



Planning Commission

Wednesday, March 22, 2023 at 6:00 PM

Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett" McCracken Jr.
Council Chambers

AGENDA

This meeting can be viewed live on [Beaufort County Channel](#), on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

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 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 THE AGENDA

VI. ADOPTION OF MINUTES

- [1.](#) February 22, 2023 Minutes

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

IX. NEW BUSINESS

- [1.](#) **Proposed Prioritization of Fiscal Year 2024 Capital Improvement Program Projects:** A request by the Town of Bluffton for recommendation of approval to Town Council of the FY2024 Capital Improvement Program. (Staff - Kim Washok-Jones)
- [2.](#) **Unified Development Ordinance Amendments (Public Hearing):** Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Relating to Contributing Resources and Development Standards in Old Town Bluffton Historic

District, including Article 3 – Application Process, Sec. 3.18, Certificate of Appropriateness-Historic District; Sec. 3.19, Site Feature-Historic District Permit; and, Sec. 3.25, Designation of Contributing Resources; Article 5 – Design Standards, Sec. 5.15, Old Town Bluffton Historic District; and, Article 9 – Definitions and Interpretations, Sec. 9.2, Defined Terms and Sec. 9.3, Interpretation of Dimensional Standards. (Staff - Charlotte Moore)

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 Town Clerk. Public comment must not exceed three (3) minutes.*

Executive Session - The public body may vote to go into executive session for any item identified for action on the agenda.

Planning Commission

Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett" McCracken Jr.
Council Chambers
February 22, 2023

I. CALL TO ORDER

Chairperson Denmark called the meeting to order at 6pm.

II. ROLL CALL

PRESENT

Chairperson Amanda Jackson Denmark
Vice Chairman Charlie Wetmore
Commissioner Kathleen Duncan
Commissioner Rich Delcore
Commissioner Lydia DePauw

ABSENT

Commissioner Jason Stewart
Commissioner Jim Flynn

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V. ADOPTION OF THE AGENDA

Vice Chairman Wetmore made a motion to adopt the agenda.

Seconded by Commissioner Duncan.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

VI. ADOPTION OF MINUTES

1. January 25, 2023 Minutes

Commissioner Duncan made a motion to adopt the minutes.

Seconded by Commissioner Delcore.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

VII. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA*

VIII. OLD BUSINESS

IX. NEW BUSINESS

1. **Pinellas Drive Offices (Development Plan Application):** A request by Jared Thompson of Moore Civil Consulting, Inc., on behalf of the property owner Ken Toskey for approval of a preliminary development plan. The project consists of the construction of three office buildings totaling 12,600 S.F., associated driveways, parking areas, and bioretention areas. The property is zoned Buckwalter Planned Unit Development and consists of approximately 1.5 acres identified by tax map numbers R610 022 000 1143 0000 located within the Buckwalter Commons Phase 1 Master Plan. (DP-11-22-017433) (Staff - Dan Frazier)

The applicant was in attendance. Staff presented. There was discussion about landscaping, sidewalks, architecture and parking.

Vice Chairman Wetmore made a motion to approve the application with the following conditions:

- 1) Provide a minimum width of 5 feet for all sidewalks; and
- 2) The applicant is to work with staff on the proposed use of the restaurant.

Seconded by Commissioner Delcore.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

2. **Compass Self Storage (Development Plan Application):** A request by Jonathan Steele of Compass TPC, LLC, on behalf of the property owner, Marilyn Faulkner of MFF Enterprises, LLC, for approval of a preliminary development plan application. The project consists of two 2-story climate-controlled storage buildings totaling 113,544 square feet including a retail sales/rental office and incidental truck rentals. The property is zoned Jones Estate PUD and consists of approximately 3.21 acres identified by tax map numbers R610-036-000-0458-0000 and R610-036-000-0459-0000 and located at the intersection of Gibbet Road and Highway 170 within the Palmetto Point Commercial Master Plan. (DP-09-22-017236) (Staff – Dan Frazier)

The applicant was in attendance. Staff presented. There was discussion about the neighboring development affecting the project's parking.

Commissioner Delcore made a motion to accept the application as submitted.

Seconded by Vice Chairman Wetmore.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

- 3. Buckwalter Place Lot 100 (Development Plan):** A request by Dan Keefer of Witmer Jones Keefer, Ltd on behalf of the property owner, Jaz Development, LLC for approval of a preliminary development plan application. The project proposes the construction of two mixed-use buildings with building “A” including a +/-1,500 SF restaurant and +/-5,100 SF retail space, and building “B” including a +/-7,000 SF two-story office space and a +/-1,500 SF single-story office space. The property is zoned Buckwalter Planned Unit Development and consists of approximately 1.5 acres identified by tax map number R610 030 000 2002 0000 located within the Buckwalter Place Master Plan. (DP-11-22-017374) (Staff - Dan Frazier).

The applicant was in attendance. Staff presented. There was discussion about sidewalks, crosswalks, and parking.

Commissioner Delcore made a motion to approve with the following conditions:

- 1) Work with staff to mitigate traffic safety concerns about the northernmost parking spaces; and
- 2) Provide off-site crosswalk striping on Road L adjacent to the proposed sidewalk.

Seconded by Commissioner DePauw.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

- 4. The Parkways Office at Hampton Lake (Development Plan Application):** A request by Caleb King of Witmer Jones Keefer, Ltd on behalf of the property owner, University Investments, LLC for approval of a preliminary development plan. The project proposes the construction of two 3-story buildings totaling 10,000 sq. ft. each, one 2-story building of 7,000 sq. ft., and the associated access, parking, and utilities to serve the buildings. The property is zoned Buckwalter PUD and consists of approximately 5.31 acres, identified by tax map numbers R614-029-000-0784-0000 and R614-029-000-0485-0000 located within the Hampton Lake Master Plan. (DP-10-22-017335) (Staff – Dan Frazier)

The applicant was in attendance. Staff presented. There was discussion about tree size, parking, dumpster location and walkway connections.

Commissioner DePauw made a motion to approve the application with the following condition:

- 1) The proposed flex space development will be limited to 2,000 sq. ft. of restaurant use, 6,000 sq. ft. of retail use, and 19,000 sq. ft. of office use.

Seconded by Commissioner Delcore.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

- 5. Alston Park Phase 3 (Initial Master Plan):** A request by Dan Keefer of Witmer Jones Keefer, LTD, on behalf of Village Park Communities, LLC, for approval of a master plan. The project

consists of a maximum of 76 dwelling units, park/open spaces, and related infrastructure. The property is zoned New Riverside PUD and consists of approximately 63 acres identified by tax map numbers R610 035 000 0019 0000 and R610 035 000 0846 0000 and commonly referred to as New Riverside Parcel 5A South located east of New Riverside Road. (MP-04-22-016566) (Staff – Dan Frazier)

The applicant was in attendance. Staff presented.

Public Comment

Bill Scampoli, 63 Grovewood Drive. Mr. Scampoli is concerned about trees being cut down, safety, and the new road potential.

James Latchford, 11 Grovewood Drive. Mr. Latchford discussed the new road potential, gate access and location, traffic assessment, sidewalk cost, and speeding in the neighborhood.

Laura Markovitch, 75 Grovewood Drive. Ms. Markovitch discussed concerns about trees being removed behind her lot.

Mike Lucas, 57 Gatewood Lane. Mr. Lucas is concerned about losing the trees and it being clear cut with the new development.

Gerald (Gary) Nuckolls, 87 Grovewood Drive. Mr. Nuckolls is concerned about losing the premium lot view and a drop in property value, the clear cutting of trees, and how close will the curb line be to his fence line.

Mary Docka, 33 Benton Circle. Ms. Docka is concerned about how the proposed section will be gated but the other parts of Alston Park can't get in. She believes two accesses are needed with this many more houses being added.

The applicant discussed how Holly Hill Lane is a right-of-way operated by Beaufort County. The distance of the buffer and property lines were also discussed.

Richardson LaBruce, Town Attorney, provided a background on the New Riverside development agreement and it's density. Mr. LaBruce also reviewed what the Planning Commission is allowed to review and discuss.

Commissioner Delcore made a motion to recommend approval to Town Council with the following conditions:

- 1) The first phase of development shall be the construction of Holly Hill Lane from New Riverside Road to the development's entrance at Benton Circle, to include connectivity to the Alston Park development to the north. Construction of the road will initially consist of a sub-base and binder course, with the topcoat to be added prior to Final Certificate of Construction Compliance;
- 2) Holly Hill Lane shall serve as the only construction road for the development;
- 3) The Applicant shall update the master plan to show an asphalt pathway 8 feet in width within the Holly Hill Lane buffer;
- 4) The master plan is conceptual in nature, allowing for the Applicant to work with Town Staff to save as many trees as practicable at time of development plan submittal;

5) Provide an 8-foot wide asphalt path along the south side of Holly Hill Lane from the existing path on New Riverside Drive to Benton Circle; and

6) Consider providing a fenced buffer along the north side of Holly Hill Lane adjacent to the residential homes that back up to Holly Hill Lane from New Riverside Drive to Benton Circle.

Seconded by Commissioner Duncan.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

X. DISCUSSION

XI. ADJOURNMENT

Vice Chairman Wetmore made a motion to adjourn.

Seconded by Commissioner Duncan.

Voting Yea: Chairperson Jackson Denmark, Vice Chairman Wetmore, Commissioner Duncan, Commissioner Delcore, Commissioner DePauw

All were in favor and the motion passed.

The meeting adjourned at 7:39pm.

PLANNING COMMISSION

STAFF REPORT

Department of Projects and Watershed Resilience



MEETING DATE:	March 22, 2023
PROJECT:	Proposed Prioritization of Fiscal Year 2024 Capital Improvement Program Projects
PROJECT MANAGER:	Kimberly Washok-Jones Director

REQUEST: Town Staff requests the Planning Commission recommend for Town Council's consideration a prioritized list of proposed Capital Improvement Program projects for the FY 2024 Budget, as submitted.

INTRODUCTION: As required annually by South Carolina Code of Laws Section 6-29-340(B)(2)(e), staff is seeking Planning Commission's review, input and recommendation for Town Council's consideration a prioritized Fiscal Year (FY) 2024 Capital Improvement Program (CIP) project list.

BACKGROUND: Per South Carolina Code of Laws Section 6-29-340(B)(2)(e), the Planning Commission:

has the power and duty to prepare and recommend for adoption to the appropriate governing authority or authorities as a means for implementing the plans and programs in its area a capital improvements program setting forth projects required to implement plans which have been prepared and adopted, including an annual listing of priority projects for consideration by the governmental bodies responsible for implementation prior to preparation of their capital budget.

As large capital projects may span multiple fiscal years to fund (depending upon priority) design, permit and construct, Staff has provided a summary of which projects:

1. either have, or will be, completed during FY 2023 (Attachment 1, page 1);
2. are newly proposed for FY 2024 and as such are currently unranked and require Planning Commission consideration (Attachment 1, page 2); and
3. were previously identified as priority items that are in progress and will carry over into FY 2024 or future fiscal years (Attachment 1, page 3).

Projects are classified into two groups, labeled as "1" or "2," with projects graded "1" considered a higher priority than projects graded "2." Please note that projects are not listed in rank order (i.e., #1, #2, #3, etc.), nor should they be ranked from top to bottom. However, it is required that the projects be placed in one of two groups by the Planning Commission.

The distribution of current and proposed CIP projects throughout the Town's jurisdiction is illustrated in Attachment 2 (Note: Certain projects may not be mapped due to map

limitations). Project data sheets for all proposed FY 2024 projects are provided (Attachment 3).

REVIEW CRITERIA & ANALYSIS: The Planning Commission is charged with reviewing the CIP project list and making a recommendation by affirmative vote of a prioritized CIP project list to Town Council. Town Council will then take the Planning Commission recommendation under advisement in setting CIP project priorities and the FY 2024 Budget.

Although there are no review criteria specified in State Law for CIP prioritization, the Government Finance Association's "Capital Improvement Programming: A Guide for Smaller Governments" (1996) offers the following criteria as examples of factors to consider when evaluating and ranking capital projects:

1. Legal mandates – is the project needed to meet federal mandates?
2. Fiscal and budget impacts – what is the project cost and impact to operating budget?
3. Health and safety impacts – will the project improve the health and/or safety of residents in a measurable way?
4. Environmental, aesthetic and social effects – does the project reduce pollution levels or ensure community values are being achieved?
5. Economic development impacts – does the project promote economic vitality?
6. Relationship to other projects – are there advantages from this project which benefit other ones?

Staff has generally utilized these criteria in providing the proposed CIP project ranking.

PLANNING COMMISSION ACTIONS: The Planning Commission has the authority to take the following actions:

1. Approve the CIP FY 2024 prioritization as submitted; or
2. Approve the CIP FY 2024 prioritization with revisions.

RECOMMENDATION: The Department of Projects and Watershed Resilience staff request the Planning Commission recommend approval of the proposed CIP FY 2024 project priorities, as submitted, for Town Council's consideration.

ATTACHMENTS:

1. FY 2024 Budget Proposal
2. CIP Project Map
3. CIP Project Data Sheets

FY24 BUDGET PROPOSAL

5-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECTS FY24 - FY28

PROJECTS SUBSTANTIALLY COMPLETED TO BE REMOVED FROM CIP

Item	Project #	Completed FY23 Projects	Strategic Plan Focus Area(s)	Description
1	00052	Watershed Management Facility	Town Organization, Infrastructure	Facility Improvement
2	00054	Buck Island-Simmons ville Neighborhood Sidewalks & Lighting	Community Quality of Life, Infrastructure	Sidewalks, Pedestrian Safety
3	00055	Goethe Shults Sidewalks - Phase 2	Community Quality of Life, Infrastructure	Sidewalks, Pedestrian Safety
4	00065	Wright Family Park	Town Organization, Infrastructure	Facility Improvement
5	00069	Boundary Street Lighting	Community Quality of Life, Infrastructure	Pedestrian Safety
6	00071	Historic District Sewer Extension Phase 2	May River & Surrounding Rivers and Watersheds	Sewer Installation and Watershed Protection
7	00072	Historic District Sewer Extension Phase 3	May River & Surrounding Rivers and Watersheds	Sewer Installation and Watershed Protection
8	00078	Public Works Facility Improvements	Town Organization, Infrastructure	Facility Improvement
9	00079	Rotary Community Center Facility Improvements	Town Organization, Infrastructure	Facility Improvement
10	00080	May River Road Pocket Park	Infrastructure	Park Improvement
11	00081	Garvin-Garvey House Interpretive Signage	Town Organization, Infrastructure	Facility Improvement
12	00100	Buck Island Road Drainage Improvements	May River & Surrounding Rivers and Watersheds	Sewer Installation and Watershed Protection
Projects anticipated to be complete prior to end of FY23				

FY24 BUDGET PROPOSAL

5-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECTS FY24 - FY28

Item	Project #	FY24-28 Projects	Funding Status	Strategic Plan Focus Area(s)	Description	Previous Prioritization	Staff Priority	PC Priority	TC Priority
1	00020	Land Acquisition	Not Funded	Economic Growth, Infrastructure	Public Land	1	--	--	--
2	00042	Calhoun Street Streetscape	Partially Funded	Economic Growth, Infrastructure	Comprehensive Infrastructure	1	1	--	--
3	00044	Buck Island-Simmons ville Sewer Phase 5	I	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
4	00050	Pathway and Pedestrian Safety Improvements	Funded	Infrastructure, Community Quality of Life	Lighting and Public Safety	2	1	--	--
5	00059	Oyster Factory Park	Partially Funded	Infrastructure, May River & Surrounding Rivers and Watersheds	Park Improvement and Facility Improvement	1	1	--	--
6	00061	Sewer Connections	Partially Funded	Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
7	00066	Oscar Frazier Park Field of Dreams	Funded	Community Quality of Life	Park Improvement	1	1	--	--
8	00067	Squire Pope Carriage House	Partially Funded	Community Quality of Life	Park Improvement and Facility Improvement	1	1	--	--
9	00068	Wharf Street Lighting	Funded	Community Quality of Life, Infrastructure	Lighting and Public Safety	2	1	--	--
10	00073	Historic District Sewer Extension Phase 4		Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
11	00074	Historic District Sewer Extension Phase 5		Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
12	00075	Historic District Sewer Extension Phase 6		Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
13	00077	Law Enforcement Center Facility Improvements	Funded	Town Organization, Infrastructure	Facility Improvement	1	1	--	--
14	00082	Bridge Street Streetscape	Funded	Economic Growth, Infrastructure	Parking Improvement, Sidewalks, and Public Safety	1	1	--	--
15	00083	Cove Pedestrian Bridges (Skids)	Partially Funded	Community Quality of Life, Infrastructure	Heritage Infrastructure	2	2	--	--
16	00085	New Riverside Park / Barn Site		Community Quality of Life, Infrastructure	Park Improvement and Facility Improvement	1	1	--	--
17	00086	Park Improvements	DuBois Park - Shade Sail	Community Quality of Life, Infrastructure	Park Improvement	1	1	--	--
18	00087	Town of Bluffton Housing Project		Affordable and/or Workforce Housing	Affordable Housing	1	1	--	--
19	00089	Ulmer Auditorium Improvements		Town Organization, Infrastructure	Facility Improvement	1	2	--	--
20	00091	Community Safety Cameras Phase 6		Community Quality of Life	Public Safety	1	1	--	--
21	00092	New River Linear Trail		Community Quality of Life, Infrastructure	Sidewalks, Lighting, and Public Safety	1	1	--	--
22	00093	Ghost Roads		Economic Growth, Infrastructure	Comprehensive Infrastructure	1	1	--	--
23	00094	Boundary Street Streetscape		Economic Growth, Infrastructure	Comprehensive Infrastructure	1	1	--	--
24	00097	Buckwalter Place Park Restrooms		Town Organization, Infrastructure	Facility Improvement	2	2	--	--
25	00098	Buckwalter Multi-County Commerce Park Phase 2		Economic Growth	Comprehensive Infrastructure	1	1	--	--
26	00099	Comprehensive Drainage Plan Improvements		May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
27	00101	Sarah Riley Hooks Cottage		Community Quality of Life	Park Improvement and Facility Improvement	2	1	--	--
28	00102	Stoney Crest Campground/Old Palmetto Bluff Rd		Infrastructure, May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
29	00103	Document Management - Phase 1		Town Organization, Infrastructure	Operational Efficiencies	1	1	--	--
30	00104	Network Improvements		Fiscal Sustainability	IT Infrasture Upgrades	1	1	--	--
31	00105	May River Watershed Action Plan - Impervious Surface Restoration		May River & Surrounding Rivers and Watersheds	Sewer and Watershed Protection	1	1	--	--
32	00106	Pritchard Street Drainage Improvements		Infrastructure, May River & Surrounding Rivers and Watersheds	Comprehensive Infrastructure and Watershed Protection	1	1	--	--
33	00107	Town Wide Wayfinding Signage		Community Quality of Life, Infrastructure	Town-wide Wayfinding Signage	--	2	--	--
34	00108	New Riverside Village Park		Community Quality of Life, Infrastructure	Playground and Site Furnishing	--	1	--	--
35	P00094	May River Road - Pedestrian Trail	May River Road - Pedestrian Trail	Community Quality of Life, Infrastructure	Sidewalks, Lighting, and Public Safety	2	2	--	--

