



Regular Town Council Meeting

Tuesday, March 11, 2025 at 5:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION

IV. ADOPTION OF THE MINUTES

- [1.](#) Regular Meeting Minutes of 02/11/2025
- [2.](#) Special Joint Town Council and Law Enforcement Citizens Advisory Committee Meeting Minutes 02/13/2025

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Beaufort County School District Character Student of the Month - Mayor Larry Toomer
2. General Federation of Women's Clubs Women's League of the Lowcountry 10th Anniversary - Mayor Larry Toomer
3. Developmental Disabilities Awareness Month - Mayor Larry Toomer
4. Beaufort County Military Enhancement Committee (MEC) - Emmett McCracken
5. Utility Updates - Dominion Energy and Palmetto Electric Cooperative
 - Dominion Energy - Transmission Line Upgrade - Blakely Williams, Economic Development and Local Affairs Manager
 - Palmetto Electric Cooperative - Tree Trimming - Ashley Feaster, Community Affairs and Economic Development

VI. PUBLIC COMMENT

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

VIII. WORKSHOP AGENDA ITEMS

IX. PUBLIC HEARING

1. Consideration of an Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 - Unified Development Ordinance, Article 5 - Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 - Definitions and Interpretation, Sec. 9.2 (Defined Terms) - Public Hearing & First Reading - Kevin Icard, Director of Growth Management

X. FORMAL AGENDA ITEMS

1. Consideration of the Acceptance of the Beaufort County School District's One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton's Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, Located at 1105 Bluffton Parkway and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000. - Kevin Icard, Director of Growth Management
2. Consideration of a Resolution to Approve Amendments to the Town of Bluffton's Southern Lowcountry Stormwater Design Manual - Kevin Icard, Director of Growth Management and Kimberly Washok- Jones, Director of Projects and Watershed Resilience
3. Approval to Authorize a Construction Contract with Hilton Head Landscapes LLC for Site Development Construction of Buckwalter Place Park (Fiscal Impact: \$648,848.30) - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
4. Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 30, 2024 - Chris Forster, Assistant Town Manager
 - A. The Rotary Club of Bluffton Requesting \$24,000
 - B. Amending ATAX Application Guidelines to Include Cultural and Civic Facilities Expenses Language

XI. CONSENT AGENDA ITEMS

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report
3. Consideration of a Resolution Authorizing the Town Manager to Finalize an Encroachment Agreement Necessary to Complete the Approved New River Linear Trail Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
4. Consideration of a Proposed Lighting Agreement with Dominion Energy for the Sarah Riley Hooks Project (Fiscal Impact: \$35,080.85 over a 10-year term) - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
5. Consideration of an Ordinance and Ratification of an Easement Over Certain Real Property owned by the Town of Bluffton, Identified as Beaufort County Tax Map No. R610 039 000 0498 0000, in favor of Dominion Energy South Carolina, Inc. to Provide Service to 1095 May River Road – Heather Colin, Assistant Town Manager

XII. EXECUTIVE SESSION

1. Discussion of Proposed Contractual Matters Regarding an Intergovernmental Agreement (IGA) between the Town of Bluffton, and Beaufort-Jasper Water and Sewer Authority. (Pursuant to SC Freedom of Information Act 30-4-70[a][2])

XIII. ACTION FROM EXECUTIVE SESSION**XIV. ADJOURNMENT**

NEXT MEETING DATE: Tuesday, April 8, 2025

“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. Auditory accommodations are available. 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.

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

**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. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.

Regular Town Council Meeting

Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC
February 11, 2025

I. CALL TO ORDER

Mayor Toomer called the meeting to order at 5:00 PM.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Toomer.

III. INVOCATION

The Invocation was delivered by Councilmember Hamilton.

IV. ADOPTION OF THE MINUTES

1. Regular Meeting Minutes of 01/14/2025

A motion was made by Mayor Pro-Tempore Wood; Seconded by Councilmember Frazier to approve the Regular Meeting Minutes of 01/14/2025 as submitted.

2. Quarterly CIP Workshop 01/28/2025

A motion was made by Mayor Pro-Tempore Wood; Seconded by Councilmember Frazier to approve the Quarterly CIP Workshop 01/28/2025 as submitted.

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Introduction of New Employees and Recognition of Promotions

Introduction of New Employees and Recognition of Promotions - Anni Evans, Human Resources Manager

New Employees

Sam Barrow – Growth Management – Senior Planner

Brad DeSantis – Building Safety – Building Inspector I

Osmar Sandoval – Public Services – Public Services Worker II – Grounds Maintenance

Vaughn Dyer - Public Services – Public Services Worker IV – Trades Specialist

Abdiel Maldonado – Public Services - Public Services Worker II – Grounds Maintenance

Konnor Harrell – Watershed – Stormwater Inspector

LeeAnn Lennek – Communications and Community Outreach – Welcome Center Coordinator

Melinda Penny – Communications and Community Outreach – Welcome Center Part Time Assistant Coordinator

Thomas McClure – Police Department – School Crossing Guard

Carly Colombero – Police Department – School Crossing Guard

Joe George – Police Department – Quartermaster/Fleet Manager

Eydie Moody – Police Department – Community Relations Manager

Daniel Hopper – Police Department – Police Recruit

William Yostpille – Police Department – School Crossing Guard

Nathan McCallum – Police Department – Class 3 SRO

Christopher Cash – Police Department – Police Recruit

Rodney McFadden – Police Department – Police Sergeant

Brian Kaase – Police Department – Police Lieutenant

Robert Meehan – Police Department – Police Sergeant

Anthony Polo – Police Department – Police Department Intern

Promotions

Jon Story promoted from Building Inspector I to Building Inspector II effective 07/11/2024

Richard Tynon promoted from Public Services Worker II to Public Services Worker III / Asset Manager effective 07/25/2024

William Ayler promoted from Police Recruit to Police Officer effective 02/20/2025

Daniel Hopper promoted from Police Recruit to Police Officer effective 02/20/2025

Lilia Anthony promoted from Police Officer to Police Corporal effective 08/08/2024

Ed King promoted from Police Recruit to Police Office effective 08/22/2024

Christopher Lopez promoted from Police Recruit to Police Officer effective 08/22/2024

Daniel Rickett promoted from Police Corporal to Police Sergeant effective 09/05/2024

Daniel Marciano promoted from Police Sergeant to Police Lieutenant effective 09/19/2024

Craig Karafa promoted from Police Lieutenant to Police Captain effective 10/03/2024

Brandon Cooler promoted from Police Sergeant to Police Lieutenant effective 11/14/2024

Oscar Frazier promoted from Police Corporal to Police Sergeant effective 02/06/2025

2. Beaufort County School District Character Student of the Month - Mayor Larry Toomer

On behalf of Town Council, Mayor Larry Toomer honored the student of the month, Jameson Meade, for the character trait of Compassion. Jameson is a 4th grader at Okatie Elementary School.

VI. PUBLIC COMMENT

Sharon Brown 163 Buck Island Road - Ms. Brown spoke of racial injustices of the black community, police response on private property and communications with town staff.

VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

Councilmember Bridgette Frazier - Councilmember Frazier wished everyone a happy Black History Month. She thanked the town's Public Arts Committee for working with the MLK Observance

Committee, selecting an artist for the banners that are displayed throughout Bluffton recognizing Black History Month.

Mayor Pro-Tempore Dan Wood - Mayor Pro-Tempore Wood referenced the CIP projects within the town. He stated he had visited all the town's public parks. The playground and park at New Riverside Park had many people visiting. He is very proud of the work that has already been done and all the good things that are happening.

Councilmember Fred Hamilton - Councilmember Hamilton commended staff for the outstanding job done at the Squire Pope House. The ribbon cutting was a great success with many members of the community attending the event.

Councilmember Emily Burden - Councilmember Burden advised she wanted to clarify her remarks as mentioned by Ms. Sharon Brown at the time of public comment, even though Brown had already left the meeting. She clarified the development agreement percentage is 92%.

She also wanted to commend the Bluffton Police Department for their support and response to the child that was hit by the car in the vicinity of Buck Island Rd. She commended Bluffton Police Department for their quick response to the child.

Mayor Larry Toomer - Mayor Toomer thanked staff for organizing the employee outing to the Savannah Ghost Pirates Game. He stated it was an honor to be able to drop the puck and attend the event.

VIII. WORKSHOP AGENDA ITEMS

1. Consideration and Direction of Amendments to Chapter 7 - Tour Companies of the Town of Bluffton Code of Ordinances - Natalie Majorkiewicz, Director of Finance

Town Council members discussed this issue with the following subjects/questions:

Whether or not to "cap" the number of businesses in this industry.

Concerns about limiting one business (i.e. food trucks in the Historic District) and not limiting others.

Traffic concerns & public safety.

Concerns about limiting one business (i.e. food trucks in the Historic District) and not limiting others.

Potential regulations for certain areas, such as the Historic District.

Potential regulations for motorized and/or tours involving animals such as a horse-drawn tour.

IX. PUBLIC HEARING & FINAL READING

1. Consideration of Town of Bluffton Needs Assessment for Housing, Public Facilities, and Economic Development – Michelle Knight, Community and Economic Development Director, Lowcountry Council of Governments *Must be after 6:00PM

Michelle Knight, Community and Economic Development Director, Lowcountry Council of Governments, presented a public hearing regarding Bluffton Needs Assessment for Housing, Public Facilities and Economic Development for any possible projects which would align with the SC.

X. FORMAL AGENDA ITEMS

1. Consideration of an Ordinance Amending the Town of Bluffton FY 2025 Budget to Provide for the Expenditures of Certain Funds and to Allocate Sources of Revenue for the Said Funds – Second & Final Reading - Natalie Majorkiewicz, Director of Finance

A motion made by Councilmember Burden, Seconded by Councilmember Hamilton to approve the second and final reading of an Ordinance Amending the Town of Bluffton FY 2025 Budget to provide for the expenditures of certain funds and to allocate sources of revenue for the said funds.

Town Council unanimously approved the Ordinance Amendment.

2. Consideration of Approval of an Initial Master Plan for New Riverside Parcel 5A South Consisting of 76 Single-Family Lots on Approximately 63 Acres of Land Located on the West Side of New Riverside Road South of Existing Alston Park Phase 2 and Zoned New Riverside Planned Unit Development - Kevin Icard, Director of Growth Management

A motion made by Mayor Pro-Tempore Wood; Seconded by Councilmember Frazier to conditionally approve the initial master plan for Alston Park Phase 3 consisting of approximately 63 acres located on the west side of New Riverside Road south of existing Alston Park Phase 2 and zoned New Riverside Planned Unit Development:

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.

Holly Hill Lane shall serve as the only construction road for the development.

The Applicant shall update the master plan to show an asphalt pathway 8 feet in width within the Holly Hill Lane buffer.

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.

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.

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.

Town Council conditionally approved the initial master plan for Alston Park Phase 3 in a 4-1 vote. Toomer, Wood, Hamilton and Frazier voted Yea; Burden voted Nay.

XI. CONSENT AGENDA ITEMS

- A motion made by Councilmember Hamilton to remove Consent Item #3 from for further discussion -
3. Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a portion of the Public Safety Cameras Phase 6 Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

A motion made by Councilmember Hamilton; Seconded by Mayor Pro-Tempore Wood to approve consent items 1,2 and 4.

Town council unanimously approved Consent Agenda items 1, 2, and 4.

1. Monthly Department Reports: Police, Finance and Administration, Human Resources, Municipal Court, Projects & Watershed Resilience, Public Services, Don Ryan Center for Innovation, and Growth Management
2. Town Manager Monthly Report
3. Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a portion of the Public Safety Cameras Phase 6 Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police
4. Finalization of 1095 May River Road, Phase 2, Cost and Schedule - Heather Colin, Assistant Town Manager

XII. EXECUTIVE SESSION

1. Legal Matters Relating to the Receipt of Legal Advice Regarding Proposed Municipal Code of Ordinance and Unified Development Ordinance Amendments as they Relate to Development Agreements and Potential Litigation (Pursuant to SC Freedom of Information Act 30-4-70[a][2])

A motion made by Councilmember Hamilton; Seconded by Councilmember Burden to enter Executive Session.

XIII. ACTION FROM EXECUTIVE SESSION

No action taken.

XIV. ADJOURNMENT

A motion made by Councilmember Hamilton; Seconded by Councilmember Burden to adjourn at 8:15 PM.

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

Law Enforcement Citizens Advisory Committee Meeting Minutes

February 13, 2025

I. CALL TO ORDER

Mayor Toomer called the special joint meeting between the Law Enforcement Citizens Advisory Committee and Town Council to order at 6:00 PM.

II. ROLL CALL

Roll Call conducted by Michael Frazier, Vice Chair of the Law Enforcement Citizens Advisory Committee:

Jennifer Marrow - Absent

Michael Frazier - Present

George Bailey - Present

Reginald Howard - Present

Bill O'Toole - Present

Tabor Vaux - Present

III. APPROVAL OF MINUTES

1. Regular Meeting Minutes 01/09/2025

A motion made by George Bailey; Seconded by Mayra Rivera-Vazquez to approve the 01/09/2025 meeting minutes of the Law Enforcement Citizens Advisory Committee.

IV. PUBLIC COMMENT

Betty Black 28 Wiregrass Way - Ms. Black has requested assistance from the Bluffton Police Department with traffic congestion/control in the community of Pine Ridge during the drop-off and pick-up hours of school students.

V. OLD BUSINESS

VI. NEW BUSINESS

1. Presentation from Center for Public Safety Management, LLC - Jarrod Burguan, Consultant, Chief of Police (Retired)

VII. DISCUSSION

VIII. ADJOURNMENT

A motion by Councilmember Hamilton; Seconded by Councilmember Burden to adjourn at 7:25 PM.

Marcia Hunter, Town Clerk

Town of Bluffton, South Carolina

Larry C. Toomer, Mayor

Town of Bluffton, South Carolina

TOWN COUNCIL

STAFF REPORT

Growth Management Department



MEETING DATE:	March 11, 2025
PROJECT:	Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) – Public Hearing & First Reading
PROJECT MANAGER:	Kevin P. Icard, AICP Director of Growth Management

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.” These amendments were initiated by the UDO Administrator.

REQUEST: The UDO Administrator requests approval of certain text amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms).

PLANNING COMMISSION RECOMMENDATION: The Planning Commission recommended approval of the proposed text amendments as presented. See **Attachment 2** for the proposed amendments.

BACKGROUND: Wetlands, which are often referred to as bogs, bayous, marshes, or swamps, play a crucial role in protecting water quality and supporting aquatic ecosystems. They also help control flooding and can be a significant economic resource for local communities.

Certain wetlands that fall under the federal Clean Water Act (CWA) are protected by permitting programs managed by the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (USACE). In May of 2023, the U.S. Supreme Court's decision in the case of *Sackett v. Environmental Protection Agency* (“*Sackett*”) altered the regulatory landscape for millions of acres of wetlands that were previously covered by the CWA. As a result of *Sackett*, many wetlands that the USACE deemed jurisdictional are no longer eligible for federal protection and are now vulnerable to development unless they are safeguarded by state or local laws. Currently, wetland regulations in

South Carolina are limited, and the Town of Bluffton (“Town”) does not have a specific wetland protection ordinance.

Following the Sackett decision, the Town of Bluffton has begun implementing wetland protections within its jurisdiction. In May 2024, Town Council adopted a Wetland Buffer Ordinance within UDO Sec. 5.10.7. As a buffer requirement, this regulation does not apply to Development Agreements as existing buffer requirement language prevails.

In January of 2025, Town Council approved a Master Service Agreement (MSA) task authorization to McCormick Taylor Inc. and Center for Watershed Protection. This work will provide an inventory of wetlands within the Town’s jurisdiction and produce maps of the wetlands to be protected.

Staff are proposing a wetland protection ordinance (**Attachment #2**) to replace the current language within UDO Sec. 5.10.7. This section will subsequently be amended, as necessary, based upon outcomes of the MSA scientific work, helping to ensure its defensibility and alignment with the Town’s watershed and resilience goals. Associated definitions are also proposed.

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 are consistent with Comprehensive Plan policies for stormwater management.

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

Finding. The proposed amendments support best-planning practices for stormwater management.

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

Finding. The proposed amendments support the general welfare of the Town and its residents.

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. Planning Commission Public Hearing and Recommendation	February 26, 2025	✓
Step 2. Town Council – 1st Reading	March 11, 2025	✗
Step 3. Town Council Meeting – Final Reading and Public Hearing	April 8, 2025	✗

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

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

ATTACHMENTS:

1. Presentation
2. Proposed Ordinance (Amendments)
3. Suggested Motion



Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms)

PUBLIC HEARING

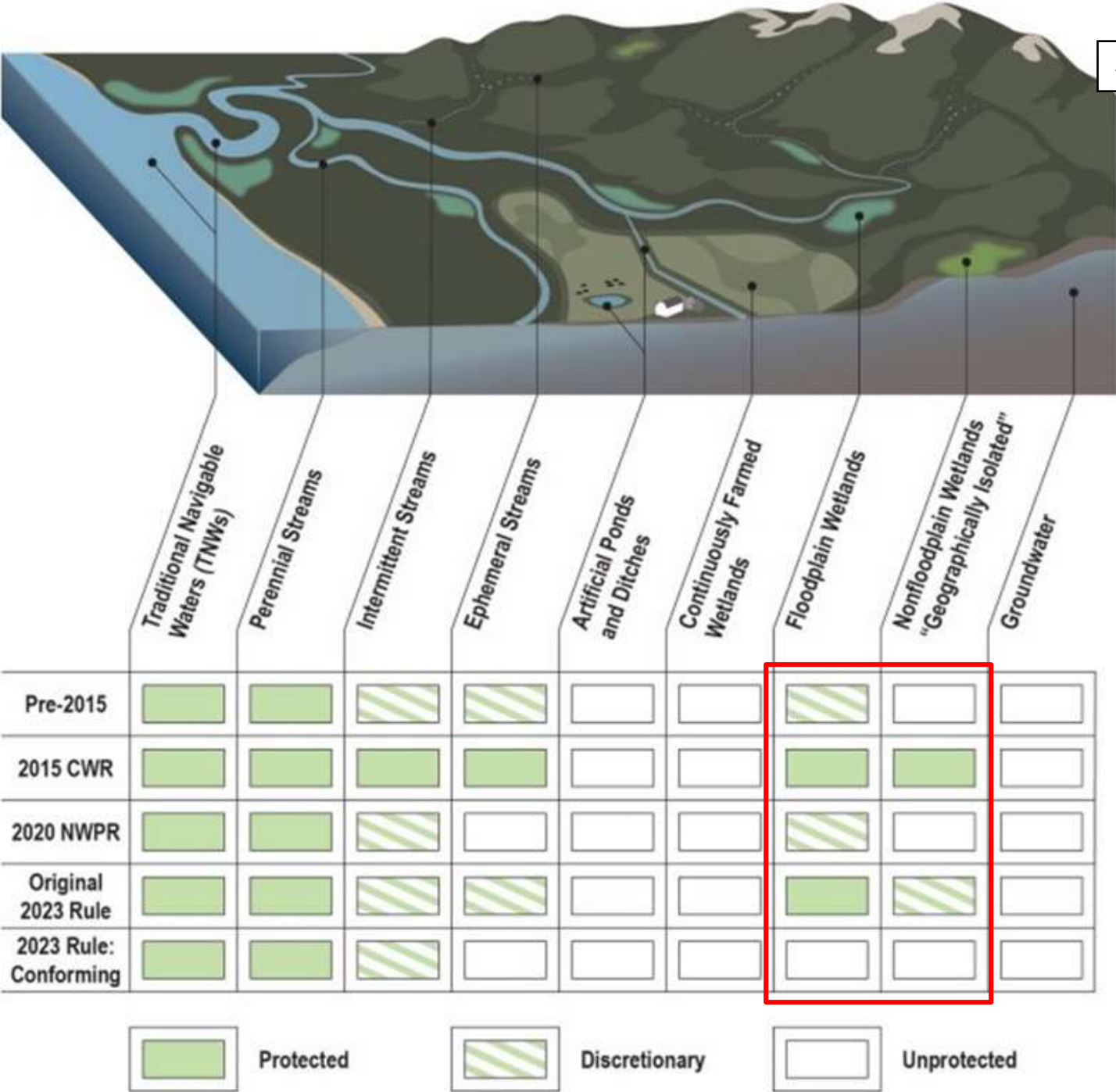
Presentation to Town Council
March 11, 2025
First Reading
Department of Growth Management
Kevin Icard, AICP

Background

- Certain wetlands within the scope of the Clean Water Act (CWA) are protected by the U.S. Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (USACE) permitting authority.
- In May of 2023, the U.S. Supreme Court's decision in the case of *Sackett v. Environmental Protection Agency* ("Sackett") altered the regulatory landscape for millions of acres of wetlands that were previously covered by the CWA.
- Many wetlands that the USACE previously determined were jurisdictional are no longer entitled to federal protection leaving them vulnerable to development/impacts, unless they are protected by state or local law.

Background

- This figure shows wetland protection definitions through the different U.S. Supreme Court rulings through 2023's *Sackett* decision.
- Currently, wetland protection regulations in South Carolina are limited and the Town has no wetland protection ordinance.



Sullivan, M.P. (2023) US Supreme Court opinion harms watersheds. *Science*, 381(6656), 385. [10.1126/science.adj0227](https://doi.org/10.1126/science.adj0227)

Background



- Wetlands help to absorb and store stormwater, protect water quality, support habitat, and recharge the aquifer.
- Amendments are proposed to provide protection and conservation of existing wetlands and wetland buffers for stormwater management.
- To protect wetlands from being cleared, filled, drained and polluted, the proposed amendments are intended to address the regulatory void caused by the U.S. Supreme Court decision to limit federal protections of certain wetlands previously provided under the CWA.
- Revision to the definition of “wetlands” will ensure that any and all areas identified in a Wetland Delineation are viewed as wetlands and protected as such, regardless of whether such wetlands are considered jurisdictional or non-jurisdictional.

Overview of UDO Amendments



- **Sec. 5.4 (Wetlands):** Relocate current verbiage to 5.10 (Stormwater) and mark section 5.4 as “Reserved”.
- **Sec. 5.10 (Stormwater):** Revisions to include wetland and wetland buffer protection and conservation language as a stormwater design standard.
- **Sec. 9.2 (Defined Terms):** Definition of person, wetland delineation, and upland provided. Revision to current definition of wetlands.

Text Amendment Review Criteria



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

The proposed amendments are consistent with Comprehensive Plan policies for stormwater management.

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

The proposed amendments support best-planning practices for stormwater management.

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

The proposed amendments support the general welfare of the Town and its residents.

Text Amendment Review Criteria (Cont.)



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

The amendment has no relationship to this criterion.

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

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

Town Council Action



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

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

Next Steps



UDO Text Amendment Procedure	Date	Complete
Step 1. Planning Commission Public Hearing and Recommendation	February 26, 2025	✓
Step 2. Town Council – 1st Reading & Public Hearing	March 11, 2025	✓
Step 3. Town Council Meeting – Final Reading and Public Hearing	April 8, 2025	x



QUESTIONS & DISCUSSION

Suggested Motion



*“I move to **Approve** by Pending Ordinance Doctrine certain amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, including Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) as recommended by the Planning Commission.”*

ORDINANCE NO. 2025 – _____**TOWN OF BLUFFTON, SOUTH CAROLINA****AN ORDINANCE AMENDING THE TOWN OF BLUFFTON’S MUNICIPAL CODE OF ORDINANCES, CHAPTER 23, UNIFIED DEVELOPMENT ORDINANCE, ARTICLE 5 – DESIGN STANDARDS, SEC. 5.4 (WETLANDS) AND SEC. 5.10 (STORMWATER); AND ARTICLE 9 – DEFINITIONS AND INTERPRETATION, SEC. 9.2 (DEFINED TERMS)**

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

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

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

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

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

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

WHEREAS, the Strategic Plan for Fiscal Years 2025-26 (“Strategic Plan”) serves as a road map for activities and initiatives to implement the Town’s Vision and Mission Statement to ensure that Bluffton is poised to capitalize on opportunities that advance key goals, which includes amendments to the Unified Development Ordinance to support these goals; and

WHEREAS, the Town of Bluffton Town Council desires to amend the Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) to provide protections of wetlands and wetland buffers for stormwater management.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, in accordance with the foregoing, the Town hereby amends the Code of Ordinances for the Town of Bluffton, Chapter 23, Unified Development Ordinance as follows:

SECTION 1. AMENDMENT. The Town of Bluffton hereby amends the Code Ordinances for the Town Of Bluffton, South Carolina by adopting and incorporating certain amendments to Chapter 23 – Unified Development Ordinance, including amendments to the following sections: Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) as shown on Exhibit A attached hereto and fully incorporated herein by reference.

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

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

DONE, RATIFIED AND ENACTED this _____ day of _____, 2025.

This Ordinance was read and passed on First Reading & Public Hearing by Pending Ordinance Doctrine on **March 11, 2025**.

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

A public hearing was held on this Ordinance on **April 8, 2025**.

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

Marica Hunter, Town Clerk
Town of Bluffton, South Carolina

This Ordinance was passed at Second and Final Reading held on **April 8, 2025**.

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

EXHIBIT A

Table of Contents

5.4 Natural Resources: Wetlands Reserved

Sec. 5.4 ~~Natural Resources: Wetlands~~ Reserved

Proposed Changes: 1) Relocate current verbiage to 5.10.7, "Wetland Buffer" and 2) Mark section 5.4 as "Reserved".

No provisions of this Ordinance shall be construed to relieve the Applicant or Property Owner from the requirement to obtain permits from the United States Army Corps of Engineers and/or the State of South Carolina, as applicable, prior to the commencement of any land disturbance activity within the boundaries of a wetland or wetland buffer. Refer to Section 5.10.7 for specific wetland buffer requirements.

Sec. 5.10 Stormwater

Proposed Changes: 1) Revise 5.10, "Stormwater" to include wetland and wetland buffer protection and conservation language as a stormwater design standard, 2) Revise 5.10.7, "Wetland Buffer" language to expand on protections of wetlands themselves, and 3) Revise 5.10.8 "Violations, Enforcement, and Penalties" to encompass enforcement specific to wetland violations.

Sec. 5.10.1. General Provisions

A. Intent

1.-7. (No Changes)

8. Further, the protection of wetlands and wetland buffer areas from encroachment, pollution, degradation, alteration or elimination is a crucial element of the Town's stormwater and water quality management plans and supports resilience efforts in anticipation of more frequent and severe weather events, as well as documented and projected sea level rise. Procedures to protect, conserve, enhance and maintain wetlands and wetland buffers are in the public interest and support the general welfare of the Town.
9. ~~This Article is essential to the public health, safety or welfare and shall apply to any Development that is subject to a development agreement.~~ This Article is not in conflict with any development agreements to which the Town is a party and does not prevent the Development set forth in any development agreement.
10. ~~Laws of general application throughout the Town necessary to protect health, safety and welfare are anticipated and are provided for in development agreements.~~ This Article is essential to the public health, safety or welfare and shall apply to any Development that is subject to a development agreement.
11. ~~Substantial changes in Developmental impacts have occurred since the time the development agreements were signed, which changes, if not addressed in this Article would pose a threat to~~

~~public health, safety or welfare.~~ Laws of general application throughout the Town necessary to protect health, safety and welfare are anticipated and are provided for in development agreements.

12. Substantial changes in Developmental impacts have occurred since the time the development agreements were signed, which changes, if not addressed in this Article would pose a threat to public health, safety or welfare.

B. Purpose

1. It is the purpose of this Article to protect, maintain, and enhance the environment of the Town and the short and long-term public health, safety, and general welfare of the citizens of the Town by establishing requirements and procedures to control the potential adverse effects of increased stormwater runoff associated with both future Development and existing developed land. Proper management of existing natural features, including wetlands and wetland buffers, and stormwater runoff will minimize damage to public and private property, ensure a functional drainage system, reduce the effects of Development on land and stream channel erosion, attain and maintain water quality standards, enhance the local environment associated with the drainage system, reduce local flooding, reduce pollutant loading to the maximum extent practicable and maintain to the extent practicable the pre- developed hydrologic characteristics of the area, and facilitate economic development while minimizing associated pollutant, flooding, and drainage impacts.
2. This Article specifically authorizes and enables the Town at a minimum to:
 - a.-q. *(No Changes)*
 - r. Define procedures for protection, conservation, enhancement, and proper maintenance of all existing wetlands and wetland buffer areas for water quality management.
3. *(No Changes)*

C. Applicability

1. This Section shall apply to the following activities unless otherwise exempted by Sec. 5.10.1.C.2:
 - a. Any development of 5,000 or more square feet of land disturbance;
 - b. Any Redevelopment/Infill that will result in an additional 2,000 or more square feet of impervious surface;
 - c. Any Land Disturbance, regardless of size, within a Larger Common Plan of Development where multiple, separate and distinct land disturbing activities may occur at different times and on different schedules;
 - d. ~~A Major Substantial Improvement of an existing property~~ Any Land Disturbance within a wetland or wetland buffer area.
 - e. A Major Substantial Improvement of an existing lot.
2. The following activities are exempt from this Section:
 - a. Any maintenance, alteration, renewal, or improvement as approved by the Town which does not alter existing drainage patterns, does not result in change or adverse impact on adjacent property, or create adverse environmental or water quality impacts, and does not increase the temperature, rate, quality, or volume or location of stormwater runoff discharge;
 - b. Projects that are exclusively for agricultural or silvicultural activities, not involving relocation of drainage canals, within areas zoned for these uses;

- c. Redevelopment that constitutes the replacement of the original square footage of impervious cover and original acreage of other Development activity when the original Development is wholly or partially lost due to natural disaster or other acts of God occurring after September 14, 2021; ~~and,~~
 - d. Work by governmental agencies or property owners required to mitigate emergency flooding conditions. If possible, emergency work should be approved by the duly appointed officials in charge of emergency preparedness or emergency relief. Property owners performing emergency work will be responsible for any damage or injury to persons or property caused by their unauthorized actions. Property owners will stabilize the site of the emergency work within 60 days, or as soon as reasonable, following the end of the emergency period;
 - e. Installation of nature trails or pervious pedestrian access paths no greater than four (4) feet in width;
 - f. Pruning or trimming of grasses, shrubs, and other smaller vegetation;
 - g. Planting native species of plants;
 - h. Removal of invasive species of plants;
 - i. Any outdoor recreation activities not otherwise proscribed by the property owner or another applicable law or regulation, to include hiking, swimming, kayaking, canoeing, boating, horseback riding, hunting, fishing, shell fishing, and camping;
 - j. Research of soil, vegetation, water, fish, or wildlife for educational, scientific, or conservation purposes;
 - k. Maintenance or repair of existing water-control devices or structures, provided the device or structure is not “degraded” as defined herein, and the maintenance or repair does not involve enlarging, expanding, constructing, or relocating such water-control structures or devices; or
 - l. Maintenance and repair of existing utilities and roadways, provided the activity does not involve enlarging, expanding, constructing, or relocating such utilities and roadways.
- 3. Any illicit discharges.
 - 4. The provisions of this Section shall apply throughout the incorporated areas of the Town.

Sec. 5.10.2. Stormwater Management Program

(No Changes)

Sec. 5.10.3. Standards

A. General Requirements

1.-5. *(No Changes)*

6. **Better Site Design, Natural Vegetative Buffers, Wetland Conservation and Tree Conservation.**

Better natural vegetative buffers, wetland conservation, and tree conservation play an integral part in minimizing the volume of stormwater runoff by promoting infiltration and acting as a first line of treatment of water quality pollution. As such all Development subject to this Article shall comply with the following:

- a. Better Site Design practices set forth in the Design Manual to the Maximum Extent Practicable;
- b. Any and all buffer requirements of this Article; other applicable Sections of the UDO, and if applicable, any approved concept plan, and/or approved master plan.

- c. ~~Tree conservation requirements of the UDO 3.22, 5.3, and other applicable sections that may apply.~~ Wetland conservation requirements of this Article, and if applicable, any approved concept plan, and/or approved master plan.
- d. Tree conservation as required by this UDO.

B. Permit Application Requirements

No owner or Developer shall perform any Development activity without first meeting the requirements of this Section 5.10 and the Design Manual and having been issued a Stormwater Permit from the Town. Unless specifically exempted by this Section 5.10, any owner or Developer proposing Development activity shall submit to the Town a Stormwater Permit application and accompanying items as required in the Design Manual.

The UDO Administrator shall use the criteria and information, including technical specifications and standards, in the Design Manual as the basis for decisions about stormwater plans and about the design, implementation and performance of Structural and Non-structural Stormwater Practices. The Design Manual standards shall describe in detail how post-development stormwater runoff will be controlled and managed, the design of all stormwater facilities and practices, the components of a project plan necessary to meet the requirements of this Article and post-construction maintenance and inspection requirements.

The Stormwater Permit shall be valid for five (5) years unless an extension is applied for and approved by the UDO Administrator.

C.– L. *(No Changes)*

Sec. 5.10.4. – 5.10.5.

(No Changes)

Sec. 5.10.6. Inspections

A.-C. *(No Changes)*

- D. Wetland Inspections. The Town is authorized under this Section to inspect a project's impact to wetlands and wetland buffer areas to determine compliance with conditions and provisions of this Article or to perform any duty imposed upon the owner or developer by this Ordinance.

Sec. 5.10.7. Wetlands Buffer

A. General Requirements

1. This Section shall apply to all building, development, redevelopment, and site alteration within a wetland or wetland buffer area. Any person proposing to carry out a wetland disturbance under this Ordinance must, prior to the commencement of the activity, submit a Stormwater Permit application to the UDO Administrator.
2. The UDO Administrator shall review all materials submitted by an applicant and shall have the authority to require additional information about the project from the applicant, schedule a site visit, or require a preliminary meeting with the applicant. The UDO Administrator may also request a review of the project by the Development Review Committee (DRC).

3. The UDO Administrator has the authority to issue, deny, or conditionally approve Wetland Certifications consistent with the standards, goals, and criteria set forth in this Ordinance, and subject to the procedures established herein.
4. The regulation of land uses both within and adjacent to Wetlands, having been determined to be in the best interest of the Town, shall be done in a manner consistent with the review procedures and performance standards identified herein which reflect the relative importance, values, and functions of these areas.
5. No provisions of this Ordinance shall be construed to relieve the Applicant from the requirement to obtain permits issued by local, state, or federal agencies, prior to the commencement of any land disturbance activity within the boundaries of a wetland or wetland buffer.

~~on any land located on or immediately adjacent to wetlands as shown on: (a) the National Wetlands Inventory Map; (b) a wetland exhibit prepared by and certified as accurate by a professional environmental consultant, which shall be dated within twelve (12) months of the date of the application; or, (c) a set of drawings sealed by a South Carolina Registered Land Surveyor, which shall be dated within twelve (12) months of the date of the application. No provisions of this Ordinance shall be construed to relieve the Applicant or Property Owner from the provisions of Section 5.4.~~

~~A wetland buffer shall be established for all building, development, redevelopment, or site alteration when the land on which the action is adjacent to wetlands.~~

~~Wetland Buffers shall comply with the following:~~

- ~~A. For any land disturbance activity, a 25-foot minimum undisturbed buffer shall be established adjacent to a wetland unless a larger buffer is required by OCRM. The buffer shall be measured from the edge of the wetland.~~
- ~~B. All vegetation within the wetland buffer shall be retained, including by not limited to groundcover, shrubs and trees.~~
- ~~C. Utilities shall not be located within the wetland buffer; provided, however, the UDO Administrator shall have the discretion to approve encroachments into the wetland and/or wetland buffer if the applicant provides reasonable evidence that any impacts to the buffer and/or wetland have been avoided or minimized to the fullest extent practicable.~~

B. Wetland Delineation

1. **Wetland Delineation Required.** Except as otherwise set forth in this Section, any person proposing to carry out a land disturbance or perform any applicable activity, as set forth in Section 5.10.1.C of this Ordinance, shall, prior to commencing the activity or the land disturbance, provide the Town with a Wetland Delineation.
2. **Exceptions.** A Wetland Delineation shall not be required under the following circumstances:
 - a. If the site is less than five (5) acres and has been exclusively utilized as single-family residential property for at least the last ten (10) years from [date of adoption]; and,
 - (1) The owner of the site certifies to the Town that to the best of their knowledge and belief, there are no Wetlands or Wetland Buffers on the site; and,
 - (2) No Wetlands are identified on the site by any prior Wetland Delineations, or any existing watershed plans or Advanced Identification of Disposal Areas (ADID) studies, interim

watershed plans, National Resources Conservation Service (NRCS) wetland inventory maps, or United States Fish and Wildlife Service National Wetlands Inventory Maps; and,

- (3) The land disturbance or activity proposed is accessory to or consistent with a single-family residential use and does not increase the density of the site.

b. The applicant or landowner of the site provides:

- (1) An affidavit from a certified environmental firm attesting that no Wetlands or Wetland Buffer areas exist on the site; and,
- (2) No Wetlands are identified on the site by any prior Wetland Delineations, or any existing watershed plans or ADID studies, interim watershed plans, NRCS wetland inventory maps, or United States Fish and Wildlife Service National Wetlands Inventory Maps.

C. Wetland Buffers and Setbacks

1. **Wetland Buffer Areas.** Wetland buffers are to be calculated by measuring horizontally outward from and perpendicular to the edge of the wetland, as defined herein. They must extend the entire length of the wetland delineation within the property. If a wetland falls into more than one of the categories below, the more restrictive buffer width shall control.
2. **Applicability.** Wetland Buffers shall be provided along the perimeter of all Wetlands. Wetland Buffers shall comply with the following standards:
 - a. **General Wetland Buffers.** A minimum buffer of fifty (50) feet must be observed for all wetlands as defined by this Ordinance.
 - b. **Parks.** A minimum buffer of fifty (50) feet must be observed when a wetland is part of, adjacent to, or within fifty (50) feet of a local, state, or national park.
 - c. **Riparian Wetland Buffers.** A minimum buffer of fifty (50) feet must be observed when a wetland is adjacent to a waterway or a tributary of a waterway.
3. **Prohibited Activities within Wetland Buffers.** The following activities are specifically prohibited within a Wetland Buffer unless expressly authorized herein or elsewhere within the UDO.
 - a. Removal, excavation, or disturbance of the soil, except for minimal disturbance associated with the installation of trees and plants as approved by the UDO Administrator, where a Wetland Buffer is re-established;
 - b. Dumping or filling with any materials;
 - c. Placement of any sod or garden of any type;
 - d. Placement of structures or other pervious or impervious surfaces; and,
 - e. Removal or destruction of trees, plants, grasses, or vines.
4. **Exceptions.** The following activities may occur in a required Wetland Buffer, subject to specified limitations and the requirements below.

- a. Maintenance of existing buffer landscaping in a manicured fashion, as approved by the UDO Administrator;
- b. Construction and maintenance of public multi-purpose pathways, including minor associated structures such as footbridges, benches, and signage, provided the pathway is not more than ten feet wide;
- c. Construction and maintenance of pedestrian walkways, including minor associated structures such as benches and signage, that provide public access to adjacent wetlands for wildlife management and viewing, fishing, and recreational purposes, or that provide access to approved water-dependent development activities – provided the walkway is not more than four feet wide and is pervious;
- d. Construction and maintenance of pervious bulkheads or revetments, including associated backfill in tidal wetland buffers – provided:
 - (1) A Wetland Buffer in accordance with the standards in this section is re-established; and
 - (2) The UDO Administrator approves the replanting plan and any tree removal;
- e. Construction and maintenance of impervious bulkheads or revetments;
- f. Essential development activities such as stormwater management facilities and water, sanitary sewer, telephone, natural gas, cable TV, or other utility lines -provided:
 - (1) Stormwater management facilities and utility lines that must cross the buffer shall do so at approximately a right angle to minimize the area of buffer width disturbed; and,
 - (2) Stormwater management facilities and utility lines may run approximately parallel to the edge of the wetland if the utility or drainage easement allows the vegetation necessary to provide for significant filtration of stormwater runoff before it reaches the wetland; otherwise additional buffer width shall be required to provide the space for such filtration.
- g. Water-dependent development activities such as docks, boat ramps, shoreline stabilization, and stream and wetland restoration;
- h. Limited removal of the following:
 - (1) Trees or other vegetation determined by the UDO Administrator to be dead, dying, or diseased, provided the root system is retained intact;
 - (2) Non-native trees or other vegetation determined by the UDO Administrator to constitute a threat to the growth or reintroduction of native species of vegetation;
 - (3) Fallen trees, tree limbs, brush, and similar debris that have accumulated in or along stream beds and are determined by the UDO Administrator to substantially impede stream flow;

- (4) Fallen trees, tree limbs, and brush that are determined by the UDO Administrator to impede pedestrian or bicycle traffic along approved multi-purpose pathways and pedestrian walkways.
- i. Any impervious surfaces shall either be sloped away from the wetland and stormwater runoff from them shall be routed over a greater distance for filtration purposes, or constructed or installed in accordance with an alternative filtration design approved by the Official as ensuring that the impervious surfaces do not adversely impact the natural functionality of the Wetland Buffer.
- j. The allowed development activity incorporates any additional measures the UDO Administrator deems necessary to adequately protect the wetland's water quality and mitigate any loss of or damage to wildlife habitat or native plant communities.

D. Other Requirements

- 1. **Notification of Start of Project.** The holder of a stormwater permit issued pursuant to this Ordinance must notify the UDO Administrator in writing at least five (5) business days prior to the start of a project that the stated project is going to begin.
- 2. **Temporary Survey Stakes.** Temporary survey stakes or flags delineating boundaries between wetlands, buffer areas, setbacks, and adjacent property must be placed at all project sites by an engineer or surveyor. The markers shall follow the contour of the wetlands, buffer areas, and setbacks and shall be placed not more than fifty (50) feet apart.

Sec. 5.10.8 – Violations, Enforcement, and Penalties

The Town is authorized to enforce the provisions of this Article as described in *Article 8, Penalties and Enforcement*. Any action or inaction that violates the provisions of this Article or Design Manual requirements shall be subject to enforcement actions. Any such action or inaction that is continuous with respect to time is deemed to be a public nuisance and may be abated by injunctive or other equitable relief.

Furthermore, the UDO Administrator shall have the power to order restoration of a wetland area in the event of a violation. If the person responsible or agent does not complete such restoration within a reasonable time frame determined by the UDO Administrator, Town of Bluffton Town Council shall have the authority to restore the affected wetlands to their prior condition, and the person or agent responsible for the violation shall be held liable to the Town of Bluffton for the costs of such restoration.

Whenever a violation of this Ordinance is alleged, any person may file a complaint with the UDO Administrator. All such complaints must be in writing, accompanied by photos and supporting evidence, if possible. The UDO Administrator shall record such complaints, immediately investigate, and determine the appropriate course of action pursuant to the provisions of this Ordinance.

Sec. 9.2 Defined Terms

Proposed Changes: 1) Addition of definitions of “permit(s)”, “person”, “wetland delineation” and “upland”; and 2) Revise current definition of “wetlands.”

Person: Any individual, firm, partnership, association, trust, corporation, company, organization, or legal entity of any kind, whether public or private, including municipal corporations, governmental agencies, or subdivisions thereof.

Wetlands: Any areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. ~~Wetlands generally include swamps, marshes, bogs, and similar areas;~~ or areas that are defined and delineated in accordance with the “Federal Manual For Identifying And Delineating Jurisdictional Wetlands” dated January 10, 1989, as may be amended from time to time; or as further defined and delineated by the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, or the South Carolina Department of Environmental Services. Wetlands typically include the following: (1) predominantly hydric soils, meaning soils that are formed under wet conditions; (2) species of plants that tolerate wet conditions, including but not limited to hydrophytes; and (3) the presence of water above or just below the soil surface for at least a portion of the growing season each year. Wetlands generally include lands and waters meeting this definition, and encompass areas referred to as swamps, marshes, tidal flats, bays, bogs, estuaries, wetland meadows, ephemeral and tributary systems, vernal ponds, banks, reservoirs, ponds, lakes, lands under water bodies, and other similar areas. Wetlands shall include any and all areas identified in a Wetland Delineation as a Wetland, regardless of whether such Wetlands are considered jurisdictional or non-jurisdictional.

