February 18th.
 - Meeting with Mayor Sulka and St. Joseph's/Candler CEO Paul Hinchey on February 20th.
 - Meeting with Councilwoman Bridgette Frazier on February 20th.
 - Attended Southern Lowcountry Board Meeting on February 25th.
 - Attended Town of Bluffton/Beaufort County Joint Council Meeting on February 25th.
 - Town of Bluffton Strategic Planning Workshop on February 26th.
 - Meeting with Mayor Sulka and Councilman Fred Hamilton on February 27th.
 - Meeting with Councilman Fred Hamilton and Town staff regarding Housing RFP Status on February 27th.
-

TOWN COUNCIL

STAFF REPORT

Engineering Department



MEETING DATE:	March 17, 2020
PROJECT:	Construction Contract Approval for Buck Island – Simmonsville (BIS) Sewer Extension, Phase 5A-D; IFB-2020-22
PROJECT MANAGER:	Bryan McIlwee, Director of Engineering

RECOMMENDATION:

Town Council authorize the Town Manager to approve a contract (Attachment 1) for Buck Island-Simmonsville (BIS) Sewer Extension, Phase 5A-D, with the lowest responsive and responsible bidder. CBG, Incorporated, has been determined to be the lowest qualified bidder with a bid of one million five hundred five thousand four hundred fifty-one dollars (\$1,505,451.00). In addition, Staff requests a 7% contingency allowance to cover any unforeseen changes that may arise during construction.

BACKGROUND/DISCUSSION:

The contract will include the construction of the fifth and final phase of sewer within the Buck Island – Simmonsville Neighborhood. The project consists of approximately 4,200 linear feet sanitary sewer main, 1,050 linear feet of water main, and 31 service connections. The project consists of several scattered sites throughout the community and will connect unserved areas to previously completed phases.

Staff received three (3) bids for the construction from CBG, Inc., Jordan Construction of Hilton Head, Inc., and Potter Construction, LLC, on the advertised due date of February 10, 2020. See attached Bid Tabulation outlining the final bid results (Attachment 2).

This project includes funds awarded from numerous sources including a CDBG Ready to Go grant (\$320,000), a SCDHEC Section 319 Nonpoint Source Program grant (\$365,558.36), and State Proviso funds (\$200,000).

NEXT STEPS:

Town Council approval, Department of Commerce review, and execution of this contract with CBG, Incorporated in the amount of \$1,505,451.00, which authorizes them to complete the utility installation for this project. Upon issuance of a Notice to Proceed, the work is anticipated to take approximately 220 days.

ATTACHMENTS:

1. Proposed Contract
2. Bid Tabulation
3. Project Data Sheet
4. Map
5. Recommended Motion

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between _____ Town of Bluffton _____ (“Owner”) and
_____ CBG, Inc. _____ (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: installation of water and sewer main lines and surface rehabilitation in the Buck Island – Simmonsville area.

ARTICLE 2 – THE PROJECT

- 2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows: sewer main extension, water main extension, water and sewer services, surface rehabilitation.

ARTICLE 3 – ENGINEER

- 3.01 The Project has been designed by Cranston Engineering Group, P.C. (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Dates for Substantial Completion and Final Payment*

4.02 *Days to Achieve Substantial Completion and Final Payment*

- A. The Work will be substantially completed within 200 days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 230 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, 5.01.B, and 5.01.C below:

- A. For all Work other than Unit Price Work, a lump sum of: \$ 1,505,451.00

All specific cash allowances are included in the above price in accordance with Paragraph 11.02 of the General Conditions.

- B. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item: SEE ATTACHED BID SCHEDULE

The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

C. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the n/a day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

- 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

- a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 10 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

ARTICLE 7 – INTEREST

7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0 percent per annum.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
- E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement
2. Performance bond
3. Payment bond.
4. Addendum to Agreement
5. General Conditions
6. Supplementary Conditions
7. Special Conditions (technical specs)
8. CDBG Contract Special Provisions
9. Drawings
10. Addenda (numbers 1 to 1, inclusive).
11. Davis Bacon Wage Determination
12. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid
 - b. Documentation submitted by Contractor prior to Notice of Award
13. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Notice to Proceed
 - b. Work Change Directives.
 - c. Change Orders.

B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to

establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 *Compliance*

A. Offerors, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Offerors will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

B. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- i. Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- iii. The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- iv. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- v. The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- vi. Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- vii. The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the

- programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- viii. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- ix. The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- x. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- xi. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
- xii. Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).
- C. Offerors shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O'Hara Service Contract act (41 U.S.C. 351 et seq);
- D. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).
- E. Offerors shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.
- F. Offerors shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.
- G. In accordance with 40 CFR 1505.2(c), parties to this Agreement must enact the below mitigation measures to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents:

To comply with the Historic Preservation, National Historic Preservation Act of 1966, including but not limited to Section 106 and Section 110; 36 CFR Part 800, contact the following authorities:

Catawba – the Catawba Indian Nation, THPO stated that the Catawba are to be notified if Native American artifacts and/or human remains are located during the ground disturbance phase of this project.