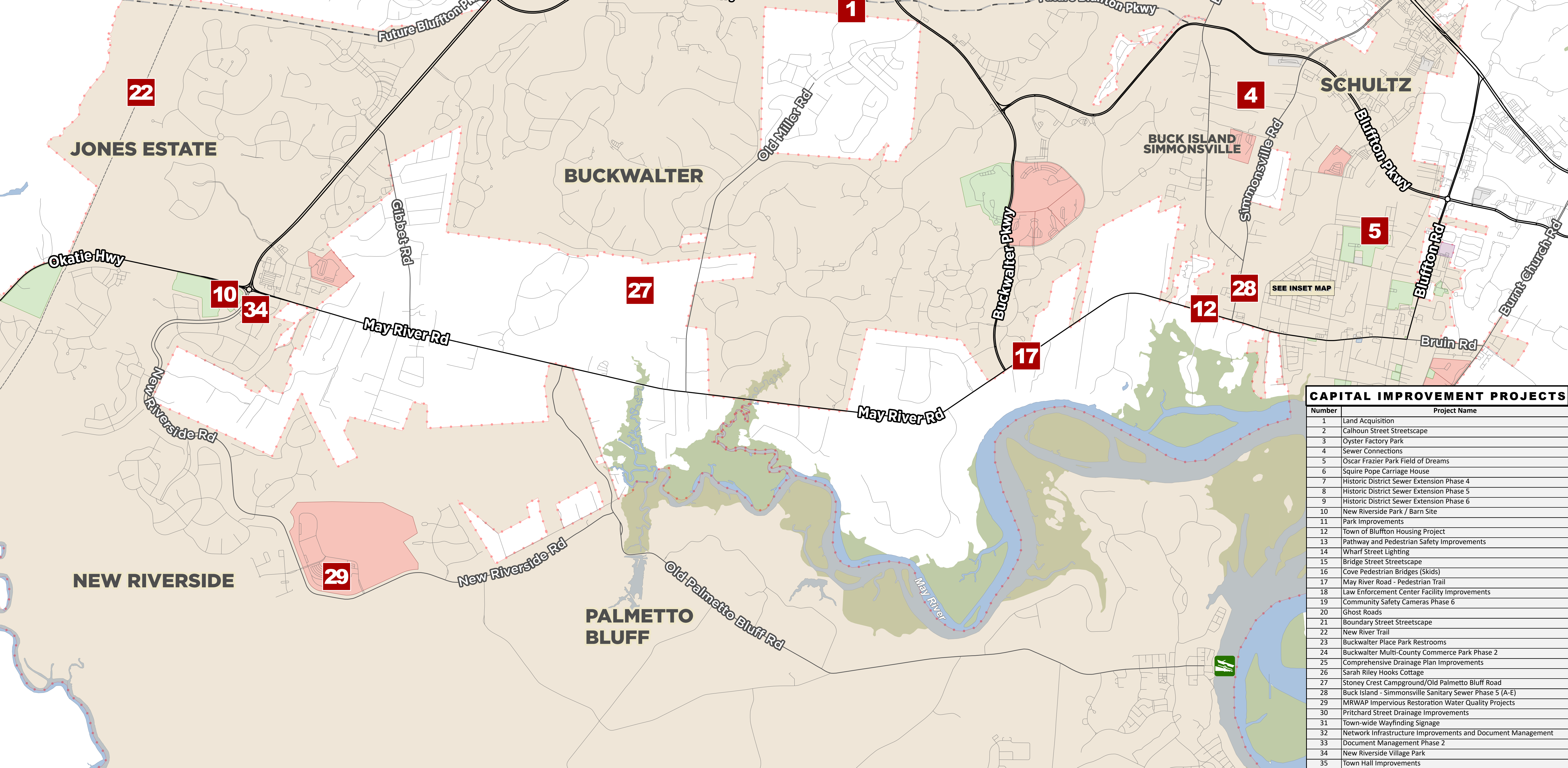
FY2024 Capital Improvements Program Fund

TENTATIVE AND SUBJECT TO CHANGE**

#	PROJECT NAME	FY 2023 Adopted	FY2023 Carry Forward	FY2024 New	FY2024 Proposed Budget	Notes / Comments
Stormwater and Sewer						
00044	Buck Island - Simmonsville Sewer Phase 5	\$ 1,969,110	1,800,000	600,000	2,400,000	Completed in FY2024.
00061	Sewer Connections Policy	785,776	30,000	354,000	384,000	
00071	Historic District Sewer Extension Phase 2	807,814	-	-	-	Completed in FY2023.
00072	Historic District Sewer Extension Phase 3	203,695	-	-	-	Completed in FY2023.
00073	Historic District Sewer Extension Phase 4	137,375	97,742	422,398	520,140	
00074	Historic District Sewer Extension Phase 5	154,121	118,413	350,067	468,480	
00075	Historic District Sewer Extension Phase 6	292,097	248,597	331,003	579,600	
00082	Bridge Street Streetscape	1,964,844	110,490	-	110,490	Available FY2023 is projected to be \$531,394
00099	Comprehensive Drainage Plan Improvements	320,993	228,100	-	228,100	Available FY2023 is projected to be \$284,959
00100	Buck Island Road Drainage Improvements	229,800	-	-	-	Completed in FY2023.
00102	Stoney Crest Campground/Old Palmetto Bluff Rd	351,658	251,658	167,441	419,099	
00105	May River Action Plan Impervious Restoration/Water Quality Proj - NEW	214,600	39,246	419,754	459,000	
00106	Pritchard Street Drainage Improvements	236,200	124,960	1,317,746	1,442,706	
Roads						
00042	Calhoun Street Streetscape	463,681	179,427	268,410	447,837	
00050	Pathway Pedestrian Safety Improvements	581,708	278,246	99,875	378,121	
00054	BIS Neighborhood Sidewalks & Lighting	572,677	-	-	-	\$9,728 projected remaining
00055	Goethe - Shults Neighborhood Improvements Phase 2	561,571	-	-	-	Completed in FY2023.
00068	Wharf Street Lighting	60,310	-	185,750	185,750	
00069	Boundary Street Lighting	44,403	-	-	-	Completed in FY2023.
00093	Ghost Roads	33,178	13,178	362,822	376,000	
00094	Boundary Street Streetscape	196,261	98,061	794,989	893,050	
00107	Townwide Wayfinding Signage System	-	-	40,000	40,000	New Project
Facilities						
00052	Watershed Management Facility	35,243	-	-	-	No spend in FY2023 as of 2023.02.26
00067	Squire Pope Carriage House	1,918,422	769,654	202,032	971,686	
00077	Law Enforcement Center Facility Improvements	315,771	28,771	127,729	156,500	
00078	Public Works Facility Improvements	16,506	-	-	-	\$7,787 remaining as of 2023.02.26
00079	Rotary Community Center Facility Improvements	35,986	-	-	-	Completed in FY2023. No 2024 Data Sheet
00081	Garvin-Garvey House Interpretive Signage	32,390	-	-	-	Completed in FY2023.
00088	Town Hall Improvements	314,684	-	-	250,000	No 2024 Data Sheet
00089	Ulmer Auditorium Improvements	118,217	-	-	-	No 2024 Data Sheet
00101	Sarah Riley Hooks Cottage	45,680	118,217	227,000	345,217	
Land						
00020	Land Acquisition	4,702,875	3,498,175	500,000	3,998,175	On-going land acquisition
Housing						
00087	Affordable Housing Project	1,708,672	1,708,672	-	1,708,672	Joint Venture Partnership Contract
Economic Development						
00098	Buckwalter Place Multi-County Commerce Park Phase 2	3,487,279	3,306,779	21,161	3,327,940	
Parks						
00059	Oyster Factory Park	933,172	115,272	925,838	1,041,110	
00065	Wright Family Park	23,629	-	-	-	Completed in FY2023.
00066	Oscar Frazier Park	250,518	60,140	969,860	1,030,000	
00080	May River Pocket Park	122,265	-	-	-	Completed in FY2023.
00085	New Riverside Park / Barn Site	4,493,656	1,841,863	3,038,830	4,880,693	Any O&M in FY2024?
00086	Park Improvements	184,588	59,591	295,109	354,700	
00092	New River Trail	124,170	28,195	-	28,195	Confirm grant information
00108	New Riverside Village Park	-	-	288,000	288,000	New project.
Information Technology Infrastructure						
00091	Community Safety Cameras Phase 6	58,446	-	68,500	68,500	
00103	Network Improvements	248,461	65,461	64,539	130,000	
00104	Document Management - Phase 2	56,049	-	170,000	170,000	
	TOTAL	\$ 29,340,519	15,218,908	12,612,853	28,081,761	

Prior Years	FY 2022 Budget	FY 2022 Estimate	FY 2023 Adopted	FY 2024 Estimate	FY 2025 Estimate	FY 2026 Proposed	FY 2027 Proposed	Total Project	FY22 Total		Change
1,481,095	704,110	684,420	1,969,110					4,134,625	684,420	3,450,205	
36,006	540,034	30,000	785,776	-	-	-	-	851,782	30,000	821,782	NM Updated FY2022&23 Budget to mach
28,395	382,295	49,905	807,814	-	-	-	-	886,114	49,905	836,209	
2,762	195,573	7,500	203,695	-	-	-	-	213,957	7,500	206,457	
2,742	138,383	7,500	137,375	-	-	-	-	147,617	7,500	140,117	
2,292	154,993	6,000	154,121	-	-	-	-	162,413	6,000	156,413	
4,727	26,523	15,023	292,097	-	-	-	-	311,847	15,023	296,824	
77,579	1,465,497	383,000	1,964,844	-	-	-	-	2,425,423	383,000	2,042,423	
-	153,000	85,000	320,993	272,500	141,900	104,400	-	924,793	85,000	839,793	
-	229,800	135,900	229,800	-	-	-	-	365,700	135,900	229,800	Complete in FY2022
-	10,000	10,000	351,658	740,838	740,837	-	-	1,843,333	1,833,333	10,000	
-	-	-	214,600	-	-	-	-	214,600	-	214,600	NEW
-	-	-	236,200	-	-	-	-	236,200	-	236,200	NEW
273,750	477,786	250,000	463,681	1,470,804	1,470,803	235,800	-	4,164,838	3,607,222	557,616	Scope change - underground lateral, as
442,214	389,942	302,220	581,708	320,628	319,305	-	-	1,966,075	1,296,826	669,249	Scope change - sidewalk repairs and AN
665,186	711,226	327,216	572,677	-	-	-	-	1,565,079	1,376,411	188,668	Scope change - additional piping for 6C
155,480	1,029,428	1,029,428	561,571	-	-	-	-	1,746,479	1,184,908	561,571	
-	9,000	9,000	60,310	185,750	-	-	-	255,060	9,000	246,060	
			44,403								
56,573	22,477	22,477	33,178	-	-	-	-	112,228	22,477	89,751	
8,429	186,571	115,000	196,261	1,651,475	-	-	-	1,971,165	115,000	1,856,165	Added constructions costs
-	-	-	-	40,000	-	-	-	40,000	115,000	(75,000)	Added constructions costs
143,738	16,218	15,018	35,243	-	-	-	-	193,999	176,457	17,542	Additional Scope - Storage Shed
110,484	52,850	52,850	1,918,422	-	-	-	-	2,081,756	52,850	2,028,906	Added landscape costs
705,513	603,938	603,938	315,771	25,000	165,000	-	-	1,815,222	603,938	1,211,284	Scope change - renovations, reflection
63,676	66,900	5,000	16,506	-	-	-	-	85,182	5,000	80,182	Project complete FY22
46,390	36,500	36,500	35,986	-	-	-	-	118,876	-	118,876	Project complete FY22
89,802	53,983	46,460	32,390	-	-	-	-	168,652	46,460	122,192	
			314,684					314,684	-		
144,545	-	-	118,217	-	-	-	-	262,762	-		
-	-	-	45,680	-	-	-	-	45,680	-		
4,403,767	3,004,319	-	4,702,875	500,000	500,000	500,000	500,000	11,106,642	-	11,106,642	Added Fund Balance in FY22
1,450	1,550,527	-	1,708,672	-	-	-	-	1,710,122	-	1,710,122	GF Carryforward
1,250	3,032,093	849,936	3,487,279	2,613,440	-	-	-	6,951,905	849,936	6,101,969	Challenge course, temporary parking lo
380,169	319,412	234,412	933,172	1,956,600	-	-	-	3,504,353	3,071,340	433,013	
			23,629					23,629	-	23,629	
501,592	81,084	81,084	250,518	880,000	-	-	-	1,713,194	780,175	933,019	Scope change - splash pad
-	141,330	109,480	122,265	-	-	-	-	231,745	109,480	122,265	
187,079	1,546,487	756,615	4,493,656	2,896,300	3,590,528	715,000	-	12,639,178	756,615	11,882,563	added design and construction of main
5,113	101,800	101,800	184,588	164,000	-	-	-	455,501	101,800	353,701	Increase in cost of shade sail
38,942	189,558	75,000	124,170	-	-	-	-	238,112	75,000	163,112	Out years TBD
-	-	-	-	288,000	-	-	-	288,000	75,000	213,000	Out years TBD
117,196	75,931	58,500	58,446	-	-	-	-	234,142	58,500	175,642	replace existing cameras
-	250,000	250,000	248,461	185,000	-	-	-	683,461	250,000	433,461	
-	100,000	-	56,049	120,000	150,000	-	-	326,049	370,000	(43,951)	
10,603,060	18,364,275	6,921,322	29,408,551	14,310,335	7,078,373	1,555,200	500,000	70,004,438	46,900,617		

HISTORIC DISTRICT INSET MAP



Town of Bluffton
Beaufort County, SC

Information Technology
Department

5-YEAR CAPITAL
IMPROVEMENT
PROJECTS
FY24 - FY28

Legend

- Projects
- Boat Ramp/Dock

Streets

- Major Road
- Minor Road
- Local Road
- Future Major Road
- Future Road
- Pathway

Facilities

- Education
- Law Enforcement
- Parks
- Mail and Shipping
- Government

Bluffton

Water Type

- River
- Marsh

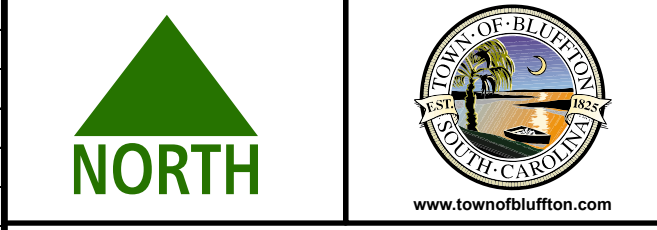
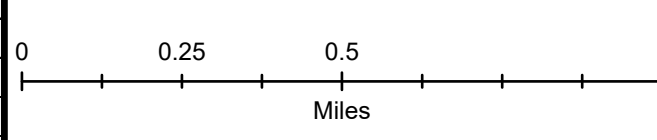
County

- Beaufort
- Jasper


CAPITAL IMPROVEMENT PROJECTS

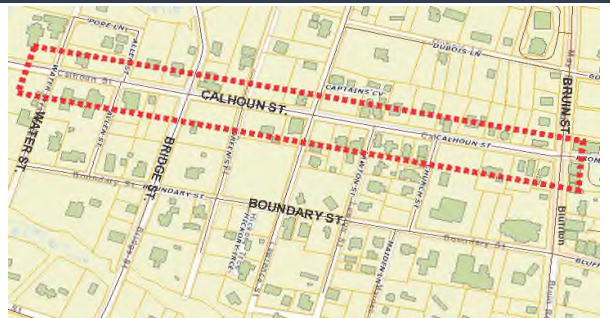
Number	Project Name
1	Land Acquisition
2	Calhoun Street Streetscape
3	Oyster Factory Park
4	Sewer Connections
5	Oscar Frazier Park Field of Dreams
6	Squire Pope Carriage House
7	Historic District Sewer Extension Phase 4
8	Historic District Sewer Extension Phase 5
9	Historic District Sewer Extension Phase 6
10	New Riverside Park / Barn Site
11	Park Improvements
12	Town of Bluffton Housing Project
13	Pathway and Pedestrian Safety Improvements
14	Wharf Street Lighting
15	Bridge Street Streetscape
16	Cove Pedestrian Bridges (Skids)
17	May River Road - Pedestrian Trail
18	Law Enforcement Center Facility Improvements
19	Community Safety Cameras Phase 6
20	Ghost Roads
21	Boundary Street Streetscape
22	New River Trail
23	Buckwalter Place Park Restrooms
24	Buckwalter Multi-County Commerce Park Phase 2
25	Comprehensive Drainage Plan Improvements
26	Sarah Riley Hooks Cottage
27	Stoney Crest Campground/Old Palmetto Bluff Road
28	Buck Island - Simmonsville Sanitary Sewer Phase 5 (A-E)
29	MRWAP Impervious Restoration Water Quality Projects
30	Pritchard Street Drainage Improvements
31	Town-wide Wayfinding Signage
32	Network Infrastructure Improvements and Document Management
33	Document Management Phase 2
34	New Riverside Village Park
35	Town Hall Improvements

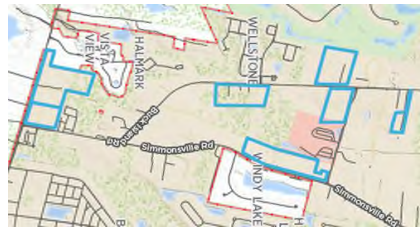
Updated: 3/14/2023
Map Prepared By:
Diego Farias, GIS





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Capital Improvements Program Project Data Sheet									
Project Name	Land Acquisition					Project #	00020		
Program Type	Land	Project Manager		Town Manager		Start to End	FY2009 - FY2028		
Project Scope					Project Photo or Map				
Acquisition of land for municipal purposes as directed by Town Council. As part of the 2019 Strategic Plan Action Agenda, the Town will develop a formal Land Acquisition Policy for future investments.									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Total	\$ 4,405,211	\$ 4,702,875	\$ 1,204,700	\$ 3,998,175	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 11,608,086
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ 1,090,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090,310
Interest Income	391	-	-	-	-	-	-	-	391
Donation	156,800	-	-	-	-	-	-	-	156,800
Sale of Assets	588,653	-	-	-	-	-	-	-	588,653
RDA Funds	200,000	-	-	-	-	-	-	-	200,000
TIF Debt Service	407,834	-	-	-	-	-	-	-	407,834
Rental Income	83,123	-	-	-	-	-	-	-	83,123
MIDF	406,594	1,200,000	-	1,200,000	-	-	-	-	1,606,594
GO Bond Proceeds	10,765	-	-	-	-	-	-	-	10,765
GF Fund Balance	943,081	500,000	-	1,000,000	500,000	500,000	500,000	500,000	3,943,081
CIP Fund Balance	517,660	3,002,875	1,204,700	1,798,175	-	-	-	-	3,520,535
TBD	-	-	-	-	-	-	-	-	-
Total	\$ 4,405,211	\$ 4,702,875	\$ 1,204,700	\$ 3,998,175	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 11,608,086
Strategic Focus Area & Guiding Principle					Project Status				
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. Economic Growth Guiding Principle #3 Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.					FY2017- 2019 Property Acquisitions included 68 Boundary Street, Wright Family Park, 184 Bluffton Road,1095 May River Road, New Riverside Barn Site, and the Sarah Riley Hooks property. Future Acquisitions are currently undetermined and funding sources are To Be Determined (TBD) depending on location and future use. FY2023 Due diligence performed on potential parcels.				
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan					A parcel is purchased which aligns with the Guiding Principles and adds significantly to the cultural and operational environment base of the Town.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2023 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	0	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Per Fund Balance Policy minimum \$500,000 budget per year plus unspent carry forward.									