Wetland Delineation: A wetland delineation report identifying and evaluating the boundaries, location, limits, area, and quality of all on-site Wetlands, with such delineation to be conducted in accordance with the “Corps of Engineers Wetland Delineation Manual,” technical report: Y-87-1, from 1987, as may be amended from time to time. When such a delineation and report is required as part of a land use application, such report and delineation may be required to be updated and revised if the original report was prepared more than three (3) years prior to the date of submission of the land use application.

Upland: An area of land that does not qualify as a Wetland because the associated hydrologic regime is not sufficiently wet to elicit development of vegetation, soils, or hydrologic characteristics associated with Wetlands.

Suggested Motion

Approval of Certain Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, including Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) - First Reading Public Hearing

*"I move to **Approve** by Pending Ordinance Doctrine certain amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, including Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) as recommended by the Planning Commission."*

TOWN COUNCIL

STAFF REPORT
Growth Management Department



MEETING DATE:	March 11, 2025
PROJECT:	Consideration of the Acceptance of the Beaufort County School District’s One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, Located at 1105 Bluffton Parkway and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000, and Referral to the Town of Bluffton Negotiating Committee, if Deemed Necessary
PROJECT MANAGER:	Kevin P. Icard, AICP Director of Growth Management

REQUEST: Town Staff requests that Town Council consider the following:

1. Consideration of the Acceptance of the Beaufort County School District’s One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, Located at 1105 Bluffton Parkway and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000; and
2. Referral of the request to the Town of Bluffton Negotiating Committee, if deemed necessary.

INTRODUCTION: On February 24, 2025, in accordance with Section 5-3-150 of the Code of Laws of South Carolina and the *Town of Bluffton Annexation Policy and Procedure Manual* (“Annexation Manual”), the property owner, Beaufort County School District, submitted a 100% Annexation Petition Application for two parcels totaling 24.1 acres located 1105 Bluffton Parkway (“Property”) into the Town of Bluffton’s municipal boundary (Attachment 2).

Pursuant to the Annexation Manual, the Applicant has submitted a concurrent Zoning Map Amendment application requesting the Properties to be zoned Residential General as regulated by the Unified Development Ordinance should Town Council vote to accept the application.

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

BACKGROUND: The Property contains approximately 24.1 acres located within Unincorporated Beaufort County as shown on the Vicinity Map in the Application (Attachment 2). The Property contains a single-family house but is otherwise vacant.

The Property is currently zoned T2-Rural (T2R) which is intended to preserve the rural character of Beaufort County. This Zone applies to areas that consist of sparsely settled lands in an open or cultivated state. It may include large lot residential, farms where animals are raised or crops are grown, parks, woodland, grasslands, trails, and open space areas. The T2 Rural Zone implements the Comprehensive Plan goals of preserving the rural character of portions of Beaufort County.

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

Direction	Jurisdiction	Zoning District	Current Use
North	Town of Bluffton	Residential General (UDO)	BCSD – River Ridge Academy K-8 School – 3050 River Ridge Drive
South	Town of Bluffton	Buckwalter Planned Unit Development	Beaufort County – Bluffton Parkway - Road Right-of-Way
	Town of Bluffton	Buckwalter Planned Unit Development	Hampton Lake Community Association Inc. – No Address – Common Property
	Town of Bluffton	Buckwalter Planned Unit Development	Gohl Holdings LLC – No Address – Undeveloped
East	Beaufort County	T2 – Rural	Zakki LLC – 1125 Bluffton Parkway - Vacant
West	Beaufort County	T2 - Rural	Antoine Iskander– 51 Bufflehead Lane – Single Family Residence
	Beaufort County	T2 - Rural	Antonio Mercado – 65-69 Bufflehead Lane – Single Family Residences
	Beaufort County	T2 – Rural	Carolyn Theodore – 32-40 Hubbard Lane
	Town of Bluffton	Residential General (UDO)	River Ridge Road – 3050 River Ridge Drive – Right-of-Way

The Applicant proposes (upon Town staff’s recommendation) that the property is zoned Residential General to match the adjacent River Ridge Academy parcels owned by Beaufort County School District. The Property will serve as an expansion of the existing River Ridge Academy campus for education land use, athletic fields and/or the construction of an early childhood school. Annexation and rezoning of the property to match the existing River Ridge Academy campus parcels will permit

the expansion of the school campus to occur. The use of a school is not allowed in the T2 – Rural zoning district in unincorporated Beaufort County.

The Applicant does not have a specific plan for the Property but notes that current preliminary planning for this expanded area contemplates that the early childhood center will be constructed on either:

- (1) the Property to be annexed into the Town of Bluffton; or
- (2) the River Ridge campus athletic field owned by Beaufort County School District and currently within the Town of Bluffton. If the early childhood center is constructed on the existing athletic field, the athletic field will be relocated to the Property being annexed into the Town of Bluffton. The Property proposed for annexation will be a part of the River Ridge campus in some capacity.

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

SCHEDULE: The proposed schedule for the applications is provided as Attachment 4.

ATTACHMENTS:

1. Presentation
2. Application Submittal
 - a. Annexation Application
 - b. Petition for Annexation
 - c. Vesting Deed
 - d. Plat Book 30 Page 36
 - e. Annexation Location Map
 - f. Annexation Narrative
 - g. Parcels to be Annexed
 - h. Existing River Ridge Academy
 - i. Zakki, LLC Property to the East
 - j. Parcel 8C, LLC Property and BCSD property to the South
 - k. Zoning and Parcel History Letter from Beaufort County
 - l. Zoning Map Amendment Application
3. Addendum to Annexation Narrative
4. Draft Schedule
5. Proposed Motion



Consideration of the Acceptance of the Beaufort County School District's One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton's Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, Located at 1105 Bluffton Parkway and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000, and Referral to the Town of Bluffton Negotiating Committee if Deemed Necessary

Presentation to Town Council
Kevin Icard, AICP
Department of Growth Management
March 11, 2025

Introduction

On February 24, 2025, in accordance with Section 5-3-150 of the Code of Laws of South Carolina and the *Town of Bluffton Annexation Policy and Procedure Manual* (“Annexation Manual”), the property owner, Beaufort County School District, submitted a 100% Annexation Petition Application for two parcels totaling 24.1 acres located 1105 Bluffton Parkway (“Property”) into the Town of Bluffton’s municipal boundary (PLAN # ANNEX-02-25-019605)

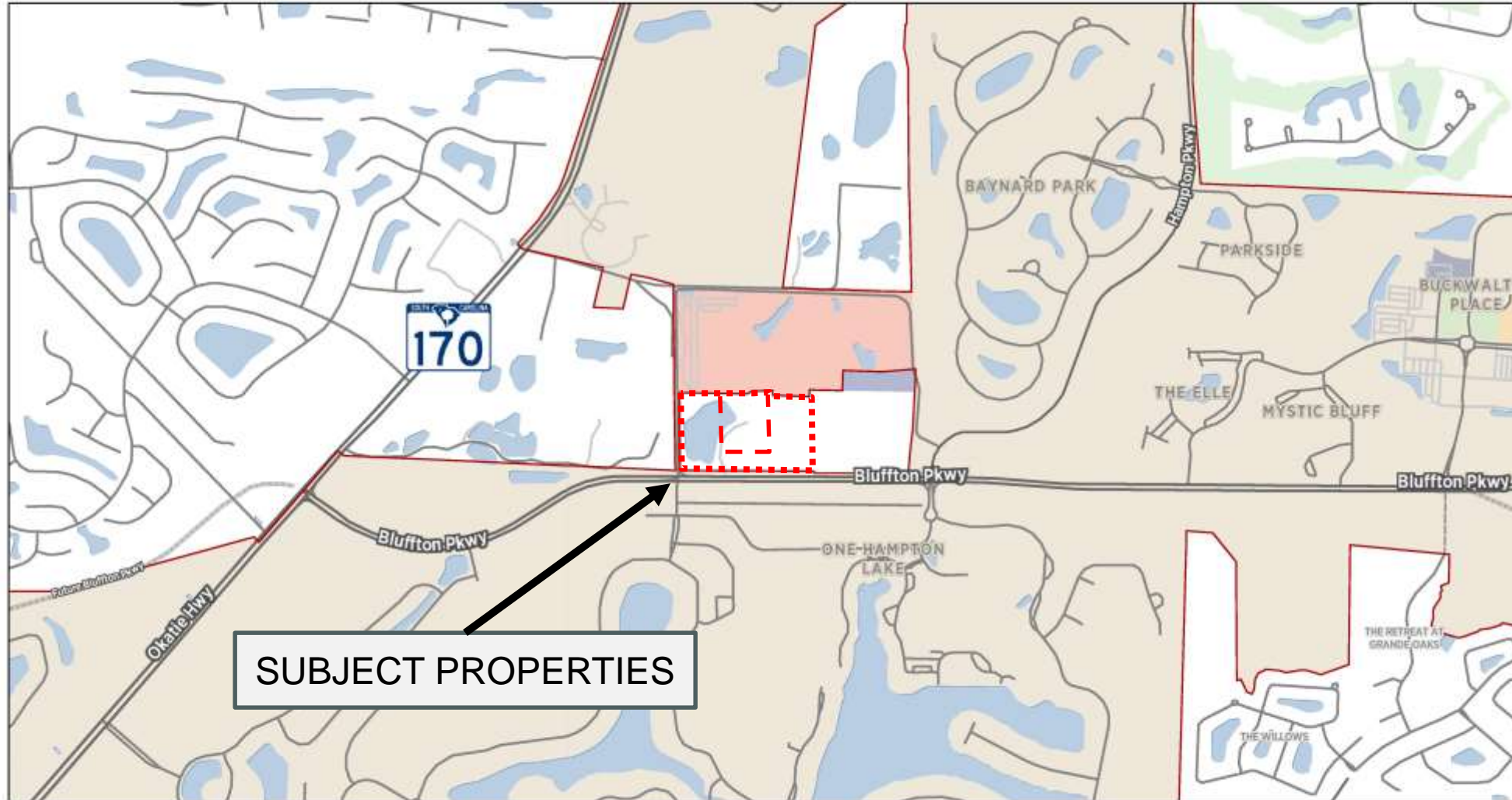
Introduction (continued)

Pursuant to the Annexation Manual, the Applicant has submitted a concurrent Zoning Map Amendment application requesting the Properties to be zoned Residential General as regulated by the Unified Development Ordinance should Town Council vote to accept the application.

Vicinity Map

BCSD River Ridge Academy

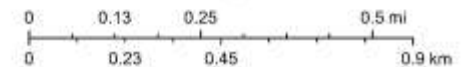
Section X. Item #1.



SUBJECT PROPERTIES

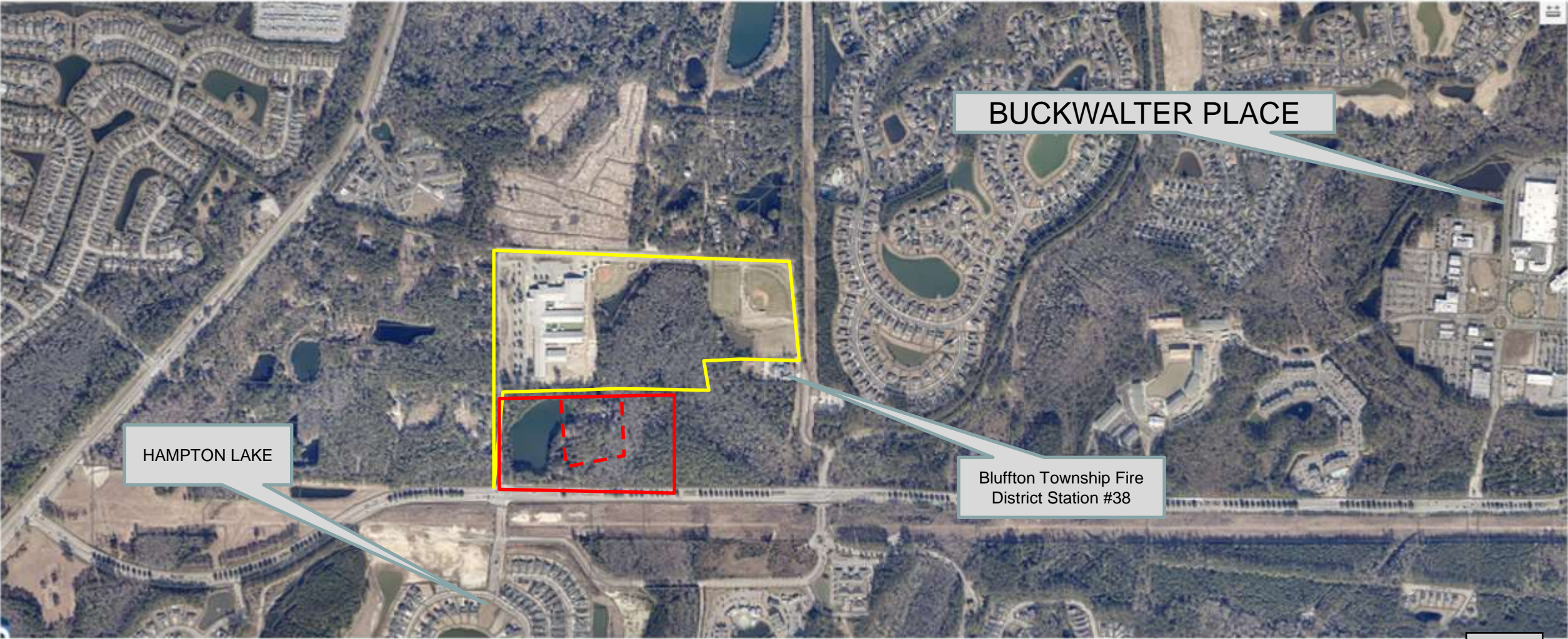
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Lines are conceptual and do not represent the actual property lines.

Aerial Map



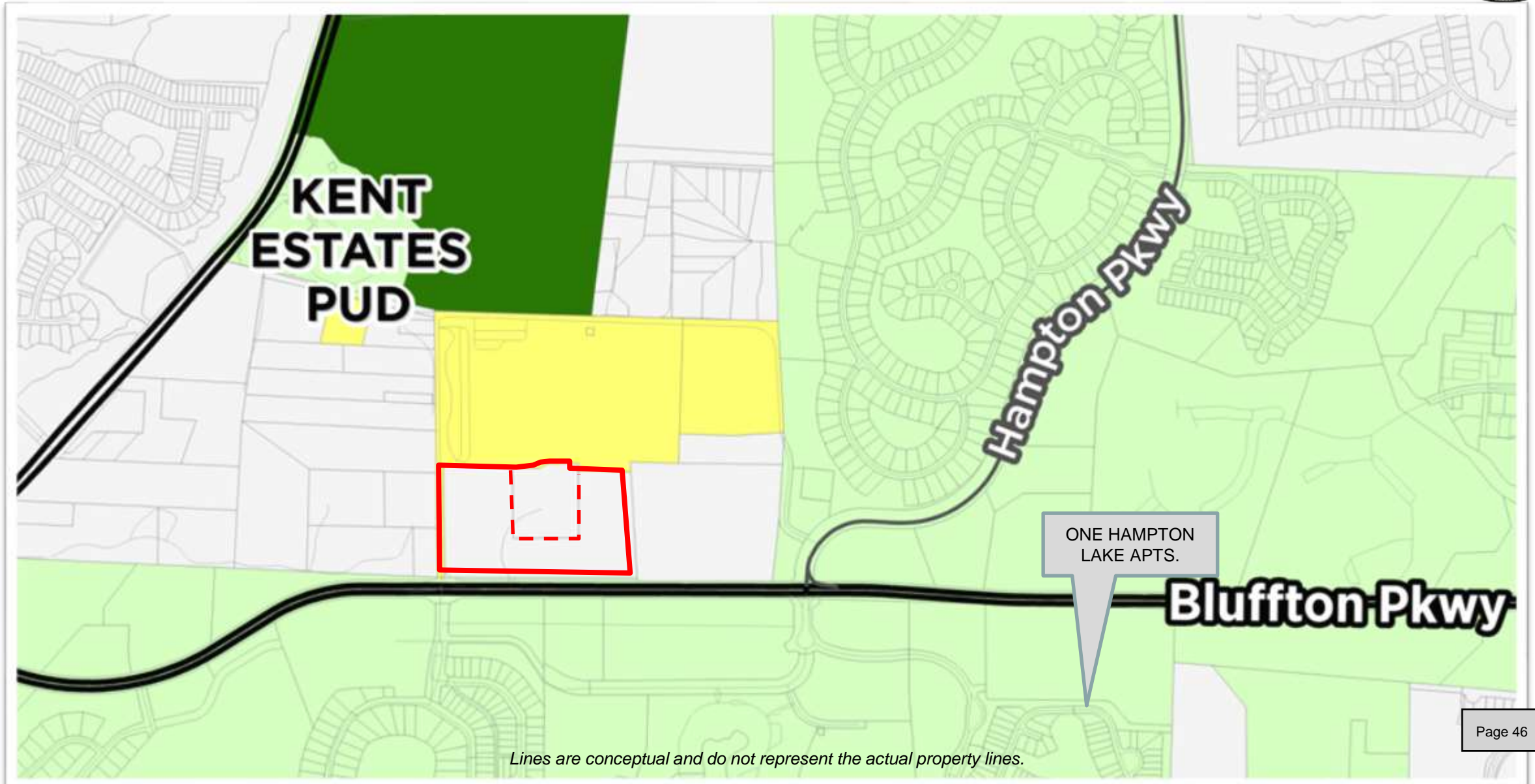
Lines are conceptual and do not represent the actual property lines.

Aerial Map



Boundary Map

Section X. Item #1.



Background (continued)

The Property contains approximately 24.1 acres located within Unincorporated Beaufort County as shown on the Vicinity Map in the Application (Attachment 2). The Property contains a single-family house but is otherwise vacant.

The Property is currently zoned T2-Rural (T2R) which is intended to preserve the rural character of Beaufort County.

Background (continued)

The Applicant proposes (upon Town staff's recommendation) that the property is zoned Residential General to match the adjacent River Ridge Academy parcels owned by Beaufort County School District.

The Applicant does not have a specific plan for the Property but notes that current preliminary planning for this expanded area contemplates that the early childhood center will be constructed on either:

1. the Property to be annexed into the Town of Bluffton; or
2. the River Ridge campus athletic field owned by Beaufort County School District and currently within the Town of Bluffton. If the early childhood center is constructed on the existing athletic field, the athletic field will be relocated to the Property being annexed into the Town of Bluffton. The Property proposed for annexation will be a part of the River Ridge campus in some capacity.

Review Process and Next Steps



Meeting	Date	Task Description/ Application(s) for Review
Town Council “Intent to Annex”, Acceptance of Petition, Referral to Negotiating Committee	March 11, 2025	Annexation Petition
Negotiating Committee (if necessary) <i>(Additional Meetings May Be Required)</i>	TBD	Annexation Petition & Zoning Map Amendment
Planning Commission Workshop	March 26, 2025	Annexation Petition & Zoning Map Amendment
Planning Commission Public Hearing & Recommendation to Town Council	April 23, 2025	Annexation Petition & Zoning Map Amendment
Town Council Ordinance 1st Readings	May 13, 2025	Annexation Petition & Zoning Map Amendment
Town Council Public Hearing & Ordinance 2nd and Final Readings	June 10, 2025	Annexation Petition & Zoning Map Amendment



QUESTIONS

Proposed Motion #1

Annexation Petition Acceptance



“I move to [accept / decline to accept] the Beaufort County School District’s One Hundred Percent (100%) Annexation Petitions to Annex Certain Real Properties Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000.”

Proposed Motion #2

Referral To The Negotiating Committee

If accepted, Town Council will then need to vote to refer or forgo referral of the annexation petition and concurrent applications to the Town of Bluffton Negotiating Committee

“I move to [**refer / forgo referral of**] Beaufort County School District’s One Hundred Percent (100%) Annexation Petition to the Town of Bluffton Negotiating Committee”

Beaufort County School District Annexation Applicationn Package

BCSD - River Ridge Annexation Application 2

BCSD - River Ridge Petition for Annexation 4

Vesting Deed 7

Plat Book 30 at Page 36 12

BCSD - River Ridge Annexation Location Map 13

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Parcels to be Annexed 17

Existing River Ridge Academy 19

Zakki, LLC Property to the East 22

Parcel 8C, LLC Property and BCSD Property to the South 23

Zoning and Parcel History Letter from Beaufort County 24

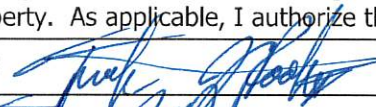
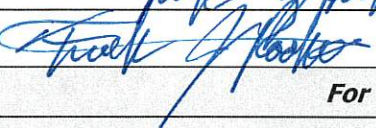
BCSD - River Ridge Zoning Map Amendment Application 25



TOWN OF BLUFFTON ANNEXATION APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Section X. Item #1.

Applicant	Property Owner
Name: Beaufort County School District	Name: Same
Phone: 843-422-0783	Phone:
Mailing Address: PO Drawer 309 Beaufort SC 29901-0309	Mailing Address:
E-mail: robert.oetting@beaufort.k12.sc.us	E-mail:
Town Business License # (if applicable): N/A	
Project Information	
Project Name: River Ridge Academy Early Childhood Center	Acreage: 24.1 acres
Project Location: Bluffton Parkway & River Ridge Drive	
Existing Zoning: Beaufort County T2R	Proposed Zoning: Residential General
Tax Map Number(s): R600 029 000 0034 0000 & R600 029 000 011A 0000	
Project Description: New early childhood school to serve Bluffton	
Select Annexation Method (see Annexation Policy and Procedures Manual):	
<input checked="" type="checkbox"/> 100 Percent Petition and Ordinance Method <input type="checkbox"/> 75 Percent Petition and Ordinance Method <input type="checkbox"/> 25 Percent Elector Petition and Election Method	
Minimum Requirements for Submittal	
<input type="checkbox"/> 1. Completed Annexation Petition(s). <input type="checkbox"/> 2. Mandatory Application Check-In Meeting scheduled. <input type="checkbox"/> 3. Narrative per the attached Annexation Application Checklist. <input type="checkbox"/> 4. Parcel Information per the attached Annexation Application Checklist. <input type="checkbox"/> 5. Concurrent Applications per the attached Annexation Application Checklist. <input type="checkbox"/> 6. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.	
Note: A Pre-Application Meeting is required prior to Application submittal.	
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.	
Property Owner Signature: 	Date: 2/18/25
Applicant Signature: 	Date: 2/18/25
For Office Use	
Application Number:	Date Received:
Received By:	Date Approved:



TOWN OF BLUFFTON
ANNEXATION APPLICATION
PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton’s UDO. The Town of Bluffton’s Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

Consistent with South Carolina law, the Town of Bluffton regards annexation as a voluntary process and does not initiate annexation. Annexation of privately owned property is authorized in the following methods:

1.

100 percent freeholder petition and ordinance method [§5-3-150(3)];
2.

75 percent freeholder petition and ordinance method [§5-3-150(1)]; and
3.

25 percent elector petition and election method [§5-3-300 to 5-3-315].

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of an Annexation Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by Town of Bluffton applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator or designee determines that the Annexation Application is complete, the application shall advance as prescribed in the Town of Bluffton’s Annexation Policy and Procedure Manual .	

STATE OF SOUTH CAROLINA)
COUNTY OF BEAUFORT) PETITION FOR ANNEXATION
TO
THE TOWN OF BLUFFTON, SOUTH CAROLINA

TO THE MAYOR AND COUNCIL OF THE TOWN OF BLUFFTON:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory into the Town by ordinance effective as soon hereafter as possible, pursuant to S.C. Code Ann. § 5-3-150(3).

The territory to be annexed is described as follows: **See attached Exhibit A.**

The property is designated as follows on the County tax maps:

- R600 029 000 0034 0000 – Zoned Rural T2R
- R600 029 000011A 0000 – Zoned Rural T2R

It is requested that the property be zoned as follows: **Residential General**

Beaufort County School District

By: Frank Rodriguez Date 2/18/25, 2025
Frank Rodriguez, Superintendent

PO Drawer 309, Beaufort, SC 29901
Street Address, City, Zip
=====

FOR MUNICIPAL USE:

Petition received by _____, Date _____

Description and Ownership verified by _____, Date _____

Recommendation: _____

By: _____, Date _____, 2025

EXHIBIT A**Legal Description**

ALL that certain piece, parcel or lot of land, situate, lying and being in Bluffton Township, Beaufort County, South Carolina, said parcel containing twenty-five (25) acres, said twenty-five (25) acre parcel being in the westernmost twenty-five (25) acres of a forty-four (44) acre parcel, as more specifically shown and described on a Plat thereof entitled "Survey for Manfred Raich", said Plat dated January 8, 1962 and recorded in the Office of the Register of Mesne Conveyances for Beaufort County, South Carolina in Plat Book 30 at Page 36.

SAVE AND EXCEPT from such twenty-five (25) acre parcel all that certain five (5.00) acre parcel, said parcel more specifically shown and described on a Plat thereof entitled "A Map of a Five (5.00) Acres Parcel Cut from Lands Now Formerly of George F. and Christine Niesar" as recorded in the Office of the Register of Mesne Conveyances for Beaufort County, South Carolina, said Plat dated June 27, 1994 in Plat Book 50 at Page 32.

AND ALSO ALL that certain piece, parcel or lot of land situate, lying and being in Bluffton Township, Beaufort County, South Carolina, being a five (5) acre parcel as shown on that certain plat prepared by Richard Kesselring, R.L.S. #8105, dated June 27, 1994, entitled "A Map of A 5.00 Acres Parcel cut From Lands N/F of George F. and Christine Niesar As Recorded in the Office of the Recorder for Mesne Conveyance for Beaufort County, S.C." Said plat is recorded in the Office of the Register of Mesne Conveyances for Beaufort County, South Carolina in Plat Book 50 at Page 32. For a more detailed description of the property, reference is craved to said plats.

AND ALSO ALL that piece, parcel and strip of land situate, lying and being in Bluffton Township, Beaufort County, South Carolina more particularly known as a "50' Foot Right of Way for Ingress and Egress of 0.881 Acres" on a plat prepared by Thomas & Hutton Engineering Co., certified by Boyce L. Young, SCPLS No. 11079 for Resource Development Group, LLC dated April 1, 2008, and recorded in the Office of the Beaufort County Register of Deeds in Plat Book 124 at Page 128. For a more particular description of the courses, metes, bounds and distances of said property, reference is hereby made to said plat of record.

AND ALSO ALL that certain piece, parcel and or lot of land situate, lying and being shown and described as 0.030 Acres, more or less, said property having dimensions, metes and bounds as shown on the plat entitled "A Boundary Plat of 0.030 Acres, Being a Portion of Tom Zinn Property, Town of Bluffton Beaufort County, South Carolina," on a plat by Thomas & Hutton Engineering Co., certified by Boyce L. Young, SCPLS No. 11079 for Resource Development Group, LLC, dated July 31, 2008, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 126 at Page 11. For a more particular description of the courses, metes, bounds, and distances of said property, reference is hereby made to said plats of record (together, the "Easement Property").

SAVE AND EXCEPT:

ALL that certain piece, parcel or tract of land, with improvements thereon, located in Beaufort County, South Carolina shown and depicted as "Turn Radius Parcel" containing 0.02 Acre, more or less, on that certain plat entitled "Plat of Turn Radius Parcel and Stormwater Retention Pond Easement, a Portion of Parcels 011A & 0034", Town of Bluffton, Beaufort County, South Carolina", dated May 29, 2014, prepared by Surveying Consultants, certified by Terry G. Hatchell, RLS (SC No. 11059), and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 139 at Page 9 (the "Property"). For a more detailed description as to courses, distances, metes and bounds of the Property, reference may be had to the above described plat of record.

AND

ALL that piece, parcel and strip of land situate, lying and being in Bluffton Township, Beaufort County, South Carolina more particularly known as a "50' Foot Right of Way for Ingress and Egress of 0.881 Acres" on a plat prepared by Thomas & Hutton Engineering Co., certified by Boyce L. Young, SCPLS No. 11079 for Resource Development Group, LLC dated April 1, 2008, and recorded in the Office of the Beaufort County Register of Deeds in Plat Book 124 at Page 128. For a more particular description of the courses, metes, bounds and distances of said property, reference is hereby made to said plat of record.

Said five (5.00) acre parcel excluded from the within conveyance is more specifically described as to metes and bounds as follows, to with: Commencing at a point on the northwest corner of said five (5.00) acre parcels adjoining the lands now or formerly of T. J. Davis, thence north 89 degrees 42 minutes 58 seconds east for a distance of 192.02 feet to a point; thence north 57 degrees 16 minutes 43 seconds east for a distance of 56.68 feet to a point; thence north 89 degrees 20 minutes 39 seconds east for a distance of 210 feet to a point; thence south 00 degrees, 39 minutes 21 seconds east for a distance of 498.13 feet to a point; thence south 89 degrees 20 minutes 39 seconds west for a distance of 450.05 feet to a point; thence north 00 degrees 39 minutes 21 seconds west for a distance of 469.29 feet to a point, said point being the point of beginning.

Together with all right, title and interest in and to that certain "right-of-way easement" to Bull Tomb Road, said easement recorded in the Office of the Register of Mesne Conveyances for Beaufort County, South Carolina in Deed Book 339 at Page 1187.

The property described herein being the same property conveyed by Raymond E Jimison and Sandra H. Jimison to George F. Niesar and Christine Niesar by deed recorded in Book 874 at Page 1144, Beaufort County Records on July 18, 1996 and to Christine Niesar by that certain Death Certificate for George F. Niesar recorded in Book 4195 at Page 2118, Beaufort County Records on November 3, 2022.

Tax Map No. R600 029 000 011A 0000

AND

ALL that certain piece, parcel or lot of land situate, lying and being in Bluffton Township, Beaufort County, South Carolina, being a five (5) acre parcel as shown on that certain plat prepared by Richard Kesselring, R.L.S. #8105, dated June 27, 1994, entitled "A Map of A 5.00 Acres Parcel cut From Lands N/F of George F. and Christine Niesar As Recorded in the Office of the Recorder for Mesne Conveyance for Beaufort County, S.C." Said plat is recorded in the Office of the Register of Mesne Conveyances for Beaufort County, South Carolina in Plat Book 50 at page 32. For a more detailed description of the property, reference is craved to said Plat.

TOGETHER with all right, title and interest to that certain right of way easement to Bull Tomb Road as referenced in said RMC Office in Deed Book 339 at Page 1187.

TOGETHER with a non-exclusive perpetual easement for pedestrian and vehicular access, ingress and egress in, to, over, across and through the following property:

ALL that piece, parcel and strip of land situate, lying and being in Bluffton Township, Beaufort County, South Carolina more particularly known as a "50'

Foot Right of Way for Ingress and Egress of 0.881 Acres” on a plat prepared by Thomas & Hutton Engineering Co., certified by Boyce L. Young, SCPLS No. 11079 for Resource Development Group, LLC dated April 1, 2008, and recorded in the Office of the Beaufort County Register of Deeds in Plat Book 124 at Page 128. For a more particular description of the courses, metes, bounds and distances of said property, reference is hereby made to said plat of record.

AND ALSO ALL that certain piece, parcel and or lot of land situate, lying and being shown and described as 0.030 Acres, more or less, said property having dimensions, metes and bounds as shown on the plat entitled “A Boundary Plat of 0.030 Acres, Being a Portion of Tom Zinn Property, Town of Bluffton Beaufort County, South Carolina,” on a plat by Thomas & Hutton Engineering Co., certified by Boyce L. Young, SCPLS No. 11079 for Resource Development Group, LLC, dated July 31, 2008, and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 126 at Page 11. For a more particular description of the courses, metes, bounds, and distances of said property, reference is hereby made to said plats of record (together, the “Easement Property”).

TOGETHER WITH the right for Grantee to (a) maintain and repair one (1) driveway for access from the Easement Property to the Benefitted Property; and (b) install, maintain, and repair a mailbox within the Easement Property (the “Encroachment”).

SUBJECT TO THE limitation that Grantee shall access the Benefitted Property from the Easement Property only at the location of the Encroachment.

SAVE AND EXCEPT:

ALL that certain piece, parcel or tract of land, with improvements thereon, located in Beaufort County, South Carolina shown and depicted as “Turn Radius Parcel” containing 0.02 Acre, more or less, on that certain plat entitled “Plat of Turn Radius Parcel and Stormwater Retention Pond Easement, a Portion of Parcels 011A & 0034”, Town of Bluffton, Beaufort County, South Carolina”, dated May 29, 2014, prepared by Surveying Consultants, certified by Terry G. Hatchell, RLS (SC No. 11059), and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 139 at Page 9 (the “Property”). For a more detailed description as to courses, distances, metes and bounds of the Property, reference may be had to the above described plat of record.

AND

ALL that piece, parcel and strip of land situate, lying and being in Bluffton Township, Beaufort County, South Carolina more particularly known as a “50’ Foot Right of Way for Ingress and Egress of 0.881 Acres” on a plat prepared by Thomas & Hutton Engineering Co., certified by Boyce L. Young, SCPLS No. 11079 for Resource Development Group, LLC dated April 1, 2008, and recorded

in the Office of the Beaufort County Register of Deeds in Plat Book 124 at Page 128. For a more particular description of the courses, metes, bounds and distances of said property, reference is hereby made to said plat of record.

The property described herein being the same property conveyed by Raymond E Jimison and Sandra H. Jimison to George F. Niesar and Christine Niesar by deed recorded in Book 716 at Page 505, Beaufort County Records on June 30, 1994 and to Christine Niesar by that certain Death Certificate for George F. Niesar recorded in Book 4195 at Page 2118, Beaufort County Records on November 3, 2022.

Tax Map No. R600 029 000 0034 0000

This Deed was prepared by C. Russell Keep, III, Esquire, Post Office Drawer 5877, Hilton Head Island, South Carolina 29938 without the benefit of a title examination and without opinion as to the application of the development standards ordinance or similar ordinances or regulations.

THIS CONVEYANCE IS MADE SUBJECT TO all other easements and restrictions of record and otherwise affecting the property.

TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD all and singular the said premises before mentioned, unto the Grantee, its successors and assigns, its successors and assigns forever; subject, however, to the rights, conditions and restrictions that constitute covenants running with the land, all as set forth herein.

AND Grantor does hereby bind herself and her heirs, executors, administrators and assigns to warrant and forever defend all and singular the said premises unto Grantee, its successors and assigns, against Grantor and her heirs and assigns, and all persons whomsoever lawfully claiming or to claim the same, or any part thereof.

[Signatures on Following Page]

WITNESS my Hand and Seal this 29th day of October, 2022.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

(2) [Signature]
Signature of 1st Witness

(3) [Signature]
Signature of 2nd Witness/Notary Public

(1) [Signature] (SEAL)
Christine Nemeth f/k/a Christine Niesar

STATE OF SOUTH CAROLINA)
COUNTY OF BEAUFORT)

ACKNOWLEDGMENT

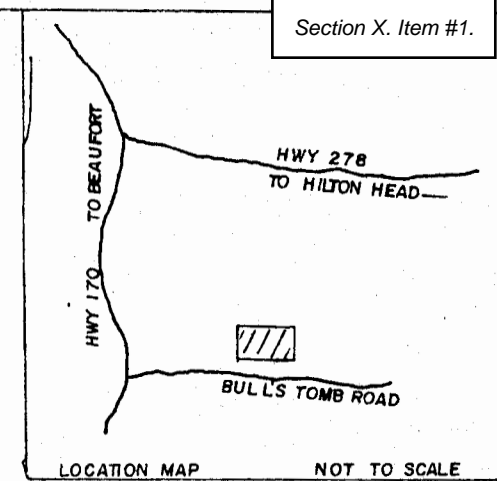
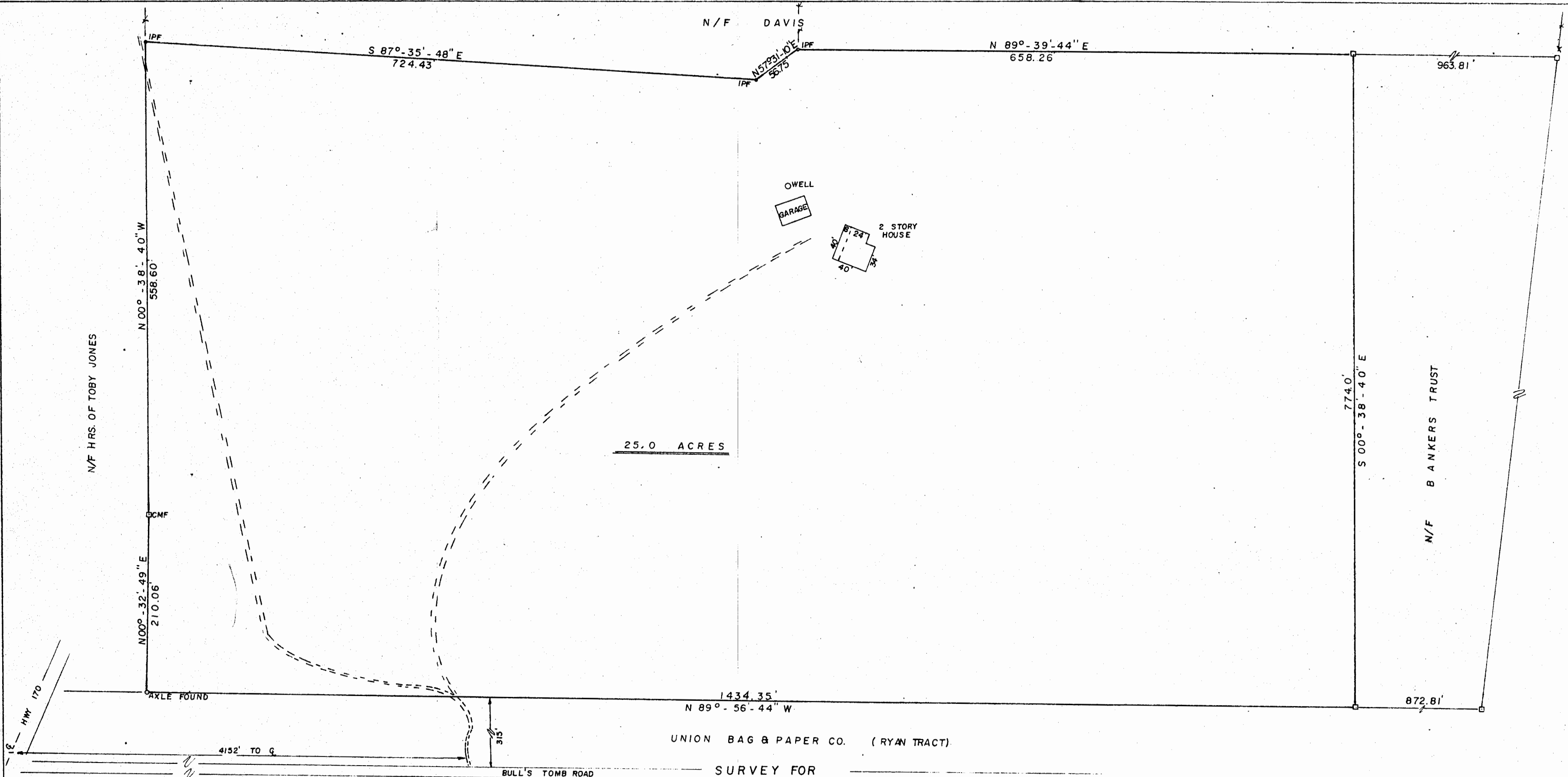
I, the undersigned Notary Public, do hereby certify that **Christine Nemeth f/k/a Christine Niesar**, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the 29th day of October, 2022.

(4) [Signature]
Notary Public for SC
Print Name: Ross Kuor
My Commission Expires: 2024

1982 000036

Section X, Item #1.



UNION BAG & PAPER CO. (RYAN TRACT)

SURVEY FOR
MANFRED RAICH

BLUFFTON TOWNSHIP
BEAUFORT COUNTY SOUTH CAROLINA
11/8/82

SCALE 1" = 100'
DECEMBER 16, 1981

THIS PROPERTY IS NOT LOCATED IN ANY SPECIAL FLOOD HAZARD ZONE AS PER HUD MAP H & I -04.

ROD C. SPANN, RLS 6273
P.O. BOX 1557
BEAUFORT, SC 29902

Book 30 Page 36
1/8/82

m-232 Bful 29-11

03000036

600-29-001-000
Page 64

BCSD - River Ridge Annexation Location Map



2/17/2025, 2:35:09 PM

Search Results: LiveParcels

Override 1

Road Classifications

UNCLASSIFIED

COUNTY, PAVED

PRIVATE, PAVED

PRIVATE, UNPAVED

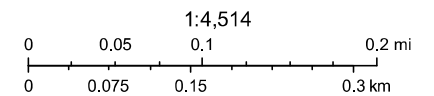
MUNICIPAL, PAVED

LiveParcels

Red: Band_1

Green: Band_2

Blue: Band_3



**Beaufort County School District
River Ridge Academy Expansion
Annexation Narrative**

1. Reason for annexation request and anticipated benefits

Beaufort County School District requests annexation of Beaufort County tax map parcels R600 029 000 011A 0000 and R600 029 000 0034 0000 (the “Property”) into the Town of Bluffton. Beaufort County School Districts’ River Ridge Academy campus is located on adjacent parcels located to the north of the Property between Raider Drive and River Ridge Drive in the Town of Bluffton. Access to the Property will be over River Ridge Drive owned by Beaufort County School District. Annexation of the Property into the Town of Bluffton will permit expansion of the River Ridge Academy campus and the construction of an early childhood center school to serve the growing educational needs of the Town of Bluffton. The Town of Bluffton planning staff has recommended that the Property be annexed into the municipal limits of the Town to eliminate or reduce a Beaufort County zoning enclave and to allow for all the property owned by Beaufort County School District for River Ridge Academy to be under the same zoning category and governing jurisdiction of the Town of Bluffton.

2. Parcel numbers and acreage of each parcel

The tax map parcels and respective approximate acreage for the parcels within the Property are:

- R600 029 000 011A 0000 19 acres
- R600 029 000 0034 0000 5 acres

3. Contact information for property owner(s), applicant, attorney and any other applicable consultant/firm

Property Owner and Applicant:
Beaufort County School District
Robert Oetting
PO Box 309
Beaufort, SC 29901
Robert.Oetting@beaufort.k12.sc.us
843-322-0783

Attorney:
Sarah Robertson
Burr & Forman LLP
4 Clarks Summit Drive, Suite 200
Bluffton, SC 29910
srobertson@burr.com
843-815-2171

Engineer:
Conor Blaney
Ward Edwards
PO Box 381
Bluffton, SC 29910
cblaney@wardedwards.com
843-837-5250

4. Existing structures:

A vacant house is located on the Property. Any existing structures will be removed prior to construction of new school facilities.

5. Current Special Districts overlay, tax, and/or conservation

No special districts apply to the Property.

6. Current Beaufort County Zoning District and Land Use

The Property currently is zoned Beaufort County T2 Rural (“T2R”). The current land use is residential and unimproved.

7. Proposed Zoning District and Land Use

The proposed Town of Bluffton Zoning District for the Property is Residential General to match the adjacent River Ridge Academy parcels owned by Beaufort County School District. The Property will serve as an expansion of the existing River Ridge Academy campus for education land use and construction of an early childhood school. Annexation and rezoning of the property to match the existing River Ridge Academy campus parcels will permit the expansion of the school campus to occur.

8. Current versus Proposed Zoning District and Land Use Comparison

The current Beaufort County zoning of T2R does not permit education uses.

The proposed Bluffton County Residential General zoning does permit education uses.

9. Consistency with Comprehensive Plan, Future Annexation Area Map, and Future Land Use Map

Town staff have confirmed that the proposed zoning and education use for the Property are consistent with the Town’s Comprehensive Plan, Future Annexation Area Map, and Future Land Use Map. The Property is located within the boundaries of the area shown on the Town’s Future Annexation Area Map and within the areas of future Town growth shown on the Town’s Future Land Use Map. As noted above the requested Residential General zoning will match the zoning of Beaufort County School District’s adjacent parcels.

10. Estimate of current population of Annexation Area.

The Property currently is uninhabited.