Muscogee – the Muscogee THPO letter dated 12/07/17 stated no concerns, however if any cultural material or human remains be encountered during any construction or demolition, the Muscogee request notification.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____ (which is the Effective Date of the Agreement).

OWNER:

Town of Bluffton

By: _____

Title: _____

Attest: _____

Title: _____

Address for giving notices:

20 Bridge Street

Bluffton, SC 29910

CONTRACTOR

CBG, Inc.

By: _____

Title: _____

Attest: _____

Title: _____

Address for giving notices:

500 Frontage Road

Gaston, SC 29053

License No.: G12400

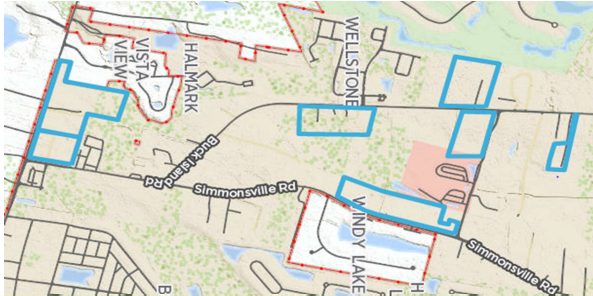
BID OPENING

Solicitation # - IFB 2020-22
Project - BIS Sanitary Sewer, Phase V
Date - 2/10/20
Time - 2:05 PM
Project Manager - Mark Maxwell



#	COMPANY	BASE BID	ALTERNATE
1	CBG INC	1,505,451.00	
2	JORDAN CONSTRUCTION	2,140,313.50	
3	POTTER CONSTRUCTION	1,679,207.00	
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

2/10

Capital Improvements Program Fund Project Data Sheet									
Project Name	Buck Island-Simmons ville Sanitary Sewer Phase 5					Project #	00044		
Project Manager	Mark Maxwell					Start to End	FY 2015 - FY 2020		
Project Scope					Project Photo or Map				
<p>This project includes the design and installation of sewer lines and pump station for the remaining portions of the Buck Island-Simmons ville Neighborhood that are currently un-served by public sewer. The BIS Phase 5 sewer project is the final phase of a collaborative effort with BJWSA and will include sewer service connections to all existing homes within the project area. This Phase consists of 3,826 linear feet of 8" sewer main, the abandonment of 33 septic tanks, and 1,054 linear feet of water main. This phase will serve +/- 33 homes in four locations within the Buck Island-Simmons ville neighborhood. Additionally, newly identified phase 5E will extend to the town western boundary along May River Road serving nine properties.</p>									
Project Budget									
	Prior Years' Expended	FY2019 Amended Budget	FY2019 Estimate	FY2020 Proposed Budget	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	45,195	35,000	29,150	29,000	-	-	-	-	103,345
Construction	88,609	1,768,867	445,000	1,205,000	-	-	-	-	1,738,609
Other	3,290		77,000	-	-	-	-	-	80,290
Total	\$ 137,094	\$ 1,803,867	\$ 551,150	\$ 1,234,000	\$ -	\$ -	\$ -	\$ -	\$ 1,922,244
Project Funding Sources									
	Prior Years' Expended	FY2019 Amended Budget	FY2019 Estimate	FY2020 Proposed Budget	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	Total Project Forecast
SWU Fees	\$ 96,467	\$ 400,202	\$ 235,250	\$ 164,952	\$ -	\$ -	\$ -	\$ -	\$ 496,669
State Proviso	-	200,000	-	200,000	-	-	-	-	200,000
Potential CDBG Grant	-	320,000	-	320,000	-	-	-	-	320,000
TIF Debt Service	-	166,700	-	166,700	-	-	-	-	166,700
State Proviso 117.21	-	-	-	300,000	-	-	-	-	300,000
CIP Fund Balance MIDF	25,716	384,215	-	82,348	-	-	-	-	108,064
CIP Alcohol Tax	14,911	214,915	198,065	-	-	-	-	-	212,976
CIP Fund Balance	-	117,835	117,835	-	-	-	-	-	117,835
Total	\$ 137,094	\$ 1,803,867	\$ 551,150	\$ 1,234,000	\$ -	\$ -	\$ -	\$ -	\$ 1,922,244
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</p> <p>May River & Surrounding Rivers and Watersheds Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.</p> <p>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Construction of Phase 5 A-D is proposed to start in late summer 2019. Phase 5 E of the project is under design. A +/- \$320,000 grant application is currently under review for potential CBDG funding assistance. Received FY20 Appropriation of Proviso 117.21 in the amount of \$300,000.</p>				
Project Origination					Project Performance Measures				
1) FY 2019-2020 Strategic Plan, and 2) May River Watershed Action Plan.					Remove residences from septic and connect to public sanitary sewer.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2020 Forecast	FY2021 Forecast	FY2022 Forecast	FY2023 Forecast	FY2024 Forecast	Total Project Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. O&M costs are expected to be zero; as the system will be turned over to BJWSA.</p>									