Capital Improvements Program Project Data Sheet									
Project Name	Calhoun Street Streetscape					Project #	00042		
Program Type	Roads	Project Manager		Pat Rooney		Start to End	FY2014 - FY2026		
Project Scope					Project Photo or Map				
This project consists of planning, design and construction of streetscape improvements for Calhoun Street from May River Road to Water Street. Future improvements may include pervious paver parking, road resurfacing, sidewalk widening, more defined crosswalks, drainage/stormwater, street lighting, signage, site furnishings, landscaping and utility relocations.									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 123,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,939
Design	140,002	234,977	159,704	201,087	74,800	70,000	-	-	645,592
Construction	42,393	-	-	-	1,435,803	1,435,804	-	-	2,914,000
Other	1,893	228,704	124,550	246,750	-	-	-	-	373,193
Total	\$ 308,227	\$ 463,681	\$ 284,254	\$ 447,837	\$ 1,510,603	\$ 1,505,804	\$ -	\$ -	\$ 4,056,724
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ 237,020	\$ 35,203	\$ 35,203	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 572,223
TIF	36,730	205,984	205,984	-	-	-	-	-	242,714
Local ATAX	-	222,494	43,067	147,837	-	-	-	-	190,904
TBD	-	-	-	-	1,510,603	1,505,804	-	-	3,016,407
Total	\$ 273,750	\$ 463,681	\$ 284,254	\$ 447,837	\$ 1,510,603	\$ 1,505,804	\$ -	\$ -	\$ 4,022,248
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Economic Growth</i> Guiding Principle #6 Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.</p> <p><i>Infrastructure</i> 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>					Survey work, preliminary planning and visioning were completed in 2019. Final master planning and utility coordination was completed in FY21. Engineering design is planned to be substantially complete by August 2023. Easement acquisition for streetscape and underground burial to begin in FY23 and be completed in FY24. Phased construction to begin in FY25 dependent on budget approval and completion of approximately 50 easements.				
Project Origination					Project Performance Measures				
1) Calhoun Street and Adjacent Area Study, adopted by Town Council in 2016, 2) Old Town Master Plan, 3) Transportation Chapter of the 2014 Comprehensive Plan; and 4) FY 2020-2021 Strategic Plan.					The Comprehensive Plan promotes the provision for parking, open space, interconnectivity, pedestrian access, and other matters related to the study work area. Project goal is to increase the Town's walk score and encourage private investment in the Historic District.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	TBD	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Estimates are based on historical cost data obtained from similar streetscape projects within the Town. More detailed construction estimates will be provided at the completion of Engineering design. O&M costs to be determined upon construction completion.									


Capital Improvements Program Project Data Sheet									
Project Name	Buck Island-Simmons ville Sanitary Sewer Phase 5					Project #	00044		
Program Type	Stormwater & Sewer	Project Manager		Mark Maxwell		Start to End	FY2015 - FY2024		
Project Scope					Project Photo or Map				
This project includes the design and installation of sewer lines 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 includes 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.									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	81,073	-	-	-	-	-	-	-	81,073
Construction	1,381,610	902,205	1,969,110	-	-	-	-	-	3,350,720
Other	45,317	-	-	-	-	-	-	-	45,317
Total	\$ 1,508,000	\$ 902,205	\$ 1,969,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,477,110
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU Fees	\$ 781,845	\$ 23,900	\$ 23,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805,745
MIDF	31,035	184,313	184,313	-	-	-	-	-	215,348
Grant - CDBG	532,817	96,321	96,321	-	-	-	-	-	629,138
Grant - Proviso	147,393	-	-	-	-	-	-	-	147,393
Alcohol Tax	14,910	-	-	-	-	-	-	-	14,910
SWU Bond	-	1,266,905	1,266,905	-	-	-	-	-	1,266,905
TIF	-	397,671	397,671	-	-	-	-	-	397,671
Total	\$ 1,508,000	\$ 1,969,110	\$ 1,969,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,477,110
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure</p> <p>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</p> <p>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>					Construction of Phase 5 started in the fall of 2020 with construction completed in FY23. \$320,000 in CDBG funding was secured for the construction of the project, as well as a 319 grant that funded the abandonment of septic tanks within the May River Watershed.				
Project Origination					Project Performance Measures				
1) Buck Island-Simmons ville Neighborhood Plan, 2) FY 2019-2020 Strategic Plan, and 3) May River Watershed Action Plan.					Remove residences from septic and connect to public sanitary sewer.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Construction cost estimates were 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.									


Capital Improvements Program Project Data Sheet									
Project Name	Pathway Pedestrian Safety Improvements						Project #	00050	
Program Type	Roads	Project Manager	Constance Clarkson				Start to End	FY2016 - FY 2025	
Project Scope					Project Photo or Map				
<p>This project consists of improvements to walkways, crosswalks, traffic calming measures, lighting and signage for Town-wide pathways. Individual improvement projects are based on the Town of Bluffton Sidewalk Accessibility Analysis and Traffic Calming Policy adopted in 2021. Analysis of pedestrian safety in areas outside of the Historic District will be added as Phase 3 to the FY24 Scope of this project. Phase 1 included multiple locations along Goethe Road. Phase 2 includes locations throughout Bluffton's Historic District to include Lawrence, Lawton, Thomas Heyward, Dubois Lane, and Pin Oak. Phase 3 will include areas outside of the Historic District to include Buck Island, Simmonsville Road and Buckwalter Park.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 14,106	\$ 43,000	\$ 37,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 136,106
Design	74,905	64,500	\$ 110,844	\$ 22,834	\$ 10,000	\$ -	\$ -	\$ -	218,583
Construction	409,062	466,607	\$ 153,000	\$ 25,000	\$ 233,738	\$ -	\$ -	\$ -	820,800
Other	12,718	7,601	\$ 2,618	\$ 245,287	\$ -	\$ -	\$ -	\$ -	260,623
Total	\$ 510,791	\$ 581,708	\$ 303,462	\$ 378,121	\$ 243,738	\$ -	\$ -	\$ -	\$ 1,436,112
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 91,486	\$ 171,554	\$ 171,554	\$ 99,875	\$ -	\$ -	\$ -	\$ -	\$ 362,915
Local ATAX	101,535	384,644	131,908	252,736	243,738	-	-	-	729,917
Hospitality Tax	249,194	25,510	-	25,510	-	-	-	-	274,704
	-	-	-	-	-	-	-	-	-
Total	\$ 442,214	\$ 581,708	\$ 303,462	\$ 378,121	\$ 243,738	\$ -	\$ -	\$ -	\$ 1,367,536
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> <i>Guiding Principle #3 Enhance public safety business process improvements and innovative programs that ensure a safe community.</i></p>					<p>Phase 1 construction was completed in FY23. Phase 2 design began in FY23, easement acquisitions are planned for FY24 and construction in FY25. Phase 3 analysis is planned for FY24. The design and construction schedule for phase 3 will be determined from the analysis results.</p>				
Project Origination					Project Performance Measures				
<p>1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, 4) citizen input, and 5) FY 2023-2024 Strategic Plan. This Project formerly known as Historic District Streetscape Enhancements.</p>					<p>Compliance with ADA standards, improvements to pedestrian safety, and increase the Town's walk score.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	TBD	2,500	2,500	3,000	3,000	5,000	16,000		
Total		\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 5,000	\$ 16,000		
<p>Method for Estimating Costs: Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M was based on recommendations from the Public Service department. Future Phase 3 design and construction costs are not included.</p>									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Oyster Factory Park					Project #	00059		
Program Type	Parks	Project Manager	Charles Savino			Start to End	FY2017 - FY2026		
Project Scope					Project Photo or Map				
<p>This project is a continuation of the Oyster Factory Park improvements per the 2016 Conceptual Master Plan. Recently completed improvements include a courtesy dock, boat ramp and parking expansion, sidewalks, parking, lighting, landscaping and renovations to the Historic Garvin - Garvey House and Oyster Factory. Future improvements include an expanded parking area, decks and terracing at the existing cook out area, bandstand, treehouse, bottlecap mural, bulkhead, boardwalk, pathways, landscaping, signage and site furnishings.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 3,179	\$ 26,250	\$ 6,250	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ 17,179
Design	87,593	90,000	60,000	57,500	7,500	-	-	-	212,593
Construction	308,470	814,772	749,500	975,000	832,890	190,372	843,750	-	3,899,982
Other	10,067	2,150	2,150	860	-	-	-	-	13,077
Total	\$ 409,309	\$ 933,172	\$ 817,900	\$ 1,041,110	\$ 840,390	\$ 190,372	\$ 843,750	\$ -	\$ 4,142,831
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Grant	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Hospitality Tax	232,579	555,272	555,272	541,110	-	-	-	-	1,328,961
CIP Fund Balance	65,090	-	-	-	-	-	-	-	65,090
Local ATAX	32,500	377,900	262,628	500,000	-	-	-	-	795,128
Total	\$ 380,169	\$ 933,172	\$ 817,900	\$ 1,041,110	\$ -	\$ -	\$ -	\$ -	\$ 2,239,179
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. <i>May River & Surrounding Rivers and Watersheds</i> Guiding Principle #3 Celebrate the May River, its heritage and importance to the community.</p>					<p>A Master Plan update was completed in FY22 and approved by Town Council and the Beaufort County Rural and Critical Land Trust. Design and permitting of the expanded parking lot was completed FY23. Construction was completed in FY23 as well. Design of the cook out area improvements and tree house will begin in FY25, with construction planned to start in late FY24. Future master-planned improvements to be phased in future years based on funding availability.</p>				
Project Origination					Project Performance Measures				
<p>1) FY 2019-2020 Strategic Plan, 2) 2016 Conceptual Master Plan prepared by Witmer Jones Keefer, and 3) 2014 Comprehensive Plan.</p>					<p>Completion of the future improvements will allow for a much improved access to the May River, enhance the Oyster Factory Park as a public gathering space and complete the total revitalization of the park. Project performance will be measured by overall public use of the park.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000		
Maintenance	TBD	-	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000		
Total		\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000		
Method for Estimating Costs: O&M costs to be determined upon construction completion.									


Capital Improvements Program Project Data Sheet									
Project Name	Sewer Connections					Project #	00061		
Program Type	Stormwater & Sewer	Project Manager		Mark Maxwell		Start to End	FY2019 - FY2025		
Project Scope					Project Photo or Map				
<p>As sanitary sewer is extended throughout the Town's jurisdiction, additional connections will follow. Construction of sewer connections will involve coordination with BJWSA and available trunk lines.</p> <p>The connections are inclusive of all sanitary sewer extension projects which install sewer trunk lines and will facilitate additional sewer connections in FY20-24.</p> <p>The Sewer Connection and Extension Policy prioritizes sewer extension and connection to currently unserved areas within a 500' buffer of the May River and Coves in the Town's jurisdiction, supported by Microbial Source Tracking results.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	25,715	785,776	755,776	384,000	295,000	-	-	-	1,460,491
Other	36,039	-	-	-	-	-	-	-	36,039
Total	\$ 61,754	\$ 785,776	\$ 755,776	\$ 384,000	\$ 295,000	\$ -	\$ -	\$ -	\$ 1,496,530
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
319 Grant	\$ 12,532	\$ 274,168	\$ 274,168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 286,700
SWU Fees	35,940	316,308	286,298	384,000	295,000	-	-	-	1,001,238
SWU GO Bond	-	-	-	-	-	-	-	-	-
Proviso 118.16	-	195,300	195,300	-	-	-	-	-	195,300
Total	\$ 48,472	\$ 785,776	\$ 755,766	\$ 384,000	\$ 295,000	\$ -	\$ -	\$ -	\$ 1,483,238
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure</p> <p><i>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.</i></p> <p><i>May River & Surrounding Rivers and Watersheds</i></p> <p><i>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.</i></p> <p><i>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i></p>					<p>Connections following the Buck Island - Simmonsville Phase 5 and Historic District Sewer Extension Phase 1-5 are projected through FY24. Currently this project activity is funded and dependent on the availability of State Proviso 118.16 awards and 319 funding from SCDHEC. All future phases are contingent upon funding.</p>				
Project Origination					Project Performance Measures				
1) May River Watershed Action Plan, and 2) FY 2019-2020 Strategic Plan.					The project priority area for sewer connections is within a 500' buffer of the May River and Coves in the Historic District of the Town's jurisdiction. Parcels outside the priority area will be connected as funding allows.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: Sewer connection cost estimates based on unit price information from recent sewer projects.</p>									


Capital Improvements Program Project Data Sheet									
Project Name	Oscar Frazier Park					Project #	00066		
Program Type	Parks	Project Manager	Pat Rooney			Start to End	FY2020 - FY2024		
Project Scope					Project Photo or Map				
<p>This project includes the design and construction of public recreation and open space amenities to the Field of Dreams area at Oscar Frazier Park. These amenities are being implemented in phases according to a Conceptual Master Plan prepared by Witmer, Jones Keefer, Ltd. Previously completed improvements include new play equipment, synthetic turf, pavilion/restroom, dog park, lighting, landscaping and perimeter walkways. Future improvements may include an outdoor gathering space and additional walkways adjacent to the Community Center, tennis or pickleball courts, splash pad, lighting, site furnishings, and landscaping.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 4,299	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,299
Design	4,078	43,018	50,000	70,000	-	-	-	-	124,078
Construction	601,280	197,500	130,378	960,000	-	-	-	-	1,691,658
Other	-	-	-	-	-	-	-	-	-
Total	\$ 609,657	\$ 250,518	\$ 190,378	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -	\$ 1,830,035
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 114,734	\$ 3,018	\$ 3,018	\$ 969,860	\$ -	\$ -	\$ -	\$ -	\$ 1,087,612
Grant	50,000	-	-	-	-	-	-	-	50,000
Hospitality Tax	26,362	247,500	187,360	60,140	-	-	-	-	273,862
Donation	310,496	-	-	-	-	-	-	-	310,496
Total	\$ 501,592	\$ 250,518	\$ 190,378	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -	\$ 1,721,970
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>Hardscape and Landscape improvements adjacent to the Rotary Center and Bluffton Park to be completed in FY23. Sport Courts and Splash Pad are to be designed in FY23 and constructed in FY24 pending Town Council approval.</p>				
Project Origination					Project Performance Measures				
1) FY 2019-20 Strategic Plan, 2) 2014 Comprehensive Plan, and 3) Master Plan.					These improvements are designed increase recreational opportunities at the park and to increase use and visitation by citizens and visitors.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 18,000		
Maintenance		-	10,000	15,000	15,000	15,000	55,000		
Total		\$ -	\$ 13,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 73,000		
<p>Method of Estimating Costs: Construction costs were determined based on a detailed estimate of probable construction for the Conceptual Master Plan. O&M costs included in existing Public Services budget.</p>									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Squire Pope Carriage House					Project #	00067		
Program Type	Facilities	Project Manager	Brian Osborne			Start/End	FY2019 - FY2025		
Project Scope					Project Photo or Sketch				
<p>Located along the May River and built in 1850, the Squire Pope Carriage House is one of the Town's remaining 10 antebellum structures. It is listed as a contributing structure in the Town of Bluffton's National Register Historic District. The overall property was acquired May 9, 2017 by the Town of Bluffton and the Beaufort County Rural and Critical Lands Program. The project scope includes a preservation plan, construction documents, stabilization and final rehabilitation.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 110,484	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,484
Design	8,301	45,000	15,000	40,000	-	-	-	-	63,301
Construction	-	1,788,193	1,133,768	757,899	200,000	-	-	-	2,091,667
Other	83,980	85,229	-	173,787	-	-	-	-	257,767
Total	\$ 202,765	\$ 1,918,422	\$ 1,148,768	\$ 971,686	\$ 200,000	\$ -	\$ -	\$ -	\$ 2,523,219
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Local ATAX	\$ 80,484	\$ 798,879	\$ 798,879	\$ 202,032	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,281,395
Grants	30,000	131,020	131,020	-	-	-	-	-	161,020
Hospitality Tax	-	981,754	212,100	769,654	-	-	-	-	981,754
TIF	-	6,769	6,769	-	-	-	-	-	6,769
Total	\$ 110,484	\$ 1,918,422	\$ 1,148,768	\$ 971,686	\$ 200,000	\$ -	\$ -	\$ -	\$ 2,430,938
Strategic Focus Area & Guiding Principle					Project Status				
<p>Community Quality of Life Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>The Preservation Plan was completed in FY20. Public surveys were conducted to determine the highest and best use of the structure. Construction documents, final stabilization plans, permitting and bidding were completed in FY23. Temporary Stabilization was completed in FY23. Rehabilitation started FY23 with project completion in FY25.</p>				
Project Origination					Project Performance Measures				
<p>FY14 Comprehensive Plan, preservation of significant cultural and historical resources.</p>					<p>The rehabilitation of the structure will result in an additional historic resource that contributes to the economic development of the community and increases both Heritage tourism and public education.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations							\$ -		
Maintenance							-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: The cost estimate was prepared by Meadors as part of the Preservation Plan. O&M costs to be determined upon construction completion.</p>									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Wharf Street Lighting					Project #	00068		
Program Type	Roads	Project Manager	Charles Savino			Start to End	FY2022 - FY2024		
Project Scope					Project Photo or Map				
<p>This project includes planning, design, and construction of decorative street lighting on Wharf Street from May River Road to the Oyster Factory. Street light fixtures will be similar to those installed throughout the Historic District and are proposed to improve overall safety, visibility and walkability within the Bluffton's Historic District.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Design	-	9,000	-	-	-	-	-	-	-
Construction	-	-	-	185,750	-	-	-	-	185,750
Other	-	42,310	51,310	-	-	-	-	-	51,310
Total	\$ -	\$ 60,310	\$ 60,310	\$ 185,750	\$ -	\$ -	\$ -	\$ -	\$ 246,060
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ -	\$ 60,310	\$ 60,310	\$ 185,750	\$ -	\$ -	\$ -	\$ -	\$ 246,060
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 60,310	\$ 60,310	\$ 185,750	\$ -	\$ -	\$ -	\$ -	\$ 246,060
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> Guiding Principle #3 Enhance public safety improvements and innovative programs that ensure a safe community. Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p> <p><i>Infrastructure</i> Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens.</p>					<p>Easement acquisition began in FY23. Street lighting construction is proposed to be completed in FY24.</p>				
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan.					Project improvements are intended to increase lighting coverage and improve pedestrian safety in the Bluffton Historic District. Project goal is to increase the Town's walk score.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	Lighting		\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,800	\$ 39,200		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,800	\$ 39,200		
<p>Method for Estimating Costs: Estimates were extrapolated from actual costs of past street lighting installations within the Historic District. O&M cost include annual electrical expenses for leased street lighting. Decorative street lighting to be leased from and maintained by Dominion. O&M costs to be determined upon construction completion.</p>									