11. Current utility service providers.

Water and sewer service for the Property is provided by Beaufort Jasper Water Sewer Authority.

Electrical service for the Property is provided by Palmetto Electric.

Gas service for the Property is provided by Dominion Energy.

12. Adjacent Parcels

The Property is bordered by the following four (4) tax map parcels:

1. R610 029 000 0012 0000 owned by Beaufort County School District located to the west and north located in the Town of Bluffton;
2. R600 029 000 0011 0000 owned by Zakki LLC located to the east located in Beaufort County;
3. R610 029 000 1711 0000 owned by Parcel 8C LLC located to the south; and
4. R610 029 000 1737 0000 owned by Beaufort County School District located to the south located in the Town of Bluffton.

Parcels to be Annexed



R600 029 000 011A 0000



R600 029 000 0034 0000

Parcels to be Annexed



R600 029 000 011A 0000



R600 029 000 011A 0000

Existing River Ridge Academy Parcel to the North and West



R610 029 000 0012 0000



R610 029 000 0012 0000

Existing River Ridge Academy Parcel to the North and West



R610 029 000 0012 0000



R610 029 000 0012 0000

Existing River Ridge Academy Parcel to the North and West



R610 029 000 0012 0000



R610 029 000 0012 0000



R600 029 000 0011 0000



R600 029 000 0011 0000

Parcel 8C road



Parcel 8C, LLC

R610 029 000 1711 0000

and

Beaufort County School District Property to the South

R610 029 000 1737 0000



COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Planning & Zoning

Multi Government Center • 100 Ribaut Road

Post Office Drawer 1228, Beaufort, SC 29901-1228

OFFICE (843) 255-2170

FAX (843) 255-9446

February 21, 2025

Mrs. Sarah Robertson
Burr & Foreman
Post Office Drawer 3
Hilton Head Island, SC 29938

Re: Zoning Verification Letter
1105 Bluffton Parkway - District 600, Map 29, Parcel 011A, Bluffton
Bluffton Parkway - District 600, Map 29, Parcel 0034, Bluffton

Dear Mrs. Robertson:

This is to certify that the referenced properties, located at 1105 Bluffton Parkway, and Bluffton Parkway respectively, and further defined as being located in Bluffton Township are zoned T2-Rural (T2R). Please refer to the Community Development Code for all use information/development parameters.

Development Permit 5224 was issued on 05/14/2014 for the Beaufort County School District PreK-8 School Road Improvement for R600, Map 29, Parcel 011A.

If I may be of further assistance, please do not hesitate to call me at 843.255.2173.

Sincerely,

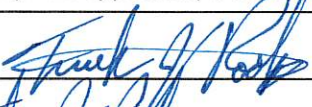
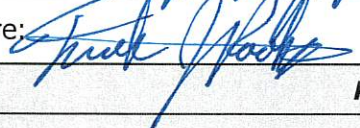
Hillary A. Austin
Zoning & Development Administrator



TOWN OF BLUFFTON
ZONING MAP AMENDMENT APPLICATION

Section X. Item #1.

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843) 706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Beaufort County School District		Name: Same	
Phone: 843-422-0783		Phone:	
Mailing Address: PO Box 309 Beaufort SC 29901-0309		Mailing Address:	
E-mail: robert.oetting@beaufort.k12.sc.us		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name: River Ridge Academy Early Childhood Center		Acreage: 24.1 acres	
Project Location: Bluffton Parkway & River Ridge Drive		Comprehensive Plan Amendment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Existing Zoning: Beaufort County T2R		Proposed Zoning: Residential General	
Parcel Number(s): R600 0229 000 0034 0000 & R600 029 000 011A 0000			
Project Description: New early childhood school to serve Bluffton			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Digital files of the maps and/or plans depicting the subject property.			
<input type="checkbox"/> 2. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
<input type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
<input type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this application.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature: 		Date: 2/18/25	
Applicant Signature: 		Date: 2/18/25	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON **ZONING MAP AMENDMENT APPLICATION** **PROCESS NARRATIVE**

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Unified Development Ordinance. The Town of Bluffton's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Zoning Map Amendment Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Zoning Map Amendment Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator determines that the Zoning Map Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 4. Planning Commission Workshop	Applicant, Staff & Planning Commission
The PC shall hold a Public Workshop to provide the public with information and a forum to review the preliminary application.	
Step 5. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the Zoning Map Amendment Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 6. Town Council Meeting- 1st Reading	Applicant, Staff & Town Council
Town Council shall review the Zoning Map Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 1 st Reading.	
Step 7. Town Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the Zoning Map Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 2 nd and Final Reading.	
Step 8. Zoning Map Amendment Approval	Staff
If Town Council approves the Zoning Map Amendment Application, the UDO Administrator shall issue an approval letter to the Applicant.	

**Beaufort County School District
River Ridge Academy Expansion
Addendum to Annexation Narrative**

This Addendum to Annexation Narrative provides additional information to the Town of Bluffton about the proposed early childhood center facility to be constructed in connection with expansion of the River Ridge Academy campus. Since the original annexation package was submitted to the Town of Bluffton, engineering analysis has indicated that another portion of the existing River Ridge campus property may be a better location for construction of the early childhood center. The early childhood center will be constructed on either (1) the Property to be annexed into the Town of Bluffton; or (2) a River Ridge campus athletic field owned by Beaufort County School District and currently within the Town of Bluffton. If the early childhood center is constructed on the existing athletic field, the athletic field will be relocated to the Property being annexed into the Town of Bluffton. The Property proposed for annexation will be a part of the River Ridge campus in some capacity.

13.

When the early childhood center was approved.
The new early childhood center for Bluffton was a project approved by a public vote in the November 2023 Bond Referendum.
14.

How the early childhood center is supported by the District’s plans, policies, goals.
The need for a new early childhood center in Bluffton was reviewed by a Community Project Review Committee (CPRC 2.0) in Spring of 2023 and was included as one of the projects when the committee met with Dr. Rodriguez. This need has been outlined in Beaufort County School District’s Facilities Master Plan published annually.
15.

The programs the early childhood center will provide.
The early childhood center will be a multi-use building providing early childhood screenings and community-based early intervention services for the Bluffton community. The building will house staff that provide those services who are currently in a mobile unit on the Bluffton schools campus. It will also allow for expansion of pre-kindergarten services in the community for students who are not able to be served because of current inadequate space at the existing elementary schools.
16.

Maximum attendance.
While still in design Beaufort County School District’s goal is to serve no more than 300 students at the new early childhood center. However, due to the nature of the services provided those students may not all be in attendance at the same time.
17.

Budgeting and funding such as if it was part of the Bond Referendum and estimated cost.
As noted above, funding for the early childhood center will be provided through the 2023 Bond Referendum. Beaufort County School District is very early in the design process, and final cost has not been determined.
18.

School Board approvals for the project.
As described above, the early childhood center was approved by a CPRC in spring of 2023 and overwhelmingly by the voters of Beaufort County in November 2023. The School Board approved annexation of the Property into the Town of Bluffton at its February 18, 2025 meeting.

**Beaufort County School District Annexation,
Zoning Map Amendment & Comprehensive Plan Future Land Use Map
Amendment
Application Meeting Sequence
DRAFT**

Section X. Item #1.















(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Pre-Application Meeting	December 2024	Annexation Petition	Review of Application Requirements and Timeline	
		Zoning Map Amendment		
Application Submittal Meeting	February 20, 2025	Annexation Petition	Submittal of Revised Annexation Petition	
		Zoning Map Amendment		
Town Council “Intent to Annex”, Acceptance of Petition & Referral to Negotiating Committee	March 11, 2025	Annexation Petition	Town Council acceptance of petition by majority vote if they desire to move forward with the request & referral to the Negotiating Committee if deemed necessary	
Submittal of Revisions for Planning Commission Workshop Packet	March 14, 2025	Annexation Petition	Resubmittal of Applications with Revised Materials	
		Zoning Map Amendment		
Planning Commission Workshop	March 26, 2025 6:00 p.m.	Annexation Petition	Discussion and Comments for Consideration.	
		Zoning Map Amendment		
Public Hearing Notice 30 days Prior to Public Hearing	March 23, 2025 <i>Publish Date</i>	Annexation Petition □ □ □	Mail letters notifying adjacent property owners within 500’ radius of pending applications and upcoming rescheduled Planning Commission Public Hearing □ Post the property □ Newspaper Notification □	
		Zoning Map Amendment □ □ □		
Submittal of Revisions for Planning Commission Public Hearing Packet	TBD	Annexation Petition	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
		Zoning Map Amendment		
Planning Commission	April 23, 2025 6:00 p.m.	Annexation Petition △		

**Beaufort County School District Annexation,
Zoning Map Amendment & Comprehensive Plan Future Land Use Map
Amendment
Application Meeting Sequence
DRAFT**

Section X. Item #1.

(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Public Hearing & Recommendation to Town Council		Zoning Map Amendment 	Public Hearing and Recommendation to Town Council Public Hearing Cases 	
Submittal of Revisions for Town Council 1 st Readings Packet	TBD	Annexation Petition Zoning Map Amendment	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
Town Council Ordinance 1 st Readings	May 13, 2025 5:00 p.m.	Annexation Petition Zoning Map Amendment	Ordinance 1 st Readings	
Public Hearing Notice 30 days Prior to Town Council Public Hearing	May 11, 2025 <i>Publish Date</i>	Annexation Petition    Zoning Map Amendment   	Letters notifying adjacent property owners within 500' radius of pending applications and upcoming Town Council Public Hearing  Post the property  Newspaper Notification 	
Submittal of Revisions for Town Council Public Hearing and 2 nd & Final Reading Packet	May 21, 2025	Annexation Petition Zoning Map Amendment	Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.	
Town Council Public Hearing & Ordinance 2 nd and Final Readings	June 10, 2025 5:00 p.m.	Annexation Petition  Zoning Map Amendment 	Public Hearing and Ordinance 2 nd and Final Readings Public Hearing Cases 	

Attachment 5

Proposed Motion

ANNEXATION PETITION ACCEPTANCE

Consideration of the Acceptance of the Beaufort County School District’s One Hundred Percent (100%) Annexation Petition to Annex Certain Real Property Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, Located at 1105 Bluffton Parkway and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000, and Referral to the Town of Bluffton Negotiating Committee if Deemed Necessary

“I move to [accept / decline to accept] the Beaufort County School District’s One Hundred Percent (100%) Annexation Petitions to Annex Certain Real Properties Contiguous to the Town of Bluffton’s Corporate Boundaries Consisting of a Total of 24.1 Acres, More or Less, and Bearing Beaufort County Tax Map Nos. R600 029 000 011A 0000 and R600 029 000 0034 0000.”

REFERRAL TO THE NEGOTIATING COMMITTEE

If accepted, Town Council will then need to vote to refer or forgo referral of the annexation petition and concurrent applications to the Town of Bluffton Negotiating Committee

“I move to [refer / forgo referral of] Beaufort County School District’s One Hundred Percent (100%) Annexation Petition to the Town of Bluffton Negotiating Committee”

TOWN COUNCIL

STAFF REPORT
Projects and Watershed Resilience Department



MEETING DATE:	March 11, 2025
PROJECT:	Consideration of a Resolution to Approve Amendments to the Town of Bluffton’s Southern Lowcountry Stormwater Design Manual
PROJECT MANAGER:	Andrea Moreno, MS4 Program Manager

REQUEST: Staff requests Town Council approve a Resolution to amend various sections of the regional Southern Lowcountry Design Manual (Manual), as presented.

BACKGROUND: The Southern Lowcountry Regional Board (SoLoCo) prioritized the need for a uniform set of stormwater standards and design guidelines to meet the goal of protecting the region’s sensitive environment, residents’ quality of life, and future economic development opportunities.

SoLoCo municipalities along with Center for Watershed Protection and McCormick Taylor received local stakeholder input from the project’s outset and garnered feedback from the professional design community during statewide, regional, and national presentations. The resulting [Southern Lowcountry Stormwater Design Manual](#), adopted by Bluffton Town Council in September of 2021, is unique in that it accomplished the following:

- Regional collaboration for consistent, effective management of stormwater at the watershed scale.
- The Manual unified past diverse municipal requirements due to Municipal Separate Storm Sewer System (MS4) permits, need, and community dynamics:
 - Allows for “Special Watershed Protection Area” designations and requirements,
 - Establishes post-construction criteria for volume control (quantity and quality) and design standards, and
 - Provides enforcement for current design through life of the development.
- The Manual is a watershed-based approach, not by jurisdiction, and
 - Incorporates green infrastructure/low impact development,
 - Protects existing natural areas and incorporates open space in new development, and
 - Provides water quality and quantity credit for thirteen (13) Best Management Practices (BMPs).

Included within the Town of Bluffton’s and WAPAC’s FY2025-2026 Strategic Plan is a Priority Item to complete an assessment of the stormwater regulations within the Manual to ensure its intended outcomes are being met and modifications made to the regulations, if necessary.

In April of 2024, Town Council unanimously voted to adopt [Unified Development Ordinance \(UDO\) Amendments to the Stormwater regulations](#), outlined in Chapter 5.10 of the UDO. These UDO Amendments changed:

1. The stormwater applicability unit of measure from impervious surface to land disturbance to align with Beaufort County standards, and

2. Created a distinction between Development and Redevelopment with regard to area of land disturbance.

These UDO Amendments were made in anticipation of changes to the Manual.

Staff are proposing the following amendments to the Manual to align with UDO language and Beaufort County stormwater standards:

- Provide clarifications on the implementation of stormwater practices including refining design standards to ensure the intent of the Manual agrees with field application. Examples include:
 - Amends 10% Analysis language to prioritize protection of the overall watershed, even if that results in lessened on-site detention requirements,
 - Amends design specifications for bioretention areas (rain gardens) to remove seasonal high-water table as a limiting factor so that these practices can be utilized more frequently,
- Enhance enforcement capabilities for post-construction maintenance of pre-MS4 communities
 - Expands the Town's current post-construction program to inspect and enforce maintenance of stormwater practices in communities built after 1992 via the 1991 Sediment and Reduction Act,
- Promote the use of Better Site Design principles through credits towards meeting stormwater retention volume requirements
 - Provides conservation area credits to incentivize preservation of natural land cover and/or revegetation to pre-development state,
 - These areas would then be protected by a conservation easement or equivalent form of protection,
 - The conservation area acreage is then subtracted from the total site when calculating the required stormwater retention volume, resulting in fewer or smaller stormwater practices,
- Establish a mechanism for stormwater retention volume Fee-in-Lieu
 - When a development project cannot accommodate the required stormwater retention volume for water quality due to approved on-site constraints, the developer could opt to pay a fee-in-lieu for the shortfall of on-site treatment,
 - Funds collected through fee-in-lieu payments would then be used by the Town to install green infrastructure practices in the same watershed, purchase land for increased conservation areas, application of Better Site Design to the approved Master Plan, buffers, undisturbed open space, and natural resource of significance areas; and/or purchase of development rights, and
- Multiple housekeeping edits that do not change regulatory requirements.

HISTORY: On October 8, 2024, these amendments were presented to Town Council for Workshop. The amendments are provided in **Attachment 1**.

On November 20, 2024, the Planning Commission recommended approval of the amendments with the following change: inclusion of verbiage pertaining to submittal of post-construction maintenance inspection reports stipulating that should the inspection report be found non-representative of the site, the Town is authorized to require completion by a third-party individual or company. Based on the Planning Commission's proposed recommendation, Town Staff updated the text to reflect the proposed change.

On December 5, 2024, the Watershed Action Plan Advisory Committee recommended approval of the amendments, as presented by Staff.

On January 28, 2025, amendments specific to Fee-in-Lieu were presented to Town Council as part of the Quarterly Workshop.

NEXT STEPS:

SoLoCo Manual Text Amendment Procedure	Date	Complete
Step 1. Town Council – Workshop	October 8, 2024	✓
Step 2. Planning Commission Workshop Recommendation	November 20, 2024	✓
Step 3. Watershed Action Plan Advisory Committee Recommendation	December 5, 2025	✓
Step 4. Town Council Meeting – Quarterly Workshop	January 28, 2025	✓
Step 5. Town Council Meeting – Adoption by Resolution	March 11, 2025	✓
Step 6. Implementation of Proposed Amendments to SoLoCo Manual	April 1, 2025	✓

ATTACHMENTS:

- 1. SoLoCo Manual Compiled Edits
- 2. Proposed Motion

Consideration of a Resolution to Approve Amendments to the Southern Lowcountry Stormwater Design Manual

Presentation to Town Council

Kevin Icard, Director of Growth Management and

Kimberly Washok-Jones, Director of Projects and Watershed Resilience

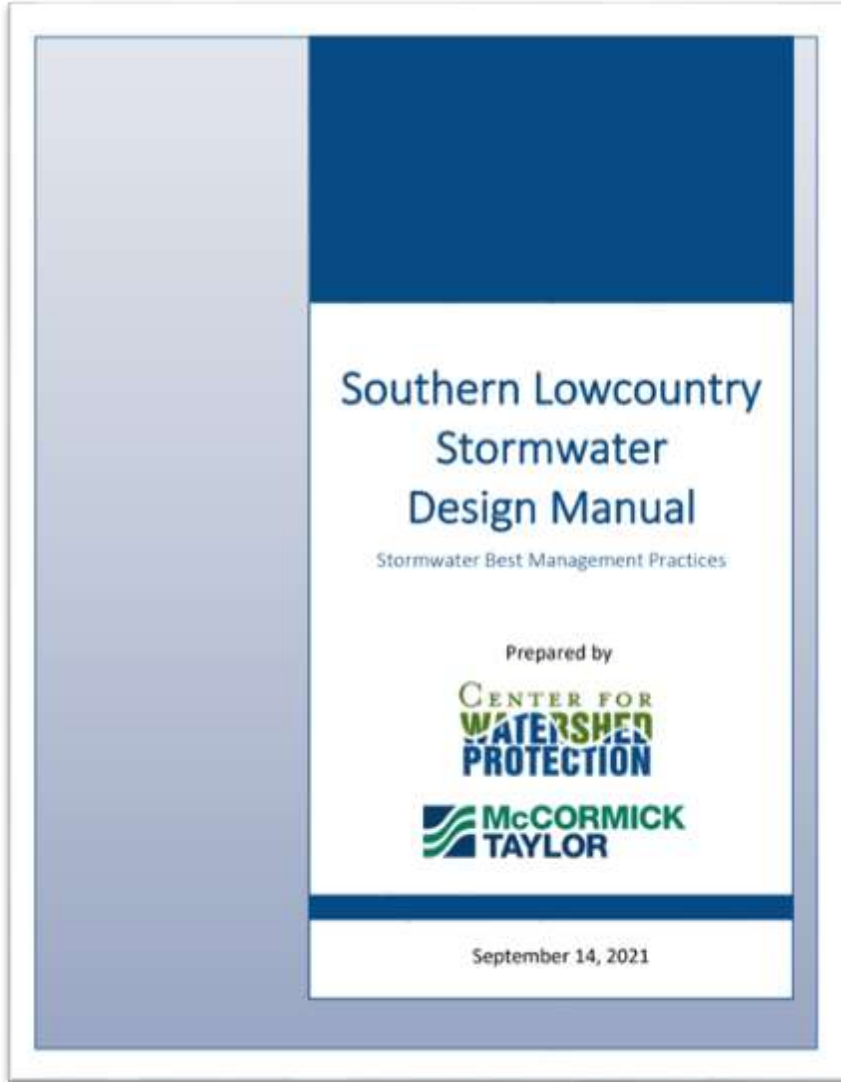
March 11, 2025

Request



Staff requests that Town Council approve a Resolution to amend various sections of the regional Southern Lowcountry Design Manual (Manual), as presented.

What does the Design Manual do?



- The Town of Bluffton's Stormwater Design Manual (Manual) standardizes how stormwater elements of projects are designed, submitted, reviewed, approved, and inspected.
- This Manual's purpose is to:
 - Improve water quality through runoff reduction to the maximum extent practicable (MEP);
 - Prevent downstream stream bank and channel erosion;
 - Reduce downstream overbank flooding; and
 - Safely pass or reduce the runoff from extreme storm events.

Background



- Staff are proposing the following amendments to the Manual to align with UDO language and Beaufort County stormwater standards.
 - Provide clarifications on implementation of stormwater practices,
 - Enhance enforcement capabilities for post-construction maintenance of pre-MS4 communities,
 - Promote the use of Better Site Design principles through credits towards meeting stormwater retention volume requirements,
 - Establish mechanism for stormwater retention volume Fee-in-Lieu, and
 - Multiple housekeeping edits that do not change regulatory requirements.

Manual Amendments



- Provide clarifications on implementation of stormwater practices
 - Includes refining design standards to ensure the intent of the manual agrees with field application. Examples include:
 - Amend 10% Analysis language to prioritize protection of the overall watershed, even if that results in lessened on-site detention requirements
 - Amends design specifications for bioretention areas (rain gardens) to remove seasonal high-water table as a limiting factor so that these practices can be utilized more frequently

Manual Amendments



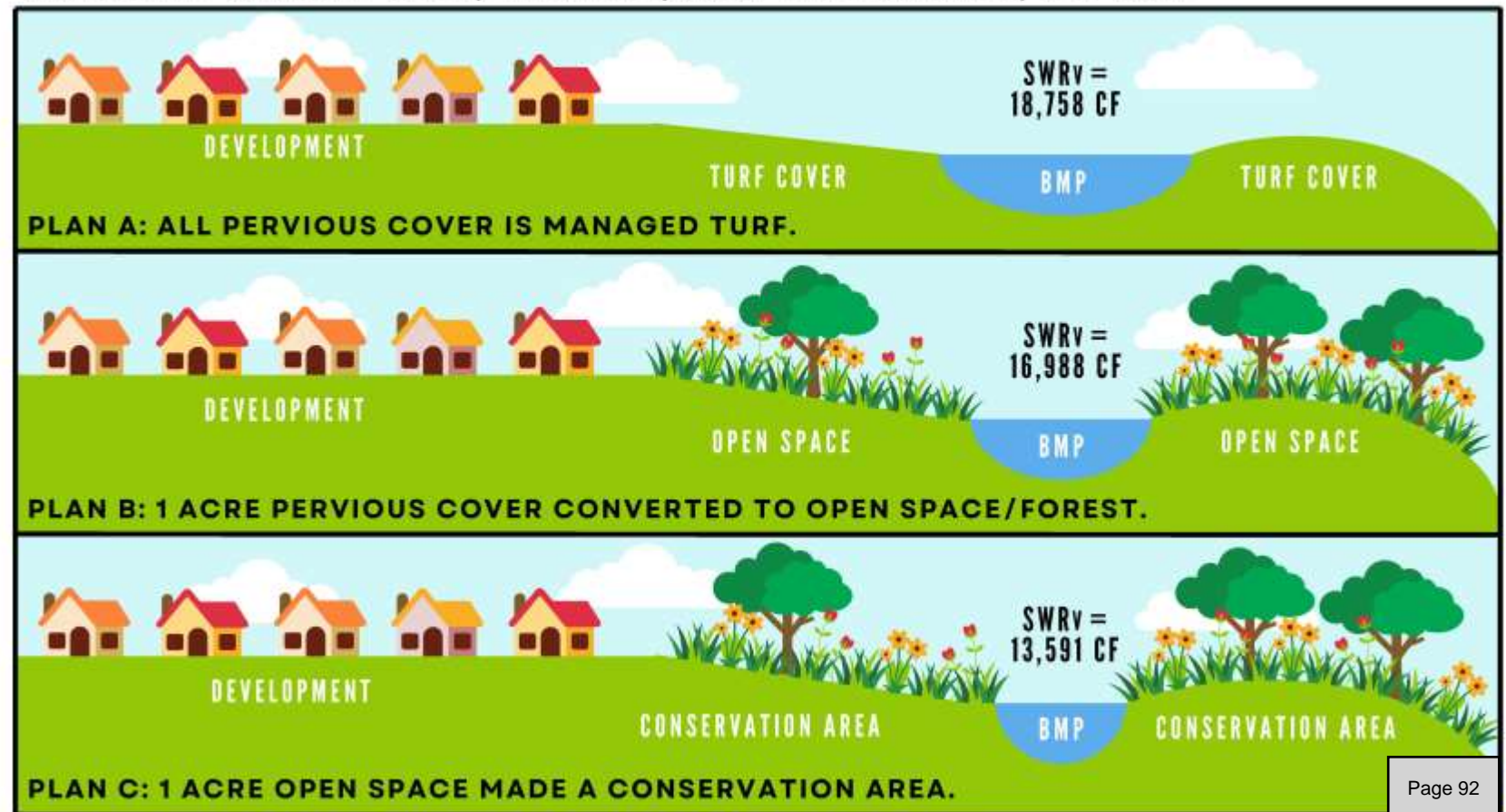
- Enhance enforcement capabilities for post-construction maintenance of pre-MS4 communities
 - Examples of pre-MS4 Communities (Larger common plans) – Hampton Hall, Hampton Lake, and the Farm
 - Edits expand the Town's current post-construction program to inspect and enforce maintenance of stormwater practices in communities built after 1992 via the 1991 SC Sediment and Reduction Act
 - Gives us the ability to inspect older lagoons to make sure they are functioning properly
 - Don't have to meet new code, but the Town can make the communities maintain
 - Hampton Lake and the Farm are not required to provide inspections currently; however, they do provide them. Under proposed Manual changes, they will be required.

Manual Amendments



- Promote the use of Better Site Design principles through credits towards meeting stormwater retention volume requirements
 - Provide a credit in the calculation for preserving natural landcover (previously not in there). Credit is towards volume requirements.

EXAMPLE: 5-ACRE SITE, D-SOILS, 35% IMPERVIOUS, 5% BMP



Manual Amendments



- Establish mechanism for stormwater retention volume Fee-in-Lieu
 - When a development project cannot accommodate the required stormwater retention volume due to approved on-site constraints, the developer could opt to pay a fee-in-lieu for the shortfall
 - Fee-in-lieu payment will be based on a unit of stormwater retention volume (SWRv)
 - This unit cost will include average cost of current land acquisition, cost of design, permitting, and construction and maintenance of BMPs that would have been necessary to meet stormwater requirements
 - Funds collected through fee-in-lieu payments would then be used by the Town to install green infrastructure practices in the same watershed

Manual Amendments



- Multiple housekeeping edits that do not change regulatory requirements
 - Scribner's errors (example below)

Chapter 2. Design, Review, & Permitting Process

2.1 Satisfying the Stormwater Management, Site Planning, & Design Criteria

2.1.1 Overview

This chapter presents a comprehensive set of site planning and design and post-construction criteria that must be applied to the Maximum Extent Practicable (MEP) to new development and redevelopment activities occurring within the Southern Lowcountry region. Satisfying these criteria promotes the systematic development of acceptable stormwater management plans, and a successful integration of natural resource protection and stormwater management through the site planning and design process (Example, Figure 2.1). Application of Better Site Design (BSD) principals within the jurisdictional limits of the Town of Bluffton shall be to the ~~Maximum Extent Practicable~~ MEP. In the event of a conflict between requirements ~~between~~ among ~~Better Site Design~~ BSD principals and the Unified Development Ordinance (UDO), the requirements of the ~~Unified Development Ordinance~~ UDO shall prevail and have precedence.

History



- 4/1/2024 – 5/31/2024 – Proposed Amendments available online for Public Comment
- 6/3/2024 – 8/2/2024 – Staff and Consultant review of Public Comments
- 6/28/2024 – SoLoCo technical subcommittee and Consultant team technical meeting
- 8/12/2024 – 9/13/2024 – Proposed Amendments available online for Public Comment
- 9/16/2024 – Staff and Consultant review of Public Comments
- 9/17/2024 – Final documents provided to all partners
- 10/8/2024 – Town Council Workshop
- 11/20/2024 – Planning Commission Meeting
- 12/5/2025 – May River Watershed Action Plan Advisory Committee recommendation to Town Council
- 1/28/2025 – Town Council Quarterly Workshop
- 3/11/2025 – Town Council Adoption by Resolution

Next Steps



SoLoCo Manual Text Amendment Procedure	Date	Complete
Step 1. Town Council – Workshop	October 8, 2024	✓
Step 2. Planning Commission Workshop Recommendation	November 20, 2024	✓
Step 3. Watershed Action Plan Advisory Committee Recommendation	December 5, 2025	✓
Step 4. Town Council Meeting – Quarterly Workshop	January 28, 2025	✓
Step 5. Town Council Meeting – Adoption by Resolution	March 11, 2025	✓
Step 6. Implementation of Proposed Amendments to SoLoCo Manual	April 1, 2025	✓

Suggested Motion



Consideration of a Resolution to Approve Amendments to the Town of Bluffton's Southern Lowcountry Stormwater Design Manual

"I move to approve [approve with changes, deny] a Resolution to amend the Town of Bluffton's Southern Lowcountry Stormwater Design Manual, as presented."



QUESTIONS & DISCUSSION

Chapter 1. Introduction, Background, Purpose, and Administration

1.1 Introduction

Upon passage of the Southern Lowcountry Stormwater Post-Construction Ordinance (Ordinance) as amended and adopted by the Town of Bluffton within the Unified Development Ordinance (UDO), The Town of Bluffton will follow the design and permitting requirements of the *Southern Lowcountry Stormwater Design Manual* (~~Design Manual~~). The UDO directs residents, land developers, redevelopment, and government permit applicants to submit details and plans that comply with this Manual. It is the intent of the Ordinance that all proposed development, redevelopment, and major substantial improvements shall provide post-developed condition stormwater quantity control and stormwater quality control for the stormwater retention volume (SWRv) for Watershed Protection Areas and/or Special Watershed Protection Areas. In the following chapters, Better Site Design (BSD) practices, green infrastructure/low-impact development practices (GI/LID), and stormwater best management practices (BMPs) are described in detail to support the stormwater retention requirements. Through in-line and off-line application of these practices, the cumulative impact is reduction of the stormwater runoff and the on-site retention ~~on-site~~ of design storms.

This Manual and the design criteria presented within represent good engineering practice and should be used in the preparation of stormwater management plans. The criteria are intended to establish requirements, minimum standards, and methods for a sound planning, design, and review process. It is intended to guide the stormwater design review of proposed work done by developers, private parties, and governmental agencies.

1.2 Background

The U.S. Environmental Protection Agency (EPA) recommends that the Phase II Small Municipal Separate Storm Sewer System (MS4) permit require the permittee to adopt a planning process that identifies the municipality’s program goals (e.g., minimize water quality impacts resulting from post-construction runoff from new development and redevelopment), implementation strategies (e.g., adopt a combination of structural and/or non-structural BMPs), operation and maintenance policies and procedures, and enforcement procedures. In developing the program, EPA states that the permit should also require the permittee to assess existing ordinances, policies, programs and studies that address stormwater runoff quality. These policy assessments should include the following:

- Policies and ordinances that:
 - provide requirements and standards to direct growth to identified areas,
 - protect sensitive areas such as wetlands and riparian areas,
 - maintain and/or increase open space (including a dedicated funding source for open space acquisition),
 - provide buffers along sensitive water bodies,
 - minimize impervious surfaces, and
 - minimize disturbance of soils and vegetation;
- Policies or ordinances that encourage infill development in higher density urban areas and areas with existing infrastructure;

- Education programs for developers and the public about project designs that minimize water quality impacts; and
- Measures such as minimization of percent impervious area after development and minimization of directly connected impervious areas (81 Federal Register 237).

A complete summary of federal and state stormwater regulations can be found in Appendix N of this Manual.

1.3 Purpose

This Manual's purpose is to provide a framework for designing a stormwater management system to:

- Improve water quality through runoff reduction to the maximum extent practicable (MEP);
- Prevent downstream stream bank and channel erosion;
- Reduce downstream overbank flooding; and
- Safely pass or reduce the runoff from extreme storm events.

This Manual presents a unified approach for sizing stormwater best management practices (BMPs) in the Southern Lowcountry to meet pollutant removal goals, reduce peak discharges, and pass extreme floods. Additionally, it follows a watershed approach for their size and specification. Based on the site's watershed, stormwater design criteria specific to each must be met for development permit approval.

For a comprehensive list of terms and definitions utilized throughout this Manual, refer to Appendix L – Glossary.

1.4 Applicability and Exemptions

1.4.1 Applicability

Design criteria in this Manual are applicable to any new development or redevelopment activity that meets one or more of the following criteria, or is a major substantial improvement, unless exempt pursuant to Section 1.4.2 below:

1. Any development that involves ~~the creation of 5,000 square feet~~ or more of impervious surface ~~or that involves other land disturbing activities of one acre or more.~~
2. Any Redevelopment/Infill that will result in an additional ~~involves the creation, addition, or replacement of 52,000 square feet or more of impervious surface or that involves other land disturbing activities of one acre or more.~~
3. ~~New development or redevelopment~~ Any Land Disturbance, regardless of size, that is part of a larger common plan of development that meets criteria 1 or 2 above, even though multiple, separate, and distinct land disturbing activities may take place at different times and on different schedules.
4. A major substantial improvement of an existing property, which is defined as a renovation or addition to a structure that meets both of the following cost and size thresholds: a) construction costs for the building renovation/addition are greater than or equal to 50% of the pre-project assessed value of the structure as developed using current Building Valuation Data of the International Code Council, and b) project size where the combined footprint of structure(s)

exceeding the cost threshold and any land disturbance is greater than or equal to 5,000 square feet.

~~The design criteria are applicable for infill development of platted lots, whether they are new development or redevelopment sites if the work involves creation, addition or replacement of 5,000 square feet or more of impervious surface or that involves other land-disturbing activities of acre or more.~~

1.4.2 Exemptions

The following activities are exempt from the permitting requirements of this Manual:

1. Any maintenance, alteration, renewal, or improvement as approved by the Town of Bluffton which does not alter existing drainage patternss, does not result in changess or adverse impactss on adjacent propertiesies, or create adverse environmental or water quality impacts, and does not increase the temperature, rate, quality, volume, or location of stormwater runoff discharge.
2. Projects that are exclusively for agricultural or silvicultural activities within areas zoned for these agricultural and silvicultural uses;
3. Agricultural activity not involving relocation of drainage canals;
4. Projects within an LCP where the impervious surface was included as part of a larger approved stormwater management system, meeting current stormwater design standards, that addresses required retention for the specific lot.
5. Redevelopment that constitutes the replacement of the original square footage of impervious cover and original acreage of other land development activity when the original development is wholly or partially lost due to natural disaster or other acts of God occurring after ~~date of adoption~~September 14, 2021; and,
6. Work by agencies or property owners required to mitigate emergency flooding conditions. If possible, emergency work should be approved by the duly appointed officials in charge of emergency preparedness or emergency relief. Property owners performing emergency work will be responsible for any damage or injury to persons or property caused by their unauthorized actions. Property owners will stabilize the site of the emergency work within 60 days, or as soon as reasonable, following the end of the emergency period.
7. Town of Bluffton Capital Improvement Projects will consider the requirements of the ~~Design~~ Manual during project design implementation and incorporation into the project scope of work but are exempt.

1.5 Administration

1.5.1 Approval Requirements

Before the Town of Bluffton may issue a stormwater permit for any project requiring stormwater management, the Town of Bluffton must approve a Stormwater Management Plan (SWMP) meeting the requirements of the Southern Lowcountry Stormwater Ordinance and receive all fees required by the Town of Bluffton for site and building development plans.

A complete SWMP submittal includes a completed engineer’s certification statement, a submittal checklist, plans and design that are signed and sealed by a registered professional engineer licensed in

South Carolina. Erosion and sediment control for sites below the [thresholds set forth by](#) South Carolina Department of Health and Environmental Control [Services](#) (SCDHEC [DES](#)) National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Construction Activities (SCR100000) must obtain permit coverage under this stormwater permit. All construction stormwater permit applications above the SCDHEC [DES](#) thresholds are reviewed by the DHEC [DES](#) Office of Coastal Resources Management ([OCRM](#)), or the reviews are delegated to the Town of Bluffton to determine compliance with the requirements of SCDHEC's [SCDES's](#) NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000) ~~thresholds~~ and of the Construction Stormwater Pollution Prevention Plan (C-SWPPP). These permit applications must be approved, issued, and provided to Town of Bluffton prior to the issuance of the stormwater management plan approval.

1.5.2 Fees

An applicant is responsible for paying fees that provide for the cost of review, administration, and management of the stormwater permitting process and inspection of all projects subject to the requirements of the Town of Bluffton. These fees are posted by the Town of Bluffton [as part of the Master Fee Schedule](#).

Chapter 2. Design, Review, & Permitting Process

2.1 Satisfying the Stormwater Management, Site Planning, & Design Criteria

2.1.1 Overview

This chapter presents a comprehensive set of site planning and design and post-construction criteria that must be applied to the Maximum Extent Practicable (MEP) to new development and redevelopment activities occurring within the Southern Lowcountry region. Satisfying these criteria promotes the systematic development of acceptable stormwater management plans, and a successful integration of natural resource protection and stormwater management through the site planning and design process (Example, Figure 2.1). Application of Better Site Design (BSD) principals within the jurisdictional limits of the Town of Bluffton shall be to the Maximum Extent Practicable MEP. In the event of a conflict between requirements ~~between~~ among Better Site Design BSD principals and the Unified Development Ordinance (UDO), the requirements of the ~~Unified Development Ordinance~~ UDO shall prevail and have precedence.

Through the consideration and implementation of ~~Better Site Design~~ BSD principals to the MEP, as described in detail below, the integration of natural resource protection and stormwater management can be achieved by:

- Identifying and protecting valuable natural resources;
- Limiting land disturbance, new impervious cover, and disturbed pervious cover; and
- Reducing and managing post-construction stormwater runoff rates, volumes, and pollutant loads.

This approach involves the consideration and -use of two distinct, but complementary, groups of natural resource protection and stormwater management techniques:

- Green Infrastructure (GI) Practices: Natural resource protection and stormwater management practices and techniques (i.e., better site planning and design techniques, low impact development (LID) practices) that can be used to help prevent increases in post-construction stormwater runoff rates, volumes, and pollutant loads.
- Stormwater Management Practices: Stormwater management practices (e.g., wet ponds, swales) that can be used to manage post-construction stormwater runoff rates, volumes, and pollutant loads.

Natural resource protection and stormwater management techniques help control and minimize the negative impacts of the land development process while retaining and, perhaps, even enhancing a developer’s vision for a development site. When applied during the site planning and design process, they can be used to create more natural and aesthetically pleasing development projects and create more cost-effective post-construction stormwater management systems (ARC, 2001). The consideration and use of these techniques, particularly the ~~green infrastructure~~ GI practices, can even reduce overall development costs while maintaining or increasing the resale value of a development project (MacMullan and Reich, 2007; US EPA, 2007; Winer-Skonovd et al., 2006).

2.1.2 Better Site Design in the Planning Process

Better Site Design (BSD) refers to planning land development using certain principles to minimize stormwater impacts. Integral to ~~low impact development~~LID design, proper consideration and application of BSD principles can allow for smaller required stormwater BMP storage and retention volumes, and can help provide significant reductions in post-construction peak flows and pollutant loads. These principles include reduction/restoration of impervious cover, conservation of natural cover areas, stream restoration, and integration of both structural and non-structural stormwater management within site design. The principles of ~~Better Site Design~~BSD are referenced in the sections below.

Fundamental to the consideration and -application of ~~Better Site Design~~BSD is the correlation between impervious surface area in a watershed and negative impacts on receiving water resources. On a national level, the Impervious Cover Model (ICM) estimates stream quality based on percentage of impervious cover (Schueler and Fraley-McNeal, 2009). This model demonstrates that streams follow a continuous gradient of degradation in response to increasing impervious cover in a watershed. Local studies have supported this paradigm, and report that changes in the rate and volume of stormwater runoff were primary causes of ecological impairment in headwater tidal creeks, such as those found in Beaufort and Jasper Counties. These studies have shown that physical and chemical characteristics such as altered hydrography, increased salinity variance, increased chemical contaminants, and increased fecal coliform loadings of tidal creeks were negatively impacted with as little as 10 to 20% impervious cover. When impervious cover exceeded 30% of the watershed, measurable impacts to living resources were observed, indicating the ecological processes in the creek ecosystems were impaired (Holland et al., 2004).

Such findings are of consequence to Beaufort and Jasper Counties. Increasing pressure for development in response to population growth, and land development practices of the Lowcountry result in significant tree removal and loss of vegetative cover from land grading and storm pond construction and increases in impervious surfaces. According to the NOAA C-CAP Land Cover Analysis (<https://coast.noaa.gov/ccapatlas/>), from 1996 to 2010, the percent net increase in impervious surface area was 60% for Beaufort County and 59% for Jasper County. Table 2. 1. Summary of land cover changes in Southern Lowcountry from 1996 to 2010. below summarizes the findings of this NOAA report. Although the percentage of total wetlands lost is relatively low for both counties, the actual wetland types have been converted from palustrine forested wetlands to palustrine scrub/shrub and palustrine emergent wetlands, which may alter ecosystem processes and hydrology in these areas.

Table 2.1. Summary of land cover changes in Southern Lowcountry from 1996 to 2010.

Land Cover %	Beaufort County ¹			Jasper County ¹		
	1996	2010	% Change	1996	2010	% Change
Development	3.87	6.16	+59.12	1.62	2.52	+55.15
Forested Area	25.28	21.5	-14.98	62.50	48.37	-22.60
Wetlands	33.85	33.20	-1.93	45.24	44.74	-1.11

¹ Percent of County under each land cover type.

Given the rapid growth the Southern Lowcountry experienced in the past 20 years, the goals of ~~Better Sign Design~~[BSD](#) should resonate with those charged with managing stormwater and its release into the area watersheds. Succinctly, the goals of ~~Better Sign Design~~[BSD](#) include the following:

- Preventing stormwater impacts rather than mitigating them;
- Managing stormwater (quantity and quality) as close to the point of origin as possible and minimizing collection and conveyance;
- Utilizing simple, nonstructural methods for stormwater management that are lower cost and lower maintenance than structural controls;
- Creating a multifunctional landscape; and
- Using hydrology as a framework for site design.

The Center for Watershed Protection’s Better Site Design Handbook outlines 22 model development principles for site design that act to reduce impervious cover, conserve open space, prevent stormwater pollution, and reduce the overall cost of development (CWP, 2017). The principles can provide notable reductions in post-construction stormwater runoff rates, volumes and pollutant loads (ARC, 2001). ~~Better Sign Design~~[BSD](#) across the country is implemented through review of existing planning and development codes, ~~and~~[as well as](#) streets, parking and stormwater engineering criteria. Within the context of a stormwater management document and this [Southern Lowcountry Stormwater Design Manual](#) -(Manual), the ~~Better Sign Design~~[BSD](#) techniques of greatest application include protection of existing natural areas, incorporation of open space into new development, effective sediment and erosion control practices, and stormwater management that mimics natural systems. The following sections identify ~~Better Sign Design~~[BSD](#) techniques to be considered and applied to the MEP to the Southern Lowcountry Watershed Protection Areas and Special Watershed Protection Areas to help mitigate the effects of development to the watersheds. Therefore, the conservation principles below are part of an overall watershed approach to stormwater management and will complement the Watershed Protection Area approach in this Manual. Their application is subject to Town of Bluffton requirements and/or standards.

2.1.3 Natural Resources Inventory

The first step to conserve natural resources is properly documenting existing assets. An up-to-date natural resources inventory map can provide geospatial information for water resources, soils, sensitive natural resource areas, critical habitats, and other unique resources (Ellis et al., 2014).

An application for new development requires a natural resources inventory prior to the start of any land disturbing activities. A natural resources inventory prepared by a qualified person shall be used to identify and map the most critical natural resources identified on the property that would be best to preserve, such as those listed in Table 2.2, as they exist predevelopment. Qualified persons include individuals with a working knowledge of hydrology, wetlands, plant taxonomy, and field survey methods. Qualified individuals include but are not limited to licensed foresters, professional wetland scientists, and geographic information professionals. A thorough assessment and narrative of the

natural resources, both terrestrial and aquatic, found on a development site shall be submitted in the preliminary development application package and should represent and describe the efforts taken to preserve the most critical natural resources identified on the property and the most critical natural resources directly impacted by the proposed development.