CURRENT AND FUTURE
SEWER AND WATER
PROJECTS

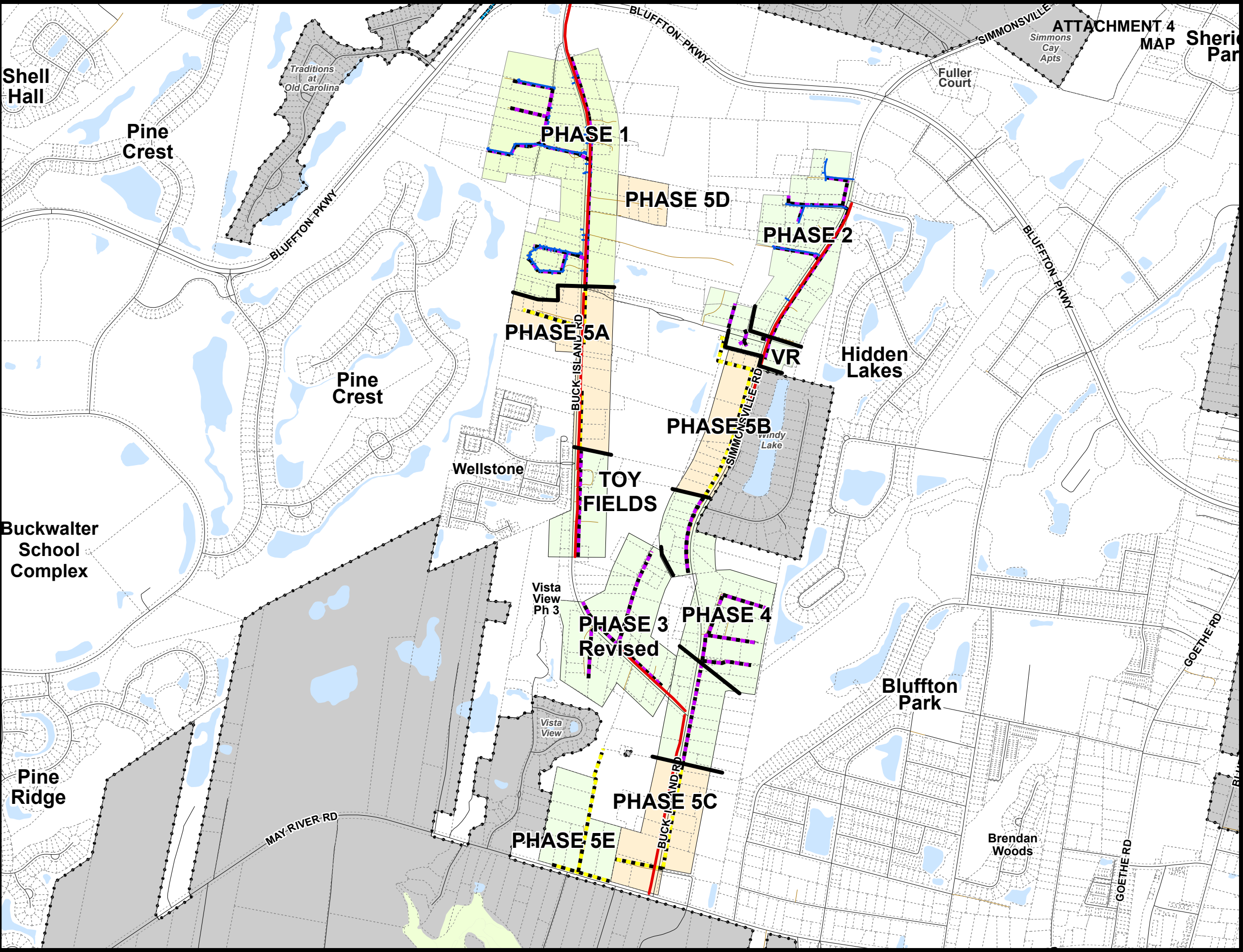
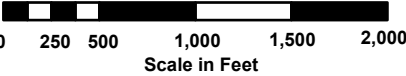
LEGEND

- Existing Sewer Line
- 300' Buffer
- Future Sewer Line
- Future Sewer Line (By Others)
- 300' Buffer
- Existing Water Line
- Existing Sidewalk
- Street Centerline
- Bluffton Jurisdiction
- Beaufort County Jurisdiction
- Bluffton Town Jurisdictional Line
- Marsh
- Water
- Parcel Line



Date:10/14/2019

DISCLAIMER:
This map was created by the Engineering Department
of 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 Engineering Department of 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
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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.



RECOMMENDED MOTION LANGUAGE

“I move to authorize the Town Manager to execute a contract for utility construction to complete the Buck Island – Simmonsville Sewer Extension, Phase V, with CBG, Incorporated. The contract amount includes the BASE BID of \$1,505,451.00, and a contingency of 7% of the contract amount to address unforeseen changes that may arise during construction.”