Capital Improvements Program Project Data Sheet									
Project Name	Historic District Sewer Extension Phase 4					Project #	00073		
Program Type	Stormwater & Sewer	Project Manager	Mark Maxwell			Start to End	FY2021 - FY2024		
Project Scope					Project Photo or Map				
<p>Historic District Sewer Extension - Phase 4 along Lawrence Street between the intersection of Boundary Street and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 450 linear feet of 8" gravity sewer and common force mains. The project will provide service to five parcels.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	3,750	6,633	6,633	-	-	-	-	-	10,383
Construction	-	125,742	-	520,140	-	-	-	-	520,140
Other	-	5,000	33,000	-	-	-	-	-	33,000
Total	\$ 3,750	\$ 137,375	\$ 39,633	\$ 520,140	\$ -	\$ -	\$ -	\$ -	\$ 563,523
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU GO Bond	\$ 2,742	\$ 137,375	\$ 39,633	\$ 520,140	\$ -	\$ -	\$ -	\$ -	\$ 562,515
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 2,742	\$ 137,375	\$ 39,633	\$ 520,140	\$ -	\$ -	\$ -	\$ -	\$ 562,515
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure <i>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.</i> May River & Surrounding Rivers and Watersheds <i>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.</i> <i>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i></p>					<p>Planning and design in coordination with BJWSA was completed in FY23 and construction will be completed in FY24.</p>				
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan.					Remove residences from septic and extend public sanitary sewer.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total 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. Town O&M costs are expected to be zero; BJWSA takes over operations & maintenance upon system acceptance.</p>									


Capital Improvements Program Project Data Sheet									
Project Name	Historic District Sewer Extension Phase 5					Project #	00074		
Program Type	Stormwater & Sewer	Project Manager	Mark Maxwell			Start to End	FY2021 - FY2024		
Project Scope					Project Photo or Map				
<p>Historic District Sewer Extension - Phase 5 along Green Street between the intersection of Boundary Street and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 400 linear feet of 8" gravity sewer main, grinder pumps and force mains, and the abandonment of septic tanks where present. The project will provide service to five parcels.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	3,164	6,708	6,708	-	-	-	-	-	9,872
Construction	-	142,413	-	468,480	-	-	-	-	468,480
Other	-	5,000	29,000	-	-	-	-	-	29,000
Total	\$ 3,164	\$ 154,121	\$ 35,708	\$ 468,480	\$ -	\$ -	\$ -	\$ -	\$ 507,352
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU GO Bond	\$ 3,164	\$ 154,121	\$ 35,708	\$ 468,480	\$ -	\$ -	\$ -	\$ -	\$ 507,352
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 3,164	\$ 154,121	\$ 35,708	\$ 468,480	\$ -	\$ -	\$ -	\$ -	\$ 507,352
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure <i>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.</i> <i>May River & Surrounding Rivers and Watersheds</i> <i>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.</i> <i>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i></p>					<p>Planning and design in coordination with BJWSA was completed in FY23 and construction to be completed in FY24.</p>				
Project Origination					Project Performance Measures				
<p>1) FY 2019 - 2020 Strategic Plan, and 2) May River Watershed Action Plan.</p>					<p>Remove residences from septic and extend public sanitary sewer.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total 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. Town O&M costs are expected to be zero; BJWSA takes over operations & maintenance upon system acceptance.</p>									


Capital Improvements Program Project Data Sheet									
Project Name	Historic District Sewer Extension Phase 6					Project #	00075		
Program Type	Stormwater & Sewer	Project Manager	Mark Maxwell			Start to End	FY2021 - FY2024		
Project Scope					Project Photo or Map				
<p>Historic District Sewer Extension - Phase 6 along Water Street (East & West) between Huger Cove and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 500 linear feet of 8" gravity sewer main, grinder pumps and force mains, and the abandonment of septic tanks where present. The project will provide service to six parcels.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	7,944	-	-	-	-	-	-	-	7,944
Construction	-	285,597	-	579,600	-	-	-	-	579,600
Other	-	6,500	46,500	-	-	-	-	-	46,500
Total	\$ 7,944	\$ 292,097	\$ 46,500	\$ 579,600	\$ -	\$ -	\$ -	\$ -	\$ 634,044
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU Go Bond	\$ 7,944	\$ 292,097	\$ 46,500	\$ 579,600	\$ -	\$ -	\$ -	\$ -	\$ 634,044
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 7,944	\$ 292,097	\$ 46,500	\$ 579,600	\$ -	\$ -	\$ -	\$ -	\$ 634,044
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure <i>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.</i> <i>May River & Surrounding Rivers and Watersheds</i> <i>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.</i> <i>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i></p>					<p>Planning and design in coordination with BJWSA was completed in FY23 and construction to be completed in FY24.</p>				
Project Origination					Project Performance Measures				
1) FY 2019 - 2020 Strategic Plan, and 2) May River Watershed Action Plan.					Remove residences from septic and extend public sanitary sewer.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total 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. Town O&M costs are expected to be zero; BJWSA takes over operations & maintenance upon system acceptance.</p>									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Law Enforcement Center Facility Improvements					Project #	00077		
Program Type	Facilities	Project Manager	C. Savino / B. Osborne			Start to End	FY2018 - FY2025		
Project Scope					Project Photo or Map				
<p>Improvements include LEC parking expansion, security fence installation, door and vehicular access systems updates, and kitchen renovations, bathroom renovations, a reflection plaza, covered carport, as well as other interior and exterior upgrades to the facility and grounds. Kitchen renovations are scheduled for construction in future fiscal years.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	82,334	28,500	18,500	25,000	-	-	-	-	125,834
Construction	1,097,839	274,771	266,000	131,500	-	-	-	-	1,495,339
Other	-	2,500	2,500	-	-	-	-	-	2,500
Total	\$ 1,180,173	\$ 315,771	\$ 287,000	\$ 156,500	\$ -	\$ -	\$ -	\$ -	\$ 1,623,673
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
MIDF	\$ 72,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,400
SWU Fees	134,399	-	-	-	-	-	-	-	134,399
Local HTAX	428,276	20,000	20,000	127,729	-	-	-	-	576,005
General Fund FB	34,013	40,000	40,000	-	-	-	-	-	74,013
Utility Tax Credits	36,425	-	-	-	-	-	-	-	36,425
Donation	-	35,000	35,000	-	-	-	-	-	35,000
TIF	-	220,771	192,000	28,771	165,000	-	-	-	385,771
Total	\$ 705,513	\$ 315,771	\$ 287,000	\$ 156,500	\$ 165,000	\$ -	\$ -	\$ -	\$ 1,314,013
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure Guiding Principle #1 Establish routine and industry best practice maintenance guidelines to monitor the efficiency and operability of current below and above grade infrastructure and facilities. Guiding Principle #2 Identify programs, technologies or resources to complement current operational practices that ensure the sustainability of existing infrastructure and facilities. Town Organization Guiding Principle #4 Implement programs and develop projects that create a professional, safe, value-oriented, accountable and responsive work environment with opportunities for education, advancement, and job fulfillment.</p>					<p>The LEC service yard design began in FY21 and construction was completed in FY22. Flooring replacement, and covered parking shed was completed in FY23. HVAC, interior painting and replacement of the restroom plumbing fixtures, roof drain connections and other various improvements are scheduled to begin in FY24.</p>				
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan.					Complete facility improvements to maintain and security and ensure the sustainability of existing Town infrastructure and facilities.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	Reflection Plaza & Grounds	6,500	6,500	6,500	6,500	6,500	32,500		
Total		\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 32,500		
Method for Estimating Costs: O&M costs to be determined upon construction completion.									


Capital Improvements Program Project Data Sheet									
Project Name	Bridge Street Streetscape					Project #	00082		
Program Type	Stormwater & Sewer	Project Manager		Constance Clarkson		Start to End	FY2020 - FY2025		
Project Scope					82				
<p>Bridge Street is a major east-west connector road in the Historic District that parallels the May River. This project includes the planning and construction of new streetscape improvements to include sidewalks, on-street parking, street lighting, crosswalks, drainage and ADA compliance improvements on Bridge from Burnt Church Road to Thomas Heyward Road. The project is planned to be implemented in two phases. Phase 1 will include streetscape improvements from Burnt Church Road to Calhoun Street and Phase 2 will be located west of Calhoun Street to Thomas Heyward Road. Street lighting will be similar to the lighting used throughout the Historic District. The goal is to improve overall pedestrian circulation and safety in the Historic District.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 66,105	\$ 20,824	\$ 2,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 73,105
Design	25,221	51,385	52,981	49,500	-	-	-	-	127,702
Construction	869	1,883,763	1,378,469	-	791,179	-	-	-	2,170,518
Other	11,211	8,872	-	55,990	-	-	-	-	67,201
Total	\$ 103,406	\$ 1,964,844	\$ 1,433,450	\$ 110,490	\$ 791,179	\$ -	\$ -	\$ -	\$ 2,438,526
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 77,579	\$ 78,000	\$ 78,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,579
SWU GO Bond	-	1,119,117	1,119,117	-	-	-	-	-	1,119,117
Grant/Proviso	-	179,700	179,700	-	-	-	-	-	179,700
SWU Fees	-	25,000	25,000	-	-	-	-	-	25,000
HTAX	-	563,027	31,633	110,490	420,904	-	-	-	563,027
Total	\$ 77,579	\$ 1,964,844	\$ 1,433,450	\$ 110,490	\$ 420,904	\$ -	\$ -	\$ -	\$ 2,042,423
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Economic Growth</i> Guiding Principle #6 Support place-based economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.</p> <p><i>Infrastructure</i> 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>Final design and permitting for Phase 1 was completed in FY22 and Phase 1 construction is planned to be completed in early FY24. Phase 2 design is planned for FY 2023-2024 with construction starting in FY25 depending on funding approval.</p>				
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan.					The Comprehensive Plan promotes the provision for parking, interconnectivity, pedestrian access, and other matters related to the Historic District area. Project goal is to increase the Town's walk score, improve pedestrian safety and protect the May River..				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: Estimates for design and construction cost are based on historical cost data obtained from similar streetscape projects within the Town. O&M costs which include sidewalk, streetscape, landscape maintenance and actual cost of street lighting to be determined upon construction completion.</p>									


Capital Improvements Program Fund Project Data Sheet									
Project Name	New Riverside Park / Barn Site					Project #	00085		
Program Type	Parks	Project Manager	B. Osborne / P. Rooney			Start to End	FY2020 - FY2026		
Project Scope					Project Photo or Map				
<p>This project consists of master planning, design and construction of a public park and gathering place at the 37-acre New Riverside barn site. The site is located at the southwestern quadrant of the New Riverside traffic circle at the intersection of SC Highway 170 and 46. Future improvements may include the renovation of the existing barn for a gathering and event space, parking, perimeter trails, open fields to allow for larger community events, site furnishings, destination playground, picnic shelter, lighting, landscaping and safety cameras. The project will likely be implemented in phases depending on funding availability. Project stakeholders include the citizens of the Town of Bluffton, especially the expanding population at the New Riverside, Palmetto Bluff, Jones Estate and Buckwalter PUD's.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Design	296,084	402,900	462,232	-	-	50,000	-	-	808,316
Construction	1,025	4,089,256	2,189,561	942,940	-	-	-	-	3,133,526
Other	41	1,500	-	3,937,753	3,674,607	1,345,000	-	-	8,957,401
Total	\$ 322,150	\$ 4,493,656	\$ 2,651,793	\$ 4,880,693	\$ 3,674,607	\$ 1,395,000	\$ -	\$ -	\$ 12,924,243
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 45,000	\$ 621,544	\$ 621,544	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 666,544
TIF Bond	-	3,234,191	1,392,328	4,880,693	-	-	-	-	6,273,021
Hospitality Tax	100,000	-	-	-	-	-	-	-	100,000
Grant	42,079	637,921	637,921	-	-	-	-	-	680,000
TBD	-	-	-	-	3,674,607	1,345,000	-	-	5,019,607
Total	\$ 187,079	\$ 4,493,656	\$ 2,651,793	\$ 4,880,693	\$ 3,674,607	\$ 1,345,000	\$ -	\$ -	\$ 12,739,172
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Infrastructure</i> <i>Community Quality of Life</i> Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry. Guiding Principle #5 Foster place-based initiatives and Town codes that support a clean, well-maintained, sustainable community while protecting our natural resources including the May River.</p>					<p>Surveying, Conceptual Master Planning and Schematic Design is complete. Final design for the Phase 1 site development was completed in FY23. Construction started in FY23. Final Design of the Barn expansion was completed in FY23 with construction to be determined based on Town Council approval of funding. A \$500,000 grant was awarded to the Town from LWCF in FY22.</p>				
Project Origination					Project Performance Measures				
<p>1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2019-2020 Strategic Plan.</p>					<p>Adoption of a Park Master Plan and budget. Implementation of park construction and visitor use of completed project.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: O&M costs to be determined upon construction completion.									


Capital Improvements Program Project Data Sheet									
Project Name	Park Improvements					Project #	00086		
Program Type	Parks	Project Manager	Pat Rooney			Start to End	FY2020 - FY2024		
Project Scope					Project Photo or Map				
<p>This project consists of the design and construction of capital improvements to Town Parks outside of general maintenance and repairs. Many of the Town Parks have been developed over several years according to Conceptual Master Plans. The components of these areas have also been phased over several years with construction of play structures, swings, synthetic turf, fencing, lighting, signage and landscaping.</p> <p>Parks scheduled for capital improvements include DuBois, Pritchard Pocket Park, Oscar Frazier, Wright Family, Martin Family, Buckwalter Place, and Evicore Parks.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	72,325	184,588	124,997	354,700	-	-	-	-	552,022
Other	-	-	-	-	-	-	-	-	-
Total	\$ 72,325	\$ 184,588	\$ 124,997	\$ 354,700	\$ -	\$ -	\$ -	\$ -	\$ 552,022
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ 72,325	\$ 99,588	\$ 99,588	\$ 295,109	\$ -	\$ -	\$ -	\$ -	\$ 467,022
General Fund	-	85,000	25,409	59,591	-	-	-	-	85,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 72,325	\$ 184,588	\$ 124,997	\$ 354,700	\$ -	\$ -	\$ -	\$ -	\$ 552,022
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> Guiding Principle 4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>Planned improvements for FY24 includes shade sails at playground areas, additional play equipment at DuBois Park, replacement of site furnishings at various park locations and upgrades to the restroom and hardscape improvements at the recently purchased Evicore Park.</p>				
Project Origination					Project Performance Measures				
1) 2014 Comprehensive Plan, and 2) citizen feedback/input.					These improvements are designed to make these areas more hospitable to encourage the discovery and use by citizens and visitors.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: O&M costs included in existing Public Services budget.									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Town of Bluffton Housing Project					Project #	00087		
Program Type	Housing	Project Manager	Brian Osborne			Start to End	FY2020 - FY2025		
Workforce House					Project Photo or Map				
<p>Town Council approved the purchase of a 1.78 acre tract at 1095 May River Road and a .71 acre tract at 184 Bluffton Road for the purpose of developing Workforce and/or Affordable Housing. Additional properties under consideration for Workforce / Affordable Housing may include a 10 acre site at 115 Bluffton Road and property designated within the Willow Run PUD. The Town wishes to establish a private/ public partnership with a qualified developer to assist in the development of Affordable / Workforce Housing on these properties.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	1,450	950,527	-	950,527	-	-	-	-	951,977
Other	-	758,145	-	758,145	-	-	-	-	758,145
Total	\$ 1,450	\$ 1,708,672	\$ -	\$ 1,708,672	\$ -	\$ -	\$ -	\$ -	\$ 1,710,122
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
GF Fund Balance	\$ 1,450	\$ 158,145	\$ -	\$ 158,145	\$ -	\$ -	\$ -	\$ -	\$ 159,595
CIP Fund Balance	-	1,550,527	-	1,550,527	-	-	-	-	1,550,527
GF Transfer ARPA	-	-	-	-	-	-	-	-	-
Total	\$ 1,450	\$ 1,708,672	\$ -	\$ 1,708,672	\$ -	\$ -	\$ -	\$ -	\$ 1,710,122
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Affordable and/or Workforce Housing</i> Guiding Principle #1 Foster private sector partners to design and develop diverse housing options within existing development agreements.</p>					<p>The Town is currently seeking proposals for joint venture opportunities with firms with proven experience in developing high-quality affordable housing for the site for the May River Road property. Conceptual architectural design is anticipated to begin in FY 2021 with construction to be determined based on development partnerships and/or funding availability.</p>				
Project Origination					Project Performance Measures				
<p>1) 2014 Comprehensive Plan, Housing and Economic Development Chapters, and 2) FY2019-2020 Strategic Plan.</p>					<p>Providing infrastructure investments to facilitate future affordable or workforce housing options for the Bluffton community.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description			FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast
Operations				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance				-	-	-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Method for Estimating Costs:									


Capital Improvements Program Project Data Sheet									
Project Name	Public Safety Cameras					Project #	00091		
Program Type	IT Infrastructure		Project Manager	Tracye Stormer		Start to End	FY2020 - FY2024		
Project Scope					Project Photo or Map				
Replacement of failing cameras in the Old Town area: Shults Road, Guerrard Avenue, Police Substation, Wharf Street, Pin Oak Street, Lawrence Street, Dr. Mellichamp Drive, Johnston Way, Goethe Road and Bluffton Road. New cameras will be added to other designated areas as identified.									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	185,750	58,446	-	68,500	-	-	-	-	254,250
Other	-	-	-	-	-	-	-	-	-
Total	\$ 185,750	\$ 58,446	\$ -	\$ 68,500	\$ -	\$ -	\$ -	\$ -	\$ 254,250
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 58,766	\$ 16,234	\$ -	\$ 68,500	\$ -	\$ -	\$ -	\$ -	\$ 127,266
Hospitality Tax	50,350	58,500	58,500	-	-	-	-	-	108,850
CIP Fund Balance	8,080	1,197	-	-	-	-	-	-	8,080
	-	-	-	-	-	-	-	-	-
Total	\$ 117,196	\$ 75,931	\$ 58,500	\$ 68,500	\$ -	\$ -	\$ -	\$ -	\$ 244,196
Strategic Focus Area & Guiding Principle					Project Status				
Community Quality of Life <i>Guiding Principle #1 Enhance public safety around our school systems.</i> <i>Guiding Principle #2 Enhance public safety around our parks.</i> <i>Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</i> Infrastructure <i>Guiding Principle #3 Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens.</i>									
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan.					Completion of this project will increase citizen safety and surveillance capabilities and reduce crime.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Estimates were based on actual costs of the previous camera phases.									