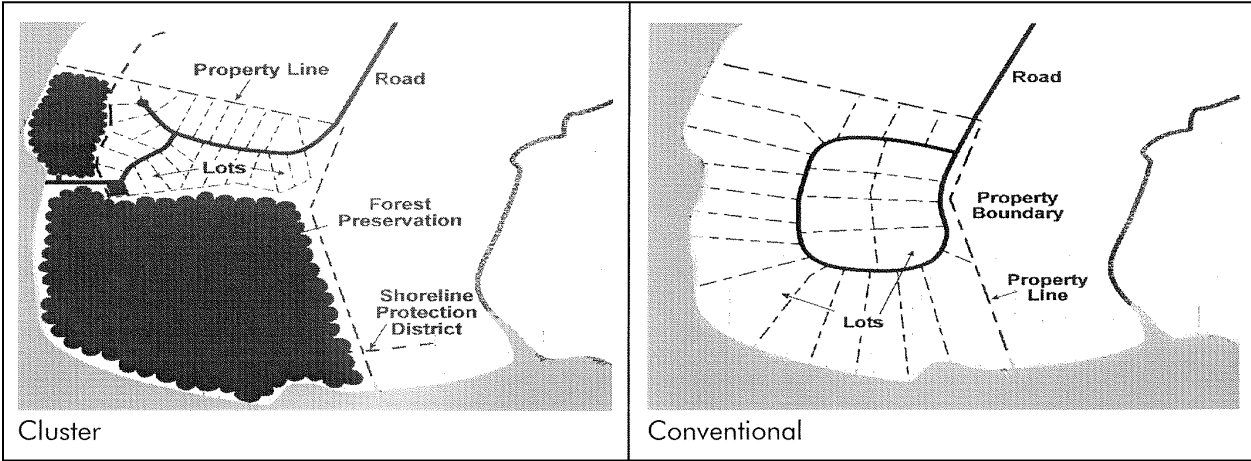
Table 2.2. Resources to be identified and mapped during the Natural Resources Inventory.

Resource Group	Resource Type
General Resources	<ul style="list-style-type: none"> • Topography • Natural Drainage Divides • Natural Drainage Patterns • Natural Drainage Features (e.g., Swales, Basins, Depressional Areas) • Soils • Erodible Soils • Steep Slopes (e.g., Areas with Slopes Greater Than 15%) • Trees and Other Existing Vegetation
Freshwater Resources	<ul style="list-style-type: none"> • Rivers • Perennial and Intermittent Streams • Freshwater Wetlands
Estuarine Resources	<ul style="list-style-type: none"> • Tidal Rivers and Streams • Tidal Creeks • Coastal Marshlands • Tidal Flats • Scrub-Shrub Wetlands
Marine Resources	<ul style="list-style-type: none"> • Near Coastal Waters • Beaches
Groundwater Resources	<ul style="list-style-type: none"> • Groundwater Recharge Areas • Wellhead Protection Areas
Terrestrial Resources	<ul style="list-style-type: none"> • Dunes • Maritime Forests • Marsh Hammocks • Evergreen Hammocks • Canebrakes • Bottomland Hardwood Forests • Beech-Magnolia Forests • Pine Flatwoods • Longleaf Pine-Wiregrass Savannas • Longleaf Pine-Scrub Oak Woodlands
Other Resources	<ul style="list-style-type: none"> • Shellfish Harvesting Areas • Floodplains • Aquatic Buffers • Other High Priority Habitat Areas as described by South Carolina Department of Natural Resources

2.1.4 Conservation Development

Conservation development, also known as open space development or cluster development, is a site planning and design technique used to concentrate structures and impervious surfaces in a small portion of a development site, leaving room for larger conservation areas and managed open spaces

elsewhere on the site (Example, Figure 2.1). Alternative lot designs are typically used to “cluster” structures and other impervious surfaces within these conservation developments.



Example, Figure 2.1. Conservation (i.e., cluster) development versus conventional development.

Conservation development projects provide a host of environmental benefits that are typically more difficult to achieve with conventional site design techniques. They provide for better natural resource protection on development sites and inherently limit increases in site imperviousness, sometimes by as much as 40 to 60 percent (CWP, 1998). Reduced site imperviousness results in reduced post-construction stormwater runoff rates, volumes and pollutant loads, which helps better protect both on-site and downstream aquatic resources from the negative impacts of the land development process. Reduced stormwater runoff rates, volumes and pollutant loads also help reduce the size of and need for storm drain systems and stormwater management practices on development sites.

As a number of recent studies have shown (MacMullan and Reich, 2007; US EPA, 2007; Winer-Skonovd et al., 2006), conservation development projects can also be significantly less expensive to build than more conventional development projects. Most of the cost savings can be attributed to the reduced amount of infrastructure (e.g., roads, sidewalks, post-construction stormwater management practices) needed on these development projects. And while these projects are frequently less expensive to build, developers often find that the lots located within conservation developments command higher prices and sell more quickly than those located within more conventional developments (ARC, 2001).

Table 2.3 provides suggestions for ~~Better Site Design~~ **BSD** techniques that will help protect valuable resources such as buffers, trees, wetlands, and open space.

Table 2.3. Better Site Design principles for conservation.

Principle	Description
Vegetated Buffer System	Create a variable width, naturally vegetated buffer system along all streams that also encompasses critical environmental features such as the 100-year floodplain, steep slopes, and freshwater wetlands. <i>Recommended buffer widths are included in Table 3.2-4 in Ellis et al., 2014</i>
Buffer Maintenance	The riparian buffer should be preserved or restored with native vegetation that can be maintained through delineation, plan review, construction, and occupancy stages of development.
Clearing and Grading	Clearing and grading of forests and native vegetation should be limited to the minimum amount needed for lot construction, allow access, and provide fire protection. A fixed portion of any community open space should be managed as protected green space in a consolidated manner.
Tree Conservation	Conserve trees and other vegetation at each site by planting additional vegetation, clustering tree areas, and promoting the use of native plants. Wherever practical, manage community open space, street rights-of-way, parking lot islands, and other landscaped areas to promote natural vegetation.
Land Conservation	Open space development should be encouraged to promote conservation of stream buffers, forests, meadows, and other areas of environmental value. In addition, off-site mitigation consistent with locally-adopted watershed plans should be encouraged.
Stormwater Outfalls	New stormwater outfalls should not discharge unmanaged into jurisdictional wetlands, sole-source aquifers, or sensitive areas.

2.1.5 Residential Streets & Parking Lots

Up to 65% of the total impervious cover in a watershed can be attributed to streets, parking lots, and driveways (CWP, 1998). Table 2.4 describes ~~Better Site Design~~ **BSD** principles related to techniques to be considered to reduce the impervious surfaces associated with these hardscapes.

Table 2.4. Better Site Design principles for streets and parking to meet Town of Bluffton requirements.

Principle	Description
Street Width	Design residential streets for the minimum required pavement width needed to support travel lanes; on-street parking; and emergency, maintenance, and service vehicles.
Street Length	Reduce the total length of residential streets by examining alternative street layouts to determine the best option for increasing the number of homes per unit length.
Right-of-Way Width	Wherever possible, residential street right-of-way widths should reflect the minimum required to accommodate the travel-way, the sidewalk, and vegetated open channels. Utilities and storm drains should be located within the pavement section of the right-of-way wherever feasible.

Cul-de-sacs	Minimize the number of residential cul-de-sacs and incorporate landscaped areas to reduce their impervious cover. The radius of cul-de-sacs should be the minimum required to accommodate emergency and maintenance vehicles. Alternative turnarounds should be considered.
Vegetated Open Channels	Where density, topography, soils, and slope permit, vegetated open channels should be used in the street right-of-way to convey and treat stormwater runoff.
Parking Ratios	The required parking ratio governing a particular land use or activity should be enforced as both a maximum and a minimum in order to curb excess parking space construction. Existing parking ratios should be reviewed for conformance, taking into account local and national experience to see if lower ratio is warranted and feasible.
Parking Lots	Reduce the overall imperviousness associated with parking lots by providing compact car spaces, minimizing stall dimensions, incorporating efficient parking lanes, and using pervious materials in spillover parking areas.
Structured Parking	Utilize structured (e.g., parking garage) and shared parking to reduce impervious surface area.
Parking Lot Runoff	Wherever possible, provide stormwater treatment for parking lot runoff using bioretention areas, filter strips, and/or other practices that can be integrated into required landscaping areas and traffic islands.

2.1.6 Lot Development Principles to Meet Requirements

Development of lots follows similar guidelines for reducing impervious cover and protecting natural areas, such as open space. Table 2. 5 summarizes ~~Better Site Design~~ **BSD** principles to be considered for lot development. Preserving open space is critical to maintaining water quality at the regional level. Compared to traditional development, open space development can reduce the annual runoff volume from a site by 40%–60%, nitrogen loads by 42%–81%, and phosphorus loads by 42%–69% (CWP, 1998). Large, continuous areas of open space reduce and slow runoff, absorb sediments, serve as flood control, and help maintain aquatic communities. Open space can be provided by minimizing lot sizes, setbacks, and frontage distances.

Table 2.5. Better Site Design principles for lot development.

Principle	Description
Open Space Development	Utilize open space development that incorporates smaller lot sizes to minimize total impervious area, reduce total construction costs, conserve natural areas, provide community recreational space, and promote watershed protection.
Setbacks and Frontages	Consider minimum setbacks allowed by Town of Bluffton. Relax side yard setbacks and allow narrower frontages to reduce total road length in the community and overall site imperviousness. Relax front setback requirements to minimize driveway lengths and reduce overall lot imperviousness.
Sidewalks	Where practical, consider locating sidewalks on only one side of the street and providing common walkways linking pedestrian areas.

Driveways	Reduce overall lot imperviousness by promoting alternative driveway surfaces and shared driveways that connect two or more homes together.
Rooftop Runoff	Direct rooftop runoff to pervious areas such as yards, open channels, or vegetated areas and avoid routing rooftop runoff to the roadway and the stormwater conveyance system.
Open Space Management	Clearly specify how community open space will be managed and designate a sustainable legal entity responsible for managing both natural and recreational open space.

For more detailed descriptions of these techniques, please reference *Better Site Design: A Handbook for Changing Development Rules in Your Community* (CWP, 1998) and Chapter 3 of *Low Impact Development in Coastal South Carolina: A Planning and Design Guide* (Ellis et al., 2014).

2.1.7 Site Planning & Design Process

Figure 2.2 depicts the site planning and design process that is captured in *Low Impact Development in Coastal South Carolina: A Planning and Design Guide* (Ellis et al., 2014) applicable to the Town of Bluffton. The site planning and design checklist of the ~~Southern Lowcountry Design Manual~~ does not make each of the phases of the process a submittal requirement. The checklist, however, gives the Town of Bluffton the opportunity to determine whether each of these steps have been adequately considered. The actual document submittal begins with the ~~Stormwater Concept Plan~~, Preliminary Development Plan application and submittal package when considered in context of the planning process below:

- Site Prospecting: During the site prospecting phase, some basic information is used to evaluate the feasibility of completing a development or redevelopment project. A *feasibility study* is typically used to evaluate the many factors that influence a developer’s decision about whether or not to move forward with a potential development project. Factors that are typically evaluated during a *feasibility study* include information about site characteristics and constraints, applicable local, state and federal stormwater management and site planning and design requirements, adjacent land uses and access to local infrastructure (e.g., water, sanitary sewer).
- Site Assessment: Once a potential development or redevelopment project has been deemed feasible, a more thorough assessment of the development site is completed. The site assessment, which is typically completed using acceptable site reconnaissance and surveying techniques, provides additional information about a development site’s characteristics, its natural resource inventory and constraints. Once the assessment is complete, a developer can identify and analyze the natural, man-made, economic and social aspects of a potential development project, define the actual buildable area available on the development site and begin making some preliminary decisions about the layout of the proposed development project.
- Concept Plan: The results of the site assessment are typically used to create a concept plan (also known as a *sketch plan*) for the proposed development project and it is provided during the pre-application meeting. A concept plan is used to illustrate the basic layout of the proposed

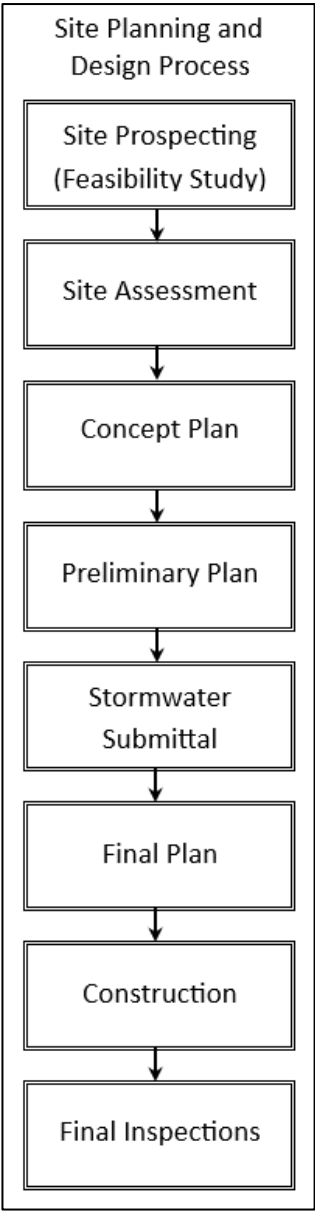


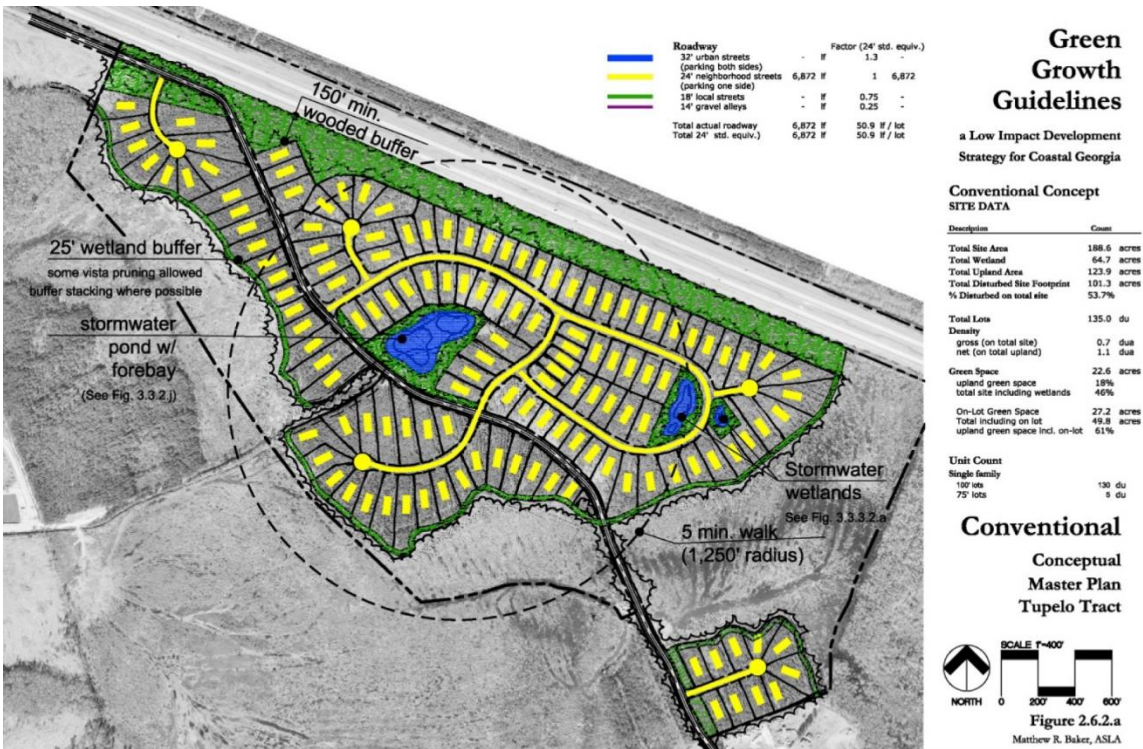
Figure 2.2. Site planning & design process (source: Center for Watershed Protection, Inc.)

development project, including lots and roadways, and post-construction stormwater management system layout. ~~Geotechnical investigations have been performed to obtain necessary information to determine certain feasibilities of the proposed development.~~ This concept is usually reviewed with the local development review authority on a very surface level before additional resources are used to create a more detailed plan of development. During this phase, several alternative concept plans can be created and compared with one another to craft a plan of development that best “fits” the character of the development site (Example-Example, Figure 2.3, Example-Example, Figure 2.4, and Example-Example, Figure 2.5). ~~It is at this point in the planning and design process that a Maximum Extent Practicable (MEP) demonstration described in Section 3.9 is intended and recommended to be provided for development projects seeking MEP considerations.~~

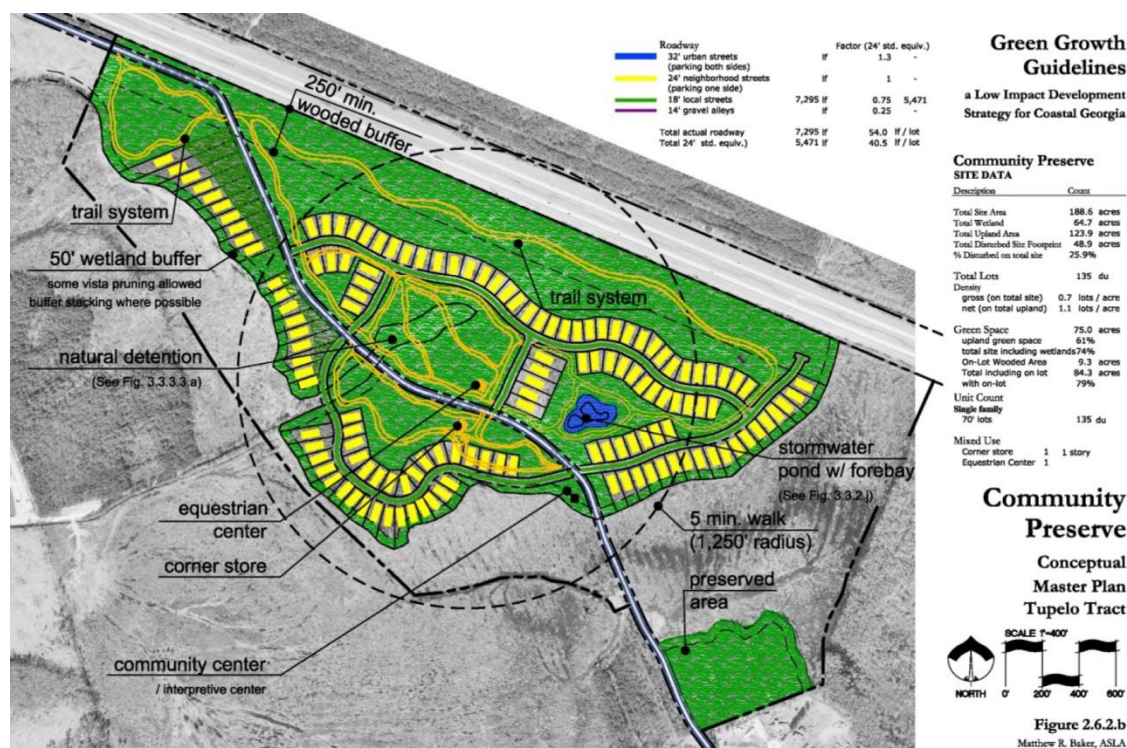
- Preliminary Plan: A preliminary plan presents a more detailed layout of a proposed development project. It typically includes information about lots, buildings, roadways, parking areas, sidewalks, conservation areas, utilities and other infrastructure, including the post-construction stormwater management system. Soil information has been obtained through sources such as USDA Natural Resources Conservation Service (NRCS) or another source acceptable to the Town of Bluffton to estimate certain feasibilities. After the preliminary plan has been reviewed and approved by the local development review authority, a final plan may be prepared. There may be several iterations of the preliminary plan between the time that it is submitted and the time that it is approved by the local development review authority.
- Stormwater Submittal: Geotechnical investigations have been performed to obtain necessary information to determine certain feasibilities of the proposed development. It is at this point in the planning and design process that an MEP demonstration described in Section 3.11 is intended and recommended to be provided for development projects seeking MEP considerations. There may be several iterations of the stormwater submittal between the time that it is submitted and the time that it is approved by the local development review authority. Once the stormwater submittal has been reviewed and conditionally approved, Town staff issue the MS4 Approval to SCDES.
- Final Plan: The final plan adds further detail to the preliminary plan and stormwater submittal and reflects any changes to the plan of development that were requested or required by the local development review authority. The final plan typically includes all of the information that was included in the preliminary plan, as well as information about landscaping, pollution prevention, erosion and sediment control and long-term operation and maintenance of the site’s post-construction stormwater management system. There may be several iterations of the final plan between the time that it is submitted and the time that it is approved by the local development review authority.
- Construction: Once the final plan has been reviewed and approved, performance bonds are set and placed, contractors are retained, and construction begins. During the construction phase, a development project may be inspected on a regular basis by the local development review authority to ensure that all roadways, parking areas, buildings, utilities and other infrastructure, including the post-construction stormwater management system, are being built in accordance

with the approved final plan and that all primary and secondary conservation areas have been protected from any land disturbing activities.

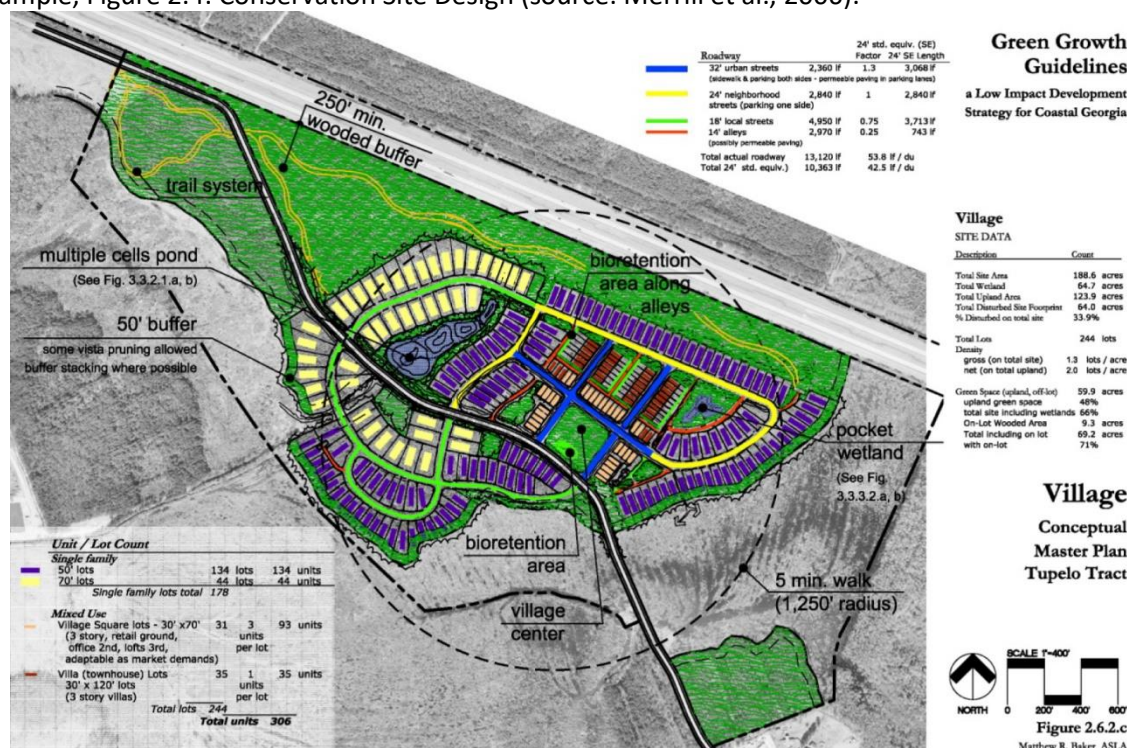
- **Final Inspections:** Once construction is complete, final inspections take place to ensure that all roadways, parking areas, buildings, utilities and other infrastructure, including the post-construction stormwater management system, were built according to the approved final plan. As-built plans are also typically prepared and executed during this phase. If a development project passes all final inspections, an occupancy permit may be issued for the project.



Example, Figure 2.3. Conventional Site Design (source: Merrill et al., 2006).



Example, Figure 2.4. Conservation Site Design (source: Merrill et al., 2006).



Example, Figure 2.5. New Urbanist Site Design (source: Merrill et al., 2006).

2.1.8 Integrating Natural Resource Protection & Stormwater Management with the Site Planning & Design Process Town of Bluffton Development Plan Review and Stormwater Approval Process

In order to successfully consider and *integrate* to the MEP natural resource protection and stormwater management with the site planning and design process, site planning and design teams are encouraged to consider following questions at the beginning of the process:

- What valuable natural resources, both terrestrial and aquatic, can be found on the development site?
- How can better site planning techniques be used to protect these valuable natural resources from the direct impacts of the land development process?
- How can better site design techniques be used to minimize land disturbance and the creation of new impervious and disturbed pervious cover?
- What ~~low impact development~~ **LID** practices can be used to help preserve pre-development site hydrology and *reduce* post-construction stormwater runoff rates, volumes and pollutant loads?
- What stormwater management practices can be used to *manage* post-construction stormwater runoff rates, volumes and pollutant loads?
- Are there any site characteristics or constraints that prevent the use of any particular ~~low impact development~~ **LID** or stormwater management practices on the development site?

Although answering these questions is no easy task, they can be readily obtained within the context of the six-step *stormwater management planning and design process* outlined in Figure 2.6, and the steps are described in more detail below.

- **Step 1: Pre-Application Meeting**

It is recommended that a pre-application meeting between the applicant's site planning and design team and the Town of Bluffton development review authority occur at the very beginning of the stormwater management planning and design process. This meeting, which should occur during the site prospecting phase of the overall site planning and design process (Figure 2.6), helps establish a relationship between the site planning and design team and the Town of Bluffton development review authority. The pre-application meeting also provides an opportunity to discuss the local site planning and stormwater management design criteria that will apply to the proposed development project, which increases the likelihood that the remainder of the site planning and design process will proceed both quickly and smoothly.

- **Step 2: Review of Local, State, and Federal Stormwater Management, Site Planning, & Design Requirements**

Once a pre-application meeting has been completed, it is recommended that the site planning and design team review the local, state and federal requirements that will apply to the proposed development project. This review should occur during the site prospecting phase of the overall site planning and design process (Figure 2.6), while the feasibility study is still being completed.

During their review of stormwater management and site planning and design requirements, the applicant's site planning and design teams should also investigate opportunities and incentives for land conservation, and opportunities and incentives for conservation development as illustrated earlier in Example, Figure 2.1.

- **Step 3: Natural Resources Inventory**

Once the potential development or redevelopment project has been deemed feasible, acceptable site reconnaissance and surveying techniques must be used to complete a thorough assessment of the natural resources, both terrestrial and aquatic, found on the development site. The identification and subsequent preservation and/or restoration of these natural resources helps reduce the negative impacts of the land development process “by design.” The natural resources inventory should be completed during the site assessment phase of the overall site planning and design process. A map that is created to illustrate the results of the natural resources inventory, known as a site fingerprint, should be used to prepare a stormwater management concept plan for the proposed development project.

Once the natural resources inventory has been completed and a site fingerprint has been created, the site planning and design team should have a better understanding of a development site’s characteristics and constraints. This information can be used to identify primary and secondary conservation areas (Example-Example, Figure 2.7. Buildable Area and Primary/Secondary Conservation Areas (source: Merrill et al., 2006).) and define the actual buildable area available on the development site. Along with information about adjacent land uses and available infrastructure (e.g., roads, utilities), the site fingerprint can also be used to make some preliminary decisions about the layout of the proposed development project and to guide the creation of the stormwater management concept plan.

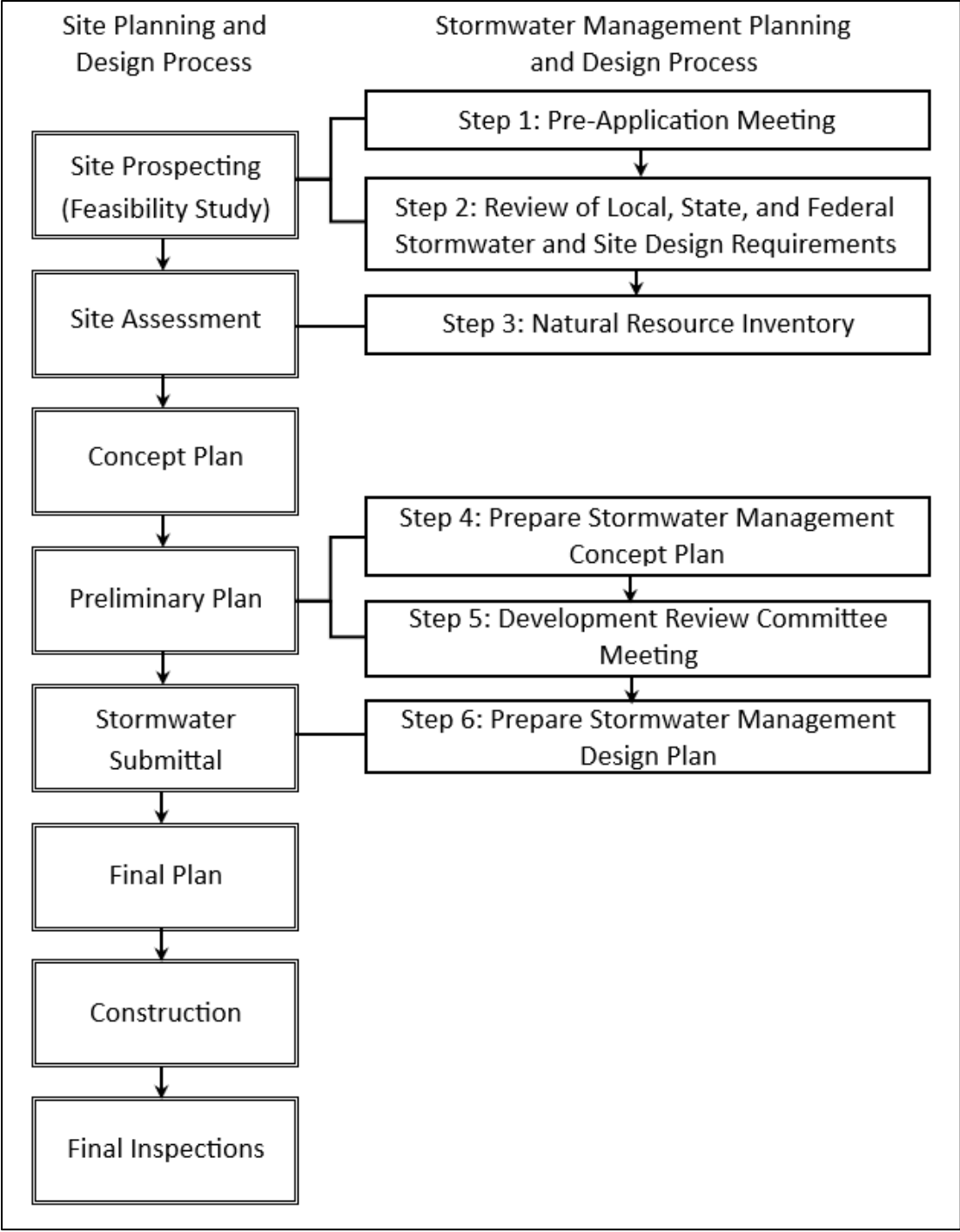
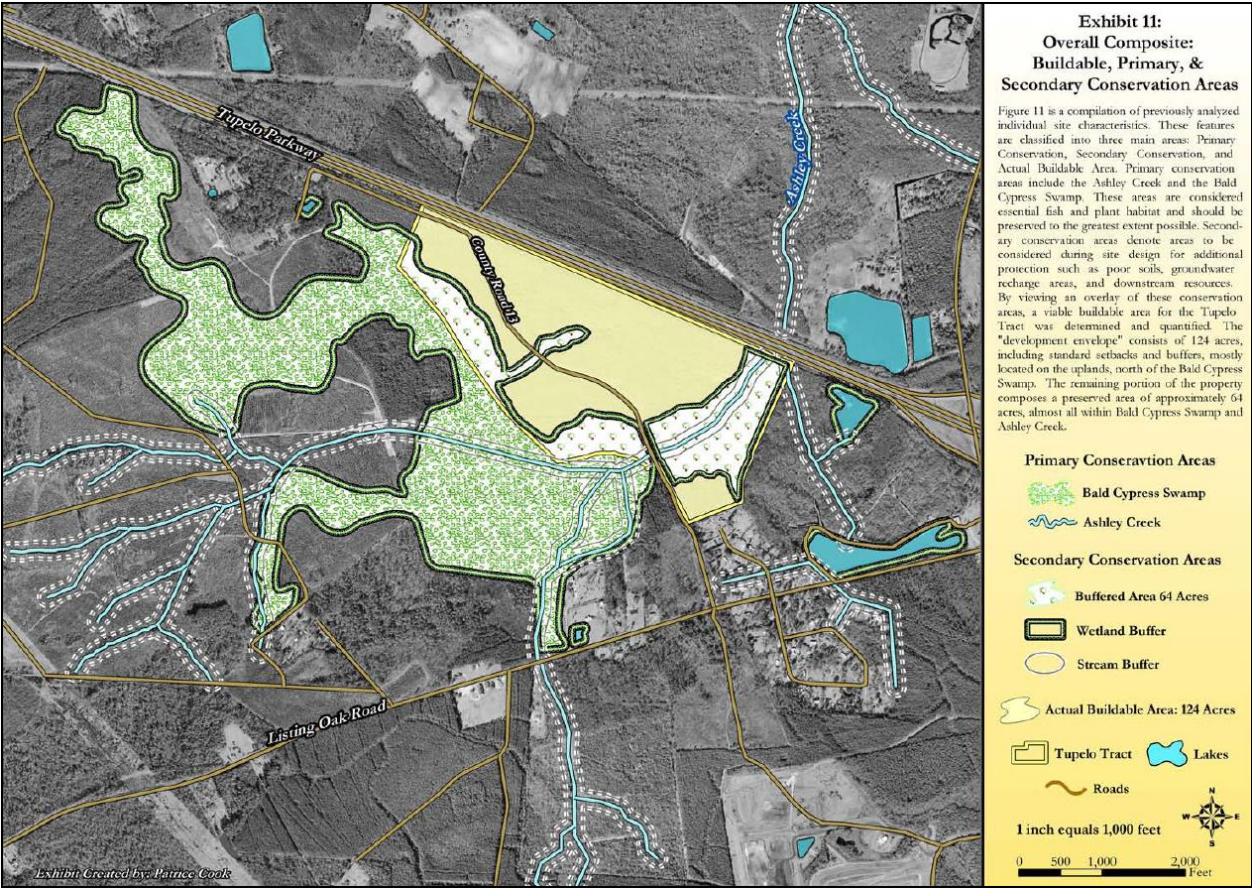


Figure 2.6. Integrating Natural Resource Protection & Stormwater Management with the Site Planning & Design Process (source: Center for Watershed Protection, Inc.).



Example, Figure 2.7. Buildable Area and Primary/Secondary Conservation Areas (source: Merrill et al., 2006).

- **Step 4: Prepare Stormwater Management Concept Plan**

After the natural resources inventory has been completed, it is recommended that the site fingerprint be used to develop a stormwater management concept plan for the proposed development project. The stormwater management concept plan should illustrate the layout of the proposed development project and should show, in general, how post-construction stormwater runoff will be managed on the development site. Geotechnical investigations have been performed to obtain necessary information to determine certain feasibilities of the proposed development and stormwater concept plan.

The creation of a stormwater management concept plan allows the applicant's site planning and design team to make some preliminary decisions about the layout of the proposed development project in meeting the requirements of the Manual. Once the stormwater management concept plan is completed it can also be used to solicit early discussions and feedback with the Town of Bluffton review authority on the stormwater management practices that will be used to manage post-construction stormwater runoff on the development site. Submittal, review and discussions with the Town of Bluffton review authority of the stormwater management concept plan are required prior to proceeding with submittal to Town of Bluffton as part of the ~~Development~~ **Preliminary Development** Plan approval process and is particularly relevant in cases where MEP considerations may be sought by the Owner/applicant and in meeting the requirements of 3.9.

During the creation of the stormwater management concept plan, most of the site layout, including the layout of lots, buildings, roadways, parking areas, sidewalks and ~~green infrastructure~~GI and stormwater management practices, will be completed. Therefore, it is very important that natural resource protection and stormwater management be considered throughout this part of the stormwater management planning and design process.

The Stormwater Concept Plan shall consider and include, but not be limited to, the following:

- A current Natural Resources Inventory identifying natural resources within the site at time of application. A thorough assessment and narrative of the natural resources, both terrestrial and aquatic, found on the development site.
 - Better Site Design (BSD) principals have been evaluated, considered, and incorporated to the maximum extent practicable.
 - Post development stormwater management facilities/systems to address stormwater runoff volume, rate, quality, off-site discharge points, evaluation of downstream conveyance from off-site discharge points for safe/adequate conveyance capacity and downstream study point for Extreme Flood, 10% Rule analysis. Preliminary calculations to determine feasibility of plan submitted.
- ~~Step 5: Development Preliminary Plan Submittal, Review, Approval~~Development Review Committee Meeting

Once a stormwater management concept plan has been created, the applicant’s site planning and design team shall submit a Preliminary Development Plan Application and submit requisite documentation to the Town of Bluffton ~~development review authority~~Development Review Committee. This application and submission, which should occur after completion of the stormwater management concept plan, provides an opportunity to discuss the proposed development project and the approach that was used to satisfy the stormwater management and site planning and design criteria that apply to the development site. Geotechnical investigations have been performed to obtain necessary information to determine certain feasibilities of the proposed development. It may be advantageous for a consultation meeting to take place on the development site after the application and plan submittal, but prior to approval. This meeting can be used to verify site conditions and feasibility of the proposed stormwater management concept plan and development. Comments, if any, pertaining to the Preliminary Development Plan submittal are heard at the Development Review Committee Meeting. The Stormwater Concept Plan components of the Preliminary Development ~~Preliminary~~ Plan Application shall include, but not be limited to, the following:

- A current Natural Resources Inventory identifying natural resources within the site at time of application. A thorough assessment and narrative of the natural resources, both terrestrial and aquatic, found on the development site. Represent and describe the efforts taken to preserve the most critical natural resources identified on the property and the most critical natural resources directly impacted and to be removed by the proposed development.
- Better Site Design (BSD) principals have been evaluated, considered, and incorporated to the maximum extent practicable. A thorough assessment and narrative of the ~~Better Site Design~~BSD Principals considered and employed within the proposed Preliminary

Development Preliminary Plan submittal package and Better Site Design BSD Principals considered and found to be not feasible and reasons why.

- Post-development stormwater management facilities/systems to address stormwater runoff volume, rate, quality, off-site discharge points, evaluation of downstream conveyance from off-site discharge points for safe/adequate conveyance capacity and downstream study point for Extreme Flood, 10% Rule analysis. Preliminary calculations to determine feasibility of plan submitted.

It is at this point in the planning and design process that a Maximum Extent Practicable (MEP) demonstration described in Section 3.9.11 is intended for the proposed development project. In cases where MEP considerations are being sought by the applicant, the applicant shall review and understand the requirements of 3.9.11 and shall provide and present required information to determine if MEP applies to the proposed development site, and if so, to what to degree for Town of Bluffton consideration, review and approval. The Preliminary Development Plan Application and Stormwater Management Concept Plan must be Approved or Approved with Conditions prior to proceeding with the Town of Bluffton Development Plan approval process.

- **Step 6: Prepare Stormwater Management Design Plan**

Subsequent to review and approval of the Preliminary Development Plan and Stormwater Management Concept Plan, the site planning and design team should prepare a stormwater management design plan. The stormwater management design plan should detail how post-construction stormwater runoff will be managed on the development site and should include maps, narrative descriptions and design calculations (e.g., hydrologic and hydraulic calculations) that show how the stormwater management and site planning and design criteria that apply to the development project have been met. The stormwater management design plan should be submitted to the Town of Bluffton development review authority by way of the Stormwater Management Plan Application, with requisite documentation, for review and approval.

Stormwater Management Design Plan conditional approval is required prior to Applicant proceeding to Town of Bluffton’s Development Final Plan approval process. Final Stormwater approval and Permit is issued issuance occurs once all administrative requirements, County/ State/Federal permits (as required) have been obtained and submitted, and other requirements of the UDO and Design Manual have been met met, but prior to Development Final Development Plan approval.

2.2 Submittal & Review Process of Stormwater Management Plans

The Stormwater Management Plan (SWMP) consists of the entire submittal package and includes the following components:

- Project description and narrative;
- Description of selected stormwater management systems;
- Erosion and sediment control plans;
- Sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on water resources, the effectiveness and acceptability of stormwater best management practices (BMPs), and land covers (Appendix R) for managing stormwater runoff;
- Supporting computations and drawings; and

- Construction, inspection, and maintenance schedules.

All SWMPs must include the Stormwater submittal checklist (Appendix D) and calculations summary. The ~~plans~~ SWMP must include the calculated stormwater retention volume (SWRv) for each BMP and for the overall project, ~~the~~ a pre- and post-development peak flow comparison, extreme flood requirements, 10% rule analysis, and any off-site retention or detention volume obligation.

The SWMP and accompanying documentation shall be submitted electronically according to the Town of Bluffton process, carrying the stamp of a registered professional engineer licensed in the State of South Carolina with all supporting documentation to Town of Bluffton.

Upon acceptance of a complete application (which includes payment of filing fees), the Town of Bluffton will review the SWMP and make a determination to approve, or disapprove the SWMP. Relatively large and/or complicated projects tend to require a longer review time than smaller and less complicated projects. A written response of approval or disapproval will be provided to the applicant. If it is determined that more information is needed or that a significant number of changes must be made before the SWMP can be approved, the applicant must resubmit the applications with the required revisions ~~required and~~ that have been certified by ~~the~~ a registered professional engineer according to the plan resubmittal process of the Town of Bluffton. A final SWMP a Approval results in the issuance of a Stormwater Permit associated with the Development. ~~and a~~ A Stormwater permit approval is required prior to proceeding ~~to~~ with the Town of Bluffton ~~development review authority~~ Final Development Plan a Approval process.

When a SWMP approval is granted, a final submission package is required, including the following:

- One PDF copy of the SWMP, certified by a registered professional engineer licensed in the State of South Carolina,
- A fully executed declaration of covenants for each BMP and Conservation Area/Tree credit area identified on the SWMP that has been approved for legal sufficiency by the Town of Bluffton, and
- All supporting documents specified within this Manual or as requested during the review process according to the Town of Bluffton requirements.