Capital Improvements Program Project Data Sheet									
Project Name	New River Linear Trail					Project #	00092		
Program Type	Parks	Project Manager		Constance Clarkson		Start to End	FY2020- FY2025		
Project Scope					Project Photo or Map				
<p>The project scope proposes the planning, design and construction of a paved multipurpose pathway identified as the New River Linear Trail. The trail originates at the banks of the New River, extends northward along abandoned railway and powerlines to the Sun City Community boundary and is planned to proceed eastward along the proposed Bluffton Parkway extension to connect to Highway 170. Phase 1 consists of the New River Trail head area to include lighting, restroom and well and the section of the trail from the Okatie Highway south to the east bank of the New River. Phase 2 includes the section of trail from the Okaties Highway north to the south boundary of Sun City Hilton Head.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 58,743	\$ 40,000	\$ 5,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,293
Design	-	79,612	52,425	-	-	-	-	-	52,425
Construction	38,942	2,058	30,000	2,705,172	-	-	-	-	2,774,114
Other	6,645	2,500	8,000	-	-	-	-	-	14,645
Total	\$ 104,330	\$ 124,170	\$ 95,975	\$ 2,705,172	\$ -	\$ -	\$ -	\$ -	\$ 2,905,477
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
CIP Fund Balance	\$ 38,942	\$ 2,058	\$ 2,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,000
TIF	-	22,112	22,112	-	40,000	-	-	-	62,112
Grant Pending	-	100,000	71,805	28,195	-	-	-	-	100,000
TIF Bond	-	-	-	2,676,977	-	-	-	-	2,676,977
Total	\$ 38,942	\$ 124,170	\$ 95,975	\$ 2,705,172	\$ 40,000	\$ -	\$ -	\$ -	\$ 2,880,089
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Infrastructure</i> <i>Community Quality of Life</i> Guiding Principle 4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>Phase 1 Conceptual Master Planning and Preliminary Site Planning was completed in FY22. Final Construction Documents are planned for completion in FY23 with construction to be determined based on funding from grants in late FY23 and other Town or County budget sources. Phase 2 planning and design will begin after the start of Phase 1 construction.</p>				
Project Origination					Project Performance Measures				
1) 2014 Comprehensive Plan, and 2) citizen feedback/input.					Project performance will be measured by increased public use of the trail.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	Pump Out	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000		
Maintenance	Cleaning	2,700	10,800	10,800	10,800	10,800	45,900		
Total		\$ 2,700	\$ 15,800	\$ 15,800	\$ 15,800	\$ 15,800	\$ 65,900		
<p>Method for Estimating Costs: Project costs were determined from quotes obtained in 2016. Construction cost TBD after completion of Preliminary Design. O&M costs will be updated with the completion of each element.</p>									

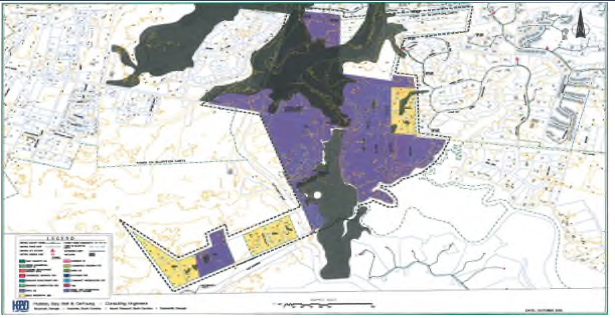
Capital Improvements Program Project Data Sheet									
Project Name	Ghost Roads					Project #	00093		
Program Type	Roads	Project Manager	Mark Maxwell			Start to End	FY2020 - FY2024		
Project Scope					Project Photo or Map				
<p>The intent of this project is to establish clear title to existing unimproved street rights of-way, often referred to as "ghost roads" or "orphan roads" that exist within the Old Town Historic District. Establishing ownership of these roads will give the Town the ability to maintain them and to provide public services to contiguous lots. Acquisition of the ghost roads began in FY20.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38
Design	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Other	65,834	33,178	20,000	376,000	-	-	-	-	461,834
Total	\$ 65,872	\$ 33,178	\$ 20,000	\$ 376,000	\$ -	\$ -	\$ -	\$ -	\$ 461,872
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 49,000	\$ 11,200	\$ 11,200	\$ 362,822	\$ -	\$ -	\$ -	\$ -	\$ 423,022
Hospitality Tax	7,573	21,978	8,800	13,178	-	-	-	-	29,551
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 56,573	\$ 33,178	\$ 20,000	\$ 376,000	\$ -	\$ -	\$ -	\$ -	\$ 452,573
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure <i>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.</i></p> <p>Economic Growth <i>Guiding Principle #3 Focus on strategic economic development pursuits that will increase local jobs, generate additional revenue and create demand for supporting businesses.</i></p>					<p>Rights-of-way to be acquired have been identified and prioritized. Public meetings are being held with some of the property owners to explain the history and reasoning behind the Town's effort to acquire the various unclaimed rights-of-way. The Covid situation forced staff to cancel the remaining public meetings and to work with the owners on an individual basis.</p>				
Project Origination					Project Performance Measures				
FY 2019-2020 Strategic Plan; and Bluffton's Old Town Master Plan.					A ghost road is purchased which aligns with the Guiding Principles and adds significantly to the cultural and operational environment base of the Town.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	TBD	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Assumed typical costs for five roads at \$5000 per Road per Year. O&M costs to be determined upon construction completion.									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Boundary Street Streetscape					Project #	00094		
Program Type	Roads	Project Manager		Charles Savino		Start to End	FY2021 - FY2025		
Project Scope					Project Photo or Map				
Boundary Street is a heavily traveled road within the Historic District with an existing sidewalk located on the western side of the roadway. Other than at the Town parks, the existing sidewalk is located immediately adjacent to the travel lane without benefit of any physical separation from the roadway through a raised curb or tree lawn. This project includes the design and construction of walkways, crosswalks, utility relocations, drainage improvements and traffic calming measures inside and adjacent to the Boundary Street Right of Way.									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ 4,950	\$ 19,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,950
Design	43,476	20,000	79,200	90	-	-	-	-	122,766
Construction	-	111,661	-	832,960	2,469,990	-	-	-	3,302,950
Other	314	45,600	-	60,000	-	-	-	-	60,314
Total	\$ 48,739	\$ 196,261	\$ 98,200	\$ 893,050	\$ 2,469,990	\$ -	\$ -	\$ -	\$ 3,509,979
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 8,429	\$ 66,261	\$ 66,261	\$ 794,989	\$ -	\$ -	\$ -	\$ -	\$ 869,679
Hospitality Tax	-	130,000	31,939	98,061	-	-	-	-	130,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 8,429	\$ 196,261	\$ 98,200	\$ 893,050	\$ -	\$ -	\$ -	\$ -	\$ 999,679
Strategic Focus Area & Guiding Principle					Project Status				
<i>Infrastructure</i> <i>Community Quality of Life</i> Guiding Principal #3: Enhance public safety improvements and innovative programs that ensure a safe community. Guiding Principal #4: Support initiatives and evaluate community policies, programs, gathering places and events that promote healthy and quality lifestyles for our diverse citizenry. <i>Economic Growth</i> Guiding Principal #6: Support place-bases economic development strategies that invest in public amenities to enhance our quality of life and thereby drive economic growth.					Surveying, engineering design and permitting was completed in FY23. Easement acquisition is proposed to begin in FY24. Construction to begin in FY24.				
Project Performance Measures									
Town of Bluffton Comprehensive Plan and Old Town Master Plan					Performance measures shall include monitoring pedestrian and bicycle use along new walkways. The project goal is to improve pedestrian safety and Town walk score.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	7,500	15,000	15,000	15,000	52,500		
Total		\$ -	\$ 7,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 52,500		
Method for Estimating Costs: Design Costs based on similar project costs for past sidewalk projects. O&M costs to be determined upon construction completion.									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Buckwalter Multi-County Commerce Park Phase 2					Project #	00098		
Program Type	Economic Development	Project Manager	C. Savino / P. Rooney			Start to End	FY2021 - FY2025		
Project Scope					Project Photo or Map				
<p>Project scope includes planning, design, and construction of infrastructure improvements at Buckwalter Place Commerce Park to enhance economic development opportunities on Town-owned land. Bluffton Town Council, Beaufort County Council, and Jasper County Council previously joined together to designate this site as a Multi-County Industrial Park (MCIP). Improvements include infrastructure needed to support existing businesses, schools, and parks, as well as create a business-ready site for future business park development located north of the Law Enforcement Center.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 33,500	\$ 27,500	\$ 35,661	\$ -	\$ -	\$ -	\$ -	\$ 63,161
Design	24,486	145,000	142,500	-	-	-	-	-	166,986
Construction	8,700	3,308,779	-	3,292,279	-	-	-	-	3,300,979
Other	-	-	10,500	-	-	-	-	-	10,500
Total	\$ 33,186	\$ 3,487,279	\$ 180,500	\$ 3,327,940	\$ -	\$ -	\$ -	\$ -	\$ 3,541,626
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
TIF	\$ 1,250	\$ 2,571,992	\$ -	\$ 2,593,153	\$ -	\$ -	\$ -	\$ -	\$ 2,594,403
GF Fund Balance	-	655,000	-	655,000	-	-	-	-	655,000
Utility Tax Credit	-	175,000	175,000	-	-	-	-	-	175,000
CIP Fund Balance	-	85,287	5,500	79,787	-	-	-	-	85,287
Total	\$ 1,250	\$ 3,487,279	\$ 180,500	\$ 3,327,940	\$ -	\$ -	\$ -	\$ -	\$ 3,509,690
Strategic Focus Area & Guiding Principle					Project Status				
<p>Economic Growth - Guiding Principal #3: Focus on economic growth pursuits that will increase jobs, generate additional revenue and create demand for supporting businesses.</p> <p>Guiding Principal #4: Develop and implement a collaborative Economic Gardening strategy with local businesses.</p>					<p>Work on the site development plans for the future development parcel are expected to begin in FY24. Construction of the above items are planned to be implemented in FY22 through FY25.</p>				
Guide					Project Performance Measures				
<p>1) 2014 Comprehensive Plan, Economic Development, Community Facilities and Priority Investment Chapters, and 2) FY 2020 - 2021 Strategic Plan.</p>					<p>Construction and infrastructure development as set forth in the Public-Private Partnership Agreement supporting job ready sites.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	TBD	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: O&M costs to be determined upon construction completion.									


Capital Improvements Program Project Data Sheet									
Project Name	Comprehensive Drainage Plan Improvements					Project #	00099		
Program Type	Stormwater & Sewer	Project Manager	Dan Rybak			Start to End	FY2022 - FY2026		
Project Scope					Project Photo or Map				
<p>This project consists of Drainage Infrastructure inventory, assessment and improvements within the various watersheds and drainage areas of the Historic District of Bluffton (study area is red border of project map). An overall inventory and assessment of storm drain features to include storm drain lines, storm drain inlets, manholes, structures, ditches/channels and other stormwater conveyance systems to determine if they are providing adequate drainage conveyance and/or functioning as designed. Development of a hydrologic/hydraulic model of primary drainage network systems is envisioned to determine inundation zones from storm events of different magnitude and help identify "choke" points and areas of needed drainage improvement. Upon completion of the overall assessment, a list of individual project improvements will be established and prioritized to be implemented by proposed individual CIP projects.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 12,100	\$ -	\$ 20,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 50,000
Design	8,908	218,093	36,034	\$ 200,000	300,000	82,200	-	-	627,142
Construction	-	81,000	-	\$ -	-	-	-	-	-
Other	-	9,800	-	\$ 8,100	8,100	8,100	-	-	24,300
Total	\$ 8,908	\$ 320,993	\$ 36,034	\$ 228,100	\$ 323,100	\$ 105,300	\$ -	\$ -	\$ 701,442
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU Fees	\$ 8,908	\$ 320,993	\$ 36,034	\$ 228,100	\$ 323,100	\$ 105,300	\$ -	\$ -	\$ 701,442
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ 8,908	\$ 320,993	\$ 36,034	\$ 228,100	\$ 323,100	\$ 105,300	\$ -	\$ -	\$ 701,442
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. 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. Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Asset inventory, assessment, surveying, and engineering design began in FY22 with the initial study area being Heyward Cove. Drainage area and H/H Modeling performed to identify assets in need of maintenance, replacement and/or upgrade. Huger and Verdier Coves are scheduled to be implemented in FY24. Crooked Cove is proposed for FY25. Construction of identified improvements within each watershed will be performed by way of proposed individual CIP projects for identified improvements. Do Heyward Cove CIP in FY 24??</p>				
Project Origination					Project Performance Measures				
1) FY 2019-2020 Strategic Plan and 2) citizen input.					Drainage improvements to reduce the risk of flooding.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	TBD	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M costs to be determined upon construction completion.</p>									


Capital Improvements Program Fund Project Data Sheet									
Project Name	Sarah Riley Hooks Cottage					Project #	00101		
Program Type	Facilities	Project Manager	Pat Rooney		Start to End	FY2023 - FY2026			
Project Scope					Project Photo or Map				
<p>The Town of Bluffton purchased the Sarah Riley Hooks Cottage property consisting of .896 acres at 76 Bridge Street. This purchase will provide additional public open space in the Historic District and access to Huger Cove. Surveying and a conceptual master planning are planned in the near future to determine the highest and best public use of the land.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000
Design	-	30,000.00	30,000.00	135,000.00	-	-	-	-	165,000
Construction	-	680.00	680.00	45,000.00	-	-	-	-	45,680
Other	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 45,680	\$ 45,680	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ 272,680
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Hospitality Tax	\$ -	\$ 45,680	\$ 45,680	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ 272,680
									-
									-
									-
Total	\$ -	\$ 45,680	\$ 45,680	\$ 227,000	\$ -	\$ -	\$ -	\$ -	\$ 272,680
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>Surveying, building assessment, conceptual master planning, and obtaining stakeholder input began in FY23. FY24 work will include detailed park planning, construction documents and permitting, with construction planned to begin in FY25 subject to budget approval.</p>				
Project Origination					Project Performance Measures				
FY 2021-2022 Strategic Plan					The purchase of this parcel aligns with the Strategic Plan Guiding Principals to preserve significant open space and environmental resources within the Town.				
General Fund Operations and Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD				\$ 3,000	\$ 3,000	\$ 6,000		
Maintenance					5,000	10,000	15,000		
Total		\$ -	\$ -	\$ -	\$ 8,000	\$ 13,000	\$ 21,000		
Method for Estimating Costs: Costs were based on quotes and historical costs data of similar projects.									


Capital Improvements Program Project Data Sheet									
Project Name	Stoney Crest Campground Palmetto Bluff Road					Project #	00102		
Program Type	Stormwater & Sewer	Project Manager		Kim Jones/Mark Maxwell		Start to End	FY2022 - FY2025		
Project Scope					Project Photo or Map				
<p>The Town of Bluffton is pursuing a multi-jurisdictional partnership with Beaufort County and Beaufort-Jasper Water and Sewer Authority for the installation of a vacuum system consisting of an estimated 150 individual connections with a buildout prediction of 200 lots. The project is approximately 747 acres with the boundaries outline</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	202,000	100,000	152,432	-	-	-	-	252,432
Construction	-	-	-	603,152	1,325,781	-	-	-	1,928,933
Other	-	149,658	-	266,667	-	-	-	-	266,667
Total	\$ -	\$ 351,658	\$ 100,000	\$ 1,022,250	\$ 1,325,781	\$ -	\$ -	\$ -	\$ 2,448,032
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU GO Bond	\$ -	\$ 351,658	\$ 100,000	\$ 1,022,250	\$ 1,325,781	\$ -	\$ -	\$ -	\$ 2,448,031
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 351,658	\$ 100,000	\$ 1,022,250	\$ 1,325,781	\$ -	\$ -	\$ -	\$ 2,448,031
Strategic Focus Area & Guiding Principle					Project Status				
<p>Infrastructure</p> <p>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</p> <p>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>Design and construction phases will be scheduled after the Town is able to secure the partnerships.</p>				
Project Origination					Project Performance Measures				
May River Watershed Sewer Master Plan									
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	n/a	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs:									


Capital Improvements Program Project Data Sheet									
Project Name	Network Infrastructure						Project #	00103	
Program Type	IT Infrastructure	Project Manager		Tracye Stormer		Start to End			
Project Scope					Project Photo or Map				
<p>This is a multifaceted project:</p> <ol style="list-style-type: none"> 1. Replace the existing core switches and Town Hall and the Law Enforcement Center. These two pieces of network equipment route traffic to al users in these buildings. 2. Replace two of the four VMWare hosts. These hosts run our virtual server environment. 3. Re-cable the Watershed and Substation buildings. The cabling inside these building is outdated and results in network traffic issues for end users. 4. Replace 50% of wireless access points in all town buildings. They will need to be replaced every five years. 5. Town-wide desk phone upgrade; the current system is 10 years old. We will transition to a cloud based system that allows staff mobility with their work environment. 6. Migrate the business license module of the financial software to align with the current system for efficiency. 									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	196,539	248,461	183,000	115,000	125,000	50,000	35,000	-	704,539
Other	-	-	-	15,000	-	-	-	-	15,000
Total	\$ 196,539	\$ 248,461	\$ 183,000	\$ 130,000	\$ 125,000	\$ 50,000	\$ 35,000	\$ -	\$ 719,539
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
GF Fund Balance	\$ 196,539	\$ 195,000	\$ 129,539	\$ 130,000	\$ 125,000	\$ 50,000	\$ 35,000	\$ -	\$ 666,078
CIP Fund Balance	-	53,461	53,461	-	-	-	-	-	53,461
	\$ 196,539	\$ 248,461	\$ 183,000	\$ 130,000	\$ 125,000	\$ 50,000	\$ 35,000	\$ -	\$ 719,539
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Infrastructure</i> Identify programs, technologies or resources to compliment current operational practices that ensure the sustainability of existing infrastructure and facilities.</p>					<p>Our network infrastructure plans for FY 2024 will include the following items:</p> <ul style="list-style-type: none"> • Upgrade the Town wide desk phone system; this system is currently 10 years old and we are in need of a cloud based system to allow staff mobility with their jobs and work environment. • Migrate the business license module of the financial software system to align to the current system for more efficiency. • Re-cable Watershed and Substation buildings as the cabling in these buildings is outdated and results in network traffic issues for end users. • Replace 50% of wireless access point in Town buildings. 				
Project Origination					Project Performance Measures				
Strategic Plan FY 2021-2022					Infrastructure enhancement to the network.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs: Costs were based on cost data of similar projects in the industry.									

Capital Improvements Program Project Data Sheet									
Project Name	Document Management					Project #	00104		
Program Type	IT Infrastructure	Project Manager	Tracye Stormer			Start to End	FY2023 to FY2025		
Project Scope					Project Photo or Map				
<p>The second phase of the project is scanning and digitally archiving historical documents. The cost of maintenance and upgrades of the system installed in phase one will be part of the project until it is fully implemented.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	-	-	-	-	-	-
Construction	43,951	56,049	120,000	170,000	-	-	-	-	333,951
Other	-	-	-	-	-	-	-	-	-
Total	\$ 43,951	\$ 56,049	\$ 120,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 333,951
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
GF Fund Balance	\$ -	\$ 56,049	\$ -	\$ 170,000	\$ 120,000	\$ 150,000	\$ -	\$ -	\$ 440,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 56,049	\$ -	\$ 170,000	\$ 120,000	\$ 150,000	\$ -	\$ -	\$ 440,000
Strategic Focus Area & Guiding Principle					Project Status				
<p>Category Guiding Principle</p>					<p>The second phase of the project is scanning and digitally archiving historical documents. The cost of maintenance and upgrades of the system installed in phase one will be part of the project until it is fully implemented.</p>				
Project Origination					Project Performance Measures				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	n/a	-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs:									

Capital Improvements Program Fund Project Data Sheet									
Project Name	May River Action Plan Impervious Restoration/Water Quality Projects					Project #	00105		
Program Type	Stormwater & Sewer	Project Manager		Dan Rybak		Start to End	FY2023 - FY2025		
Project Scope					Project Photo or Map				
<p>As a result of the update to the MRWAP, 11 new project/site locations were recommended in lieu of the previous projects identified prior to MRWAP update. Eleven sites were selected based on site impervious area to estimate proposed benefits and pollutant removal once project work was completed. The 11 sites evaluated/proposed include: Bluffton Early Learning Center, Boys and Girls Club of Bluffton, Benton House, Bluffton High School, Buckwalter Recreation Center, Lowcountry Community Church (non-responsive), McCracken Middle School/Bluffton Elementary School, May River High School, One Hampton Lake Apartments, Pritchardville Elementary School, Palmetto Pointe Townes (declined). This is a multi-year capital project that will continue as needs are identified over 5 years or more. Design and construction expenditures will be supported by SWU fees, potential developer participation and fee-in-lieu contributions.</p>									
Pritchardville Elementary Proposed Site									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 2,410	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Design	-	202,690	166,354	430,000	-	-	-	-	\$ 596,354
Construction	-	-	-	-	-	-	-	-	\$ -
Other	-	9,500	9,000	9,000	-	-	-	-	\$ 18,000
Total	\$ -	\$ 214,600	\$ 175,354	\$ 459,000	\$ -	\$ -	\$ -	\$ -	\$ 634,354
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU Bond	\$ -	\$ 150,220	\$ 110,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,974
HTAX	-	32,190	32,190	-	-	-	-	-	32,190
LATAX	-	32,190	32,190	-	-	-	-	-	\$ 64,380
SWU Fees	-	-	-	459,000	-	-	-	-	\$ 459,000
Total	\$ -	\$ 214,600	\$ 175,354	\$ 459,000	\$ -	\$ -	\$ -	\$ -	\$ 666,544
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. 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. Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>On-going planning and site evaluation took place in FY23, the results of which helped finalized conceptual plans at each site location and identify other feasible sites within Town municipal limits to be pursued into design and construction. Design of proposed project improvements will be initiated in FY25 via individual CIP Projects for identified sites/participating project partners; the current budget outlay has five (5) sites going to final design in this CIP in FY24. Project implementation will require coordination and agreement from each property owner.</p>				
Project Origination					Project Performance Measures				
1) FY 2019-2020 Strategic Plan and 2) citizen input.					Reduce pollutant loads associated with stormwater runoff and improve water quality of receiving streams and May River.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations	TBD	\$ -					\$ -		
Maintenance	TBD	-			\$ 7,500	\$ 10,000	17,500		
Total		\$ -	\$ -	\$ -	\$ 7,500	\$ 10,000	\$ 17,500		
Method for Estimating Costs: Costs were based on anticipated work items, past costs, industry knowledge and best practices. O&M costs to be determined upon construction completion.									

Capital Improvements Program Fund Project Data Sheet									
Project Name	Pritchard Street Drainage Improvements					Project #	00106		
Program Type	Stormwater & Sewer	Project Manager	Dan Rybak			Start to End	FY2022 - FY2026		
Project Scope					Project Photo or Map				
<p>Planning and Design of Pritchard Street Drainage Improvement project was initiated FY22 subsequent to completion of Historic District Phase 1 sewer extension work and needed drainage improvements. The project will include design and construction of permitted improvements to capture and convey roadway and surface drainage to an outfall location(s) at Heyward Cove. Construction will include installation of inlets and storm drain pipe, roadside channel improvements, maintenance of traffic, erosion and sediment control and appurtenances. Additionally, installation of water quality BMPs is included and supported by 319 grant funding to treat stormwater runoff from impervious surfaces. Phase II of the project will include streetscape elements to include sidewalks, ADA pedestrian compliance measures and street lighting. Design of Phase II work to start in FY24 with construction start anticipated in summer of FY25.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Design	-	15,000	50,320	5,000	-	-	-	-	55,320
Construction	-	191,000	55,920	1,410,706	-	-	-	-	1,466,626
Other	-	25,200	-	27,000	-	-	-	-	27,000
Total	\$ -	\$ 236,200	\$ 111,240	\$ 1,442,706	\$ -	\$ -	\$ -	\$ -	\$ 1,553,946
Project Funding Sources									
	Prior Years' Expended	FY2023 Revised Budget	FY2023 Estimate	FY2024 Adopted Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
SWU Bond	\$ -	\$ 165,340	\$ 40,380	\$ 124,960	\$ -	\$ -	\$ -	\$ -	\$ 165,340
HTAX		35,430	35,430	1,193,169					1,228,599
LATAX		35,430	35,430						35,430
319 Grant		-	-	124,577					124,577
Total	\$ -	\$ 236,200	\$ 111,240	\$ 1,442,706	\$ -	\$ -	\$ -	\$ -	\$ 1,553,946
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Infrastructure</i> 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. <i>May River & Surrounding Rivers and Watersheds</i> 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. Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Phase I Design initiated in FY22 under HD Sewer Phase 1 project. Design, easement acquisition and permitting of proposed drainage improvements are scheduled to be completed in summer FY25. Construction of phase I estimated to be completed Fall/Winter FY25. Design of Streetscape elements is anticipated to be started in FY24 and construction in FY25.</p>				
Project Origination					Project Performance Measures				
1) FY 2019-2020 Strategic Plan and 2) citizen input.					Drainage improvements to reduce the risk of flooding.				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance	Sidewalk, mowing, Inlet cleaning/pump out 2x annually and pipe/roadside swale cleaning annually.	-	3,000	3,000	3,000	3,000	12,000		
Total		\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000		
<p>Method for Estimating Costs: Costs by Public Works were based on anticipated work items, past costs, industry knowledge and best practices.</p>									

Capital Improvements Program Fund Project Data Sheet									
Project Name	Town-Wide Wayfinding Signage System					Project #	00107		
Program Type	Facilities	Project Manager		Constance Clarkson		Start to End	FY2024 - FY2027		
Project Scope					Project Photo or Map				
<p>Project includes the establishment of a town-wide way-finding signage system and implementation strategy to identify community assets and public facilities including; the Law Enforcement Center, Hospitals, Government Buildings, Public Parks and other Community Facilities. This project will also evaluate existing town entry monuments and potential opportunities for redesign and inclusion of signage for local service organizations..</p>									
Project Budget									
	Prior Years' Expended	FY2023 Amended Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design				40,000	-	-	-	-	40,000
Construction				-	-	-	-	-	-
Other				-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Project Funding Sources									
	Prior Years' Expended	FY2023 Amended Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
GF Transfer In	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
									-
									-
Total	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life:</i> <i>Guiding Principal #3: Enhance public safety business process improvements and innovative programs that ensure a safe community.</i> <i>Infrastructure;</i> <i>Guiding Principal #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.</i></p>					<p>Begin RFP solicitation for graphic design/signage consultant in FY24. Prepare initial way-finding signage system, obtain Town Council input and finalize design in FY24. Obtain permits and begin construction in FY25.</p>				
Project Origination					Project Performance Measures				
<p>Transportation Chapter of the 2014 Comprehensive Plan, FY 21 - FY22 Strategic Plan.</p>					<p>Project goal is to provide a comprehensive way-finding system along major arterial roadways to help direct motorists, cyclists, and improve overall traffic safety within the Town.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2024 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations							\$ -		
Maintenance							-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Method for Estimating Costs:									

Capital Improvements Program Fund Project Data Sheet									
Project Name	New Riverside Village Park				Project #	00108			
Program Type	Parks	Project Manager		Pat Rooney		Start to End	FY2024- FY2025		
Project Scope					Project Photo or Map				
<p>The New Riverside Village Park is a proposed open space and public park within the New Riverside Village mixed-use development. The approximately 5.5 acre site is located around the perimeter of two ponds and the cost of the park development will be shared between the developer and the Town. The Town of Bluffton obligation includes the design and construction of a playground, site lighting, site furnishing, wayfinding signage and partial entry/roadway cost share expenses. Future improvements may include a restroom facility and water fountain.</p>									
Project Budget									
	Prior Years' Expended	FY2023 Amended Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	70,000	-	-	-	-	70,000
Construction	-	-	-	90,000	90,000	-	-	-	180,000
Other	-	-	-	128,000	-	-	-	-	128,000
Total	\$ -	\$ -	\$ -	\$ 288,000	\$ 90,000	\$ -	\$ -	\$ -	\$ 378,000
Project Funding Sources									
	Prior Years' Expended	FY2023 Amended Budget	FY2023 Estimate	FY2024 Proposed Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Project Forecast
HTAX	\$ -	\$ -	\$ -	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ 144,000
LATAX	-	-	-	144,000	-	-	-	-	144,000
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 288,000	\$ -	\$ -	\$ -	\$ -	\$ 288,000
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Infrastructure</i> <i>Community Quality of Life</i> Guiding Principle #4 Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry. Guiding Principle #5 Foster place-based initiatives and Town codes that support a clean, well-maintained, sustainable community while protecting our natural resources including the May River.</p>					<p>Design and construction start up of proposed park facilities to begin in FY24 and be complete in FY 25</p>				
Project Origination					Project Performance Measures				
<p>1) 2014 Comprehensive Plan, Public Recreation Facility needs, 2) FY 2020-2021 Strategic Plan and Land Swap Agreement between MFH Land, LLC and the Town of Bluffton..</p>					<p>Public usage upon completion of the park</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2020 Forecast	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	Total Forecast		
Operations			\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000		
Maintenance			20,000	20,000	20,000	20,000	80,000		
Total		\$ -	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 92,000		
<p>Method for Estimating Costs: Estimates for design and construction cost are based on historical cost data obtained from similar park projects within the Town. O&M costs will be determined near project completion.</p>									

PLANNING COMMISSION

STAFF REPORT

Growth Management Department



MEETING DATE:	March 22, 2023
PROJECT:	Amendments to the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Relating to Contributing Resources and Development Standards in Old Town Bluffton Historic District, including Article 3 – Application Process, Sec. 3.18, Certificate of Appropriateness-Historic District; Sec. 3.19, Site Feature-Historic District Permit; and, Sec. 3.25, Designation of Contributing Resources; Article 5 – Design Standards, Sec. 5.15, Old Town Bluffton Historic District; and, Article 9 – Definitions and Interpretations, Sec. 9.2, Defined Terms and Sec. 9.3, Interpretation of Dimensional Standards
PROJECT MANAGER:	Charlotte Moore, AICP Principal Planner

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

REQUEST: The UDO Administrator requests that the Planning Commission recommend approval to Town Council of certain text amendments to the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance relating to contributing resources and development standards in Old Town Bluffton Historic District as follows:

Article 3 – Application Process, Sec. 3.18, Certificate of Appropriateness-Historic District; Sec. 3.19, Site Feature-Historic District Permit; and, Sec. 3.25, Designation of Contributing Resources; Article 5 – Design Standards, Sec. 5.15, Old Town Bluffton Historic District; and, Article 9 – Definitions and Interpretations, Sec. 9.2, Defined Terms and Sec. 9.3, Interpretation of Dimensional Standards.

HISTORIC PRESERVATION COMMISSION REVIEW: On March 1, the Historic Preservation Commission (HPC) discussed the proposed amendments. Per the UDO, HPC is not charged with providing a recommendation to the Planning Commission regarding text amendments, however, HPC desires to be made aware of preservation-related amendments and to provide comment.

BACKGROUND: From time to time, amendments to the UDO are necessary to address insufficient procedural processes and standards that are lacking or that may allow development that is inconsistent with Old Town Bluffton’s traditional development pattern. The proposed amendments (provided as attachments) relate to both processes and standards in Old Town Bluffton Historic District and are highlighted below:

- **Sec. 3.18 (Certificate of Appropriateness – Historic District):** A COFA-HD is required for certain activities within Old Town Bluffton Historic District. The proposed amendments to this section identify those activities more specifically than presently exists, as well as the review processes and criteria to be applied to each activity. Activities include: New Construction, Alterations, Relocation and Demolition of a structure. For the latter three, procedures and criteria are provided for both contributing and non-contributing structures (i.e., whether the structure contributes historically to the district or not). These amendments will streamline the COFA-HD review process and will be supplemented by guidelines for relocation and demolition, which will be presented to Town Council for adoption by resolution. The guidelines will include supplemental information, such as documentation of a building to be provided to the Town before relocation and demolition, and how salvaged historic components are to be identified and stored.
- **Sec. 3.25 (Designation of Contributing Resources):** The UDO includes a formal process for listing a structure, object or site as a contributing resource to the Old Town Bluffton Historic District. However, it does not include a process for removing the designation. Reasons for the removal may relate to an absence of those elements that were applied at the time of designation, or the desire of a property owner.
- **Accessory Structures (Carriage House Building Type, Sheds and Garden Structures):** Presently, the UDO is silent regarding accessory structures that are between 121 square feet and 249 square feet. Any accessory structure less than 121 square feet is a “garden structure,” and any accessory structure greater than 249 square feet is a “carriage house” building type (which could be a stand-alone accessory dwelling, garage or combination thereof). The proposed amendments would close this gap, including providing related and necessary definitions. Amendments to the Carriage House building type are also proposed to update its characteristics. UDO sections to be amended include: 3.19 (Site Feature Historic District Permit); 5.15.5 (Old Town Bluffton Historic District, General Standards, various sub-sections); and 9.2 (Defined Terms).
- **Miscellaneous Standards:** Amendments are proposed to revise front build-to zones for certain building types on the Neighborhood Center-HD and Neighborhood Core-HD districts, to add or update definitions, and correct typos.

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

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

Finding. The proposed amendments support the Comprehensive Plan goal to “[p]reserve the Town’s historic and cultural resources.”

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

Finding. The proposed amendments will help to better retain the Town’s traditional pattern of development and its older structures, which supports a more sustainable and authentic environment, and which aligns with best practices for historic preservation.

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

Finding. The proposed amendments have no relationship to this criterion.

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

Finding. The proposed amendments have no relationship to this criterion.

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

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

NEXT STEPS:

UDO Text Amendment Procedure	Date	Complete
Step 1. Historic Preservation Commission Discussion	March 1, 2023	✓
Step 2. Planning Commission Public Hearing and Recommendation	March 22, 2023	✓
Step 3. Town Council – 1st Reading	May 9, 2023	✓
Step 4. Town Council Meeting – Final Reading and Public Hearing	June 13, 2023	✓

PLANNING COMMISSION ACTIONS: As granted by the powers and duties set forth in Sec. 2.2.6.C.4 of the UDO, the Planning Commission has the authority to take the following actions with respect to this application:

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

STAFF RECOMMENDATION: Growth Management staff recommends the Planning Commission recommend approval of the proposed Text Amendments as submitted.