2.2.1 Components of a Stormwater Management Plan

As itemized in the SWMP Design ~~e~~ Checklist in Appendix D-~~Design Checklists~~, a SWMP includes the following:

Site Plan

The following information must be formatted to print as a standard drawing size of 24 by 36 inches. The site drawing will provide details of existing and proposed conditions:

- ~~A cover page that contains a blank space measuring 7 inches wide by 9.5 inches high. The blank space must be located 1 inch below the top edge and 1 inch from the left edge of the page;~~
- A plan showing all property boundaries and the complete address of the property;
- Lot number or property identification number designation (if applicable);
- North arrow, scale, and date;
- Property lines (include longitude and latitude distance and bearings);

- Location of easements (if applicable);
- Existing and proposed structures, utilities, roads, and other paved areas;
- Existing and proposed topographic contours;
- Soil information for design purposes;
- Limits Area(s) of soil disturbance (LOD) shown on all plan sheets;
- Drainage area(s) within the limits of disturbance (LOD) and contributing to the LOD;
- Contributing drainage area (CDA) to each BMP;
- Location(s) of BMPs, marked with the BMP ID Numbers to agree with the BMP design summary list;
- Cross sections for each BMP;
- Necessary design details for each BMP, material descriptions, including inlets, outlets, and overflow structures;
- Delineation of existing and proposed land covers (Appendix R) including natural cover, compacted cover, and impervious surfaces. Consult Appendix G – Compliance Calculator Instructions for details;
- A landscaping plan, including specific planting plans for each proposed BMP;
- Natural resources inventory with site fingerprint map;
- All plans and profiles must be drawn at a scale of 1 in. = 10 ft, 1 in. = 20 ft, 1 in. = 30 ft, 1 in. = 40 ft, 1 in. = 50 ft, or 1 in. = 100 ft. Although, 1 in. = 10 ft, 1 in. = 20 ft, and 1 in. = 30 ft, are the most commonly used scales. Vertical scale for profiles must be 1 in. = 2 ft, 1 in. = 4 ft, 1 in. = 5 ft, or 1 in. = 10 ft;
- Drafting media that yield first- or second-generation, reproducible drawings with a minimum letter size of No. 4 (1/8 inch);
- Location and size of existing utility lines including gas lines, sanitary lines, telephone lines or poles, electric utilities and water mains;
- A legend identifying all symbols used on the plan;
- Applicable flood boundaries and FEMA map identification number for sites lying wholly or partially within the 100-year floodplain;
- Site development plan and stormwater management narrative;
- Assess potential application of ~~green infrastructure~~ GI practices in the form of better site planning and design techniques. ~~Low impact development~~ LID practices s should be used to the ~~maximum extent practicable~~ MEP during the creation of a stormwater management concept plan. A demonstration of better site planning is required. The following site information and practices shall be considered:
 - Soil type (s) (from Soil Study);
 - Depth (s) of ground water on site;
 - Whether the type of development proposed is a hotspot as defined by the Ordinance UDO and Design Manual and address how this influences the concept proposal;
 - Protection of primary and secondary conservation areas;
 - Reduced clearing and grading limits;
 - Reduced roadway lengths and widths;
 - Reduced parking lot and building footprints to minimize impervious surface;
 - Soil restoration;
 - Site reforestation/revegetation;
 - Impervious area disconnection;
 - Green roof (for redevelopment, infill and major substantial improvement projects); and

- Permeable pavements.
- Stormwater Pollution Prevention Plan (SWPPP) or Erosion and Sediment Control narrative (for projects disturbing over an acre);
- Information regarding the mitigation of any off-site impacts anticipated as a result of the proposed development;
- Construction specifications;
- Design and As-Built Certification, including the following:
 - i Design Certification by a registered professional engineer licensed in the State of South Carolina seal that engineering features of all stormwater best management practices (BMPs), stormwater infrastructure, and land covers (collectively the “Facility”) have been designed/examined by me and found to be in conformity with the standard of care applicable to the treatment and disposal of stormwater pollutants. The Facility has been designed in accordance with the specifications required under the Unified Development Ordinance UDO of the Town of Bluffton. ~~Note these changes were made to be consistent with language of 2.2.3~~
 - ~~ii As-Built Certification and submission shall include one set of the As-Built drawings sealed by a registered professional engineer licensed in the State of South Carolina within 21 days after completion of construction of the site, all BMPs, land covers, and stormwater conveyances. The Engineer shall certify as-built SWMPs and state that “all activities including clearing, grading, site stabilization, the preservation or creation of pervious land cover, the construction of drainage conveyance systems, the construction of BMPs, and all other stormwater-related components of the project were accomplished in strict accordance with the approved SWMP and specifications and function as designed. Furthermore, to the best of my knowledge and belief this As-Built truly represents existing field conditions including but not limited to sizes, diameters, dimensions, depth, horizontal location, line and grade, and elevation” (this comes from right before 2.3).~~
 - ~~iii For a project consisting entirely of work in the public right-of-way (PROW), the submission of a Record Drawing certified by an officer of the project contracting company is acceptable if it details the as-built construction of the BMP and related stormwater infrastructure.~~
- Maintenance sheet for stormwater BMPs, including the following:
 - i A maintenance plan that identifies routine and long-term maintenance needs and a maintenance schedule;
 - ii A ~~m~~Maintenance aAgreement (Appendix O) and schedule for all post-construction best management practices in a form and manner that meets the Town of Bluffton requirements.
 - iii For applicants using Rainwater Harvesting, submission of third-party testing of end-use water quality may be required at equipment commissioning as determined by the requirements in Appendix J – Rainwater Harvesting Treatment and Management Requirements. Additional regular water quality reports certifying compliance for the life of the BMP may also be required in Appendix J – Rainwater Harvesting Treatment and Management Requirements. Irrigation re-use systems must have a submitted and approved Operations and User’s Manual describing: 1) design assumptions of system including daily, weekly, monthly, annual, output requirements, 2) system layout in schematic drawing showing control panel, irrigation zones, irrigation line(s) and head(s) locations, 3) narrative of operation set-up and troubleshooting, and 4) system component maintenance requirements and frequency as monthly, quarterly and annual.

Stormwater Retention Volume Computations

The following summary calculations must be included on the plan set. Supporting documentation and the South Carolina DHECDES C-SWPPP are not in the plan set but provided separately.

- Calculation(s) of the required SWRv for the entire site within the LOD and each site drainage area (SDA) and contributing drainage area (CDA) within the LOD, as determined using the SWRv Compliance Calculator;
- Calculation(s) for each proposed BMP demonstrating storage volume provided and retention value achieved towards SWRv in accordance with Chapters 2 and 4;
- For Rainwater Harvesting BMP, calculations demonstrating the annual water balance between collection, storage, and demand, as determined using the Rainwater Harvesting Retention Calculator (Appendix K);
- For proprietary and non-proprietary BMPs follow the guidance in Chapter 4.1315 to identify/receive approval or denial to use these practice(s); and
- Off-site stormwater volume requirement.

Pre-/Post-Development Hydrologic Computations

Include in the plan set a summary of the pre-/post-runoff analysis with the following information at a minimum:

- A summary of soil conditions and field data;
- Pre- and post-project curve number summary table;
- Pre- and post-construction peak flow summary table for the 2-, 10-, 25-, 50- and 100-year, 24-hour storm events for each SDA within the project's LOD; and
- Flow control structure elevations.

Hydraulic Computations

Hydraulic computations for the final design of water quality and quantity control structures may be accomplished by hand or through the use of software using equations/formulae as noted in Chapters 3 and 4. The summary of collection or management systems will include the following:

- Existing and proposed SDA and CDA must be delineated on separate plans with the flow paths used for calculation of the times of concentration;
- Hydraulic capacity and flow velocity for drainage conveyances, including ditches, swales, pipes, inlets, and gutters designed for the 25-year, 24-hour design storm. Plan profiles for all open conveyances and pipelines, with energy and hydraulic gradients for the 25-year and 100-year, 24-hour storms;
- The proposed development layout including the following:
 - Location and design of BMP(s) on site, marked with the BMP ID Numbers;
 - Stormwater lines and inlets;
 - A list of design assumptions (e.g., design basis, 2- through 50-year return periods);
 - The boundary of the CDA to the BMP;
 - Schedule of structures (a listing of the structures, details, or elevations including inverts); and
 - Manhole to manhole profile, listing of pipe size, pipe type, slope, (i.e., a storm drain pipe schedule) computed velocity, and computed flow rate, hydraulic grade line (HGL), assumed Tailwater elevations, seasonally high groundwater table/channel water surface elevation (WSEL) of receiving channel, and King Tide WSEL as applicable, indicated at proposed outfall structures.

Supporting Documentation

Provide a written report with the following supporting documentation:

- Pre- and post-project curve number selection;
- Time of concentration calculation;
- Travel time calculation;
- Hydrologic computations supporting peak discharges assumed for each SDA within the project's LOD for the 2-, 10-, 25-, 50- and 100-year, 24-hour storm events;
- SCDHEC's DES's Construction Stormwater Pollution Prevention Plan (C-SWPPP).

A professional engineer registered in the State of South Carolina must also submit the following:

1. Elevation and topographic data illustrating changes in topography and drainage;
2. Impacts upon local flood flows (25- and 100-yr storm events).
3. Identify areas where stormwater flows are discharged off-site or off-property;
4. For proposed off-site/property discharge points, perform analysis of receiving off-site conveyance systems to confirm safe conveyance from the proposed developed property, no negative impact to adjacent properties, and adequacy of the receiving, existing conveyance system for 25-yr storm flows. Such analysis shall be taken to point where the 25-yr storm conveyance is determined to be adequate in the public stormwater conveyance/infrastructure system; and
5. Documentation supporting safe passage of the 100-yr post development flow according to the 10% Rule (see Section 3.8~~10~~);

2.2.2 Resubmission of Stormwater Management Plans

If major changes occur in the design or construction of an accepted SWMP, the applicant may be required to resubmit the amended SWMP for approval. Examples of major changes during design and construction that will require SWMP resubmission for review include the following:

1. Revision to the property boundary, property size, or LOD boundaries that may require redesigning BMPs;
2. Any change to SWRv through land cover (Appendix R) designation change;
3. Change in compaction or infiltration rates due to construction activities;
4. Encountering contaminated soil or other underground sources of contamination;
5. Changes to floodplain designation or requirements;
6. Changes in any component of the BMP that may adversely affect the intended capacity of the approved BMP, such as the following:
 - a. Modification to approved BMP selection, dimensions, or location
 - b. Modification to approved material specification
 - c. Changes to the size, invert, elevation, and slopes of pipes and conveyances
 - d. Installation of new drains and conveyance structures
 - e. Need for a new storm sewer outlet connection to the sanitary/storm sewer main
 - f. Changes to the amount of off-site requirements
 - g. Changes to the CDA to a BMP
7. Revision to the approved grading and drainage divides and that may require redesigning BMPs;
8. Relocation of an on-site storm sewer or conveyance; or
9. Abandonment, removal, or demolition of a BMP.

If the applicant ~~must resubmits and amended~~ an SWMP after making changes, the resubmission must contain a list of the major changes made and may be in the form of a response to comments. The resubmittal plans and calculations must include the stamp of the registered professional engineer licensed in the state of South Carolina.

However, if any of the following minor changes are made to the SWMP, resubmission is not required. These minor changes may be made anytime during inspection or at the time of as-built submittal to the Town of Bluffton.

1. Changes to SWMP components that do not adversely affect BMP capacity while in consultation with the Town of Bluffton. The inspector should review the appropriate manufacturer's documentation to his/her satisfaction before approving such a change and should ensure that such changes are recorded as red line changes or deviations in the as-built plans. These changes include the following:
 - a. Changes to parts type of similar function (e.g. dewatering valve)
 - b. Change in project address, ownership, permit status, or zoning

2.2.3 Design Certifications

The engineer shall certify that the ~~is Plan~~ SWMP satisfies all requirements of the ~~Town of Bluffton Unified Development Ordinance~~ UDO and ~~Stormwater Design Manual~~. The following statement with engineer's seal, signature and date is required in the ~~Plan~~ SWMP submittal.

The engineering features of all stormwater best management practices (BMPs), stormwater infrastructure, and land covers (collectively the "Facility") have been designed/examined by me and found to be in conformity with the standard of care applicable to the treatment and disposal of stormwater pollutants. The Facility has been designed for safe passage of the 100-year post-development flow. The Facility has been designed in accordance with the specifications required under Town of Bluffton Unified Development Ordinance.

2.2.4 Performance Bonds

Bonding for the cost of stormwater facilities approved for the proposed development shall be provided in accordance with Article 3 of the ~~Town of Bluffton Unified Development Ordinance~~ UDO, ~~Article 3~~. The stormwater bond shall not be fully released without a final inspection of the completed work by the Town of Bluffton, a recorded inspection and maintenance agreement (Appendix O) and plan, and submission of "as-built" plans containing minimum as-built information/documentation as specified in Section 2.5 and certifications provided by the applicant and engineer, including the following:

1. Certification that facilities were constructed in accordance with the submitted and approved design and will function as designed.
2. As-built certification to be on as-built drawing submitted by ~~E~~ engineer after construction and prior to Certificate of Project Completion ~~and~~ confirming line, size, elevation and grade of constructed stormwater BMPs and drainage/conveyance systems.

Stormwater bonds may be reduced, utilizing procedures outlined in Article 3 of the UDO. ~~A Bond reductions procedure may be used to release parts of the bond held by the Town of Bluffton after various stages of construction have been completed and accepted by the Town of Bluffton. Partial Bond release will be determined for the portion of work being accepted and construction work has been approved by the Town of Bluffton.~~ All requirements pertaining to this portion of work have been satisfied to include, but not be limited to, as-builts plans, all certifications and approvals for that portion of work related to the ~~partial bond release~~ bond reduction have been provided by applicant's engineer and approved by

Town of Bluffton. The procedures used for partially releasing performance bonds must be specified by the Town of Bluffton in writing prior to the approval of a stormwater management design plan.

2.3 Construction Inspection Requirements

2.3.1 Inspection Schedule & Reports

Prior to the approval of a SWMP, the applicant will submit a proposed construction inspection schedule detailing inspections to be performed by the applicant's professional engineer responsible for certifying the as-built SWMP to ensure required information is obtained by applicant's ~~E~~engineer for As-Built drawing documentation submittal and certification requirements. The Town of Bluffton will review the schedule to determine if changes are required. The construction schedule should reflect the construction sequences defined in ~~for~~ each ~~stormwater Best Management Practice (BMP)~~ ~~BMP-section Stormwater~~ in Chapter 4 Best Management Practices (BMPs) of this Manual. The construction and inspection schedule for each BMP must be included in the SWMP. The Town of Bluffton may also conduct inspections and file reports of inspections during construction of BMPs and site stormwater conveyance systems to ensure compliance with the approved plans.

Note: No stormwater management work may proceed past the stage of construction that the Town of Bluffton has identified as requiring an inspection unless:

- the professional engineer responsible for certifying the as-built SWMP has issued an "approved" or "passed" report;
- the professional engineer responsible for certifying the as-built SWMP has approved a plan modification that eliminates the inspection requirement; or
- the Town of Bluffton has eliminated or modified the inspection requirement in writing.

The Town of Bluffton ~~may~~ requires that the professional engineer responsible for certifying the as-built SWMP be present during inspections. For a project entirely in the PROW, the officer of the contracting company responsible for certifying the Record Drawing shall be present during inspections.

If the professional engineer responsible for certifying the as-built SWMP conducts an inspection and finds work that is not in compliance with the SWMP, he must so inform the Owner/applicant and the applicant must take prompt corrective action. If such inspection is performed by The Town of Bluffton, The Town of Bluffton will issue a written notice to the applicant. The written notice shall provide details on the nature of corrections required and the time frame within which corrections must be made.

2.3.2 Inspection Requirements Before & During Construction

The Town of Bluffton construction stormwater inspection form is provided in Appendix E Construction Inspection Form.

Pre-~~e~~Construction Meetings. These meetings are required prior to the commencement of any land-disturbing activities and prior to the installation of and/or construction of any BMPs. The applicant is required to contact the Town of Bluffton to schedule and hold a pre-construction meetings ~~three days (3)~~ prior to beginning any construction activity subject to the requirements the Town of Bluffton installation of any tree protection and erosion and sediment control measures, as shown on the approved Final Development Plan.

Pre-Clearing Inspection. Prior to beginning any construction activity subject to the requirements of the Town of Bluffton, the applicant is required to contact the Town of Bluffton to schedule a pre-clearing inspection to ensure proper installation of any tree protection and erosion and sediment control measures, as shown on the approved Final Development Plan.

Inspections During Construction. The applicant is required to contact the Town of Bluffton and the professional engineer responsible for certifying the as-built SWMP to schedule an inspection three (3) days prior to any stage of BMP construction, or other construction activity, requiring an inspection. For large, complicated projects, the applicant and the Town of Bluffton and the professional engineer responsible for certifying the as-built SWMP may agree during the pre-construction meeting to an alternative approach such as a weekly notification schedule. Any such agreement must be made in writing and signed by all parties. The Town of Bluffton will revert to the 3-day notification procedure if the agreement is not followed. The Town of Bluffton may or may not perform the requested inspection; however, the professional engineer responsible for certifying the as-built SWMP must inspect, gather requisite information for as-built documentation and approve the work prior to construction proceeding to next requisite inspection point.

Final Inspection. The applicant is required to contact the Town of Bluffton and the professional engineer responsible for certifying the as-built SWMP to schedule a final inspection one week prior to the completion of a BMP construction to schedule a final inspection of the BMP. The professional engineer responsible for certifying the as-built SWMP shall provide an inspection report and punch-list items to be performed by applicant to The Town of Bluffton. Upon owner/applicant request and Town of Bluffton receipt of Final Inspection report and punch list from the professional engineer responsible for certifying the as-built SWMP, the Town of Bluffton will conduct a final inspection to review project work and punch-list and determine if any additional punch-list items are required to be performed. As-builts, all requisite paperwork, and close out materials must be submitted to and approved by the Town of Bluffton for final approval. ~~Final approval of the BMP will not be issued until As builts are submitted and approved by the Town of Bluffton and all requisite paperwork and close out materials have been submitted to and approved by the Town of Bluffton.~~

Inspection Requirements by BMP Type. Chapter 4 Stormwater Best Management Practices (BMPs) of this Manual provides details about the construction sequences for each BMP. After holding a pre-construction meeting and pre-clearing inspection, regular inspections will be made at the following specified stages of construction:

- **Infiltration Systems and Bioretention Areas** shall be inspected at the following stages to ensure proper placement and allow for infiltration into the subgrade:
 - During on-site or off-site percolation or infiltration tests;
 - Engineer approval of contractor submittals of Infiltration and Bioretention system materials to be used in construction;
 - Upon completion of stripping, stockpiling, or construction of temporary sediment control and drainage facilities (drainage area to BMP must be protected with sediment control measures, and maintained, at all times until final site stabilization is established);
 - Upon completion of excavation to the subgrade (keep construction equipment off bottom area of infiltration area BMP within 2' of subgrade elevation);
 - Throughout the placement of perforated PVC/HDPE pipes (for underdrains and observation wells) including bypass pipes (where applicable), geotextile materials (generally fabric and high permeability), gravel, or crushed stone course (all stone to be clean, washed, no fines), Bio soil material as mixed and testing results, and backfill; and
 - Upon completion of final grading and establishment of permanent stabilization;
- **Flow Attenuation Devices**, such as open vegetated swales upon completion of construction;

- **Retention and Detention Structures**, at the following stages:
 - Upon completion of excavation to the sub-foundation and, where required, installation of structural supports or reinforcement for structures, including but not limited to the following:
 - During testing of the structure for water-tightness;
 - During placement of structural fill and concrete and installation of piping and catch basins;
 - During backfill of foundations and trenches;
 - During embankment construction; and
 - Upon completion of final grading and establishment of permanent stabilization.
- **Stormwater Filtering Systems**, at the following stages:
 - Upon completion of excavation to the sub-foundation and installation of structural supports or reinforcement for the structure;
 - During testing of the structure for water-tightness;
 - During placement of concrete and installation of piping and catch basins;
 - During backfill around the structure;
 - During prefabrication of the structure at the manufacturing plant;
 - During pouring of floors, walls, and top slab;
 - During installation of manholes/trap doors, steps, orifices/weirs, bypass pipes, and sump pit (when applicable);
 - During placement of the filter bed; and
 - Upon completion of final grading and establishment of permanent stabilization.
- **Green Roof Systems**, at the following stages:
 - During placement of the waterproofing layer, to ensure that it is properly installed and water-tight;
 - During placement of the drainage layer and drainage system;
 - During placement of the growing media, to confirm that it meets the specifications and is applied to the correct depth (certification for vendor or source must be provided);
 - Upon installation of plants, to ensure they conform to the planting plan (certification from vendor or source must be provided); and
 - At the end of the first or second growing season, to ensure desired surface cover specified in the Care and Replacement Warranty has been achieved.
- **Stormwater Wetlands**, at the following stages:
 - Upon completion of stripping, stockpiling, or construction of temporary sediment control and drainage facilities (drainage area to BMP must be protected with sediment control measures, and maintained at all times until final site stabilization is established);
 - During installation of the embankment, the riser/primary spillway, and the outlet structure; and
 - Within two (2) weeks of installation of landscaping plan and vegetative stabilization to ensure adequate stabilization of banks and slopes.

2.3.3 Final Construction~~Notice of Termination (NOT)~~ Inspection Reports

Upon notification ~~of~~by the applicant, the Town of Bluffton will conduct a final inspection to determine if the completed work is constructed in accordance with approved plans and the intent of this Manual and the ~~Unified Development Ordinance~~UDO. Within 21 days of the final inspection~~construction site completion~~, the applicant must submit an as-built package, as required by the ~~Design Manual~~ and/or as-built submittal checklist, as provided by the Town of Bluffton. The as-built submittal must be certified by a registered professional engineer licensed in the state of South Carolina. For a project consisting entirely of work in the PROW, the submission of a Record Drawing certified by an officer of the project contracting company is acceptable if it details the as-built construction of the BMPs, related stormwater infrastructure, and land covers.

A registered professional engineer licensed in South Carolina is required to certify as-built SWMPs and state that “all activities including clearing, grading, site stabilization, the preservation or creation of pervious land cover, the construction of drainage conveyance systems, the construction of BMPs, and all other stormwater-related components of the project were accomplished in strict accordance with the approved SWMP and specifications. Furthermore, to the best of my knowledge and belief this as-built truly represents existing field conditions including but not limited to sizes, diameters, dimensions, horizontal location, line and grade, and elevation”. As stated in Section 2.2.2 Resubmission of Stormwater Management Plans, all plan changes are subject to the Town of Bluffton approval. The as-built certification must be on the original SWMP.

Upon completion, these plans will be submitted to the Town of Bluffton for processing. The estimated time for processing will be two weeks (10 working days), after which the plans will be returned to the engineer. The Town of Bluffton will provide the applicant with written notification of the final~~NOT~~ inspection results.

~~2.3.4 Inspection for Preventative Maintenance~~

~~The Stormwater Ordinance requires maintenance inspections for BMPs and landcovers to ensure their ongoing performance is in compliance with their original design. The inspection will occur at least once every three (3) years. Maintenance inspection forms are provided in Appendix F Maintenance Inspection Checklists. The Town of Bluffton will conduct these maintenance inspections, though it may, in certain circumstances, allow a property to self inspect and provide documentation.~~

~~The Town of Bluffton will maintain maintenance inspection reports for all BMPs. The reports will evaluate BMP functionality based on the detailed BMP requirements of Stormwater Best Management Practices (BMPs) and inspection forms found in Appendix F Maintenance Inspection Checklists.~~

~~If, after an inspection by the Town of Bluffton, the condition of a BMP requires repairs and/or maintenance work to restore functionality of the BMP to meet its design intent, The Town of Bluffton will provide notice to the Owner of the required repairs and/or maintenance required and time frame in which the work is to be completed. If, after an inspection by the Town of Bluffton, the condition of a BMP presents an immediate danger to the public safety or health because of an unsafe condition or improper maintenance, the Town of Bluffton will take such action as may be necessary to protect the public and make the BMP safe. Any costs incurred by the Town of Bluffton will be assessed against the owner(s).~~

2.4 Inspections & Maintenance

2.4.1 Inspections & Maintenance Responsibilities

A site with an approved SWMP must also have a responsible party inspect and maintain the BMPs and land covers (Appendix R) according to the inspections and maintenance schedule in the SWMP and this

Manual. Land covers must be maintained in type and extent as approved. Approved BMPs must be kept in good condition, including all the engineered and natural elements of each practice, as well as conveyance features (e.g., grade surfaces, walls, drains, structures, vegetation, soil erosion and sediment control measures, and other protective devices). All repairs or restorations must be in accordance with the approved SWMP.

A declaration of covenants including an exhibit stating the owner's specific maintenance responsibilities must be recorded with the property deed at the [Beaufort County Record-Register of Deeds Office](#). An inspection and maintenance schedule for any BMP will be developed for the life of the project and shall state the inspection and maintenance to be completed, the time for completion, and who will perform the inspections and maintenance. The schedule will be printed on the SWMP and will appear as an exhibit in the declaration of covenants.

2.4.2 Inspection & Maintenance Agreements

Inspection and maintenance obligations are binding on current and future owners of a property subject to recorded covenants. The Town of Bluffton will not issue final approval of a complete set of the SWMP for private parcels until the applicant has executed a declaration of covenants providing notice of this obligation to current and subsequent owners of the land served by the BMP(s) and land covers (Appendix R). Inspection and maintenance agreements by regulated projects include providing access to the site and the BMP(s) at reasonable times for regular inspection by the Town of Bluffton and for regular or special assessments of property owners, as needed, to ensure that the BMP(s) is maintained in proper working condition and the land covers are retained as approved in the SWMP. An example of the declaration of covenants/maintenance agreement for a site with BMPs and designated land covers is provided at the end of this chapter [in Appendix O](#).

The applicant must record the agreement as a declaration of covenants [with the](#) ~~with the Town of Bluffton Recorder of Deeds~~ [Beaufort County Register of Deeds Office](#). The agreement must also provide that, if, after written notice by the Town of Bluffton to correct a violation requiring maintenance work, satisfactory corrections are not made by the owner(s) of the land served by the BMP within a reasonable period of time, not to exceed 45 to 60 days unless an extension is approved in writing by the Town of Bluffton, the Town of Bluffton may perform all necessary work to place the BMP in proper working condition. The owner(s) of property served by the BMP will be assessed the cost of the work and any penalties, and there will be a lien on any property served by the BMP, which may be placed on the tax bill and collected as ordinary taxes by the State.

2.4.3 Post-Construction BMP Inspection for Preventative Maintenance

The Stormwater Post-Construction Ordinance (Appendix A) and UDO Section 5.10.4 requires maintenance inspections for BMPs and landcovers to ensure their ongoing performance is in compliance with their original design. The inspection will occur at least once every three (3) years. The person responsible for maintenance of any structural BMPs shall submit an inspection report from a certified Post-Construction BMP Inspector, a registered South Carolina Professional Engineer or Landscape Architect to the Town of Bluffton. The reports will evaluate BMP functionality based on the detailed BMP requirements of Stormwater Best Management Practices (BMPs) and inspection forms found in Appendix F. Individual lot BMPs implemented as part of the Single-Family On-Lot Volume Control requirement are exempt from this submittal requirement.

Additionally, the Town of Bluffton will conduct post-construction inspections following steps outlined in the Town's Post-Construction BMP Standard Operating Procedures (SOP). The Town of Bluffton may maintain maintenance inspection reports for all BMPs.

If, after an inspection by the Town of Bluffton, the condition of a BMP requires repairs and/or maintenance work to restore functionality of the BMP to meet its design intent, the Town of Bluffton will provide notice to the Owner of the required repairs and/or maintenance and the time frame in which the work is to be completed. If, after an inspection by the Town of Bluffton, the condition of a BMP presents an immediate danger to the public safety or health because of an unsafe condition or improper maintenance, the Town of Bluffton shall take such action as may be necessary to protect the public and make the BMP safe. Any costs incurred by the Town of Bluffton will be assessed against the owner(s).

2.5 As-Built Submittals

One set of as-built built drawings sealed by a registered professional engineer licensed in the state of South Carolina must be submitted within 21 days after completion of construction of the site, including all BMPs, land covers, and stormwater conveyances, as required by the procedure for handling close out documents for private development projects by the Town of Bluffton.

The following items must be completed and provided:

General Information:

- As-builts are to be submitted digitally in GIS, CAD and Geo-referenced PDF format
- The GIS/CAD file must include an annotation layer showing, at a minimum, inlet types, materials, structure depths, pipe lengths, and pipe diameters
- Words As-Built in or near the project title, on Plan set Cover Sheet
- Engineer's or surveyor's as-built certification statement, signature, date, PE-seal
- As-built Signature/Approval block on the cover sheet
- As-builts shall have a coordinate system based on the South Carolina Coordinate System North American Datum of 1983 (NAD83)
- Elevations shown shall be based on the North American Vertical Datum of 1988 (NAVD88)
- Vicinity map
- Sheets numbered correctly
- Project ID number, Project Name, Permit number and name, address and contact information of project engineer
- All measurements and coordinates shall be shown on all drainage structures, detention and BMP structure outlets, outlet control structures and manholes
- Any change to design value elevations, dimensions (L, W, D), specifications or location shall be shown as mark-through of the original design value on the drawings and constructed/as-built value next to it and "boxed" in red ink
- Elevations to the nearest 0.1 ft
- All BMPs must be labeled and identified on as-builts as shown on approved plans.

Basins:

- At least two benchmarks on the plans
- Profile of the top of berm
- Cross-section of emergency spillway at the control section
- Profile along the centerline of the emergency spillway

- Cross-section of berm at the principle spillway
- Elevation of the principle spillway crest or top of structure elevations
- Elevation of the principle spillway inlet and outlet invert
- Riser diameter/dimensions and riser base size
- Diameter, invert elevation and sizes of any stage orifices, weirs or storm drain pipes
- Barrel diameter, length, and slope
- Types of material used
- Outfall protection length, width, depth, size of rip rap and filter cloth
- Size, location, and type of anti-vortex and trash rack device (height and diameter, elevations and spacing)
- Pipe cradle information
- On plan view show length, width and depth of pond and contours of the basin area so that design volume is specified
- As-built spot elevations within the disturbed area required for basin construction in sufficient detail to provide accurate as-built contours
- Core trench limits and elevations of bottom of cut off trench
- Show length, width, and depth of outfall rip rap
- Certification by a Geotechnical Engineer for compaction and unified soil classes
- Vegetation cover certification stating that the disturbed area of site has achieved ~~80~~70% or greater established, permanent stabilization
- Show location, plant types and size of planted landscaping per approved landscape plan
- Utility locations and elevations encountered, test pitted and/or relocation during contract work

Storm Drain Piping: *(no changes)*

Post-Construction BMP-Specific Details: *(no changes)*

Rainwater Harvesting: *(no changes)*

Irrigation Re-Use: *(no changes)*

2.6 References *(no changes)*

Chapter 3. Minimum Control Requirements

3.1 Introduction

This chapter establishes the minimum stormwater control standards necessary to implement the Southern Lowcountry Post-Construction Stormwater Ordinance (Appendix A) within the Town of Bluffton. The term “runoff reduction” is used throughout this chapter to describe the retention of the stormwater on site. The SWRv is used to describe the volume of stormwater to be retained on site.

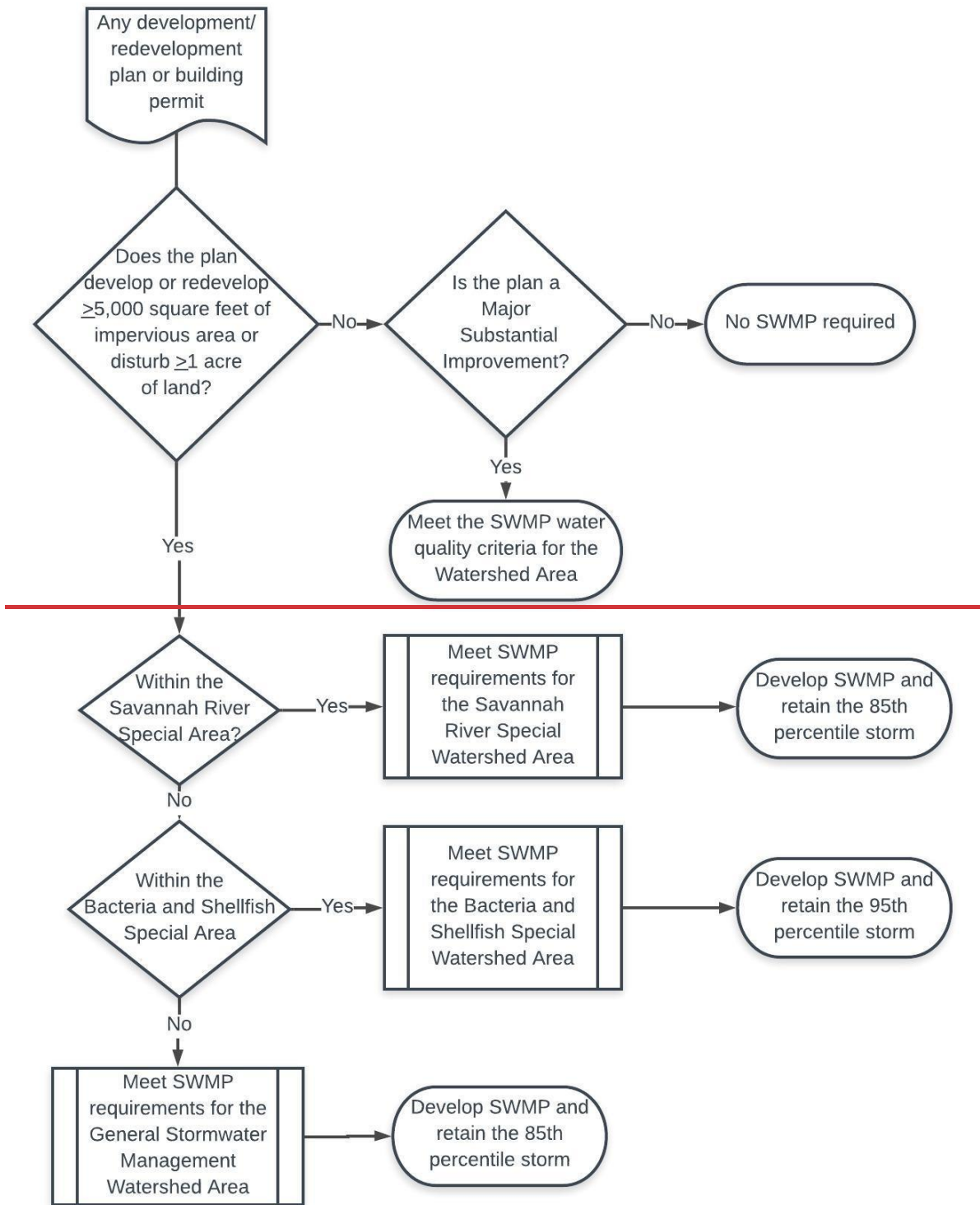
Two levels of stormwater retention are prescribed, the 85th and the 95th percentile storm, and are assigned based on a site’s subwatershed as identified by the U.S. Geological Survey Hydrologic Unit Code 12 (HUC-12) presented in Section 3.5.1 below. In addition, peak discharge control of the post-development 2-, 10-, and 25-year, 24-hour storms for the General and Savannah Watershed Protection Areas and 2-, 10-, 25-, 50- and 100-year, 24-hour storms for the Bacteria and Shellfish Watershed Protection Area to their pre-development flow shall be provided by a combination of structural controls, GI/LID practices and other non-structural BMPs. As well, requirements to manage the 100-yr, 24-hour storm event are provided in the extreme flood event section below. Further, this Manual and Appendices provide the framework and necessary tools to document the methods proposed by development plans to comply with these requirements. It should be noted that stormwater ponds are considered the least favorable structural best management practice to meet the SWRv and water quality requirements of this Manual.

3.2 Regulated Site Definition

According to the ~~Unified Development Ordinance~~ UDO, the design criteria of this Manual shall be applicable to any new development, redevelopment or major substantial improvement activity, including, but not limited to, Development Plan applications, site plan applications, grading plan applications, public improvement projects, and subdivision applications that meet the applicability standards found in ~~Chapter~~ Section 1.4.

The Southern Lowcountry stormwater design requirements are applied according to the flow chart in Figure 3.1 and should be determined as follows:

- 1) In sequence, first determine which HUC-12 watershed the project is in according to Table 3.1. Stormwater design criteria for the development follows the watershed area in which it is located. Next, determine the square feet of ~~impervious area~~ land disturbance to ~~occur~~ be created, added or replaced as a part of the development. Does it equal or exceed 5,000 square feet? ~~or~~ If the project is considered redevelopment/infill, determine how much impervious surface is to be added. Does it equal or exceed 2,000 square feet? If the answer is “yes” to either of these questions, the project plan must meet the requirements for stormwater management in this Manual for their respective watershed area.
- 2) If a project is a major substantial improvement, it must meet the water quality criteria for its respective watershed protection area to the maximum extent practicable (MEP) or obtain off-site stormwater credit. The terms MEP and off-site stormwater credit are further explained in Sections 3.9 and 3.10 below. Peak control requirements do not apply to major substantial improvement projects.



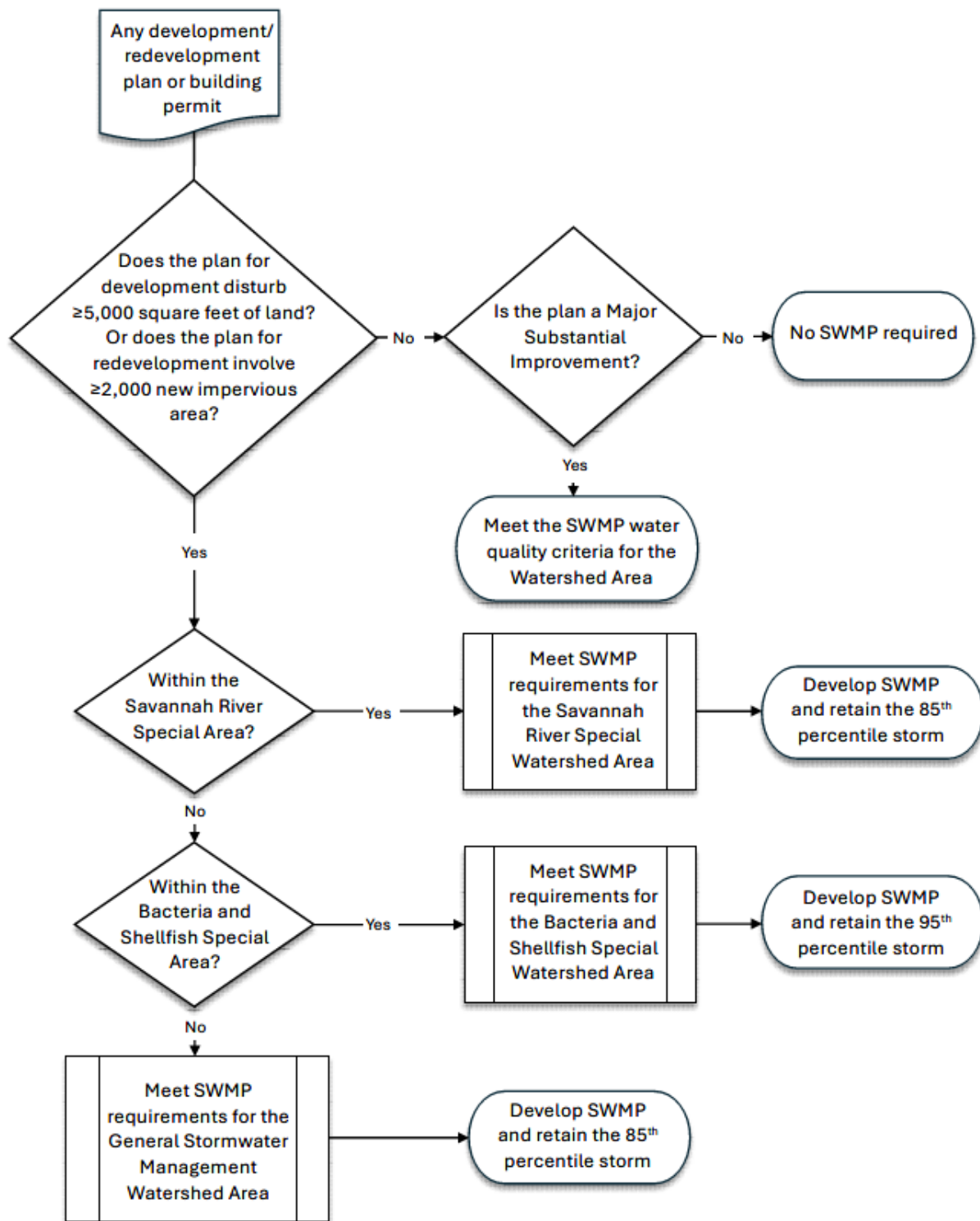


Figure 3.1. Southern Lowcountry Stormwater Design Manual applicability diagram.

3.3 Infill & Redevelopment

An infill project is one on a previously platted property that may or may not have stormwater management capacity in its original development plan. Regardless of size, infill that is part of a larger common plan of development (**LCP**), even through multiple, separate, and distinct land disturbing activities that may take place at different times and on different schedules must comply with this Manual. Such projects may include Planned Unit Developments (PUDs) that have stormwater systems built that do not meet the requirements of this Manual. If the proposed project meets the applicability criteria of Section 1.4.1, the stormwater plan review in this Manual is necessary. If the development's original stormwater management plan is sufficient to meet the current requirements of this Manual and is documented through approved plans and as-built drawings, or current field measurements and engineering calculations, no further stormwater requirements must be met. When the infill project is part of an original plan that does not meet the current stormwater requirements, the level of stormwater management that is provided in the current development may be credited toward the current volume and hydrologic analysis. Infill locations that, due to the municipal jurisdiction's zoning or land use requirements or site conditions, cannot meet the requirements of this Manual must complete the maximum extent practicable (MEP) evaluation in Section 3.9 for project approval.

Similarly, redevelopment may be credited for the level of stormwater in place. If the redevelopment's original stormwater management plan is sufficient to meet the current requirements of this Manual and is documented through approved plans and as-built drawings, or current field measurements and engineering calculations, no further stormwater requirements must be met. When the redevelopment is part of an original plan that does not meet the current stormwater requirements, the level of stormwater management that is provided in the current development may be credited toward the current volume and hydrologic analysis. Redevelopment projects that, due to the municipal jurisdiction's zoning or land use requirements or site conditions, cannot meet the requirements of this Manual must complete the ~~maximum extent practicable (MEP)~~ **MEP** evaluation in Section 3.9 for project approval.

3.4 Single-Family On-Lot Volume Control

Individual lots outside of an LCP, regardless of size, and individual lots within an LCP, with greater than or equal to 5,000 sqft. of land disturbance, are required to retain the 95th percentile storm event on-site using Appendix T.

3.5 Stormwater Runoff Quality & Peak Discharge Control *(no changes)*

3.6 Southern Lowcountry Stormwater Management Performance Requirements

Stormwater management requirements of this Manual are intended to enhance the quality of development, protect and enhance stormwater quality and management, protect aquatic resources from the negative impacts of the land development process, address water quality impairments or a total maximum daily load, as identified by the South Carolina Department of Health and Environmental ~~Control~~ **Services** (DHEC**DES**), or address localized flooding issues.

3.6.1 Watershed Protection Area Designations

Not all watersheds of the Southern Lowcountry region require the same level of post-construction stormwater management. Currently, three watershed protection areas are designated with specific

unique stormwater management requirements based on the current and anticipated water quality control measures for their contributing watersheds. The Southern Lowcountry Post-Construction Stormwater Ordinance provides the Town of Bluffton the flexibility and authority to designate subwatersheds or drainage areas as Special Watershed Protection Areas that lead to more restrictive requirements or special criteria. Such special designations and criteria will be provided as Appendix P to this Manual.

In the Southern Lowcountry, impairments include recreational water use impairment from bacteria (*Enterococcus* for saltwater and *E. coli* for freshwater), aquatic life use impairment from turbidity or dissolved oxygen, and shellfish harvesting use impairment from fecal coliform bacteria. Stormwater best management practices for these types of impairments include erosion and sediment control for turbidity impairments, illicit discharge detection, vegetated conveyances, vegetated buffers, pet waste programs, and post-construction runoff control. Currently, Southern Lowcountry water quality impairments do not include nutrient impairments, but nutrients can also be addressed through erosion and sediment control and the stormwater best management practices outlined in this Manual.

Most of Beaufort County and the lower reaches of the Jasper County watersheds have shellfish receiving waters or are recreational waters and are therefore sensitive to bacteria impairments. Land development and redevelopment projects in these watersheds require greater scrutiny to ensure that low impact development methods are designed, implemented and maintained to be protective of these water uses.

Watersheds tributary to the Savannah River in the Southern Lowcountry include most of the freshwater wetlands of the region. River water quality is excellent and is a supply for drinking water for the City of Savannah and the Beaufort Jasper Water and Sewer Authority. Savannah River impairments downstream of the I-95 bridge are primarily aquatic life use due to low dissolved oxygen. Since the Savannah River is the boundary of Georgia and South Carolina, it is reasonable to align stormwater requirements within Jasper County with those in Chatham and Effingham Counties, GA. Stormwater permits for the Georgia jurisdictions require use of the Georgia Coastal Stormwater Supplement to the Georgia Stormwater Management Manual, which is primarily a green infrastructure/low impact development (GI/LID) design Manual with requirements specific to the Georgia coastal counties.