ATTACHMENTS:

1. Sec. 3.25 Designation of a Contributing Resource Process
2. Sec. 3.18 COFA-HD Process
3. Miscellaneous Amendments
4. Accessory Structures

Sec. 3.25 DESIGNATION OF CONTRIBUTING RESOURCES

Purpose: To provide a formal process to remove the “contributing” status of resources that contribute historically to Old Town Bluffton Historic District. These amendments also propose to remove the requirement for written consent of a property owner to designate or delist a contributing resource; written permission of the property owner will be on the application.

3.25 Designation and Delisting of Contributing Resources**3.25.1 Intent**

This Section is intended to provide procedures and criteria to facilitate designation and delisting of Contributing Resources within Old Town Bluffton Historic District.

3.25.2 Applicability

Applications to designate or delist a Contributing Resources to or from the Old Town Bluffton Historic District may be initiated by the property owner, UDO Administrator, Historic Preservation Commission or Town Council. ~~When the applicant is not the property owner, written consent of the property owner is required at time of application.~~

3.25.3 Application Review Criteria to Designate a Contributing Resource or Resource of Exceptional Importance

- A. Except as provided elsewhere in this Section, any Contributing Resource ~~resource~~ that is at least 50 years old and retains integrity of location, design, setting, materials, workmanship, feeling, and association may be considered for a Contributing Resource designation by Town Council ~~upon a recommendation of the Historic Preservation Commission~~. At least one of the following criteria must be present:
1. The resource is associated with events that have made a significant contribution to the broad patterns of our history;
 2. The resource is associated with the lives of persons significant in our past;
 3. The resource embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction; or
 4. The resource has yielded, or is likely to yield, information important in prehistory or history.

B. Resources of Exceptional Importance

Any resource that is less than 50 years old may be designated as a Contributing Resource by Town Council, ~~upon a recommendation of the Historic Preservation Commission,~~ if the resource is of 'exceptional importance.' In consideration of the designation, ~~the Historic Preservation Commission~~ ~~and~~ Town Council shall consider the following:

1. Significance of the resource in history, architecture, archeology, engineering, or culture when evaluated within the historic context of the Town, State or Nation;
2. Integrity of location, design, setting, materials, workmanship, feeling and association of the resource, as applicable; and,
3. Compliance with Criterion G, as provided in the *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, as amended.

C. The application must comply with applicable requirements in the Applications Manual.

~~3.25.4 Effect of Approval~~ Application Review Criteria to Delist a Contributing Resource

~~Upon designation, Town Council shall amend the 'Contributing Resources' map to include the approved Contributing Resource.~~

~~Any Contributing Resource that has ceased to meet the criteria for designation because any qualities which caused it to be originally designated have been lost or destroyed, or the designation criteria in Sec. 3.25.3.A. no longer applies, may be considered for delisting by Town Council. The application must comply with applicable requirements in the Applications Manual.~~

~~3.25.5 Effect of Approval~~

Upon designation ~~or delisting~~, Town Council shall amend the 'Contributing Resources' map to include the approved Contributing Resource ~~or remove the delisted Contributing Resource, as applicable.~~

3.18 Certificate of Appropriateness – Historic District (HD)

Purpose: The amendments to this section include providing a process for relocation of contributing and non-contributing structures, a refined process for demolition of contributing and non-contributing structures, and better protection of contributing resources. Guidelines for relocation and demolition will be developed concurrently with these amendments for adoption by Town Council by resolution. The guidelines will include information, such as building and site documentation requirements, and other policy requirements that are best separated from the ordinance.

3.18.1 Intent

~~This Section is intended to provide procedures and standards to facilitate the review of Certificate of Appropriateness Applications within the Old Town Bluffton Historic District (HD) designated zoning districts. Review of Certificate of Appropriateness Applications HD shall consider the following objectives:~~

~~A. Maintenance of the educational, cultural and general welfare of the public through the preservation, protection and enhancement of Historic Resources and Old Town Bluffton Historic District;~~

~~B. Maintenance of Contributing Resources as visible reminders of the history and cultural heritage of the Town of Bluffton as well as the Lowcountry region in accordance with the standards set forth in the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and~~

~~C. Ensure that proposed activities foster the development of quality and innovative designs that respect and complement the eclectic character of the Old Town Bluffton Historic District.~~

This Section provides procedures and criteria to facilitate the review of Certificates of Appropriateness – Historic District (HD) applications within Old Town Bluffton Historic District (HD) zoning districts. The COFA-HD ensures that the historic, cultural, and general welfare of Old Town Bluffton Historic District is protected and preserved and that infill development that respects and complements the eclectic character of the district is fostered.

3.18.2 Applicability

~~3.18.2 Applicability Except for the removal or replacement of an existing manufactured home, no structure located within a HD designated zoning district or constructed 50 or more years ago within the limits of the Town, may be erected, renovated, demolished, relocated or removed, in whole or in part, nor may the exterior architectural character of such structure be altered until a Certificate of Appropriateness HD has been issued for the project. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness HD for any activity which:~~

~~A. Increases the area of the structure or building footprint;~~

~~B. Results in the cutting away of any exterior wall, partition, or portion thereof;~~

~~C. The removal or cutting of any structural beam or load-bearing support or the removal or change of any required means of egress;~~

~~D. Changes in fenestration location;~~

~~E. Requires a development plan or demolition permit;~~

~~F. Results in the alteration of the exterior architectural character; and,~~

~~G. Is not otherwise able to be reviewed through a Site Feature Permit~~ **HD.3.18.3 Application Review Criteria** Any application for a Public Project located in the Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission (HPC) using the criteria in Section 3.18 Certificate of Appropriateness — Historic District (HD). The UDO Administrator will maintain approval authority and may consider the comments of the HPC. The application shall not require a Certificate of Appropriateness HD to proceed.

A. The Historic Preservation Commission shall review applications for a Certificate of Appropriateness-HD for new construction, alterations, relocation or demolition of structures and other activities as may be described herein and that are not otherwise able to be reviewed through a Site Feature-Historic District Permit.

Except for the replacement or demolition of an existing manufactured home, no structure located within Old Town Bluffton Historic District can be constructed, altered, relocated, or demolished, in whole or in part, without an approved Certificate of Appropriateness-HD.

B. Any application for a Public Project located in Old Town Bluffton Historic District shall be reviewed “for comment only” by the Historic Preservation Commission using the criteria in this Section. The UDO Administrator will maintain approval authority and may consider the comments of the Historic Preservation Commission. The application shall not require a Certificate of Appropriateness-HD to proceed.

3.18.3 Application Review Criteria Review Criteria for New Construction and Alterations

The Historic Preservation Commission shall consider the following criteria in assessing an application for Certificate of Appropriateness HD:

~~A. Consistency with the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings;~~

~~B. Consistency with the principles set forth in the Old Town Bluffton Master Plan;~~

~~C. The application must be in conformance with applicable provisions provided in Article 5, Design Standards;~~

~~D. The nature and character of the surrounding area and consistency of the resource with the scale, form and building proportions of the surrounding neighborhood;~~

~~E. Preservation of the existing building’s historic character and architecture;~~

~~F. The historic, architectural, and aesthetic features of the resource including the extent to which its alteration or removal would be detrimental to the public interest;~~

~~G. For an application to demolish, either in whole or in part, any Contributing Structure, the Historic Preservation Commission shall consider: 1. The existing and historical ownership and use and reason for~~

~~requesting demolition; and 2. Information that establishes clear and convincing evidence that: a. The demolition of the structure is necessary to alleviate a threat to public health or public safety; and b. No other reasonable alternatives to demolition exist; and c. The denial of the application, as a result of the regulations and standards of this Section, deprive the Applicant of reasonable economic use of or return on the property;~~

~~H. The application must comply with applicable requirements in the Applications Manual.~~

To maintain the unique and historic character of Old Town Bluffton Historic District, new construction and alterations shall be consistent with the standards, criteria and guidelines developed for the district. The Historic Preservation Commission shall consider the following criteria in its consideration of an application for a Certificate of Appropriateness-HD for new construction and alterations:

1. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*;
2. Conformance with the approved Final Development Plan, Subdivision Plan, and any other agreements or plans that are applicable;
3. Conformance with applicable provisions in Article 5, Design Standards;
4. Demonstration of a compatible visual relationship between new construction or alterations and existing buildings, streetscapes and open spaces. A compatible visual relationship must be generally of a similar structural mass, scale, height, proportion, directional expression of the principal elevation and rhythm of spacing, as applicable;
5. Compliance with applicable requirements in the Applications Manual.

In addition to 1-5 above and as applicable, the Historic Preservation Commission shall consider the following criteria for a Contributing Resource:

6. Compliance with the *U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures*;
7. Demonstration that historic architectural features will be preserved to maintain the resource as a Contributing Resource to the Old Town Bluffton Historic District. Additions shall not destroy any features that characterize the Contributing Resource. New work shall be differentiated and shall be compatible with the size, scale, material and character of the property and surroundings.
8. Demonstration that any new additions will be undertaken in such a manner that the essential form and integrity of the structure would be unimpaired if such additions were to be removed in the future; and,
9. In the case of a Contributing Resource approved for relocation, the relocated structure should be sited as close to the original site as possible, in a setting similar to its historic placement including lot coverage, building orientation and setback from the street. The new foundation should match the original foundation in height, design, and materials.

3.18.4 Demolition of a Contributing Structure Review Criteria for Relocation of Structures

~~A. In addition to the Application Review Criteria set forth in Section 3.18.3, in reviewing and recommending action on, or approving, approving with conditions, or denying, applications that include the demolition of any Contributing Structure, either in whole or in part, the Historic Preservation~~

~~Commission may find that the preservation and protection of the Contributing Structure and the public interest will best be served by postponing the demolition for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist and then, as appropriate, make such recommendations to Town Council and the Applicant. Such consideration by the Historic Preservation Commission shall, at a minimum, include the following:~~

- ~~1. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); or,~~
- ~~2. If other alternatives for preservation cannot be identified and the preservation of a given structure is clearly in the interest of the general welfare of the community and of certain historic and architectural significance, investigation of the potential use of the power of eminent domain by the Town to acquire the property.~~

~~B. If after the postponement period has expired and an alternative for preservation has not been recommended, action regarding the application shall be taken in accordance with this Section at the next regularly scheduled Historic Preservation Commission meeting.~~

A. Review Criteria for Relocation

1. Non-contributing Structures

The relocation of non-contributing structures into or within Old Town Bluffton Historic District shall be reviewed as new construction and the criteria in Sec. 3.18.3. shall be applied.

2. Contributing Structures

The relocation of any structure that is a Contributing Resource is detrimental to the integrity of Old Town Bluffton Historic District and, where applicable, the Bluffton National Register Historic District, as significance of the resource is embodied in location, context, and setting, as well as the resource itself. Relocation of a Contributing Resource may destroy the relationship between the resource and its surroundings, associations with historic events and persons, historic features (such as landscaping, foundation, chimneys), and known or potential archaeological resources. Relocation may also create a false sense of historic development. For these reasons, relocation of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on or after June 19, 2007 should not be permitted except in extraordinary circumstances. The below items shall be provided by the Applicant and reviewed by the Historic Preservation Commission in its consideration of an application for a Certificate of Appropriateness-HD for relocation of a Contributing Resource:

- a. The construction date, history of ownership, development, use(s), any other pertinent history of the Contributing Resource, and the reason for the relocation;
- b. An explanation of all on-site alternatives that were explored and why they are not feasible;
- c. Evidence that one or more extraordinary circumstances exists to support relocation;

- d. Information regarding the proposed relocation site and its proximity to the original location and how the relocation site will approximate the historic character and development of the original location; and,
- e. A report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation as to the structural soundness of the Contributing Resource and its ability to be relocated intact without irreparable harm, supported by findings. If the report finds that intact relocation is not possible, findings shall also be provided for relocation by partial or complete disassembly of the Contributing Resource for reassembly in another location without irreparable loss of Historic Integrity.

B. Review Process for Relocation

- 1. A proposed relocation shall be reviewed as new construction applying the applicable criteria in Section 3.18.3.
- 2. If the Historic Preservation Commission approves relocation of a Contributing Resource, the approval shall be conditional until an approved Certificate of Appropriateness-HD for the receiving site is obtained. When applicable, an approved Final Development Plan for the receiving site must also be obtained before the Contributing Resource can be relocated.
- 3. The process for relocation and documentation of a Contributing Resource shall comply with relocation guidelines approved by Town Council.

3.18.5 Effect and Expiration of Approvals **Review Criteria for Demolition**

A. Approval:

- 1. ~~Following approval of an application for a Certificate of Appropriateness HD the Applicant may apply for a building permit or any other plan approval, if applicable. In the event such additional approvals are not applicable or necessary, the Applicant may commence the activity(ies) as authorized by the approved application.~~
- 2. ~~Following approval of an application for a Certificate of Appropriateness HD that includes the demolition, either in whole or in part, of any Contributing Structure and prior to the commencement of any demolition activities, the Applicant shall document the structure according to the documentation standards of the Historic American Building Survey and the Historic American Engineering Record for archival purposes and submit such recording to the UDO Administrator for review and approval.~~

~~B. Expiration. Approval of a Certificate of Appropriateness HD shall expire two years from the date of its issue unless an appreciable amount of improvement or development commences and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.~~

A. Review Criteria for Demolition

1. Non-contributing Structures

The below items shall be provided by the Applicant and reviewed by the Historic Preservation Commission in its consideration of a request for demolition of any structure, in whole or in part, in Old Town Bluffton Historic District that is not designated as a Contributing Resource:

- a. The construction date, history of ownership, development, use(s), and the reason for the demolition request; and,
- b. Compliance with all applicable requirements in the Applications Manual.

2. Contributing Structures

The demolition of any structure that is a Contributing Resource, either in whole or in part, is detrimental to the integrity and status of Old Town Bluffton Historic District and, where applicable, the Bluffton National Register Historic District, as significance of these districts is embodied by their contributing resources. Demolition of a Contributing Resource that is individually listed in the National Register of Historic Places, contributes to the Bluffton National Register Historic District, or that was designated as contributing to the Old Town Bluffton Historic District on or after June 19, 2007, should not be permitted except in extraordinary circumstances and when all preservation alternatives have been exhausted. The below items shall be provided by the Applicant and reviewed by the Historic Preservation Commission in its consideration of an application for a Certificate of Appropriateness-HD for demolition of a Contributing Resource, either in whole or in part:

- a. The construction date, history of ownership, development, use(s), and other pertinent history of the Contributing Resource, and the reason for the request;
- b. A report prepared by a State of South Carolina registered professional structural engineer with demonstrated experience in historic preservation detailing the structural soundness of the Contributing Resource supported by findings, including clear and convincing evidence that demolition is necessary, in whole or in part, to alleviate a threat to public health or public safety;
- c. Evidence that demolition is required to avoid exceptional practical difficulty or undue hardship upon the owner of the property and that no other reasonable alternatives to demolition exist, including but not limited to relocation. If exceptional practical difficulty or undue hardship is claimed, evidence shall be provided to demonstrate that the applicant did not have the opportunity to discover the nature of the difficulty or undue hardship and that application of the standards would deprive the applicant of reasonable use and economic return on the property. The applicant should provide, at a minimum, the following information:
 - (1) Nature of ownership (individual, business, or nonprofit) or legal possession, custody, and control;
 - (2) Financial resources of the owner and/or parties in interest.
 - (3) Cost of repairs;
 - (4) Assessed value of land and improvements;
 - (5) Real estate taxes for the previous two years;
 - (6) Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance;

- (7) Annual debt service, if any, for previous two (2) years received;
- (8) Any listing of the property for sale or rent, price asked, and offers received, if any;
- (9) In addition, for an income-producing property, the following information from the previous two years: the annual gross income from the property, itemized operating and maintenance expenses, and annual cash flow; and
- (10) The timeline and circumstances under which the applicant learned of the condition of the Contributing Structure which gave rise to the applicant's decision to request approval to demolish it.
- d. Consistency with applicable principles set forth in the *Old Town Bluffton Master Plan* and *Town of Bluffton Comprehensive Plan*; and,
- e. Compliance with all applicable requirements in the Applications Manual.

B. Delay of Decision Regarding Demolition

In considering the criteria for demolition, the Historic Preservation Commission may find that the preservation and protection of the Contributing Resource and the public interest will best be served by postponing a decision for a designated period not to exceed 180 days. During the period of postponement, the Historic Preservation Commission shall consider what alternatives to demolition may exist. Consideration by the Historic Preservation Commission shall include:

- 1. Alternatives for preservation of the structure, either in whole or in part, including consultation with civic groups, interested private citizens, and other boards or agencies (both public and private); and,
- 2. If other alternatives for preservation cannot be identified, including relocation, and the preservation of the Contributing Resource is clearly in the interest of the general welfare of the community, investigation of the potential of the Town to acquire the property.

C. Review Process for Demolition

- 1. The proposed demolition shall be reviewed applying the applicable criteria in Section 3.18.5.A.
- 2. In granting a Certificate of Appropriateness-HD for demolition, the Historic Preservation Commission may impose such reasonable and additional conditions, which may include disassembly of historic building components for re-use.
- 3. The process for demolishing a Contributing Resource, including documentation to be provided, shall comply with demolition guidelines approved by Town Council.

3.18.6 Amendments to Approvals Effect and Expiration of Approvals

~~3.18.6 Amendments to Approvals~~

~~A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.~~

~~B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the basic design approved by the Historic Preservation Commission. C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the basic design approved by the Historic Preservation~~

~~Commission in accordance with the Certificate of Appropriateness HD, a new, separate application shall be submitted.~~

Approval of a Certificate of Appropriateness-HD shall expire two years from the date of approval unless an appreciable amount of improvement or development commences, as determined by the UDO Administrator, and proceeds to completion in a timely and customary manner in accordance with the Certificate of Appropriateness HD.

3.18.7 Amendments to Approvals

- A. An Applicant who has been granted a Certificate of Appropriateness HD shall notify the UDO Administrator of any proposed amendments to approved plans.
- B. Changes may be approved by the UDO Administrator if the proposed revision complies with the standards of this Ordinance and does not substantially alter the approval by the Historic Preservation Commission.
- C. If the UDO Administrator determines that the requested modification to the approved plans substantially deviates from the approval by the Historic Preservation Commission in accordance with the Certificate of Appropriateness HD, a new application shall be submitted.