The remaining watersheds of the Southern Lowcountry are more upland areas and in agricultural or silvicultural use or are conservation lands. For these areas new development is subject to stormwater management requirements similar to previous county requirements. This Manual unifies stormwater management standards across the designated watersheds rather than differing across county or jurisdictional lines.

The map in Figure 3.2 outlines the boundaries of the three watershed protection areas of the Southern Lowcountry. Requirements specific to each area are further developed in this chapter. Table 3.1 lists the US Geological Survey 12-Digit Hydrologic Unit Code (HUC-12) for the watersheds in each area. To identify a site's HUC-12, refer to the South Carolina ~~DHEC~~DES Watershed Atlas, available online at <https://gis.dhec.sc.gov/watersheds/>. After identifying the site's HUC 12, use Table 3.2 to identify the watershed protection area.

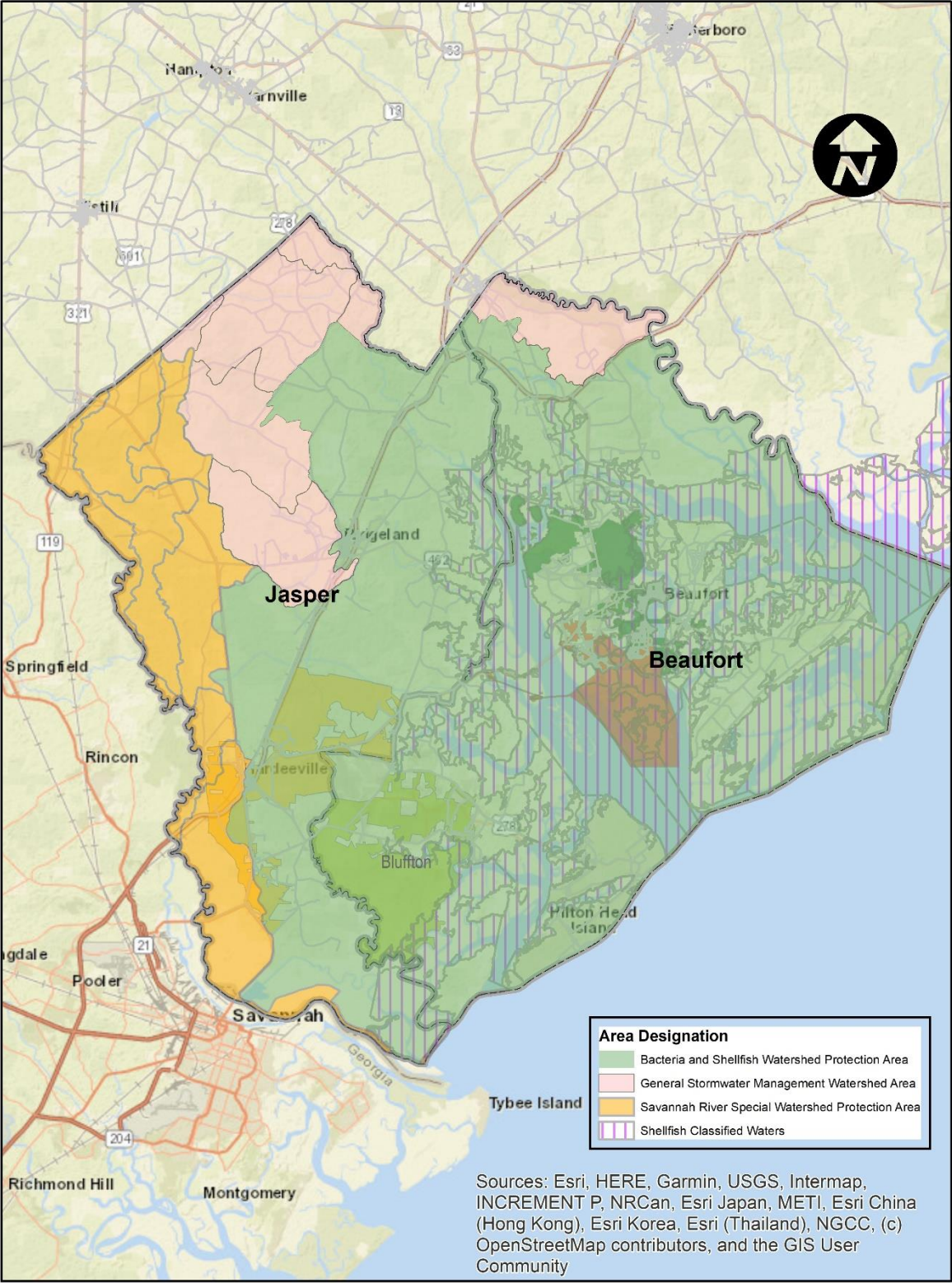


Figure 3.2. Watershed Protection Areas of the Southern Lowcountry.

Table 3.1. Watershed Protection Area HUC-12 Codes.

General Stormwater Management Watershed Areas		Savannah River Watershed Protection Area	
HUC-12 No.	Watershed Name	HUC-12 No.	Watershed Name
030502070704	Middle Combahee River	030601090107	Hog Branch-Savannah River
030502080301	Johns Pen Creek	030601090301	Cypress Branch
030502080302	Cypress Creek	030601090302	Black Swamp
030502080404	Mcpherson Creek-Coosawhatchie River	030601090303	Coleman Run
030502080405	Early Branch-Coosawhatchie River	030601090304	Sand Branch
030601100101	Gillison Branch	030601090305	Dasher Creek-Savannah River
030601100102	Upper Great Swamp	030601090307	Outlet Savannah River
Bacteria and Shellfish Watershed Protection Area			
HUC-12 No.	Watershed Name	HUC-12 No.	Watershed Name
030502070706	Lower Combahee River	030502080605	Boyd Creek-Broad River
030502071101	Wimbee Creek	030502080606	Colleton River
030502071102	Coosaw River	030502080607	Chechessee River
030502071103	Morgan River	030502080608	Broad River-Port Royal Sound
030502071104	Coosaw River-St. Helena Sound	030502100101	Harbor River-St. Helena Sound
030502080406	Bees Creek	030502100102	Harbor River-Trenchards Inlet
030502080407	Tulifiny River-Coosawhatchie River	030601090306	Wright River
030502080501	Battery Creek	030601100103	Lower Great Swamp
030502080502	Upper Beaufort River-Atlantic Intracoastal Waterway	030601100201	Upper New River-Atlantic Intracoastal Waterway
030502080503	Lower Beaufort River-Atlantic Intracoastal Waterway	030601100202	Lower New River-Atlantic Intracoastal Waterway
030502080601	Pocotaligo River-Broad River	030601100301	May River
030502080602	Huspa Creek	030601100302	Broad Creek
030502080603	Whale Branch	030601100303	Cooper River-Calibogue Sound
030502080604	Euhaw Creek	030601100304	Calibogue Sound

3.6.2 Overall Performance Requirements

Based on the watershed water quality criteria, its impairment status, or stormwater permit requirements, development and redevelopment stormwater management performance requirements will differ. These requirements are interpreted in terms of sizing and performance criteria. Table 3.2 presents a summary of the sizing criteria used to achieve the stormwater management performance requirements for each watershed protection area.

Table 3.2. Watershed Area Overall Performance Requirements.

General Stormwater Management Watershed Protection Areas	Savannah River Watershed Protection Area
Overall Performance Requirements	Overall Performance Requirements
<ul style="list-style-type: none"> • Water Quality: Implement Better Site Design, maintain pre-development hydrology of the site to the Maximum Extent Practicable (MEP) for the 85th percentile storm event. • Peak Control: Control post-development peak runoff discharge rate to pre-development rate for: 2-, 10- and 25-year, 24-hour design storm events. • Accommodate the 100-year, 24-hour storm event conveyance through the site and downstream without causing damage/inundation to structures. Provide 10% rule analysis. • As a pollutant removal minimum, intercept and treat stormwater runoff volume to at least an 80 percent reduction in total suspended solids load, 30 percent reduction of total nitrogen load and 60 percent reduction in bacteria load. • Complete a natural resources inventory for new site development applications. 	<ul style="list-style-type: none"> • Water Quality: Implement Better Site Design, retain the 85th percentile storm event on-site to the MEP or obtain off-site credit. • Peak Control: Control post-development peak runoff discharge rate to pre-development rate for: 2-, 10- and 25-year, 24-hour design storm events. • Accommodate the 100-year, 24-hour storm event conveyance through the site and downstream without causing damage/inundation to structures. Provide 10% rule analysis. • As a pollutant removal minimum, intercept and treat stormwater runoff volume to at least an 80 percent reduction in total suspended solids load, 30 percent reduction of total nitrogen load and 60 percent reduction in bacteria load. • Complete a natural resources inventory for new site development applications.
Rationale	Rationale
The previous Jasper County stormwater design manual specified these overall performance requirements.	The Savannah River watershed adjoins Georgia counties that are subject to similar overall performance requirements as outlined in the Georgia Coastal Stormwater Supplement.
Bacteria and Shellfish Watershed Protection Area	
Overall Performance Requirements	
<ul style="list-style-type: none"> • Water Quality: Implement Better Site Design and retain the 95th percentile storm on-site with approved infiltration/filtering BMPs. Fulfill MEP requirements or, as a last resort, fulfill off-site credit and/or fee-in-lieu requirements. • As a pollutant removal minimum, intercept and treat stormwater runoff volume to at least an 80 percent reduction in total suspended solids load, 30 percent reduction of total nitrogen load and 60 percent reduction in bacteria load. 	<ul style="list-style-type: none"> • Peak control: Control the post-development peak runoff discharge rate for the 2, 10, 25, 50 and 100-year, 24-hour design storm events to the pre-development discharge rates <u>(subject to 10% rule analysis)</u>. • Accommodate the 100-year, 24-hour storm event conveyance through the site and downstream without causing damage/inundation to structures. • Provide 10% rule analysis. • Complete a natural resources inventory for new site development applications.
Rationale	
The Bacteria and Shellfish Watershed Protection Areas are either impaired or have TMDLs, or the receiving waters are classified for shellfish harvesting. These watersheds require greater protection due to their Clean Water Act status or water quality classification. The site's natural resource inventory is a necessary component of permit application.	

3.6.3-3.6.7 (no changes)

3.7 Erosion & Sediment Control (ESC) Requirements

The design and management of construction site runoff control measures for all qualifying developments as defined in the [Southern Lowcountry Post-Construction Stormwater Ordinance \(Appendix A\) and Town of Bluffton UDO](#) shall be in accordance with ~~SCDHEC~~[SCDES](#) NPDES General Permit for Stormwater Discharges from Construction Activities, the ~~SCDHEC~~[SCDES](#) Erosion and Sediment Reduction and Stormwater Management regulations and its most current version of standards, where applicable. The Town of Bluffton reserves the right to require additional erosion and sediment control or a higher standard of measure and make their requirement a condition of a development permit approval.

3.8 Retention Standard & Volume

This section provides the formulas and rationale for use of the runoff reduction method to compare predeveloped and post-development hydrology for projects submitted for approval to the Southern Lowcountry jurisdictions.

Runoff reduction is defined as “the total annual runoff volume reduced through canopy interception, soil infiltration, evaporation, transpiration, rainfall harvesting, engineered infiltration, or extended infiltration” (Hirschman, 2008). The formula to calculate the volume reduced through successive application of stormwater best management practices originates with the Natural Resources Conservation Service (NRCS) method of estimating direct runoff from storm rainfall and the curve number method of NEH Chapter 9 (NEH, 2004). As shown in Equation 3.1, rainfall event runoff (Q) is a function of depth of event rainfall (P) over the watershed, the initial abstraction (I_a) and the maximum potential retention (S).

Equation 3.1. Curve number runoff equation.

$$Q = \frac{(P - I_a)^2}{(P - I_a) + S}$$
$$I_a = 0.2S$$
$$Q = \frac{(P - 0.2S)^2}{(P + 0.8S)}$$
$$Q - R = \frac{(P - 0.2S)^2}{(P + 0.8S)}$$
$$S = \frac{100}{CN} - 1$$

Where:

- Q = Runoff depth (in)
- P = Depth of rainfall event for the designated watershed protection area (85th or 95th percentile rain event)
- I_a = Initial abstraction (in)
- S = Potential maximum retention after runoff begins (in)

CN = Runoff curve number
R = Retention storage provided by runoff reduction practices (in)

Not all stormwater BMPs provide runoff reduction equally. Through the crediting procedures of the Compliance Calculator found in Appendix H and the retention volumes required in this section, designers will be able to evaluate their proposed designs and submit for approval in a unified process across the Southern Lowcountry jurisdictions.¹

Supplemental information on the terms below can be found in the *Low Impact Development in Coastal South Carolina: Planning and Design Guide*, and the Georgia Stormwater Management Manual (Ellis, K. et al., 2014; ARC, 2016).

The Stormwater Retention Volume (SWRv) is the volume of stormwater runoff that is required to be retained, post-development. It is calculated as shown in Equation 3.2 for the entire site and for each site drainage area (SDA). The SDA is defined as the area that drains to a single discharge point from the site or sheet flows from a single area of the site. A development site may have multiple SDAs and runoff coefficients.

Equation 3.2. Stormwater retention volume (SWRv) equation

$$SWRv = \frac{P \times [(Rv_I \times I) + (Rv_C \times C) + (Rv_N \times N)]}{12}$$

Where:

- SWRv = Volume required to be retained (cubic feet)
P = Depth of rainfall event for the designated watershed protection area (85th or 95th percentile rain event)
Rv_I = Runoff coefficient for impervious cover and BMP cover based on SCS hydrologic soil group (HSG) or soil type
I = Impervious cover surface area (square feet)
Rv_C = Runoff coefficient for compacted cover based on soil type
C = Compacted cover surface area (square feet)
Rv_N = Runoff coefficient for forest/open space based on soil type
N = Natural cover surface area (square feet)
12 = Conversion factor (inches to feet)

	Rv Coefficients			
	A soils	B Soils	C Soils	D Soils
Forest/Open Space (Rv _N)	0.020	0.030	0.040	0.050
Managed Turf (Rv _C)	0.15	0.20	0.22	0.25
Impervious Cover (Rv _I)	0.95	0.95	0.95	0.95
BMP	0.95	0.95	0.95	0.95

¹ Compliance Calculator instructions are found in Appendix G

For purposes of ~~determining~~calculating the SWRv, the surface area of a non-infiltrating BMP or its permanent pool shall not be calculated as part of the impervious cover. For purposes of determining pre-/ post development peak discharge rates, the surface area of a non-infiltrating BMP or its permanent pool shall be calculated as part of the impervious cover.

The Compliance Calculator in Appendix H uses best available pollutant removal efficiencies for total suspended solids, total nitrogen and fecal indicator bacteria. Use of the compliance calculator allows the designer to evaluate alternative designs to arrive at compliance with the runoff reduction and pollutant removal requirements and clearly summarize them for the Town of Bluffton plan reviewer. The compliance calculator output is a necessary submittal for a plan reviewer to evaluate selected BMPs to demonstrate compliance with the watershed protection area standards of this Manual.

3.8.1 Total Suspended Solids, Nutrients, & Bacteria *(no changes)*

3.8.2 Hydrologic & Hydraulic Analysis

In order to prevent an increase in the duration, frequency and magnitude of downstream overbank flooding and scouring, this Manual requires that enough stormwater detention be provided on a development site to control the post-development peak runoff discharge to the predevelopment runoff rates for the 2, 10, 25, 50 and 100 -year, 24-hour storm events, unless deemed detrimental through the 10% rule analysis. The capacity of the existing downstream receiving conveyance system for all off-site discharge points must be determined to be adequate. An analysis of the downstream conveyance capacity to accommodate the site’s post development 25- and 100-year, 24-hour peak flow shall be provided in the engineering report. Discharge to the public right-of-way of the SC State highway system shall comply with the SCDOT Requirements for Hydraulic Design Studies. Necessary upgrades within the public right-of-way due to inadequate capacity for the post-development 25-yr flow must be identified during the permit application process. ~~Upgrades to the downstream system to accommodate the 100-yr 24 hour flow must be considered through the MEP process outlined in Section 3.9.~~ Documentation supporting safe passage of the 100-yr post development flow to the downstream point where the detention or storage area comprises 10% of the total drainage area ~~and an analysis of the surrounding neighborhood area to identify any existing capacity shortfalls or drainage blockages~~ is required for plan approval. This analysis is called the 10% analysis rule in Section 3.8 of this Manual.

~~The recommended 2, 10, 25, 50 and 100-year, 24-hour storm event values from Appendix F of the South Carolina DHEC Storm Water Management BMP Handbook, July 31, 2005 for Beaufort and Jasper Counties are in Table 3.4².~~

~~Table 3.4. Rainfall depth (inches) for the Southern Lowcountry.~~

County	Return Period (years)				
	2	10	25	50	100
Beaufort	4.5	6.9	8.4	9.7	11.0
Jasper	4.2	6.4	7.8	9.0	10.2

² ~~Until SCHEC SCDES updates its Stormwater Management BMP Handbook rainfall table to the NOAA Atlas 14 values, the Southern Lowcountry region shall use the Handbook Appendix F rainfall table for 24-hour storm events.~~

In this Manual, Appendix I – General Design Criteria and Guidelines provides the acceptable methodologies and computer models for estimating runoff hydrographs before and after development, as well as design criteria for stormwater collection systems and land cover (Appendix R) designations. The following are the acceptable methodologies and computer models for estimating runoff hydrographs before and after development. These methods are used to predict the runoff response from given rainfall information and site surface characteristic conditions. The design storm frequencies used in all of the hydrologic engineering calculations will be based on design storms required in this Manual unless circumstances make consideration of another storm intensity criterion appropriate:

- Rational Method (limited to sites under 10 acres) Note: ~~DHECDES~~, nor this manual, allows the Rational Method when conducting analysis for stormwater being routed to/through BMP structures. However, it is allowed for culvert crossings with a drainage area of less than 10 acres.
- Urban Hydrology for Small Watersheds TR-55
- Storage-Indication Routing
- HEC-1, WinTR-55, TR-20, ICPR v3 or 4 and SWMM computer models

These methods are given as valid in principle and are applicable to most stormwater management design situations in the Southern Lowcountry.

The following conditions should be assumed when developing predevelopment, pre-project, and post-development hydrology, as applicable:

- The design storm duration shall be the 24-hour rainfall event, using the NRCS (SCS) Type III rainfall distribution with a maximum six-minute time increment.
- The rainfall intensity – duration – frequency curve shall be determined from the most recent version of the Hydrometeorological Design Studies Center's Precipitation Frequency Data Server (NOAA Atlas).
- The predeveloped, post development, and redevelopment peaking factor shall be 323.
- For new development sites the predeveloped condition shall be calculated as a composite CN based on the HSG and current land use conditions (NEH, 2004).
- For infill and redevelopment sites, the predeveloped condition shall be calculated as a composite CN based on the HSG and the land cover type (Appendix R) and hydrologic condition at the time of the project's initial submittal.
- Antecedent Runoff Condition (ARC) II is the average adjustment factor for calculations using TR-55. ARC III is to be used for wetter conditions such as areas that receive irrigation water harvested from stormwater ponds and for poorly drained soils.

Project designs must include supporting data and source information. All storm sewer systems shall be analyzed for both inlet and outlet control (including tailwater effects) by using the following:

- a. Equations and nomographs as shown in the Federal Highway Administration (FHWA) Hydraulic Design Services (HDS) publication No. 5.

- b. Computer programs that calculate the actual hydraulic grade line for the storm sewer system can be used, provided all losses (friction, bend, junction, etc.) are taken into account using the appropriate loss coefficient (K) values.
- c. Design tailwater condition elevation shall be supported by a reasonable resource and/or analysis.
- d. Allowable headwater. The allowable headwater of all culverts, pipe systems, open channels, bridges and roadway culverts shall be established following the SCDOT Requirements for Hydraulic Design Studies.

All culverts, pipe systems, and open channel flow systems shall be sized in accordance with the design criteria found in Appendix I – General Design Criteria and Guidelines ~~Hydrology and Hydraulics Design Requirements~~.

3.8.3 Maintenance Easements *(no changes)*

3.9 Extreme Flood Requirement: 10% Rule Protection

Flooding problem areas exist in many locations in the Southern Lowcountry to the point that stormwater infrastructure has become overwhelmed where controls were never adequately designed or installed to control runoff. The ability to maintain a system is also suspected to contribute to some of the frequent flooding. Acceptable means of determining the hydrology may include a variety of data sources including topographic survey, LiDAR data, and USGS quad maps. Acceptable means of determining runoff of the study area may include applicable methods previously identified in this manual, USGS regression equations (including Streamstats, if applicable), watershed lag method, and flows utilized in effective FEMA models. Hydraulic routing parameters such as channel geometry, pipe sizes, invert elevations, bridge dimensions, etc. may be obtained using topographic survey, field reconnaissance, or other methods acceptable to the Town of Bluffton.

Additional resources for this exercise may include Coastal Stormwater Supplement to the Georgia Stormwater Management Manual, Spreadsheet for the South Carolina Synthetic Unit Hydrograph Method. Attenuation patterns of other stormwater ponds in the contributing drainage area of the watershed should not be assumed without valid documentation.

The peak discharge generated by the 100-year, 24-hour storm event under post-development conditions is considered the extreme peak discharge. The intent of the extreme flood protection is to prevent flood damage from infrequent but large storm events, maintain the boundaries of the mapped 100-year floodplain, and protect the physical integrity of the best management practices as well as downstream stormwater and flood control facilities. The 100-yr flow is to be used in the routing of runoff through the drainage system and stormwater management facilities to determine the effects on the facilities, adjacent property, and downstream. Emergency spillways of best management practices should be designed appropriately to pass the resulting flows safely. Documentation supporting safe passage of the 100-year post-development flow shall be provided by the applicant/engineer.

Demonstration of safe passage of the 100-year, 24-hour storm shall include a stage /storage analysis of the system, an inflow/outflow comparison of the system, and construction of a table showing peak

stage elevations in comparison to finished floor elevations of adjacent buildings/structures/infrastructure. The table should also include peak stage and overtopping elevations of pipe/culvert crossings to determine if the crossing requires upgrades or the peak discharge rate will need to be limited to the capacity of the downstream system. Safe passage to the receiving water also requires that there be no additional downstream flooding or other environmental impacts (e.g., stream channel enlargement, degradation of habitat).

Individual single-family lots outside of an LCP, regardless of size, and individual lots within an LCP, subject to this Manual, are exempt from this requirement.

3.10 10% Rule

In order to prevent an increase in the duration, frequency and magnitude of downstream ~~extreme~~ flooding over existing conditions, an evaluation must be provided to include downstream analysis to the point where the project comprises 10% of the total contributing drainage area. ~~The 10%-rule evaluation must address existing conveyance system capacity and “pinch points” where a pipe/culvert would be overtopped and where the pipe/culvert will need to be upgraded or the peak discharge rate will need to be limited to the capacity of the downstream system.~~

The 10% rule recognizes the fact that a structural BMP control providing detention has a “zone of influence” downstream where its effectiveness can be felt. Beyond this zone of influence, the structural control becomes relatively small and insignificant compared to the runoff from the total drainage area at that point. Based on studies and master planning results from a large number of sites, that zone of influence is considered to be the point where the drainage area controlled by the detention or storage facility comprises 10% of the total drainage area. For example, if the drainage control drains 10 acres, the zone of influence ends at a point where the total drainage area is 100 acres or greater (ARC, 2016).

~~Demonstration of safe passage of the 100-year, 24-hour storm shall include a stage storage analysis of the system, an inflow/outflow comparison of the system, and construction of a table showing peak stage elevations in comparison to safe freeboards to structures of the system and adjacent buildings/structures/infrastructure. Safe passage to the receiving water also requires that there be no additional downstream flooding or other environmental impacts (e.g., stream channel enlargement, degradation of habitat).~~

Typical steps in the application of the 10% rule are:

1. Determine the target peak flow for the site for predevelopment conditions from the 10-, 25-, 50-, and 100-year storms.
2. Using a topographic map, determine the lower limit of the zone of influence (10% point) in the watershed.
3. Using a hydrologic model, determine the predevelopment peak flows and timing of those peaks at each tributary junction beginning at the pond outlet and ending at the next tributary junction beyond the 10% point.
4. Change land use on the site to post-development and rerun the model for the 10-, 25, 50-, and 100-year storms.

5. Design the structural control facility such that the 10-, 25-, 50-, and 100-year facility outflows do not increase the peak flows at the outlet and each tributary junction. ~~overbank flood protection (25-year) post-development flow is adequately conveyed to the lower limit of the zone of influence and the Extreme Flood (100-year) post-development flow does not impact any existing structures within the area of zone of influence. If the overbank flood protection (25-year) post-development~~ facility outflows do increase the peak flows at the outlet and each tributary junction ~~is not adequately conveyed to the lower limit of the zone of influence and/or Extreme Flood (100-year) post-development flow is shown to impact any structure, the structural control facility must be redesigned or one of the following options considered:~~
- Work with the Town of Bluffton to reduce the flow elevation through channel or flow conveyance structure improvements downstream.
 - Obtain a flow easement from downstream property owners to the 10% point.
 - Request a detention waiver from Town of Bluffton. This waiver would be for water quantity control only and best management practices to achieve water quality goals will still be required.

Individual single-family lots outside of an LCP, regardless of size, and individual lots within an LCP, subject to this Manual, are exempt from this requirement.

3.11 Maximum Extent Practicable

Maximum extent practicable (MEP) is the language of the Clean Water Act that sets the standards to evaluate efforts pursued to achieve pollution reduction to the Waters of the United States. The MEP refers to management practices; control techniques; and system, design, and engineering methods for the control of pollutants. It allows for considerations of public health risks, societal concerns, and social benefits, along with the gravity of the problem and the technical feasibility of solutions. The MEP for stormwater management is achieved, in part, through a process of selecting and implementing different design options with various structural and non-structural stormwater best management practices (BMPs), where ineffective BMP options may be rejected, and replaced when more effective BMP options are found (DOEE, 2019).

The Owner/Applicant must be aware that the first priority for the proposed development is to meet the required stormwater retention volume (SWRv) and peak flow requirements according to the Southern Lowcountry Stormwater Design Manual. Meeting the SWRv and peak flow requirements is attainable on any site depending on a number of factors including percent of proposed impervious area and green space conserved and/or provided. The proposed development site may have constraints or limitations that prevent Design Manual requirements from being met. It is for these projects that the MEP evaluation and waiver consideration will be required. Several site and stormwater design iterations may be necessary to ensure that Maximum Extent Practicable is achieved.

Through application of stormwater best management practices on site and/or at an off-site property within the same stormwater drainage catchment, land development projects should be able to comply with the Southern Lowcountry Stormwater Design Manual. It is the applicant's responsibility to demonstrate to the greatest extent that the requirements of this Manual can be met for the proposed development. The applicant must fully demonstrate that the requirements of the Manual are not possible or feasible before entering into a MEP analysis, and only after the concurrence of the Town of

Bluffton based on the project submittals, documentation and discussions. The Owner/applicant must realize that if the requirements of the Manual cannot be met, the site may not be conducive for development, as proposed, in the interest of public safety and welfare.

This evaluation is intended to be evaluated, considered and presented ~~during the concept review stage~~ as part of the Stormwater Management Plan submittal for the proposed development.

- 1) Present a SWMP for the proposed development that meets stormwater retention volume (SWRv), and peak flow requirements for channel and extreme flood protection for the proposed development and identify the reasons that this plan cannot be implemented.
- 2) Demonstrate why SWRv cannot be achieved by a reduction of impervious and disturbed area and/or increase in green space area on site.
- 3) Demonstrate how Better Site Design (BSD) has been implemented to the maximum extent practicable or document site restrictions that prevent BSD application.
 - a. What efforts have been made to reduce impervious cover in the project limits of disturbance?
 - b. ~~Are~~ What natural assets, such as forests, wetlands, and areas of environmental or archaeological significance, are protected or conserved within the Development? Provide the cumulative acreage of land cover within the development that is protected.
 - c. ~~Is stream restoration considered?~~
 - d. Are structural and non-structural BMPs used in this project? Provide a completed compliance calculator showing structural and non-structural BMPs used.
- 4) List site restrictions that prevent or otherwise limit effective use of stormwater BMPs, retention of the SWRv and/or meeting the required peak discharge limits.
- 5) Provide SWRv and Pollutant Load reductions (via the compliance calculator) for alternatives analyzed as compared to pollutant load reductions for full SWRv.
- ~~6) What site limitations prevent retention of the SWRv or meeting the required peak discharge limits?~~
- 6) Is there off-site opportunity and capacity in the same drainage catchment to meet the volume/peak flow and/or SWRv requirements for the site's contributing drainage area(s)?
- 7) Do the publicly maintained stormwater drainage system and/or existing natural drainage courses have sufficient capacity for the development site's extreme flood peak flow?
- ~~9) Develop a cost versus aggregated stormwater retention volume achieved curve for the site's contributing drainage area (e.g. cost vs. % SWRv met). A minimum of five cost points with various BMP iterations/%SWRv met are necessary for the curve. One of the cost points shall be for 100% of the SWRv. If it's available, off-site capacity cost may be included in your evaluation. Identify the inflection point of the cost curve to select the optimal solution where increased cost does not result in increased effectiveness. What is the projected cost to meet the SWRv with filtering BMPs with underdrains and green roofs? What alternatives have been considered to reduce impervious and disturbed area and/or increase green space area on site.~~
- 8) The optimum aggregated maximum extent practicable retention value and BMP selection and size analysis must be submitted as a part of the stormwater management plan for the project.
- 9) Offsite stormwater volume retention credit or fee-in-lieu documents will be required for project completion.

The MEP submittal must provide documentable evidence of the process the applicant has performed that demonstrates the restrictions to the use and implementation of BMPs to meet the requirements of this Manual in whole or in part.

3.12 Off-Site Stormwater Management *(no changes)*

3.13 Fee-in-Lieu

Fee-in-lieu (FIL) is, as the name suggests, a program that allows developers to pay a FIL if they cannot meet the SWRv requirement on their site whereby a developer can purchase units of SWRv for the needed volume through a monetary contribution to the FIL program. where an entity with the responsibility of managing stormwater runoff pays a fee in lieu of physically managing and maintaining stormwater on site or off site. Based on the cost of treatment, long term maintenance/repair/replacement and inspection costs, a representative cost of treating stormwater can be established, and that money can go to larger scale and more efficient practices being implemented (ARC, 2016). The developer provides a fee When a development project cannot accommodate the SWRv due to on-site constraints identified in the approved MEP analysis, that developer could opt to pay fee-in-lieu to the Town of Bluffton (or its assigned entity) for the shortfall of required SWRv according to the established FIL fee schedule. The money collected through FIL payments would then be used by the Town to install green infrastructure practices (water quality BMPs) or for other qualified uses per the site selection criteria and hierarchy that is outlined in Section 3.13.3. In general, the goal is to install water quality BMP practices or fund other qualified uses that protect water quality within the same HUC-12 watershed as the original project by water quality BMP installation/treatment of at least the same amount of stormwater runoff that is not feasible to manage on-site or to create a conservation area that protects a qualified natural resource that would otherwise require the same SWRv treatment if developed. This approach allows for more flexibility in siting BMPs where soils and watershed characteristics are more appropriate for green infrastructure practices or creating conservation areas, while still achieving the goal of treating the water quality volume from the 95th percentile event (1.95-inch event) for any new development or redevelopment project. that will help cover cost of installation and long-term operation and maintenance of the stormwater practice. A fee-in-lieu program can be administered through the Town of Bluffton, a public/private initiative, or a private bank. Any fee in lieu program must have an Enterprise Fund and ability to oversee construction activities (e.g. programs managed by the Town of Bluffton) or be able to collect fees and dedicate those funds to stormwater related projects. In-lieu fees typically need to cover higher municipal prevailing wage and public bidding costs. The off-site mitigation practices must be implemented in the same HUC-12 watershed as the original project (or more restrictive limits, at the discretion of the Town of Bluffton). Therefore, careful accounting must take place to ensure that each site using off-site mitigation to meet pollutant removal requirements has corresponding off-site controls in the same watershed (CWP, 2012).

3.13.1 Unit of Measure

Fee-in-lieu payment is based and equal to a unit of SWRv in cubic feet or designating a conservation area/easement area that protects a qualified natural resource that would otherwise require the same SWRv treatment if developed.

3.13.2 Unit Cost

The monetary value for a unit of SWRv is based on the current and typical costs for the land as well as associated costs for design, construction, construction management, Town program management, post-construction inspection, and ongoing maintenance of water quality BMP practices. The SWRv FIL rate can

be found in the Town’s Master Fee Schedule, under Section VII “Stormwater Management Fees”, allowing for annual review and updates as needed based on the Consumer Price Index (CPI) or based on updated information regarding the cost of water quality BMP construction and maintenance, changes in the construction industry, availability of supplies, etc. If the developer and/or private property owner take responsibility for maintaining the BMP or provide land, then the associated cost for a unit of SWRv could be lessened accordingly.

3.13.3 Qualified Uses of Fund, Eligible Projects

The Stormwater FIL Program may be supplemented by other funding sources, such as SWU fees or grants, if the Town requires additional revenue to fund program activities. However, the funds collected from the sale of SWRv units via the FIL program are only eligible for certain uses, including:

1. The construction and maintenance of Impervious Restoration Program water quality BMPs by the Town
2. Purchase of land for increased conservation areas, application of Better Site Design to the approved Master Plan, buffers, undisturbed open space, and natural resource of significance areas
3. Purchase of development rights

Impervious Restoration Program water quality BMPs that are currently available and eligible for implementation using FIL Program funds, as well as any special conditions, include:

- Bioretention
- Permeable Pavement
 - Only Town of Bluffton approved permeable pavers with adequate subsurface storage
- Infiltration Practice
- Rainwater Harvesting
 - Requires verification of no groundwater influence and an operation and maintenance plan
- Tree Planting and Preservation
- Proprietary Practices
 - Upon Town of Bluffton review and approval
- Permanent Conservation/Easement Areas of Qualified Natural Resources
 - Where features protected and not disturbed by development process are recorded in conservation areas or easements that are in addition to other required protections from Federal, State, County, and Town agencies/requirements/restrictions.

Water Quality BMPs or other mitigation measures to protect water quality that are built or purchased with FIL Program funds should be installed in the same major drainage basin as the site for which the fee was assessed so that the “balance” of SWRv units is not negative and resulting in a cumulative impact to water quality in the basin. This includes eight major basins within the Town of Bluffton municipal limits.

The May River watershed is divided into five major basins, where the first four are identified in the “2020 May River Watershed Action Plan Update and Modeling Report.” If no projects are immediately available in one of these major basins, an adjacent major basin in the May River watershed can be targeted.

1. Stoney Creek
2. Rose Dhu Creek

3. Duck Pond
4. Palmetto Bluff
5. Old Town

The remainder of the municipal town limits are divided into the following three major basins based on other watershed boundaries. If no projects are immediately available in one of these major basins, only Okatie River and Colleton River can be pursued for alternative project locations.

1. New River (west and south of May River watershed)
2. Okatie River (north central)
3. Colleton River (northeastern corner, remainder that is north of May River but east of Okatie River)

3.13.4 Long-Term Operations and Maintenance

A “Permanent Stormwater Facility Maintenance and Responsibility Agreement” (Appendix O) is needed for any stormwater BMP installed as part of the FIL program to ensure continued function of the BMP. BMPs installed as part of the FIL program must adhere to requirements of Section 2.4.2 of this Manual and are subject to the Stormwater Post-Construction Ordinance (Appendix A).

If the property owner removes the BMP, they will be required to offset the SWRv units elsewhere on their site or purchase new SWRv units to offset the ones from the removed practice.

3.14 Detention Waivers

Individuals seeking a detention waiver from the requirements of the Town of Bluffton UDO and this Design Manual may submit to the Town of Bluffton UDO Administrator a request for a waiver in accordance with the Southern Lowcountry Stormwater Design Manual.

(1) Request of a Waiver at Staff Level

A written request for a waiver is required and shall state the specific waiver sought and the reasons, with supporting data, a waiver should be granted. The request shall include all information necessary to evaluate the proposed waiver. Requests must outline the need for such a waiver. Cost shall not be considered cause for a waiver. The applicant will address the criteria below for consideration of a waiver approval:

- a. What exceptional circumstances to the site are evident that on-site or off-site stormwater management requirements cannot be met?
- b. What unnecessary hardship is being caused?
- c. How will denial of the waiver be inconsistent with the intent of the Ordinance?
- d. How will granting the waiver comply with the intent of the Ordinance?
- e. How are state and federal regulations still being met?

(2) Review of Waivers

The Town of Bluffton UDO Administrator will conduct a review of the request and will issue a decision within thirty (30) working days of receiving the request.

(3) Fee-in-Lieu Requirement

- a. ~~If a Waiver is granted, the applicant must submit a fee in lieu of meeting stormwater requirements as determined by the Town of Bluffton for regional stormwater projects.~~

(3) Appeal of Decision

Any person aggrieved by the decision of the UDO Administrator concerning a waiver request may appeal such decision in accordance with the Town of Bluffton established process.

3.15 **References** *(no changes)*

Chapter 4. Stormwater Best Management Practices (BMPs)

4.1 Standard Stormwater BMP Design Sections

This chapter summarizes and outlines performance criteria for 13 stormwater best management practice (BMP) categories that include:

- Bioretention
- Permeable Pavements
- Infiltration
- Green Roofs
- Rainwater Harvesting
- Impervious Surface Disconnection
- Open Channel Systems
- Filtering Systems
- Storage Practices
- Ponds
- Stormwater Wetlands
- Tree Planting and Preservation
- Proprietary Practices

Following these criteria is the criteria to credit for stormwater benefit the use of conservation areas and open space preservation.

Additional detailed information on many aspects of BMP design is found in Appendix M – References and Resources of this Manual. These resources may be useful for those looking to develop greater understanding of individual BMPs or stormwater design in general. Recommendations in these resources may be used to inform BMP designs; however, where conflicts occur between these resources and the Manual, the requirements of the Manual prevail.

4.1.1 Format of Standard Stormwater BMP Design Sections *(no changes)*

4.1.2 Standard Nomenclature

In this chapter, and throughout the ~~guidebook~~ **Manual**, the terms, *must* or *shall*, denote required aspects of BMPs or their design and implementation. The term, *should*, denotes a recommendation, however, justification may be necessary for design or implementation that does not correspond to certain recommendations.

4.2 Summary of BMP Stormwater Management Capabilities, Site Applicability, & Physical Feasibility

Stormwater management requirements for a given site vary based on the site's location, and minimum control requirements discussed in detail in Section 3.5.

4.2.1 Stormwater Retention & Water Quality Treatment *(no changes)*

4.2.2 Site Applicability *(no changes)*

4.2.3 Site Conditions & Physical Feasibility

While some BMPs can be applied almost anywhere, others require specific conditions to be most effective. Physical feasibility refers to the physical site conditions necessary to effectively design and install a BMP. Table 4.2 includes the feasibility factors listed below.

- **Contributing Drainage Area (CDA):** Volume of water received by a practice can affect BMP performance. This column indicates the contributing drainage areas that typically apply for each BMP.
- **Slope:** This column describes the influence that site slope can have on the performance of the BMP. It indicates the maximum slope on which the BMP should be installed.
- **Minimum Head:** This column provides an estimate of the minimum amount of elevation difference needed within the BMP, from the inflow to the outflow, to allow for gravity operation.
- **Minimum Depth to Seasonal High Water Table:** This column indicates the minimum distance that should be provided between the bottom of the stormwater management practice and the top of the water table.
- **Soils:** This column describes the influence that the underlying soils (i.e., hydrologic soil groups) can have on the performance of the stormwater management practice.

Infiltration rates modeled in hydrologic and hydraulic computations must be verified by a licensed professional (geotechnical engineer or soil scientist).

Table 4.2. Feasibility limitations for BMPs.

BMP	Contributing Drainage Area	Slope	Minimum Head	Minimum Depth to Water Table	Soils
Bioretention	Up to 2.5 acres	Up to 5% ²	4 - 5 feet	0.5 feet	All soils ³
Permeable Pavement	Up to 5 times the practice surface area	Up to 5%	1 – 4 feet	0.5 feet	All soils ³
Infiltration	Up to 2 acres	Up to 6% ²	2 feet	0.5 feet	Must drain within 72 hours
Green Roof	Green roof area + 100%	Up to 30% ⁴	N/A	N/A	N/A
Rainwater Harvesting	No limit	No limit	N/A	N/A	N/A
Disconnection	Up to 1,000 ft ² per downspout	Up to 5%	N/A	N/A	All soils
Open Channels	Up to 2.5 acres	Up to 4% ²	Varies	Varies	All soils
Filtration	Up to 5 acres	Up to 6%	2 – 10 feet	0.5 feet	All soils
Storage Practices	Varies	No limit	5 feet	0.5 feet	All soils
Ponds	Greater than 10 acres ¹	Up to 15%	6 – 8 feet	No limit	Slow-draining soils preferred

Stormwater Wetlands	Varies	Up to 8% ²	2 – 4 feet	No limit	Slow-draining soils preferred
<div>¹ CDA can be smaller if practice intersects the water table.</div> <div>² Check dams may be necessary to create sufficient ponding volume.</div> <div>³ Slow-draining soils (< 0.5"/hr.) may require an underdrain and designed to drain within 48 hr.</div> <div>⁴ Roof slope.</div>					

Irrigation from ponds is not included as a specific best management practice in this *Manual* but is included as Rainwater Harvesting (§4.5). Requirements and guidance for irrigation use of retained stormwater have been included in Hydrologic and Hydraulic Analysis (ARC requirements in §3.7.2); Ponds (§4.10); and Rainwater Harvesting Treatment and Management Requirements (Appendix J). The Rainwater Harvesting Calculator in Appendix K will be used to determine the SWRv credit for ponds used for irrigation, and then these ponds are entered in the Compliance Calculator in Appendix H as rainwater harvesting. Instructions for these entries [in the Compliance Calculator](#) are included in Appendix G Compliance Calculator Instructions.

4.3 Bioretention

Bioretention				
Definition: Practices that capture and store stormwater runoff and pass it through a filter bed of engineered filter media composed of sand, soil, and organic matter. Filtered runoff may be collected and returned to the conveyance system or allowed to infiltrate into the soil.				
Site Applicability		BMP Performance Summary		
Land Uses	Required Footprint	WQ Improvement: Moderate to High		
<ul style="list-style-type: none">▪ Urban▪ Suburban▪ Rural	Small to Large	TSS ¹	Total N ¹ ,	Bacteria ^{1,2}
		85%–100%	75%–100%	80%–100%
		Runoff Reduction		
Construction Costs	Maintenance Burden	Volume		
Moderate	Moderate	High		
Maintenance Frequency:		SWRv		
Routine	Non-Routine	No Underdrain	IWS	Standard
Quarterly	Every 2–3 years	100% of Sv	75% of Sv	60%
Advantages/Benefits		Disadvantages/Limitation		
<ul style="list-style-type: none">▪ Easily incorporated into new development▪ High community acceptance▪ Good for small, highly paved drainage areas (i.e. parking lots)		<ul style="list-style-type: none">▪ Maximum CDA is 1 to 2.5 acres▪ Requires pretreatment to prevent clogging▪ Requires detailed landscape planning▪ Not appropriate for steep slopes		
Components		Design considerations		
<ul style="list-style-type: none">▪ Pretreatment▪ Conveyance system▪ Ponding area▪ Soils/Filter Media/Mulch▪ Observation Well/Monitoring Port▪ Plants		<ul style="list-style-type: none">▪ Maximum ponding depth 18 inches▪ Minimum filter media bed depth 18 inches▪ Depth to seasonal high water table must be at least 6 inches below bottom of practice▪ Underdrain system needed if ex soil infiltration rate < 0.5"/hr		
Maintenance Activities				
<ul style="list-style-type: none">▪ Mow turf cover periodically▪ Replace mulch as needed to maintain depth of mulch		<ul style="list-style-type: none">▪ Replace plant material, as needed▪ Replace soil if it becomes clogged▪ Clean conveyance system(s)		

¹Credited pollutant load removal

²In order to receive the full credit for bacteria removal a minimum media depth of 24" is required.

Bioretention areas, shallow depressional areas that are filled with an engineered soil media and are planted with trees, shrubs, and other herbaceous vegetation, are one of the most effective stormwater management practices that can be used to reduce post-construction stormwater runoff rates, volumes, and pollutant loads. They also provide a number of other benefits, including improved aesthetics, wildlife habitat, urban heat island mitigation, and improved air quality. See Figure 4.1 for an example image.

They are designed to capture and temporarily store stormwater runoff in the engineered soil media, where it is subjected to the hydrologic processes of evaporation and transpiration, before being conveyed back into the storm drain system through an underdrain or allowed to infiltrate into the surrounding soils. The engineered soil media is comprised of sand, soil, and organic matter.

Typically, bioretention systems are not designed to provide stormwater detention of larger storms (e.g., 2-, 10-, 25-year), but in some circumstances that may be possible. Bioretention practices should generally be combined with a separate facility to provide those controls.



Figure 4.1. Bioretention in parking lot (photo credit: Center for Watershed Protection, Inc.).

Definition. *(no changes)*

4.3.1 Bioretention Feasibility Criteria

Bioretention can be applied in most soils or topography, since runoff simply percolates through an engineered soil bed and is infiltrated or returned to the stormwater system via an underdrain. Key constraints with bioretention include the following:

Required Space *(no changes)*

Site Topography *(no changes)*

Available Hydraulic Head *(no changes)*

Water Table

~~For bioretention to function at its best, the entire B~~bioretention ~~area must~~should be separated from the water table to ensure that groundwater does not intersect with the stone layer or filter bed and limit the bioretention's functional storage volume. ~~Mixing can lead to possible groundwater contamination or failure of the bioretention facility.~~ To fully utilize a bioretention area and count its entire design storage volume, ~~A~~a separation distance of no less than 0.5 feet of the seasonally high groundwater table cannot be included in the volume calculations. Where this is not possible, portions of the practice below or within 0.5 feet of the seasonally high groundwater table cannot be included in the volume calculations. Bioretention areas that intersect the groundwater table and include an underdrain must be installed with an internal water storage design (see Internal Water Storage in Section 4.3.4 Bioretention Design Criteria) so that the underdrain system discharges above the groundwater level. In all cases, at least 12 inches of filter media must be located above the seasonally high groundwater table.

Tidal Impacts *(no changes)*

Soils and Underdrains

Soil conditions do not typically constrain the use of bioretention, although they do determine whether an underdrain is needed. Underdrains shall be required if the measured permeability of the underlying soils is less than 0.5 inches per hour. When designing a bioretention practice, designers must verify soil permeability by using the on-site soil investigation methods provided in Appendix B for Geotechnical Information Requirements for Underground BMPs. Impermeable soils will require an underdrain.

~~For fill soil locations, g~~Geotechnical investigations are required to support modeled infiltration rates and determine if it is necessary to use an impermeable liner and /or underdrain.

Contributing Drainage Area *(no changes)*

Pollutant Hotspot Land Uses *(no changes)*

No Irrigation or Baseflow *(no changes)*

Setbacks *(no changes)*

Proximity to Utilities *(no changes)*

Minimizing External Impacts *(no changes)*

Economic Considerations *(no changes)*

4.3.2 Bioretention Conveyance Criteria *(no changes)*

4.3.3 Bioretention Pretreatment Criteria *(no changes)*

4.3.4 Bioretention Design Criteria *(no changes)*

Design Geometry *(no changes)*

Inlets and Energy Dissipation *(no changes)*

Ponding Depth *(no changes)*

Side Slopes *(no changes)*

Filter Media

The filter media of a bioretention practice consists of either in-situ soils which meet infiltration criteria specified above or an engineered soil mixture that has been carefully blended to create a filter media that maintains long-term permeability while also providing enough nutrients to support plant growth. The final filter media shall consist of a well-blended mixture of medium to coarse **sand, loam soil**, and an **organic amendment** (compost). The sand maintains the desired permeability of the media while the limited amount of loam soil and organic amendments are considered adequate to help support initial plant growth. It is anticipated that the gradual increase of organic material through natural processes will continue to support plant growth without the need to add fertilizer, and the root structure of maturing plants and the biological activity of the media will maintain sufficient long-term permeability.

The following is the recommended composition of the three media ingredients:

- **Sand (Fine Aggregate).** *(no changes)*
- **Loam Soil.** *(no changes)*
- **Organic Amendments.** *(no changes)*

Complete Filter Media *(no changes)*

Filter Media Depth *(no changes)*

Surface Cover *(no changes)*

Choking Layer *(no changes)*

Geotextile

If the available head is limited, or the depth of the practice is a concern, geotextile fabric may be used in place of the choking layer, but is not recommended unless design considerations govern. An appropriate geotextile fabric that complies with the latest edition of AASHTO M-288 Class 2 requirements and has a permeability of at least an order of magnitude (i.e., 10 times) higher than the soil subgrade permeability must be used. Geotextile fabric may be used on the sides and bottom of bioretention areas as well, particularly when bioretention is placed in silt/clay soils where fine particles could impact the filter media.

Underdrains *(no changes)*

Internal Water Storage (IWS) *(no changes)*

Observation Wells *(no changes)*

Underground Storage Layer (optional) *(no changes)*

Impermeable Liner (optional) *(no changes)*

Material Specifications

Recommended material specifications for bioretention areas are shown in Table 4.6. Bioretention material specifications.

Table 4.6. Bioretention material specifications.

Material	Specification	Notes
Filter Media	<ul style="list-style-type: none"> See Table 4.5 and Table 4.6 	Minimum depth of 24 inches (18 inches for standard design). To account for settling/compaction, it is recommended that 110% of the plan volume be utilized.
Mulch Layer	Use aged, shredded hardwood bark mulch	Lay a 2- to 3-inch layer on the surface of the filter bed.
Alternative Surface Cover	Use river stone or pea gravel, coir and jute matting, or turf cover.	Lay a 2- to 3-inch layer of to suppress weed growth.
Topsoil for Turf Cover	Loamy sand or sandy loam texture, with less than 5% clay content, pH corrected to between 6 and 7, and an organic matter content of at least 2%.	3-inch tilled into surface layer.
Geotextile or Choking Layer	An appropriate geotextile fabric that complies with AASHTO M-288 Class 2, latest edition, requirements and has a permeability of at least an order of magnitude (10 times) higher than the soil subgrade permeability must be used	Can use in place of the choking layer where the depth of the practice is limited. Geotextile fabric may be used on the sides and bottom of bioretention areas as well.
	Lay a 2- to 4-inch layer of choker stone (e.g., typically No.8 or No.89 washed gravel) over the underdrain stone.	
Underdrain Stone	1-inch diameter stone must be double-washed and clean and free of all fines (e.g., ASTM D448 No. 57 or smaller stone).	At least 2 inches above and below the underdrain.
Storage Layer (optional)	To increase storage for larger storm events, chambers, perforated pipe, stone, or other acceptable material can be incorporated below the filter media layer.	
Impermeable Liner (optional)	Where appropriate, use a PVC Geomembrane liner or equivalent material of an appropriate thickness.	
Underdrains, Cleanouts, and Observation Wells	Use 4- or 6-inch rigid schedule 40 PVC pipe, or equivalent corrugated HDPE for small bioretention BMPs, with three or four rows of 3/8-inch perforations at 6 inches on center. Multiple underdrains may be necessary for bioretention areas wider than 40 feet, and each underdrain is recommended to be located no more than 20 feet from the next pipe or the edge of the bioretention.	Lay the perforated pipe under the length of the bioretention cell and install non-perforated pipe as needed to connect with the storm drain system or to daylight in a stabilized conveyance. Install T's and Y's as needed, depending on the underdrain configuration. Extend cleanout pipes to the surface of ponding.
Plant Materials	See Section 4.3.5 Bioretention Landscaping Criteria	Establish plant materials as specified in the landscaping plan and the recommended plant list.

Signage *(no changes)***Specific Design Issues for Streetscape Bioretention (B-2)** *(no changes)***Specific Design Issues for Engineered Tree Boxes (B-3)** *(no changes)***Specific Design Issues for Stormwater Planters (B-4)** *(no changes)*

Specific Design Issues for Residential Rain Gardens (B-5) *(no changes)*

BMP Sizing *(no changes)*

4.3.5 Bioretention Landscaping Criteria *(no changes)*

4.3.6 Bioretention Construction Sequence *(no changes)*

4.3.7 Bioretention Maintenance Criteria *(no changes)*

4.3.8 Bioretention Stormwater Compliance Calculations *(no changes)*

4.3.9 References *(no changes)*

4.4 Permeable Pavement Systems

Permeable Pavement Systems				
Definition: Paving systems that capture and temporarily store the SWRv by filtering runoff through voids in an alternative pavement surface into an underlying stone reservoir. Filtered runoff may be collected and returned to the conveyance system or allowed to partially (or fully) infiltrate into the soil.				
Site Applicability		BMP Performance Summary		
Land Uses	Required Footprint	WQ Improvement: Moderate to High		
<ul style="list-style-type: none">▪ Urban▪ Suburban▪ Rural	Small	TSS ¹	Total N ¹	Bacteria ¹
		80-100%	45-100%	30-100%
		Runoff Reduction		
Construction Costs	Maintenance Burden	Volume		
High	High	Moderate		
Maintenance Frequency:		SWRv		
Routine	Non-Routine	Standard Design	Enhanced Design	
2-4 times per year	Every 2-3 years	30%	100%	
Advantages/Benefits		Disadvantages/Limitation		
<ul style="list-style-type: none">▪ Reduces runoff volume, attenuates peak runoff rate and outflow▪ Reduces slick surfaces during rain▪ Water quality enhancement from filtration of stormwater		<ul style="list-style-type: none">▪ Sediment-laden runoff can clog pervious pavement, causing it to fail▪ Incorrect installation practices can clog pores		
Components		Design considerations		
<ul style="list-style-type: none">▪ Open graded pavement mix or pavers with open surfaces▪ Bedding course▪ Open-graded base material▪ Underdrain (where required)▪ Subgrade with minimal compaction		<ul style="list-style-type: none">▪ Same basic considerations as any paved area▪ Infiltration rate of native soil of < 0.5 in./hr determines need for underdrain▪ Depth to seasonal high water table must be at least 6 inches below bottom of practice▪ Not appropriate for heavy or high traffic areas▪ Accessibility, aesthetics, maintainability		
Installation Considerations		Maintenance Activities		
<ul style="list-style-type: none">▪ Proper construction sequencing and installation is crucial to ensure proper functioning▪ Subgrade cannot be overly compacted		<ul style="list-style-type: none">▪ Vacuum or jet wash to increase pavement life and avoid clogging▪ Ensure that contributing area is clear of debris and sediment.		

¹Credited pollutant load removal

Permeable pavement systems represent alternative paving surfaces that capture and temporarily store the design volume by filtering runoff through voids in the pavement surface into an underlying stone reservoir (see Figure 4.11). Filtered runoff may be collected and returned to the conveyance system, or it may be allowed to infiltrate into the soil. Permeable pavement systems may also provide stormwater detention of larger storms (e.g., 2- to 25-year).

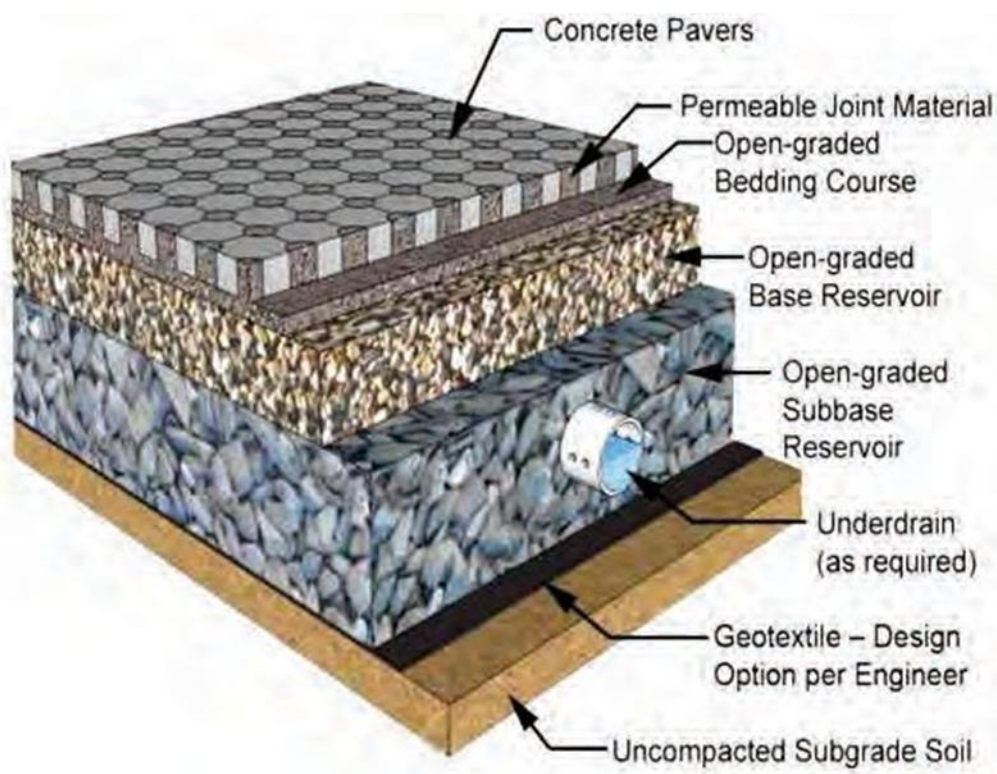


Figure 4.11. Cross-section of permeable pavement (source: ICPI).

Definition *(no changes)*

Porous Asphalt *(no changes)*

Pervious Concrete *(no changes)*

Permeable Pavers

Permeable pavers (PP) are solid structural units (e.g., blocks, bricks) that are **designed and** installed in a way that provides regularly spaced openings through which stormwater runoff can rapidly pass through the pavement surface and into the underlying stone reservoir. The regularly spaced openings, which generally make up between 8% and 20% of the total pavement surface, are typically filled with pea gravel (i.e., ASTM D 448 Size No. 8, 3/8 inch to 1/8 inch). Typical PP systems consist of the pavers, a 1.5- to 3-inch thick fine gravel bedding layer and an underlying stone reservoir.

Design Configurations *(no changes)*

4.4.1 Permeable Pavement Feasibility Criteria *(no changes)*

4.4.2 Permeable Pavement Conveyance Criteria *(no changes)*

4.4.3 Permeable Pavement Pretreatment Criteria *(no changes)*

4.4.4 Permeable Pavement Design Criteria *(no changes)*

Type of Surface Pavement *(no changes)*

Pavement Bottom Slope *(no changes)*

Internal Geometry and Drawdowns *(no changes)*

Reservoir Layer *(no changes)*

Underdrains *(no changes)*

Observation Wells

All permeable pavement practices must include **at least one** observation well, **per system**. The observation well is used to observe the rate of drawdown within the reservoir layer following a storm event and to facilitate periodic inspection and maintenance. The observation well should consist of a well-anchored, perforated 4- to 6-inch diameter PVC pipe. There should be no perforation within 1 foot of the surface. If the permeable pavement has an underdrain, tie the observation well into any Ts or Ys in the underdrain system. The observation well should extend vertically to the bottom of the reservoir layer and extend upwards to be flush with the surface (or just under pavers) with a lockable cap.

Infiltration Sump (optional, required for enhanced designs with an underdrain) *(no changes)*

Filter Layer (optional) *(no changes)*

Geotextile (optional) *(no changes)*

Material Specifications

Permeable pavement material specifications vary according to the specific pavement product selected. A general comparison of different permeable pavements is provided in Table 4.13, but designers should consult manufacturer’s technical specifications for specific criteria and guidance. Table 4.14 provides general material specifications for the component structures installed beneath the permeable pavement. Note that the size of stone materials used in the reservoir and filter layers may differ depending on the type of surface material.

Table 4.13. Permeable pavement specifications for a variety of typical surface materials.

Material	Specification	Notes
Permeable Pavers (PP)	Void content, thickness, and compressive strength vary based on type and manufacturer Open void fill media: aggregate, topsoil and grass, coarse sand, etc.	Pavers must be designed specifically to be permeable. Reservoir layer required to support the structural load.
Pervious Concrete (PC)	Void content: 15–20% Thickness: Typically 4–8 inches Compressive strength: 2.8–28 MPa Open void fill media: None	May not require a reservoir layer to support the structural load, but a layer may be included to increase the storage or infiltration. Requires certified supplier and installer.
Porous Asphalt (PA)	Void content: 15–20% Thickness: Typically 3–7 inches (depending on traffic load) Open void fill media: None	Reservoir layer required to support the structural load. Requires certified supplier and installer.

Table 4.14. *(no changes)*

Permeable Pavement Sizing *(no changes)***Structural Design** *(no changes)***Detention Storage Design** *(no changes)***4.4.5 Permeable Pavement Landscaping Criteria** *(no changes)***4.4.6 Permeable Pavement Construction Sequence** *(no changes)***Soil Erosion and Sediment Controls** *(no changes)***Permeable Pavement Installation** *(no changes)***1.-9.** *(no changes)***10. Installation of Porous Asphalt**

The following has been excerpted from various documents, most notably Jackson (2007):

- Install porous asphalt pavement similarly to regular asphalt pavement. The pavement should be laid in a single lift over the filter course. The laying temperature should be between 230°F and 260°F, with a minimum air temperature of 50°F, to ensure the surface does not stiffen before compaction.
- Complete compaction of the surface course when the surface is cool enough to resist a 10-ton roller. One or two passes of the roller are required for proper compaction. More rolling could cause a reduction in the porosity of the pavement.
- The mixing plant must provide certification of the aggregate mix, abrasion loss factor, and asphalt content in the mix. Test the asphalt mix for its resistance to stripping by water using ASTM D1664. If the estimated coating area is not above 95%, additional anti-stripping agents must be added to the mix.
- Transport the mix to the site in a clean vehicle with smooth dump beds sprayed with a non-petroleum release agent. The mix shall be covered during transportation to control cooling.
- Test the full permeability of the pavement surface by performing ASTM test C1701, Standard Test Method for Infiltration Rate of In Place Pervious Concrete in at least three (3) locations spaced evenly throughout the pavement area. ~~application of clean water at a rate of at least 5 gallons per minute over the entire surface. All water must infiltrate directly, without puddle formation or surface runoff.~~
- Inspect the facility 18 to 30 hours after a significant rainfall (0.5 inch or greater) or artificial flooding to determine if the facility is draining properly.

11. Pervious Concrete Installation

The basic installation sequence for pervious concrete is outlined by the National Ready Mixed Concrete Association (NRMCA; NRMCA, 2004). Concrete installers are required to be certified by a recognized pervious concrete installers training program, such as the Pervious Concrete Contractor Certification Program offered by the NRMCA. The basic installation procedure is as follows:

- Drive the concrete truck as close to the project site as possible.

- Water the underlying aggregate (reservoir layer) before the concrete is placed, so the aggregate does not draw moisture from the freshly laid pervious concrete.
- After the concrete is placed, approximately 3/8 to 1/2 inches is struck off, using a vibratory screed. This is to allow for compaction of the concrete pavement.
- Compact the pavement with a steel pipe roller. Care should be taken to ensure over-compaction does not occur.
- Cut joints for the concrete to a depth of 1/4 inch.
- The curing process is very important for pervious concrete. Concrete installers should follow manufacturer specifications to the extent allowed by on-site conditions when curing pervious concrete. This typically requires covering the pavement with plastic sheeting within 20 minutes of the strike-off and may require keeping it covered for at least 7 days. Do not allow traffic on the pavement during the curing period.
- Remove the plastic sheeting only after the proper curing time.
- Test the permeability of the pavement surface by performing ASTM test C1701, Standard Test Method for Infiltration Rate of In Place Pervious Concrete in at least three (3) locations spaced evenly throughout the pavement area.
- Inspect the facility 18 to 30 hours after a significant rainfall (0.5 inch or greater) or artificial flooding, to determine if the facility is draining properly.

12. Permeable Interlocking Concrete Paver Installation

The basic installation process is described in greater detail by Smith (2006):

- Place edge restraints for open-jointed pavement blocks before the bedding layer and pavement blocks are installed. Permeable interlocking concrete pavement systems require edge restraints to prevent vehicle loads from moving the paver blocks. Edge restraints may be standard curbs or gutter pans, or precast or cast-in-place reinforced concrete borders a minimum of 6 inches wide and 18 inches deep, constructed with Class A3 concrete. Edge restraints along the traffic side of a permeable pavement block system are recommended.
- Place the double-washed No. 57 stone in a single lift. Level the filter course and compact it into the reservoir course beneath with at least four passes of a 10-ton steel drum static roller until there is no visible movement. The first two passes are in vibratory mode, with the final two passes in static mode. The filter aggregate should be moist to facilitate movement into the reservoir course.
- Place and screed the bedding course material (typically No. 8 stone).
- Fill gaps at the edge of the paved areas with cut pavers or edge units. When cut pavers are needed, cut the pavers with a paver splitter or masonry saw. Cut pavers no smaller than 1/3 of the full unit size.
- Pavers may be placed by hand or with mechanical installers. Fill the joints and openings with stone. Joint openings must be filled with ASTM D448 No. 8 stone; although, No. 8P or No. 9 stone may be used where needed to fill narrower joints. Remove excess stones from the paver surface.

- Compact and seat the pavers into the bedding course with a minimum low-amplitude 5,000-pound-foot, 75- to 95-Hz plate compactor.
- Do not compact within 6 feet of the unrestrained edges of the pavers.
- The system must be thoroughly swept by a mechanical sweeper or vacuumed immediately after construction to remove any sediment or excess aggregate.
- Inspect the area for settlement. Any blocks that settle must be reset and re-inspected.
- Test the permeability of the pavement surface by performing ASTM test C1781, Standard Test Method for Surface Infiltration Rate of Permeable Unit Pavement Systems in at least three (3) locations spaced evenly throughout the pavement area.
- Inspect the facility 18 to 30 hours after a significant rainfall (0.5 inch or greater) or artificial flooding to determine whether the facility is draining properly.

13. Construction Supervision

Supervision before, during, and after construction by a qualified professional is recommended to ensure permeable pavement is built in accordance with these specifications. **ASTM test C1781 or C1701 must be performed following installation to ensure initial pavement permeability of at least 6 inches per hour in at least three (3) locations spaced evenly throughout the pavement area.** Inspection checklists that require sign-offs by qualified individuals should be used at critical stages of construction to ensure the contractor's interpretation of the plan is consistent with the designer's intent.

Construction phase inspection checklist for permeable pavement practices can be found in Appendix E Construction Inspection Checklists.

Some common pitfalls can be avoided by careful construction supervision that focuses on the following key aspects of permeable pavement installation:

- Store materials in a protected area to keep them free from mud, dirt, and other foreign materials.
- The CDA should be stabilized prior to directing water to the permeable pavement area.
- Check the aggregate material to confirm it is clean and washed, meets specifications and is installed to the correct depth. Aggregate loads that do not meet the specifications or do not appear to be sufficiently washed may be rejected.
- Check elevations (i.e., the invert of the underdrain, inverts for the inflow, and outflow points) and the surface slope.
- Make sure the permeable pavement surface is even, runoff spreads evenly across it, and the storage bed drains within 48 hours.
- Ensure caps are placed on the upstream (but not the downstream) ends of the underdrains.
- Inspect the pretreatment structures (if applicable) to make sure they are properly installed and working effectively.
- Once the final construction inspection has been completed, log the GPS coordinates for each facility and submit them for entry into the BMP maintenance tracking database.

Runoff diversion structures are recommended to protect larger permeable pavement applications from early runoff-producing storms, particularly when up-gradient conventional asphalt areas drain to the permeable pavement. This can help reduce the input of fine particles often produced shortly after conventional asphalt is laid.

4.4.7 Permeable Pavement Maintenance Criteria *(no changes)*

4.4.8 Permeable Pavement Stormwater Compliance Calculations *(no changes)*

4.4.9 References *(no changes)*

4.5 Infiltration Practices *(no changes)*

4.6 Green Roofs *(no changes)*

4.7 Rainwater Harvesting

Rainwater Harvesting				
Definition: Rainwater harvesting systems store rainfall and release it for future use. Rainwater that falls on a rooftop or other impervious surface is collected and conveyed into an above- or below-ground tank (also referred to as a cistern) or settling pond, where it is stored for non-potable uses.				
Site Applicability		BMP Performance Summary		
Land Uses	Required Footprint	WQ Improvement: Moderate to High		
<ul style="list-style-type: none">▪ Urban▪ Suburban▪ Rural	Small	TSS ¹	Total N ¹	Bacteria ¹
		Varies*	Varies*	Varies*
		Runoff Reduction		
Construction Costs	Maintenance Burden	Volume		
Low to Moderate	Moderate	Varies*		
Maintenance Frequency:		SWRv		
Routine	Non-Routine	100% of Available Storage Volume		
Quarterly	Every 3 years			
Advantages/Benefits		Disadvantages/Limitation		
<ul style="list-style-type: none">▪ Reduces runoff rates and volume▪ Can provide for/supplement irrigation needs		<ul style="list-style-type: none">▪ Stored water must be used on regular basis to maintain capacity▪ Stagnant water can breed mosquitos		
Components		Design considerations		
<ul style="list-style-type: none">▪ Pretreatment▪ Conveyance▪ First flush diverter▪ Cistern (storage tank)▪ Overflow▪ Low water cutoff		<ul style="list-style-type: none">▪ Plumbing codes (for indoor tanks)▪ Size based on CDA, local rainfall patterns, and projected harvest rainwater demand▪ Location and elevation of cistern▪ Tank manufacturer’s specifications▪ Irrigation system and application rates		
Maintenance Activities				
<ul style="list-style-type: none">▪ Inspect/clean pretreatment devices and first flush diverts▪ Clear gutter/downspouts		<ul style="list-style-type: none">▪ Inspect and clean storage tank▪ Maintenance log required		

¹Credited pollutant load removal

*Varies according to rainwater harvesting storage capacity and demand

Rainwater harvesting systems store rainfall for future, non-potable water uses and on-site stormwater disposal/infiltration. By providing a reliable and renewable source of water to end users, rainwater harvesting systems can also have environmental and economic benefits beyond stormwater management (e.g. increased water conservation, water supply during drought and mandatory municipal water supply restrictions, decreased demand on municipal or groundwater supply, decreased water costs for the end-user, potential for increased groundwater recharge, supply of water post storm/hurricane in case of failed municipal infrastructure etc.).

Definition *(no changes)***4.7.1 Rainwater Harvesting Feasibility Criteria** *(no changes)***4.7.2 Rainwater Harvesting Conveyance Criteria** *(no changes)***4.7.3 Rainwater Harvesting Pretreatment Criteria** *(no changes)***4.7.4 Rainwater Harvesting Design Criteria** *(no changes)***4.7.5 Rainwater Harvesting Landscaping Criteria**

If the harvested water is to be used for irrigation, the design plan elements must include the proposed delineation of planting areas to be irrigated, the planting plan, and quantification of the expected water demand. The default water demand for irrigation is 1.0 inches per week over the area to be irrigated during the months of ~~May~~ March through ~~October~~ November only. Justification must be provided if larger volumes are to be used.

4.7.6 Rainwater Harvesting Construction Sequence *(no changes)***Installation** *(no changes)***Construction Supervision**

Construction phase inspection checklist for rainwater harvesting practices ~~and the Stormwater Facility Leak Test form~~ can be found in Appendix E – Construction Inspection Checklists.

4.7.7 Rainwater Harvesting Maintenance Criteria *(no changes)***4.7.8 Rainwater Harvesting Stormwater Compliance Calculations** *(no changes)***4.7.9 References** *(no changes)***4.8 Impervious Surface Disconnection** *(no changes)*

4.9 Open Channel Systems

Open Channel Systems						
Definition: Vegetated open channels that are designed to capture and treat or convey the design storm volume (SWRv).						
Site Applicability		BMP Performance Summary				
Land Uses	Required Footprint	WQ Improvement: Moderate to High				
<ul style="list-style-type: none">▪ Suburban▪ Rural	Moderate	TSS ¹	Total N ¹	Bacteria ¹		
		50-80%	25-70%	30-80%		
		Runoff Reduction				
Construction Costs	Maintenance Burden	Volume				
Low	Low	Low				
Maintenance Frequency:		SWRv				
Routine	Non-Routine	O-1a	O-1b	O-2	O-3	O-4
Quarterly	Every 10-15 years	10%	20%	60%	0%	0%
Advantages/Benefits		Disadvantages/Limitation				
<ul style="list-style-type: none">▪ Less expensive than curb and gutter▪ Relatively low maintenance requirements▪ Provides pretreatment if used as part of runoff conveyance system▪ Provides partial infiltration of runoff in some soils▪ Good for small drainage areas		<ul style="list-style-type: none">▪ Must be carefully designed to achieve low flow rates in the channel (< 1.0 ft/s)▪ May re-suspend sediment▪ May not be acceptable for some areas because of standing water in channel				
Components		Design considerations				
<ul style="list-style-type: none">▪ Channel geometry▪ Dense vegetation▪ Check dams, as needed)		<ul style="list-style-type: none">▪ Maximum drainage area of 2.5 acres▪ Slopes (<4% unless using O-4)▪ Runoff velocities must be non-erosive▪ Vegetation must withstand both relatively high velocity flows and wet/dry periods.				
Maintenance Activities						
<ul style="list-style-type: none">▪ Mow grass to 3 or 4 inches high▪ Inspect for, and correct, formation of rills and gullies		<ul style="list-style-type: none">▪ Clean out sediment accumulation in channel▪ Ensure that vegetation remains well established				

¹Credited pollutant load removal

Often found along roadsides, parking lots, and property boundaries, open channels can provide stormwater conveyance, capture and/or treatment. One of the most visible stormwater BMPs, they are often part of stormwater conveyance systems.



Figure 4.33. Open channel (photo: Center for Watershed Protection, Inc.)

Definition. *(no changes)*

4.9.1 Open Channel Feasibility Criteria *(no changes)*

4.9.2 Open Channel Conveyance Criteria *(no changes)*

4.9.3 Open Channel Pretreatment Criteria *(no changes)*

4.9.4 Open Channel Design Criteria

Channel Geometry. – Ponding Depth. *(no changes)*

Dry Swale Filter Media. Dry swales may require replacement of native soils with a prepared filter media if geotechnical analysis shows that in-situ soils do not provide the necessary infiltration rates. The filter media provides adequate drainage, supports plant growth, and facilitates pollutant removal within the dry swale. At least 18 inches of filter media must be added above the choker stone layer (and no more than 6 feet) to create an acceptable filter. The recipe for the filter media is identical to that used for bioretention and is provided in Section 4.3 Bioretention. The batch receipt confirming the source of the filter media must be submitted to the Town of Bluffton inspector. One acceptable design adaptation is to use 100% sand for the first 18 inches of the filter and add a combination of topsoil and compost, as specified in Appendix C – Soil Compost Amendment Requirements, for the top 4 inches, where turf cover will be maintained.

Dry Swale Drawdown. – RSC Sizing. *(no changes)*

4.9.5 Open Channel Landscaping Criteria *(no changes)*

4.9.6 Open Channel Construction Sequence *(no changes)*

4.9.7 Open Channel Maintenance Criteria *(no changes)***4.9.8 Open Channel Stormwater Compliance Calculations** *(no changes)***4.9.9 References** *(no changes)***4.10 Filtering Systems****4.10.1 Filtering System Feasibility Criteria** *(no changes)***4.10.2 Filtering System Conveyance Criteria** *(no changes)***4.10.3 Filtering System Pretreatment Criteria** *(no changes)***4.10.4 Filtering System Design Criteria** *(no changes)***4.10.5 Filtering System Landscaping Criteria** *(no changes)***4.10.6 Filtering System Construction Sequence****Soil Erosion and Sediment Control.** *(no changes)*

Filter Installation. The following is the typical construction sequence to properly install a structural sand filter. This sequence can be modified to reflect different filter designs, site conditions, and the size, complexity, and configuration of the proposed filtering application.

- 1. Stabilize Contributing Drainage Area. – 5. Excavate and Grade** *(no changes)*
- 6. Install Filter Structure.** Install filter structure in design location and check all design elevations (i.e., concrete vaults for surface, underground, and perimeter sand filters). Upon completion of the filter structure shell, inlets and outlets must be temporarily plugged and the structure filled with water to the brim to demonstrate water tightness. Maximum allowable leakage is 5% of the water volume in a 24-hour period. ~~See Appendix E Construction Inspection Checklists for the Stormwater Facility Leak Test form.~~ If the structure fails the test, repairs must be performed to make the structure watertight before any sand is placed into it.
- 7. Install Base Material Components. – 11. Final Inspection** *(no changes)*

Construction phase inspection checklist for filters and the Stormwater Facility Leak Test form can be found in Appendix E Construction Inspection Checklists.

4.10.7 Filtering System Maintenance Criteria *(no changes)***4.10.8 Filtering System Stormwater Compliance Calculations** *(no changes)***4.10.9 References** *(no changes)***4.11 Storage Practices** *(no changes)*

4.12 Ponds

Ponds				
Definition: Stormwater storage practices that consist of a combination of a permanent pool, micropool, or shallow marsh that promote a good environment for gravitational settling, biological uptake, and microbial activity.				
Site Applicability		BMP Performance Summary		
Land Uses	Required Footprint	WQ Improvement: Moderate to High		
<ul style="list-style-type: none">▪ Urban▪ Suburban▪ Rural	Medium	TSS ¹	Total N ¹	Bacteria ¹
		80%	30%	60%
		Runoff Reductions		
Construction Costs	Maintenance Burden	Volume		
Moderate	Moderate	Low		
Maintenance Frequency:		SWRv		
Routine	Non-Routine	0%		
At least annually	Every 5–7 years			
Advantages/Benefits		Disadvantages/Limitation		
<ul style="list-style-type: none">▪ Moderate to high pollutant removal▪ Can be designed as a multi-functional BMP▪ Cost effective▪ Good for sites with high water table and/or poorly drained soils▪ Wildlife habitat potential▪ High community acceptance when integrated into a development		<ul style="list-style-type: none">▪ Requires large amount of flat land (1-3% of CDA)▪ Must be properly designed, installed, and maintained to avoid nuisance problems▪ Routine sediment cleanout may be needed▪ Potential for thermal impacts downstream		
Components		Design considerations		
<ul style="list-style-type: none">▪ Conveyance▪ Forebay▪ Ponding area with available storage▪ Micropool▪ Spillway system(s)▪ Liners, as needed		<ul style="list-style-type: none">▪ CDA of at least 10 acres and slopes <15%▪ Use CN adjustment factor ARC III for CDA that are irrigated with harvested rainwater▪ Minimum length to width ratio = 3:1▪ Maximum depth of permanent pool = 8’▪ 3:1 side slopes or flatter around pond perimeter		
Maintenance Activities				
<ul style="list-style-type: none">▪ Remove debris from inlet and outlet structures▪ Maintain side slopes/remove invasive vegetation		<ul style="list-style-type: none">▪ Monitor sediment accumulation and remove periodically		

¹Credited pollutant load removal

Stormwater ponds are widely applicable for most land uses and are best suited for larger drainage areas (Figure 4.47); however, they should be considered for use after all other upland retention opportunities have been exhausted and there is still a remaining treatment volume or runoff from larger storms (i.e., 2- to 25-year or flood control events) to manage.

Stormwater ponds receive no retention credit and should be considered mainly for management of larger storm events. Stormwater ponds have both community and environmental concerns (see Section 4.12.1 Pond Feasibility Criteria) that should be considered before choosing stormwater ponds as the appropriate stormwater practice on site.



Figure 4.50. Wet Pond (photo: Denise Sanger)

Definition. *(no changes)*

4.12.1 Pond Feasibility Criteria *(no changes)*

4.12.2 Pond Conveyance Criteria

Internal Slope. – Emergency Spillway. *(no changes)*

Adequate Outfall Protection. The design must specify an outfall that will be stable for the ~~25~~¹⁰⁰-year design storm event. The channel immediately below the pond outfall must be modified to prevent erosion and conform to natural dimensions in the shortest possible distance. This is typically done by placing appropriately sized riprap over geotextile fabric, which can reduce flow velocities from the principal spillway to non-erosive levels (3.5 to 5.0 feet per second) depending on the channel lining material. Flared pipe sections, which discharge at or near the stream invert or into a step pool arrangement, should be used at the spillway outlet.

When the discharge is to a manmade pipe or channel system, the system must be adequate to convey the required design storm peak discharge.

If a pond daylights to a channel with dry weather flow, care should be taken to minimize tree clearing along the downstream channel, and to reestablish a forested riparian zone in the shortest possible distance. Excessive use of riprap should be avoided.

The final release rate of the facility shall be modified if any increase in flooding or stream channel erosion would result at a downstream structure, highway, or natural point of restricted streamflow.

Inlet Protection. – Dam Safety Permits. (no changes)

4.12.3 Pond Pretreatment Criteria (no changes)

4.12.4 Pond Design Criteria

Pond Storage Design. – Stormwater Pond Benches. (no changes)

~~**Liners.** When a stormwater pond is located over highly permeable soils, a liner may be needed to sustain a permanent pool of water. If geotechnical tests confirm the need for a liner, acceptable options include the following:~~

- ~~1. a clay liner following the specifications outlined in Table 4.49;~~
- ~~2. a 30 mil poly liner;~~
- ~~3. bentonite;~~
- ~~4. use of chemical additives; or~~
- ~~5. an engineering design, as approved on a case by case basis by Town of Bluffton.~~

~~A clay liner must have a minimum thickness of 12 inches with an additional 12 inch layer of compacted soil above it, and it must meet the specifications outlined in Table 4.49. Other synthetic liners can be used if the designer can supply supporting documentation that the material will achieve the required performance.~~

~~Table 4.49. Clay Liner Specifications~~

Property	Test Method	Unit	Specification
Permeability	ASTM D2434	cm/s	1×10^{-6}
Plasticity Index of Clay	ASTM D4318	%	Not less than 15
Liquid Limit of Clay	ASTM D2216	%	Not less than 30
Clay Particles Passing	ASTM D422	%	Not less than 30
Clay Compaction	ASTM D2216	%	95% of standard proctor density

~~Source: DCR (1999). VA~~

Required Geotechnical Testing. – Pond Drain. (no changes)

Safety Features.

- The principal spillway opening must be designed and constructed to prevent access by small children.

- End walls above pipe outfalls greater than 48 inches in diameter must be fenced to prevent a falling hazard.
- Storage practices must incorporate an additional 1 foot of freeboard above the emergency spillway, or 2 feet of freeboard if design has no emergency spillway, for the 100-year storm.
- The emergency spillway must be located so that downstream structures will not be impacted by spillway discharges.
- ~~Both the safety bench and the aquatic bench should be landscaped with vegetation that hinders or prevents access to the pool.~~
- Warning signs prohibiting swimming must be posted.
- Where permitted, fencing of the perimeter of ponds is discouraged. The preferred method to reduce risk is to manage the contours of the stormwater pond to eliminate drop-offs or other safety hazards. Fencing is required at or above the maximum water surface elevation in the rare situations when the pond slope is a vertical wall.
- Side slopes to the pond shall not be steeper than 3H:1V, and shall terminate on a 15-foot wide safety bench. Both the safety bench and the aquatic bench ~~may~~ should be landscaped to prevent unintended access to the pool. ~~The bench requirement may be waived if slopes are 4H:1V or flatter.~~

Maintenance Reduction Features – Water Balance Testing *(no changes)*

4.12.5 Pond Landscaping Criteria

Pond Benches. The perimeter of all deep pool areas (4 feet or greater in depth) must be surrounded by two benches:

- A safety bench that extends 8 to 15 feet outward from the normal water edge to the toe of the pond side slope. ~~The maximum slope of the safety bench shall be 6%~~ is landscaped.
- An aquatic bench that extends up to 10 feet inward from the normal shoreline and has a maximum depth of 18 inches below the normal pool water surface elevation, planted with native aquatic plant species.

Landscaping and Planting Plan. A landscaping plan must be provided that indicates the methods used to establish and maintain vegetative coverage in the pond and its buffer (see Section 4.3.5 Bioretention Landscaping Criteria for extended landscaping and planting details). Minimum elements of a landscaping plan include the following:

- Delineation of ~~pondscaping~~ landscaping zones within both the pond and buffer.
- Selection of corresponding plant species.
- The planting plan.
- The sequence for preparing the wetland benches (including soil amendments, if needed).
- Sources of native plant material.
- The landscaping plan should provide elements that promote diverse wildlife and waterfowl use within the stormwater wetland and buffers.
- Woody vegetation may not be planted or allowed to grow within 15 feet of the toe of the embankment nor within 25 feet from the principal spillway structure.

- A vegetated buffer should be provided that extends at least 25 feet outward from the maximum water surface elevation of the pond. Permanent structures (e.g., buildings) should not be constructed within the buffer area. Existing trees should be preserved in the buffer area during construction.
- The soils in the stormwater buffer area are often severely compacted during the construction process, to ensure stability. The density of these compacted soils can be so great that it effectively prevents root penetration and, therefore, may lead to premature mortality or loss of vigor. As a rule of thumb, planting holes should be three times deeper and wider than the diameter of the root ball for bare root and ball-and-burlap stock, and five times deeper and wider for container-grown stock.
- Avoid species that require full shade or are prone to wind damage. Extra mulching around the base of trees and shrubs is strongly recommended as a means of conserving moisture and suppressing weeds.

For a list of recommended aquatic plants for South Carolina, consult Clemson's fact sheet entitled "Aquatic & Shoreline Plant Selection" available online at <https://hgic.clemson.edu/factsheet/aquatic-shoreline-plant-selection/>. For more guidance on planting trees and shrubs in pond buffers, consult Cappiella et al. (2006).

4.12.6 Pond Construction Sequence *(no changes)*

4.12.7 Pond Maintenance Criteria *(no changes)*

4.12.8 Pond Stormwater Compliance Calculations *(no changes)*

4.12.9 References *(no changes)*

4.13 Stormwater Wetlands *(no changes)*

4.14 Tree Planting & Preservation

Tree Planting and Preservation						
Definition: Existing trees can be preserved or new trees can be planted to reduce stormwater runoff.						
Site Applicability		BMP Performance Summary				
Land Uses	Required Footprint	WQ Improvement: Moderate to High				
▪ Urban ▪ Suburban ▪ Rural	Small	TSS ¹	Total N ¹		Bacteria ¹	
		N/A	N/A		N/A	
		Runoff Reductions				
Construction Costs	Maintenance Burden	Volume				
Low	Low	Low				
Maintenance Frequency:		SWR _v *				
Routine	Non-Routine	T-1 Small	T-1 Large	T-2 Small	T-2 Large	T-2 Special
At least annually	Every 10–15 years	5 ft ³	10 ft ³	10 ft ³	20 ft ³	30 ft ³

Advantages/Benefits	Disadvantages/Limitation
<ul style="list-style-type: none"> ▪ High community acceptance ▪ Relatively low maintenance requirements ▪ Increases property value ▪ Easily incorporated with other practices ▪ Excellent for soils 	<ul style="list-style-type: none"> ▪ Preserved trees must be protected during construction ▪ Must be within LOD ▪ Must maintain tree health <u>and replace trees as necessary</u>
Components	Design considerations
<ul style="list-style-type: none"> ▪ Inventory of existing trees ▪ Identification of trees to preserve or plant ▪ Preference for Special trees ▪ Average tree spread 	<ul style="list-style-type: none"> ▪ Inventory of existing trees ▪ Identification of trees to preserve or plant ▪ Preference for Special trees ▪ Slope-steep slopes must be terraced/benched ▪ Maintenance access
Maintenance Activities	
<ul style="list-style-type: none"> ▪ If staked during establishment, remove stakes within 1 year of planting 	<ul style="list-style-type: none"> ▪ Maintain appropriate mulch cover ▪ Ensure tree health <u>and replace trees as necessary</u>

¹Credited pollutant load removal

*Per planted/preserved tree

Easily combined with other practices, tree planting and preservation provide stormwater interception, beauty, and shade, thereby increasing aesthetics and property values. See Figure 4.57



Figure 4.57. Tree Planting and Preservation in Bioretention (photo: Center for Watershed Protection)

Definition. *(no changes)*

4.14.1 Preserving Existing Trees during Construction

The preferred method for increasing tree cover at a development site is to preserve existing trees during construction, particularly where mature trees are present. Existing trees are preserved during construction through a four-step process:

- 1. Inventory existing trees.
- 2. Identify trees to preserve.
- 3. Protect trees and soil during construction.
- 4. Protect trees after construction.