Sec. 5.15 MISCELLANEOUS OLD TOWN BLUFFTON HISTORIC DISTRICT

Purpose: The following are miscellaneous amendments related to Old Town Bluffton Historic District.

Sec. 5.15.5.A. Neighborhood Core Historic District, Building Type Requirements, Front Build-to Zone

Purpose: To change the Additional Building Type front build-to zone to be consistent with the Additional Building Type in the Neighborhood Center-HD. Additionally, adjustments to the front build-to zone for other building types is proposed for greater consistency with the traditional development pattern of Old Town. The proposed changes would not affect developments where the front build-to zone has been previously approved, including Promenade.

Neighborhood Core Building Type Requirements	Front Build-to Zone
Main Street Building	0' – 10' <u>10' – 20'</u>
Commercial Cottage	5' – 15' <u>10' – 15'</u>
Live-Work Sideyard	0' – 5' <u>10' – 15'</u>
Duplex	5' – 15' <u>10' – 15'</u>
Triplex	5' – 15' <u>10' – 15'</u>
Mansion Apartment House	5' – 15' <u>10' – 25'</u>
Civic Building	5' – 25' <u>10' – 25'</u>
Additional Building Type	0' – 25' <u>10' – 25'</u>

Sec. 5.15.5.B. Neighborhood Center Historic District, Building Type Requirements, Front Build-to Zone

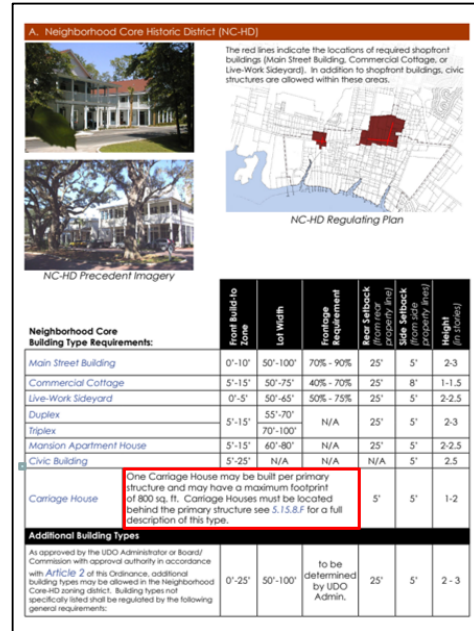
Purpose: The Live-Work Sideyard building type is the only building type in the Neighborhood Center district that allows buildings to be constructed on the property line, which can create an inconsistent placement of buildings in this area of Old Town. Additionally, adjustments to the front build-to zone for other building types is proposed for greater consistency with the traditional development pattern of Old Town. The proposed changes would not affect developments where the front build-to zone has been previously approved.

Neighborhood Center Building Type Requirements	Front Build-to Zone
Main Street Building	10' – 25'
Commercial Cottage	5' – 20' <u>10' – 20'</u>
Live-Work Sideyard	0' – 5' <u>5' – 10'</u>
Duplex	5' – 15' <u>10' – 15'</u>
Triplex	5' – 15' <u>10' – 15'</u>
Mansion Apartment House	5' – 15' <u>10' – 25'</u>
Cottage	5' – 15' <u>10' – 15'</u>
Village House	5' – 15' <u>10' – 15'</u>
Sideyard House	5' – 10' <u>10' – 15'</u>
Vernacular House	10' – 20'
Civic Building	5' – 25' <u>10' – 25'</u>
Additional Building Type	10' – 25'

5.15.5.A-E. General Standards

Purpose: For the five Old Town Bluffton zoning districts, NC-HD, NCE-HD, NG-HD, NCV-HD and RV-HD, the Carriage House building type text is proposed to reference the Carriage House Building type in Sec. 5.15.8.F. so that Carriage House standards are in one location.

[Right: Example graphic to show where change is proposed. See below for proposed amendments.]

**5.15.5.A. Neighborhood Core Historic District**

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure see 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.B. Neighborhood Center Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.C. Neighborhood General Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. See Sec. 5.15.8.F. for placement and other requirements.
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5.15.5.D. Neighborhood Conservation Historic District

Carriage House	One Carriage House may be built per primary structure and may have a maximum footprint of 800 sq.ft. Carriage Houses must be located behind the primary structure. See 5.15.8.F. for a full description of this type. <u>See Sec. 5.15.8.F. for placement and other requirements.</u>
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5.15.5.E. Riverfront Edge Historic District

Carriage House	Two carriage houses may be built per primary structure and may have a maximum footprint of 800 sq.ft. each. They must be placed between the primary structure and the street. <u>See Sec. 5.15.8.F. for placement and other requirements.</u>
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5.15.5.C. Neighborhood General Historic District (NG-HD)

Purpose: To be clearer that the residential component is about building form and scale, not use. Combines existing #1 and #2 into one paragraph.

~~1. The Neighborhood General HD zoning district shall be primarily residential in nature. All commercial or mixed-use development within this zoning district must maintain a predominantly residential character.~~

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

Within the NG-HD district, building form and scale shall be primarily residential to maintain the predominantly residential character of this district. The UDO Administrator may waive the mandatory residential component for properties with frontage on SC Highway 46 and Bruin Road; buildings on these properties may be constructed at grade with retail shopfronts, awnings, marquees, colonnades, or arcades in accordance with this UDO but must be residential in scale.

Sec. 5.15.5.E. General Standards, Riverfront Edge Historic District

Purpose: The Town uses Zoning District instead of Transect Zones

In the Riverfront Edge ~~Transect Zone-~~ HD district, the river shall be the focus of each lot abutting it and therefore acts as the "front" of the lot.

Sec. 5.15.5.F.11. Old Town Bluffton Historic District, General Standards, Large Footprint Buildings

Purpose: This section is no longer needed as the UDO was amended in 2021 to limit building square footage in the NC-HD District to 8,000 square feet (with a maximum footprint of 3,500 square feet and minimum-maximum height of 2-3 stories).

11. Large Footprint Buildings

~~a. Large footprint buildings can only be located in the Neighborhood Core Historic District Zoning District.~~

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

Sec. 5.15.6.E.8.b., Chimneys, Roof Appurtenances, and Roof Penetrations

Purpose: Format issue—move standard “b” to correct location (appears under “Chimneys Precedent Imagery”)

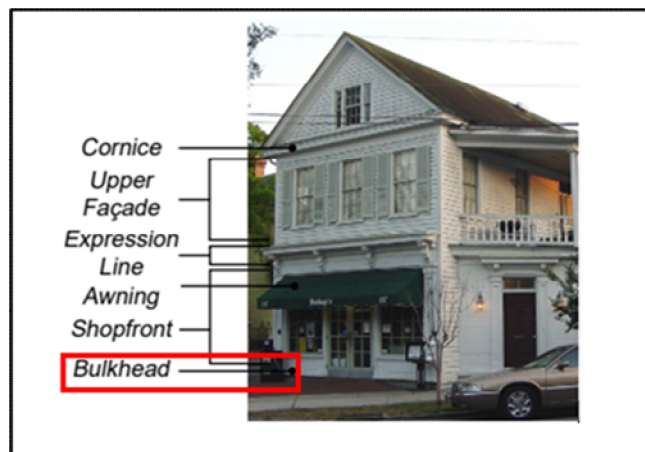
Sec. 5.15.6.E.8.d., Chimneys, Roof Appurtenances, and Roof Penetrations

Purpose: To allow metal spark arrestors, exposed metal flues and pre-fabricated chimney caps with a provision that they must be screened by an architectural feature.

- d. In keeping with masonry building technology, metal spark arrestors, exposed metal flues, ~~or~~ and pre-fabricated chimney caps are ~~not~~ permitted only when concealed within a masonry architectural feature.

Sec. 5.15.6.G. OTBHD, Architectural Standards, Building Walls

Purpose: Remove the word “bulkhead” from the following photograph as it is not a term used in the UDO.



Sec. 5.15.6.N.7.a. OTBHD, Architectural Standards, General Standards, Corners and Water Tables, Water Table Trim

Purpose: To insert the word "trim."

- a. Drip boards shall be a minimum 5/4 stock with a bevel (any exposed flashing must be copper or match color of water table trim);

Table 5.15.6.Q.4.a. OTBHD, Architectural Standards, Signs

Purpose: To correct the reference to the road designation.

S-R-SC 46 / Bruin Road Square Footage & Height (Maximum)

5.15.8.A. thru M. Building Types "Note"

Purpose: To change the word "Notes" to "Characteristics" for building types "A" (Main Street Building) thru "M" (River House). This includes: 1) "A" (Main Street Building); 2) "B" (Commercial Cottage); 3) "C" Live-Work Sideyard; 4) "D" Duplex/Triplex; 5) "E" (Mansion Apartment House); 6) "F" Carriage House; 7) "G" Bungalow Court; 8) "H" (Cottage); 9) "I" (Village House); 10) "J" (Sideyard House); 11) "K" Vernacular House; 12) "L" (Center Hall House); and, 13) "M" (River House).

Sec. 9.2 Definitions and Interpretation, Defined Terms - Basement

Purpose: To provide clarity as to the building space that constitutes a basement, as well as a measurement to determine when basement space is a building story.

Basement: ~~That portion of a building having its floor sub grade (below ground level) on all sides.~~ That portion of a floor of a building which is one-half or more below the average grade of the ground level adjoining the building shall constitute a basement; provided, however, that if the height from the average grade level to the lowest portion of the floor beam joists are greater than three (3) feet, such basement shall be considered a story.

Sec. 9.2 Definitions and Interpretation, Defined Terms - Raised Basement

Purpose: Proposed to be eliminated to avoid redundancy with the term "basement," which already exists and is proposed to be revised.

~~**Raised Basement:** A ground story that has the appearance of a raised foundation and is used primarily as a garage or storage area.~~

Sec. 9.2 Definitions and Interpretation, Defined Terms - Building

Purpose: To remove the sentence that indicates that areas within a building separated by a firewall will be treated as separate buildings. The reason for this requirement is unclear. Additionally, it is suggested that the definition be revised to indicate that a building is a structure with a roof that is intended for shelter or occupancy.

Building: ~~Any structure used or intended for supporting or sheltering any use or occupancy. Each portion of a building separated from other portions by a firewall shall be considered as a separate building.~~ Any structure with a roof supported by columns or walls and used or intended for the shelter, housing or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

Sec. 9.2 Definitions and Interpretation, Defined Terms – Historic Integrity (New Term)

Purpose: As this term is proposed to be used in the revised Sec. 3.18 (Certificate of Appropriateness – HD), there could be varying interpretations without a definition.

Historic Integrity: The ability of a property to convey its historical associations or attributes through seven aspects that include location, setting, design, materials, workmanship, feeling and association. The National Register Bulletin “How to Apply the National Register Criteria for Evaluation” produced by the National Park Service shall serve as the reference document for interpretation of these aspects.

Sec. 9.2 Definitions and Interpretation, Defined Terms – Principal Building

Purpose: To include that garden structures and sheds are accessory buildings.

Building, Principal: The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, Garden Structures, Sheds, garages, and other buildings containing clearly accessory uses shall not be considered principal buildings.

Sec. 9.2 Definitions and Interpretation, Defined Terms – Stucco (New Term)

Purpose: Requested by the Historic Preservation Commission to avoid ambiguity in absence of an undefined term.

Stucco: A coarse plaster composed of Portland or masonry cement, sand and hydrated lime, mixed with water and applied to form a hard covering.

Sec. 9.3.E. Interpretation of Dimensional Standards, Story

Purpose: To add a provision to clarify when a basement is considered a story.

E. Story: Where building height is expressed as a “stor(ies),” the interpretation in this section shall apply, unless otherwise required by this Ordinance. Please see Figure 9-1, Building Height. “Story” shall be interpreted as follows:

1-5 [No Change.]

GARDEN STRUCTURES, SHEDS & ACCESSORY STRUCTURES**Amendments to Sections 3.19 (Site Feature – HD Permit), 5.15 (Old Town Bluffton) & 9.2 (Defined Terms)**

Purpose: Presently, the UDO is silent regarding accessory structures that are between 121 square feet and 249 square feet. Any accessory structure less than 121 square feet is a “garden structure,” and any accessory structure greater than 249 square feet is a “carriage house” building type (which could be a stand-alone accessory dwelling, garage or combination thereof). The following amendments are proposed to close this gap, including providing necessary definitions. Amendments to the Carriage House building type are also proposed to update the characteristics of this building type.

Sec. 9.2 Definitions and Interpretation, Defined Terms - Structure, Accessory (New Term)

Purpose: “Accessory Structure” would be a new term. As there are numerous references to “Accessory Structure” throughout the Unified Development Ordinance, a definition would make clear what is meant by “accessory.” The definition for “Structure” already exists in the UDO.

Structure, Accessory: A Structure that is clearly incidental and compatible with the Principal Building or Use located on the same lot, including carriage houses, Sheds and Garden Structures. Accessory Structures shall comply with applicable architectural standards of this Ordinance.

Sec. 9.2 Definitions and Interpretation, Defined Terms - Garden Structure (New Term)

Purpose: This would be a new term to provide a catch-all term for unenclosed structures within Old Town Bluffton Historic District regardless of size.

Structure, Garden: Any unenclosed Accessory Structure, including but not limited to fences, walls, pergolas, gazebos, decks and patios. Garden structures shall comply with all applicable architectural standards of this Ordinance.

Sec. 5.15.5.F.7. OTBHD, General Standards, Garden Structures

Purpose: The term “garden structure” presently appears as a general standard and would be more appropriate as a definition. As a definition for “Garden Structure” is proposed, retention of this section would be redundant and is proposed to be eliminated.

~~7. **Garden Structures.** Garden structures are small accessory buildings which may contain storage space, trash receptacles, or other garden uses. Structures such as sheds, fences, pergolas, and gazebos are considered to be garden structures. Garden structures shall not be greater than 120 square feet in footprint, shall not exceed 1 story in height, and must comply with the architectural standards.~~

Sec. 9.2 Definitions and Interpretation, Defined Terms - Shed (New Term)

Purpose: For the purpose of identifying the applicable review process in Old Town Bluffton Historic District (COFA-HD or COFA-Site Permit), the term “Shed” is proposed to distinguish buildings that are 120 square feet or less from larger accessory buildings. Sheds would be reviewed through the Site Feature Permit – Historic District process; larger buildings would be reviewed through the Certificate of Appropriateness – Historic District process.

Shed: A one-story detached Accessory Structure that is less than 120 square feet and that is clearly incidental and compatible with the Principal Building or Use located on the same lot. Such structures shall not be use as a Dwelling Unit or for an independent commercial enterprise. No more than three (3) sheds are permitted per lot.

Related Sections to be Amended to Support the Above Amendments**3.19.2 Site Feature – Historic District Permit, Applicability**

Purpose: To include the addition of Sheds.



A. Permit Required. A Site Feature - Historic District (HD) Permit is required for the following:

1. Sign, to include new signs, modifications to existing signs, or replacement of existing signs. Certain signs, as indicated in Sec. 5.13.3, are exempt from the Site-Feature-Historic District (HD) Permit requirement.
2. Modifications or improvements to site elements such as changes to parking lots, sidewalks, landscaping, and lighting;
3. Garden Structures **and Sheds**; as specified in Sec. 5.15.5;

5.15.8.F. Building Types, Carriage House

Purpose: Multiple changes are proposed for the Carriage House building type. The proposed amendments include: 1) Revising the minimum size range from 200 square feet to 121 square feet, the square footage at which a building permit is required; 2) Changing the word “Notes” to “Characteristics”; 3) Clarifying how a Carriage House building type can be used and cross-referencing the use table; 4) Changing the word “cars” to “vehicles” to include other forms of transportation that may be housed in a garage other than cars (e.g., boats) and to indicate that garage doors are limited to no more than two, and that an additional bay door not exceeding six feet in width (for golf carts and other equipment) may be provided; and, 5) Requiring that Carriage Houses attached to the Principal Dwelling must be clearly incidental to and distinct from the main building form.

The sections proposed to be amended are highlighted on the next page with a red box. The proposed text is shown in the following page.

F. Carriage House		
General: Accessory Structure.		<div>CORE</div> <div>●</div>
Size Range: 200 – 1,200 sq. ft. (per unit).		<div>CENTER</div> <div>●</div>
Maximum Footprint (not including porches): 800 sq. ft.		<div>GENERAL</div> <div>●</div>
Height: 1 – 2 stories.		<div>CONSERVE</div> <div>●</div>
Notes: Must be an accessory structure. Only one permitted per lot, unless otherwise noted. May be used as a garage, living unit or home business (or combination). May function as a small-scale shop, studio or workshop. Garages are limited to 2 cars, with maximum garage door widths of 12' each. Must be of same general character as primary structure. Must be placed behind the primary structure and towards the back of the lot		<div>RIVER EDGE</div> <div>●</div>
<p align="center"><i>Carriage House Precedent Imagery</i></p> <div>  </div> <p>*Precedent images are for illustrative purposes only, with no regulatory effect. They are provided as examples, and shall not imply that every element in the photograph is permitted.</p>		

F. Carriage House
General: Accessory Structure
Size Range: 200-121 – 1,200 sq.ft. (per unit)
Maximum Footprint (not including porches): 800 sq.ft.
Height: 1-2 stories
<p>Notes: Characteristics:</p> <p>Must <u>May</u> be <u>a detached or an attached</u> accessory structure. <u>An attached structure must be clearly incidental to and distinct from the principal building form.</u></p> <p>Only one permitted per lot, unless otherwise noted <u>except within the RV-HD district where two may be allowed for lots of at least one acre.</u></p> <p>May be used as a garage, living unit or home business (or combination).</p> <p>May function as a small scale shop, studio or workshop. <u>May be used as a garage, dwelling unit, small-scale shop, studio, workshop (or combination thereof) as permitted by Sec. 4.3.</u></p> <p>Garages are limited to 2 cars, with maximum garage door widths of 12' each. Garages limited to two bays not exceeding 12ft in width each. One additional bay not exceeding 6ft in width may be allowed provided building footprint is not exceeded.</p> <p>Must be of the same general character as primary structure.</p> <p>Must be placed behind the primary structure and towards the back of the lot. <u>For lots with a Contributing Resource, the UDO Administrator may consider an alternate location.</u></p>