Inventory Existing Trees. – Protect Trees and Soil During Construction. *(no changes)*

Protect Trees After Construction. Maintenance covenants, as described below, are required to ensure that preserved trees are protected. Additionally, trees credited for stormwater retention must be included in the stormwater management plan. If trees die, they must be replaced with a tree of similar mature spread no longer than 6 months from time of death in an appropriate location.

4.14.2 Planting Trees *(no changes)*

4.14.3 Tree Inspection Criteria *(no changes)*

4.14.4 Tree Maintenance Criteria (no changes)

4.14.5 Tree Stormwater Compliance Calculations (no changes)

4.14.6 References (no changes)

4.15 Proprietary Practices (no changes)

4.16 Conservation Area

If a site includes a Conservation Area which is protected under a conservation easement or equivalent form of protection, a portion of the conservation area may be “removed” from the site for the purposes of calculating the stormwater retention volume (SWRv). There are four scenarios that could qualify for a conservation area credit. The portion of the conservation area that is eligible to be removed from the SWRv calculation is any area that is not already protected from development by any Federal, State, County, and/or Town agency/code/requirement/restriction.

The process of “removing” a portion of the conservation area is completed with the following revision to Equation 3.2 (SWRv equation), as shown in equation 4.32.

Equation 4.32. Stormwater retention volume (SWRv) equation for conservation areas

$$SWRv = \frac{P \times [(R_{VI} \times I) + (R_{VC} \times C) + (R_{VN} \times N)]}{12} \times \left(\frac{A_T - (A_C \times Credit)}{A_T} \right)$$

Where:

SWRv = Volume required to be retained (cubic feet)

P = Depth of rainfall event for the designated watershed protection area (85th or 95th percentile rain event)

R_{VI} = Runoff coefficient for impervious cover and BMP cover based on SCS hydrologic soil group (HSG) or soil type

I = Impervious cover surface area (square feet)

R_{VC} = Runoff coefficient for compacted cover based on soil type

C = Compacted cover surface area (square feet)

R_{VN} = Runoff coefficient for forest/open space based on soil type

N = Natural cover surface area (square feet)

12 = Conversion factor (inches to feet)

A_T = Total site area, sum of I, C, and N (square feet)

A_C = Total area of conservation easement or equivalent form of protection (square feet)

Credit= Credit awarded for the type of conservation – 100% for Scenarios 1 and 4, and 50% for Scenarios 2 and 3 below (insert credit as a fraction – 1.0 or 0.5).

There are four scenarios that could qualify for a conservation area credit. All conservation areas must have a contiguous area of 10,000 square feet or more to be eligible for these credits.

Scenario 1: Natural Conservation Area

Scenario 1 is applicable if a portion of the post-developed area is left in its natural condition and protected, in perpetuity, by a conservation easement or equivalent form of protection. If this scenario is applicable, subtract 100% of the protected natural area from the total site area when calculating the SWRV, using Equation 4.32 above.

Scenario 2: Reforestation/Revegetation

Scenario 2 is applicable if a portion of the post-developed area employs site reforestation/revegetation and is protected, in perpetuity, by a conservation easement or equivalent form of protection. If this application is used alone, subtract 50% of the reforested/revegetated area from the total site area when calculating the SWRV, using Equation 4.32 above.

Scenario 3: Soil Restoration

Scenario 3 is applicable if a portion of the post-developed area employs soil restoration and is protected, in perpetuity, by a conservation easement or equivalent form of protection. If this application is used alone, subtract 50% of the soil restoration area from the total site area when calculating the SWRV, using Equation 4.32 above.

Scenario 4: Reforestation/Revegetation & Soil Restoration

Scenario 4 is applicable if the same portion of the post-developed area employs site reforestation/revegetation as well as soil restoration and is protected, in perpetuity, by a conservation easement or equivalent form of protection, subtract 100% of the acres of development with restored soils in a reforested and revegetated area from the total site area when calculating the SWRV, using Equation 4.32 above.

4.16.1 Scenario 1: Natural Conservation Area Planning and Design Criteria – Reforestation/Revegetation

Scenario 1 is applicable if a portion of the post-developed area is left in its natural condition and protected, in perpetuity, by a conservation easement or equivalent form of protection. If this scenario is applicable, subtract 100% of the protected natural area from the total site area when calculating the SWRV. Site reforestation/revegetation refers to the process of planting trees, shrubs and other native vegetation in disturbed pervious areas to restore them to their pre-development conditions. The process can be used to help establish mature native plant communities (e.g., forests) in pervious areas that have been disturbed by clearing, grading and other land disturbing activities.

The reforestation/re-vegetation process used on a development site must meet all of the following criteria to be eligible for the stormwater management “credits” described above:

General Planning and Design

- Reforested/revegetated areas should not be disturbed after construction (except for disturbances associated with landscaping or removal of invasive vegetation).
- Reforested/revegetated areas should be protected, in perpetuity, from the direct impacts of the land development process by a legally enforceable conservation instrument (e.g., conservation easement, deed restriction).

Landscaping

- A soil test should be performed to determine what type of vegetation can be supported by the soils in the area to be reforested/revegetated and/or what soil amendments will be required.
- A landscaping plan should be prepared by a qualified licensed professional for all reforested/revegetated areas. The landscaping plan should be reviewed and approved by the local development review authority prior to construction.
- Landscaping commonly used in site reforestation/revegetation efforts includes native trees, shrubs and other herbaceous vegetation. Because the goal of the site reforestation/revegetation process is to establish a mature native plant community (e.g., forest), managed turf cannot be used to landscape reforested/revegetated areas.
- Methods used for site reforestation/revegetation should achieve at least 75 percent vegetative cover one year after installation.

A long-term vegetation management plan should be developed for all reforested/revegetated areas. The plan should clearly specify how the area will be maintained in an undisturbed, natural state over time. Plan should include method for watering during plant establishment period of one to two years.

4.16.2 Reforestation/Revegetation Planning and Design Criteria – Soil Restoration

~~Scenario 2 is applicable if a portion of the post-developed area employs site reforestation/revegetation and is protected, in perpetuity, by a conservation easement or equivalent form of protection. If this application is used alone, subtract 50% of the reforested/revegetated area from the total site area when calculating the SWRv.~~ Soil restoration refers to the process of tilling and adding compost and other amendments to soils to restore them to their pre-development conditions, which improves their ability to reduce post-construction stormwater runoff rates, volumes and pollutant loads. The soil restoration process can be used to improve the hydrologic conditions of pervious areas that have been disturbed by clearing, grading and other land disturbing activities.

The soil restoration process used on a development site must meet all of the following criteria to be eligible for the stormwater management “credits” described above:

General Planning and Design

- To avoid damaging existing root systems, soil restoration should not be performed in areas that fall within the drip line of existing trees.

- Compost should be incorporated into existing soils, using a rototiller or similar equipment, to a depth of 18 inches and at an application rate necessary to obtain a final average organic matter content of 8%-12%. Required application rates can be determined using a compost calculator, such as the one provided on the following website: <https://www.soilsforsalmon.org/resources>. Other calculations are available online.
- Only well-aged composts that have been composted for a period of at least one year should be used to amend existing soils. Composts should be stable and show no signs of further decomposition.
- Composts used to amend existing soils should meet the following specifications (most compost suppliers will be able to provide this information):
 - Organic Content Matter: Composts should contain 35%-65% organic matter.
 - Moisture Content: Composts should have a moisture content of 40%-60%.
 - Bulk Density: Composts should have an "as-is" bulk density of 40-50 pounds per cubic foot (lb/cf). In composts that have a moisture content of 40%-60%, this equates to a bulk density range of 450-800 pounds per cubic yard (lb/cy), by dry weight.
 - Carbon to Nitrogen (C:N) Ratio: Composts should have a C:N Ratio of less than 25:1.
 - pH: Composts should have a pH of 6-8.
 - Cation Exchange Capacity (CEC): Composts should have a CEC that exceeds 50 milliequivalents (meq) per 100 grams of dry weight.
 - Foreign Material Content: Composts should contain less than 0.5% foreign materials (e.g., glass, plastic), by weight.
 - Pesticide Content: Composts should be pesticide free.
- Biosolids (except Class A biosolids) and composted animal manure should not be used to amend existing soils.
- Composts used to amend existing soils should be provided by a member of the U.S. Composting Seal of Testing Assurance program. Additional information on the Seal of Testing Assurance program is available on the following website: <http://www.compostingcouncil.org>.

Landscaping

- Vegetation commonly planted on restored pervious areas includes turf, shrubs, trees and other herbaceous vegetation. Although managed turf is most commonly used, site planning and design teams are encouraged to use trees, shrubs and/or other native vegetation to help establish mature native plant communities (e.g., forests) in restored pervious areas.
- Methods used to establish vegetative cover within a restored pervious area should achieve at least 75 percent vegetative cover one year after installation.
- To help prevent soil erosion and sediment loss, landscaping should be installed immediately after the soil restoration process is complete. Temporary irrigation may be needed to quickly establish vegetative cover on a restored pervious area.

4.16.3 Scenario 3: Soil Restoration~~Other Design Considerations~~

~~Scenario 3 is applicable if a portion of the post-developed area employs soil restoration and is protected, in perpetuity, by a conservation easement or equivalent form of protection. If this application is used alone, subtract 50% of the soil restoration area from the total site area when calculating the SWPv.~~
When conducting sitewide hydrologic and hydraulic analysis for the 2, 10, 25, 50, and 100-year, 24-hour

storm events to control post-development peak runoff discharge to the predevelopment runoff rates, do NOT remove the conservation area. It should be included in the analysis to adequately size stormwater detention for the site.

- Reforestation/Revegetation & Natural Conservation Area: Assume that the post-development hydrologic conditions of any restored and reforested/revegetated areas and natural conservation areas are equivalent to those of a similar cover type (e.g., meadow, brush, woods) in good condition.
- Soil Restoration: Assume that the post-development hydrologic conditions of any restored pervious areas are equivalent to those of open space (e.g., lawns, parks, golf courses) in good condition.

4.16.4 Scenario 4: Reforestation/Revegetation & Soil Restoration

Scenario 4 is applicable if the same portion of the post-developed area employs site reforestation/revegetation as well as soil restoration and is protected, in perpetuity, by a conservation easement or equivalent form of protection, subtract 100% of the acres of development with restored soils in a reforested and revegetated area from the total site area when calculating the SWRV.

Chapter 5. Erosion & Sediment Control

Sedimentation involves three basic geologic processes: erosion, transportation, and deposition. These are natural geologic phenomena; however, land development activities may initiate severe, highly undesirable and damaging alterations in the natural sedimentation cycle by drastically accelerating the erosion and transportation process. Receiving waters are the final destination for sediment transport and deposition. However, natural streams and lakes are not capable of handling the excessive sediments created by this accelerated cycle. Therefore, excessive sediment loads result in turbid waters and heavy deposition over the substrate. The impact of these events directly affects the propagation of aquatic life, which relies on clear substrates and water to feed and reproduce. Sediment-laden waters affect human activities through the degradation of waters used for aquatic recreation and sport fishing and complicate water treatment processes. Consequently, minimizing the occurrence of erosion and effective control of sediment transport is imperative to all.

5.1 Sedimentation Cycle *(no changes)*

5.2 Factors Influencing Erosion *(no changes)*

5.3 Concepts of Erosion & Sediment Control

Principles of erosion and sedimentation control are based on minimizing the effects of the soil and climatologic factors just discussed. None of the following concepts provide a singular solution for controlling those factors, nor can they all be performed at every site. However, the integration of as many concepts as possible provides the most effective erosion and sedimentation control:

- A. Compatible Site Planning
 - Minimize development within sensitive areas (e.g. highly erosive soils).
 - Limit the length and steepness of the designed slopes.
 - Maintain natural vegetative cover when possible.
- B. Disturbed Areas Reduction
 - Minimize the extent of the disturbed area and the duration of exposure.
 - Phase or stage development so that only the areas that are actively being developed are disturbed.
 - Minimize large or critical area grading during the season of maximum erosion potential.
- C. Disturbed Areas Protection
 - Complete grading as quickly as possible.
 - Establish permanent vegetation as soon as possible on disturbed areas.
 - Divert runoff from disturbed areas.
- D. Sediment Retention within Site Boundaries
 - Filter runoff as it flows from a disturbed area.
 - Impound sediment-laden runoff temporarily so that the soil particles are deposited onsite.

The NPDES Phase II storm water regulations enacted by the Clean Water Act of 1972 and promulgated by Stormwater Phase II Final Rule (1999) require that any activity disturbing an acre or greater of land, or a smaller project part of a larger common plan for development or sale, obtain NPDES construction permit coverage. This regulation differs somewhat from the South Carolina state regulations relating to areas of

disturbance. Any land disturbing activity in the Town of Bluffton that meets the aforementioned criteria of one acre or more of disturbance will need to ~~will~~ comply with the state process for permitting. Application and issuance of an approved permit under the South Carolina state regulations for erosion and sedimentation control will meet the requirements for coverage under NPDES Phase II as well (SCDHEC ~~SCDES~~, 2012~~2021~~).

5.4 General Criteria

All construction site activities must adhere the ~~SCDHEC~~ ~~SCDES~~ General Permit SC0010000 for Large and Small Site Construction Activities. In addition, the Town of Bluffton will require as a minimum, implementation of the following construction site BMPs:

Single Family Development, not part of a larger common plan of development:

1. Silt Fencing buried a minimum of 6 inches below disturbed grade, where applicable;
2. In areas where more than two feet of fill material has been placed or in areas adjacent to all wetlands, silt fencing meeting the requirements of SCDOT must be used;
3. Temporary gravel driveways a minimum of 15 feet by 10 feet, where applicable; and
4. Sediment barriers surrounding all catch basins or drop inlets on site and sediment ~~socks~~ tubes on all catch basins or drop inlets adjoining to the site. Sediment tubes containing rubber tires are not permitted for use as inlet protection.
5. Two rows of silt fence are required between land disturbing activities and adjacent wetland buffers.

Single Family and Multi-Family Development, part of a larger common plan of development, and Non-residential Development:

1. Silt Fencing buried a minimum of 6 inches below disturbed grade;
2. Temporary gravel driveways a minimum of 15 feet by 10 feet;
3. Sediment barriers surrounding all catch basins or drop inlets on site and sediment ~~socks~~ tubes on all catch basins or drop inlets adjoining to the site. Sediment tubes containing rubber tires are not permitted for use as inlet protection;
4. Flow dissipation devices, such as check dams, in all swales and ditches;
5. Temporary stabilization shall be placed within 7 days after construction activity is complete unless construction activity is going to resume within 21 days;
6. Floating pump suctions for all temporary or permanent ponds or pumping of excavations;
7. Discharge velocities shall be reduced to provide non-erosive flows from dewatering for all temporary or permanent ponds or pumping of excavations;
8. No more than 25 Nephelometric turbidity units (NTU) difference between upstream and downstream monitoring sites for surface water(s) receiving stormwater discharge(s). Stormwater discharge(s) not directly received by a surface water shall have a value of no more than 25 NTU's.
9. Site inspections must be performed by a Town of Bluffton qualified individual. Copies of inspection reports shall be provided to the Town of Bluffton within 7 days of inspection;
10. Temporary stockpile areas and appropriate BMPs to be identified on plans; and
11. Two rows of silt fence are required between land disturbing activities and adjacent ~~wetlands~~ wetland buffers.

5.5 References

South Carolina Department of Health and Environmental Control ~~Services~~ (DHEC ~~SCDES~~). ~~2012~~ **2021**.

NPDES General Permit for Stormwater Discharges from Construction Activities SCR100000.

Retrieved from:

https://des.sc.gov/sites/des/files/media/document/BOW_NPDESStormwaterDischargesGP_01292021_0.pdf <https://www.scdhec.gov/sites/default/files/docs/Environment/docs/CGP-permit.pdf>

Chapter 6. Enforcement & Violations *(no changes)*

Attachment 2
Proposed Motion

Consideration of a Resolution to Approve Amendments to the Town of Bluffton's Southern Lowcountry Stormwater Design Manual

Proposed Motion

*"I move to **approve** [approve with changes, deny] a Resolution to amend the Town of Bluffton's Southern Lowcountry Stormwater Design Manual, as presented."*

TOWN COUNCIL



STAFF REPORT
Projects and Watershed Resilience Department

MEETING DATE:	March 11, 2025
PROJECT:	Approval to Authorize a Construction Contract with Hilton Head Landscapes LLC for Site Development Construction of Buckwalter Place Park (Fiscal Impact: \$648,848.30)
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

REQUEST: Town Staff requests Town Council authorize the Town Manager to execute a contract (Attachment 2) with Hilton Head Landscape LLC for \$589,862.30 to complete construction of the Buckwalter Place Park Phase 2 improvements. Additionally, Staff requests a 10% contingency allowance of \$58,986.00 to cover any unforeseen changes that may arise during construction.

The total fiscal impact is \$648,848.30 and is within the approved budget established for Fiscal Year 2025 and illustrated on the attached Project Data Sheet (Attachment 3).

BACKGROUND: With the approval of the Fiscal Year 2023-2024 Strategic Plan and Fiscal year 2025 Consolidated Budget, Town staff completed the design and construction documents for the Buckwalter Place Park pursuant to Town Council’s direction at the 10/15/24 Town Council workshop.

The bidding process was performed in accordance with the Town’s Purchasing Ordinance including required public notice, a formal Invitation For Bid (IFB) posted on the Town’s Vendor Registry, a sealed bid opening and bid evaluations process.

The bid opening was held 1/30/25 with the results listed in the attached Bid Results (Attachment 4). The Town received one bid and three notifications of “no bids.” Hilton Head Landscapes was the only responsive and responsible bidder. The bid comparison for the scope of work listed above is as follows:

- Atlantic Asphalt, LLC: No Bid
- Hilton Head Landscapes: \$638,325.30
- Nix Construction: No Bid
- Preferred Construction: No Bid

Value engineering was performed by staff removing the installation of three light poles and evaluating a product which was misinterpreted during the bid and resulting in a savings of \$48,463.

NEXT STEPS: Upon approval of this contract, Staff will initiate a pre-construction meeting and commence construction on 3/24/25.

SUMMARY: This project originated from the 2023-2024 Strategic Plan and 2014 Comprehensive Plan, Public Recreation Facility Needs. It is supportive of the following guiding principles of the Town:

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.

Town Staff is requesting Town Council to authorize the Town Manager to execute the proposed contract with Hilton Head Landscapes.

ATTACHMENTS:

1. Presentation
2. Draft Contract
3. Project Data Sheet
4. Bid Results
5. Proposed Motion



Approval to Authorize a Construction Contract with Hilton Head Landscapes LLC for Site Development Construction of Buckwalter Place Park (Fiscal Impact: \$648,848.30)

Presentation to Town Council

Kimberly Washok-Jones

Department of Projects & Watershed Resilience

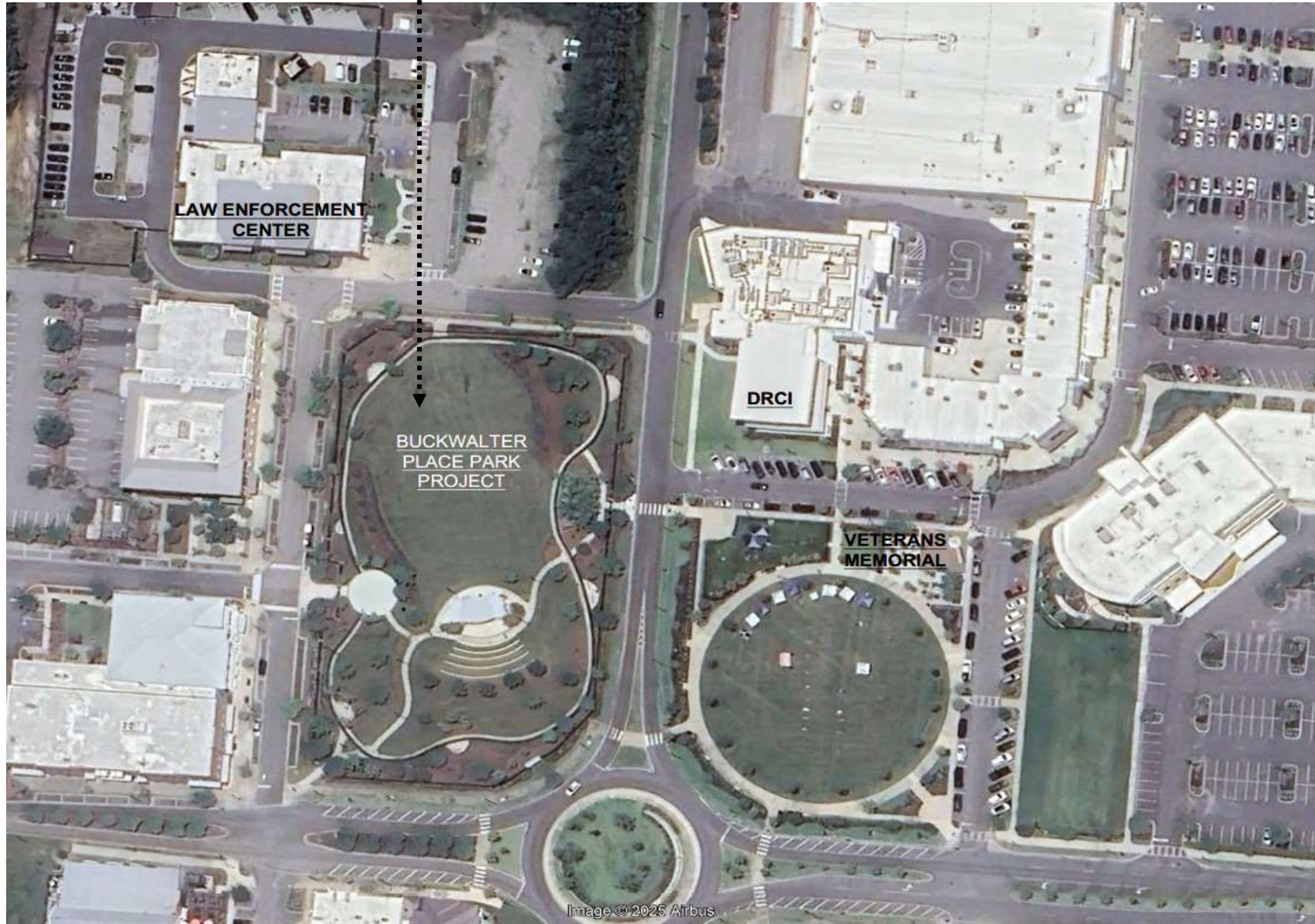
March 11, 2025

Background



- Conceptual Master Plan approved at the January 16, 2024 Town Council meeting.
- Direction from Town Council included priority on improving safety and comfort to include enhanced lighting, raised crosswalk and more shade/cooling elements.
- FY24 improvements included the planting of 23 trees to the site, construction of the park identification signs and generation of the construction documents for the phased hardscape improvements.

Project Location



Project Scope:



- Addition of two sidewalks for connectivity to the north and south sidewalks.
- Addition of a traffic calming raised crosswalk between the park and playground.
- Addition of seven light poles and fixtures around the interior pathway.
- Bathroom expansions of four additional stalls and sinks.
- New entry plaza with shade sail at the northwest corner.
- Service yard expansion to accommodate upgraded HVAC system.
- Earthwork to reestablish bioretention areas.
- Addition of 43 shade trees, shrubs and groundcover.

Request



- Town Staff requests Town Council authorize the Town Manager to execute a contract with Hilton Head Landscape LLC for \$589,862.30 to complete construction of the Buckwalter Place Park Phase 2 improvements. Additionally, Staff requests a 10% contingency allowance of \$58,986.00 to cover any unforeseen changes that may arise during construction.
- The total fiscal impact is \$648,848.30 and is within the budget for Fiscal Year 2025.

Next Steps



- Following Council approval, Staff will submit the Contract for signatures and initiate the preconstruction meeting.
- A Notice to Proceed (NTP) will be issued at the pre-construction meeting and work is planned to commence March 24, 2025 and be complete by the end of May, subject to change due to inclement weather.

QUESTIONS & **DISCUSSION**

Proposed Motion

- *“I move to **Approve (Approve, Deny, Approve as Amended)** authorizing the Town Manager to enter into a Contract with Hilton Head Landscapes for site development construction of Buckwalter Place Park in the amount of \$648,848.30, which includes a 10% contingency.”*

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

THIS AGREEMENT is by and between Town of Bluffton (“Owner”) and
Hilton Head Landscapes, LLC (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Demolition and construction services to improve the pathways with sidewalks and lighting, improve the landscaping with relocated fencing, shade sail and landscaping, and expand the existing restrooms.

ARTICLE 2 – THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows: Buckwalter Place Park Phase 2

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Wood + Partners (Landscape Architect) and A101 (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

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

4.02 *Dates for Substantial Completion and Final Payment*

A. The Work will be substantially completed on or before May 23, 2025, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before May 30, 2025.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$1000 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$1000 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

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

A. For all Work other than Unit Price Work, a lump sum of: \$ n/a

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

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

<u>UNIT PRICE WORK</u>					
<u>Item</u> <u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated</u> <u>Quantity</u>	<u>Bid Unit</u> <u>Price</u>	<u>Bid Price</u>

Total of all Bid Prices (Unit Price Work)	\$589,862.30
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The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

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

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

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

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the n/a day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.
 - 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.
 - a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 10 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 *Final Payment*

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

ARTICLE 7 – INTEREST

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

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

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

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

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

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 Contents

- A. The Contract Documents consist of the following:

1. This Agreement
2. Performance bond
3. Payment bond.
4. General Conditions
5. Supplementary Conditions
6. Specifications as listed in the table of contents of the Project Manual.
7. Drawings
8. Addenda (numbers 0 to 0, inclusive).
9. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid
 - b. Documentation submitted by Contractor prior to Notice of Award
 - c. *[List other required attachments (if any), such as documents required by funding or lending agencies].*
10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Notice to Proceed
 - b. Work Change Directives.
 - c. Change Orders.

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

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

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

ARTICLE 10 – MISCELLANEOUS**10.01 Terms**

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

10.02 Assignment of Contract

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

10.03 Successors and Assigns

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

10.04 Severability

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

10.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

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

10.06 *Compliance*

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

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

- i. Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- ii. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- iii. The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- iv. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- v. The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- vi. Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- vii. The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

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

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

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

OWNER:

Town of Bluffton

By: _____

Title: _____

Attest: _____

Title: _____

Address for giving notices:

CONTRACTOR

Hilton Head Landscapes LLC

By: _____


Title: _____

Attest: _____

Title: _____

Address for giving notices:

License No.: _____

Capital Improvements Program Fund Project Data Sheet									
Project Name	Buckwalter Place Park Improvements					Project #	P0008		
Program Type	Parks	Project Manager	Constance Clarkson		Start to End	FY2024-FY2027			
Project Scope					Project Photo or Map				
<p>This project consists of master planning, design and construction improvements of the public park and gathering place at the Buckwalter Place Park. The goal is to provide shade, maintain open visibility, and add additional pedestrian connections. The site is located in the Buckwalter Place Commercial Center near the Veterans Memorial and Law Enforcement Center. Future improvements may include additional lighting, raised crosswalk between the two park areas, sidewalk connectivity, shade sails, seating nodes with art sculptures, amphitheater upgrades, exercise circuit, entry upgrades, trellis swings and safety cameras. The project will be implemented in phases depending on funding availability.</p>									
Project Budget									
	Prior Years' Expended	FY2024 Amended Budget	FY2024 Estimate	FY2025 Proposed Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	-	-	-	30,000	-	-	-	-	30,000
Construction	-	-	-	744,190	691,722	654,337	-	-	2,090,249
Other	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 774,190	\$ 691,722	\$ 654,337	\$ -	\$ -	\$ 2,120,249
Project Funding Sources									
	Prior Years' Expended	FY2024 Amended Budget	FY2024 Estimate	FY2025 Proposed Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Project Forecast
Local ATAX	\$ -	\$ -	\$ -	\$ 544,190	\$ -	\$ -	\$ -	\$ -	\$ 544,190
MIDF	-	-	-	230,000	-	-	-	-	230,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 774,190	\$ -	\$ -	\$ -	\$ -	\$ 774,190
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> <i>Guiding Principle #4:</i> Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.</p>					<p>Conceptual landscape design was complete in FY24. Hardscape design will be complete in FY25 along with some landscape and hardscape construction improvements. Remaining construction improvements will be completed from FY25 through 27.</p>				
Project Origination					Project Performance Measures				
<p>1) 2014 Comprehensive Plan, Public Recreation Facility needs, and 2) FY 2023-2024 Strategic Plan.</p>					<p>These improvements are designed to make this park more hospitable to encourage the discovery and use by citizens and visitors.</p>				
General Fund Operations & Maintenance (O&M) Costs									
	Description	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<p>Method for Estimating Costs: Based off past projects of historical park bids in the region.</p>									

TOWN OF BLUFFTON
BID RESULTS
IFB 2025-42
BUCKWALTER PLACE PARK

	Local Vendor Preference?	Bid	Impact of Local Vendor Preference	Comments
Beaufort Construction		No Bid	n/a	Schedule Conflict
Hilton Head Landscapes	not submitted	\$638,325.30	n/a	If it had been submitted, would have reduced bid by \$2,500 for comparison purposes only
Preferred Construction		No Bid	n/a	Schedule Conflict
Nix Construction		No Bid	n/a	Schedule conflict and liquidated damages

Approval to Authorize a Construction Contract with Hilton Head Landscapes LLC for Site Development Construction of Buckwalter Place Park (Fiscal Impact: \$648,848.30)

Proposed Motion

*“I move to **Approve (Approve, Deny, Approve as Amended)** authorizing the Town Manager to enter into a Contract with Hilton Head Landscapes for site development construction of Buckwalter Place Park in the amount of \$648,848.30, which includes a 10% contingency.”*

TOWN COUNCIL



STAFF REPORT
Finance & Administration Department

MEETING DATE:	March 11, 2025
PROJECT:	Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending December 31, 2024
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager

REQUEST:

Town Staff requests Town Council to consider the Accommodations Tax Advisory Committee’s (ATAC) recommendation for grant award as presented below:

Requesting Organizations	Requested Amount	Recommended Amount
The Rotary Club of Bluffton: MayFest Weekend in Bluffton	\$ 24,000	\$ 24,000
Total for the Quarter	\$ 24,000	\$ 24,000

BACKGROUND:

In accordance with the grant process, the Accommodations Tax Advisory Committee (ATAC) held a meeting on February 18, 2025 to review the quarterly applications. Three (3) applications were submitted for the December 31, 2024 deadline with only The Rotary Club of Bluffton having a recommendation for support by ATAC.

Historic Bluffton Foundation submitted an application for a Spring Tour of Homes requesting \$3,000 in support and a separate application requesting \$40,000 to support the Heyward House from April through June 2024. Historic Bluffton Foundation requested both applications submitted be withdrawn for consideration.

Funds Currently Available for Distribution:

When comparing the State Accommodations Tax collections for the quarter ending December 2024 to the same quarter of last year, the revenues are up \$42,430 or approximately 18.5%.

Total estimated State Accommodations Tax funds currently available for distribution are \$706,350 as outlined in the following chart:

State ATAX	
Remaining from Previous Quarters	\$ 524,084
2 nd Quarter Revenue	289,489
First \$25k to General Fund*	N/A
5% to General Fund	(14,474)
30% to DMO	(86,847)
15% to Town of Bluffton – Housing	(43,423)
Lapsed Grants	37,521
Total State ATAX Funds Remaining for Distribution	\$ 706,350

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

Funds Requested for Distribution:

❑ **The Rotary Club of Bluffton requests \$24,000 to support advertising and promotion of tourism, facility support, and trolley services for MayFest Weekend in Bluffton.**

- The total budget for the project is \$43,780 with approximately 26% or \$24,000 being requested.
- Mayfest will be held on the Saturday of Mother's Day weekend each year from 10 a.m. – 5 p.m. Food, music, craft and artisan vendors line the streets to celebrate the quirky, eclectic, different and unique people and identity of Bluffton.
- Tourists comprised 25% of the 2024 Mayfest Event attendees; zip codes were collected on the shuttles.

Britt motioned to award \$18,880 with ability to increase up to full ask of \$24,000. Garibaldi seconded. The motion failed with a 0-5 vote. Britt motioned recommending an award of \$24,000 and seconded by Garibaldi. The motion carried unanimously as presented in the chart below:

Eligible Tourism-Related Expense Categories (per SC Code of Laws)	Total Budget for Category		Budget Items Recommended for ATAX Funds
Advertising & Promotion of Tourism or Arts and Cultural Events	\$15,080		\$ 15,080
Facilities for Civic and Cultural Events	3,000		3,000
Public Facilities	1,700	*	595
Municipality and County Services	7,500	*	2,925
Tourist Transportation	6,000	*	2,400
Other/Ineligible Project Expenses	10,500		-
Total	\$ 43,780		\$ 24,000

* Reimbursement will be based on the estimated percentage of tourist attendance

NEXT STEPS:

Town Staff will notify organizations of award amount and requirements.

SUMMARY:

Below are the applications received for quarter ending December 31, 2024 and ATAC's recommendation for each:

Requesting Organizations	Requested Amount	Recommended Amount
Historic Bluffton Foundation: Spring Tour of Homes	\$3,000	Withdrawn
Historic Bluffton Foundation: Heyward House Museum (Q4 FY2025)	40,000	Withdrawn
The Rotary Club of Bluffton: MayFest Weekend in Bluffton	24,000	24,000
Total for the Quarter	\$ 67,000	\$ 24,000

ATAC also recommends adding language pertaining to operation expenses for facilities for civic and cultural event to the current guidelines. The recommendation is as follows:

- Adding personnel expenses, to include salaries and wages, as ineligible tourism-related expenditures to the Notes and Guidelines section of the Town of Bluffton's Accommodations Tax Application.
- Capping operational expenditures related to cultural and civic facilities to no more than 25% annually or at the documented annual percentage of tourist attendance, whichever is less, with the maximum annual amount not to exceed \$50,000.

ATTACHMENTS:

1. ATAC draft meeting minutes from February 18, 2028
2. The Rotary Club of Bluffton: MayFest Weekend in Bluffton Grant Application
3. The Rotary Club of Bluffton: MayFest Weekend in Bluffton ATAC Staff Report
4. ATAC Scoring Table Rating Matrix
5. Previously Funded Grant Listing
6. ATAC Guideline Recommendation for Cultural and Civic Facilities
7. Revenue Ruling 98-22
8. TERC Further Clarification
9. ATAX Application Instructions
10. Recommended Motions

Accommodation Tax Advisory Committee Meeting

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

February 18, 2025

- I. This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 113 or on Spectrum Channel 1304.

II. CALL TO ORDER

Chair Parker called the meeting to order at 6:05 p.m.

III. ROLL CALL

PRESENT

Chairperson Christy Parker
Vice Chair Sam Britt
Scott Thrasher
Michael Garibaldi

ABSENT

Nate Pringle
Ellen Shumaker
Jean Wilson

IV. ADOPTION OF MINUTES

1. Meeting Minutes of November 19, 2024
Motion approving minutes made by Vice Chair Britt, Seconded by Garibaldi.
Voting Yea: Chairperson Parker, Vice Chair Britt, Thrasher, Garibaldi

V. PUBLIC COMMENT

VI. FINANCIAL REPORT

Natalie Majorkiewicz, Director of Finance, reported that State ATAX collections are up \$42,340 compared to the same quarter last year and \$706,350 is estimated to be currently available for distribution. Three applications were received this quarter but two were withdrawn before the meeting. Therefore, only one request for \$24,000 remains for consideration this quarter.

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. Grant Application Q&A: The Rotary Club of Bluffton - MayFest
Motion to recommended award of \$18,880 with ability to increase up to full ask of \$24,000 based on reported tourism numbers with final report made by Vice Chair Britt, Seconded by Garibaldi. Voting Nay: Chairperson Parker, Vice Chair Britt, Thrasher, Garibaldi. Motion Failed.

Motion to recommend award of \$24,000 made by Vice Chair Britt, Seconded by Garibaldi.
Voting Yea: Chairperson Parker, Vice Chair Britt, Thrasher, Garibaldi

2. Grant Application Q&A: Historic Bluffton Foundation - Heyward House
Withdrawn for consideration by Historic Bluffton Foundation
3. Policy Updates Regarding Eligible Reimbursables
Discussion surrounding adoption of guidelines related to awarding operating expenses for museums, cultural facilities. Staff recommendations included not funding personnel/salary expenses and including an award cap. ATAC amended these recommendations to include a not to exceed dollar amount.
Motion to accept staff recommendations as amended made by Vice Chair Britt, Seconded by Garibaldi. Voting Yea: Chairperson Parker, Vice Chair Britt, Thrasher, Garibaldi

IX. DISCUSSION

1. Scoring Sheet Updates
Discussion continued regarding possible updates to the applicant scoring sheets. For the most part, no significant changes have been recommended. Newer members of the committee will consider and discussion will continue.

X. ADJOURNMENT

Motion to adjourn made by Garibaldi, Seconded by Vice Chair Britt.
Voting Yea: Chairperson Parker, Vice Chair Britt, Thrasher, Garibaldi
Meeting adjourned at 6:50 p.m.

XI. NOTES:

- Town Council will review recommendations at the Tuesday, March 11, 2025 5:00 p.m. meeting.
- Please be reminded that all advertising sponsored with Town of Bluffton ATAX dollars must incorporate the Bluffton Heart of the Lowcountry brand logo.
- All funds awarded must be committed within two (2) years of award.
- Next deadline for ATAX applications is by 5:00 p.m., Monday, March 31, 2025.

Milroy, Shannon

From: noreply@civicplus.com
Sent: Monday, December 30, 2024 3:18 PM
To: ATax Communications
Subject: Online Form Submittal: Accommodations Tax Grant Application

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

Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Accommodations Tax Grant Application Instructions	Accommodations Tax Grant Application Instructions
Accommodations Tax Grant Application Instructions	I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions.
(Section Break)	
Application Date	12/30/2024
Project Name	MAYFEST WEEKEND IN BLUFFTON
Project/Event Location	OLD TOWN BLUFFTON
Is this a new project or event?	No
Project/Event Start Date:	5/9/2025
Project/Event End Date	5/11/2025
Multi-Year Project/Event?	No

Total Project Costs	\$53,000
Total ATAX Funds Requested	\$24,000
Percent of Total Budget	26%
Date the funds are needed:	3/17/2025
Full Legal Organization Name	THE ROTARY CLUB OF BLUFFTON
Address	PO BOX 142
Street Address Line 2	<i>Field not completed.</i>
City	BLUFFTON
State	SC
Zip Code	29910
Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization?	Yes

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Organization Primary Point of Contact

First Name	MARY
Last Name	O'NEILL
Title	PAST PRESIDENT
Phone Number	843-815-2472
E-mail Address	maryaoneill6@aol.com

(Section Break)

Organization Secondary Point of Contact

First Name	MICHAEL
------------	---------

Last Name	TRIPKA
Title	PRESIDENT
Phone Number	843-540-9022
E-mail Address	mike_tripka@yahoo.com

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description:

Quirky, eclectic, different, unique are all descriptors that have been associated with this town and it then decided to be celebrated with the conception of the Bluffton Village Festival/ Mayfest. Forty five years ago, Babbie Guscio, a unique individual herself, came up with the idea to have a festival to celebrate the people of Bluffton and a place where children could experience the beauty and talents unique to this area. To embrace and support the arts, a get together of culture in Bluffton complete with fabulous foods, ugly dogs, music, crafts and art.

As former mayor Emmett McCracken, reports "Now folks come from our of state and from all over, which speaks to the success the festival has gained over the years."

The festival's success, originating with Babbie Guscio and now since 2009 continues due to the work, dedication and efforts of the Rotary Club of Bluffton. And the hard work certainly pays off, as the event grows in popularity from year to year. Even though there are vendors and commercial sponsors, the festival is the antithesis of a commercialized fair. Bluffton Mayfest, an annual tradition held the Saturday before Mother's Day from 10 a.m. to 5 p.m. in Old Town, exudes a laid-back attitude and a unique local flavor that exists only in that "Bluffton State of Mind."

It's the perfect addition to your Lowcountry Mother's Day Weekend! And that is our exact message to our out-of-town visitors: Celebrate Mom with a Lowcountry weekend – enjoy our fine restaurants, take a boat excursion on the May River, visit the Heyward House to glean our history, shop our interesting boutiques and galleries, stay in our unique inns or guest rentals and experience Mayfest at its finest.

List any required permits, if applicable. If none, type "N/A":	ABL
Describe all planned advertising and	Print, digital, social, direct mail, radio and tv

marketing for this
project/event:

Please list all media outlets you intend to utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):

The Vacation Planner, designed and mailed by the Hilton Head Island- Bluffton Chamber, is mailed out to over 140,000 people. Hilton Head Island Chamber Newsletter E-Blasts to 140,000 people.
Print ads and digital in Post & Courier and its affiliates in Charleston, Columbia, and Charlotte; Island Packet, City Sun, Celebrate Bluffton, Local Life, Savannah Magazine
WTOC and WHHI
107.9 and 98.7

All advertising/marketing paid for with Town of Bluffton Accommodations Tax dollars must incorporate the branding shown here: **Town of Bluffton Brand Standards. The use of the Town's logo must meet the design standards outlined at the aforementioned link and be approved by the Town. Designs may be submitted electronically using this **link**. Please allow five (5) business days for approval.**

Impact on or Benefit to
Tourism:

Since its inception, Mayfest has been selling what Bluffton has to offer -art, culture, history and all located on the beautiful May River. By branding Mayfest as part of a Mother's Day weekend, tourists should want to include it in their itinerary. To accomplish this our marketing will include out of town advertising and hopefully our town will benefit from the uptake in tourist numbers and dollars. Last year's tourist count was up from the previous year.

"Tourist" means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

"Travel" and "Tourism" mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

To download the Town's required Line-Item Budget Form, click here:
<https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATAX-Grant-Application-Line-Item-Budget-Form>

Download and save the form and hit "Back" in your web browser to return to the application. Once the form is completed, attach it on the following line.

Town's required Line-Item Budget Form: [budget.pdf](#)

Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement [Rotary Pand L.pdf](#)

Financial Guarantee [Rotary board minutes.pdf](#)

Applicant must provide a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion.

Please attach Budget vs. Actual statements for prior two years events. [budgets.pdf](#)

Please attach Budget vs. Actual statements for prior two years events. [rotary budget 2023.pdf](#)

(Section Break)

Have you requested, received, or been awarded ATAX funding from other state or local entities for this project/event? No

Have you received or been awarded ATAX funding from other state or local entities for any other project/event? No

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

PRIOR RECIPIENT'S REPORT

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information.

If you have not received ATAX funding from the Town of Bluffton, please answer "No" and skip this section, and sign and submit your application.

Has your organization previously received ATAX funds from the Town of Bluffton?	Yes
Project/Event Name	MAYFEST WEEKEND IN BLUFFTON
Year Awarded	2024
Amount Awarded	24000.00
Was a final report submitted?	No
If no please explain why and indicate when the final report will be submitted.	will be submitted in the next 2-3 weeks; waiting on new treasurer's report
What was the event's total attendance	10,000
What was the total number of tourists?	3000
What was the percentage of tourists?	30%
(Section Break)	
Please attach a copy of your organization's IRS Designation Letter showing your non-profit status .	rotary nonprofit status.pdf
Please upload a copy of your current Town of	rotary business license.pdf

Bluffton Business License, which is required of all applicants.

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

Additional Application Documents *Field not completed.*

Additional Comments *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

All applicants will be required to come before the Accommodations Tax Advisory Committee (ATAC) and answer any and all questions when scheduled to do so.

Any organization awarded funds for advertising/marketing must incorporate the Bluffton Heart of the Lowcountry brand logo in all promotional materials and advertising.

The South Carolina Freedom of Information Act (FOIA) defines a “public body” as any organization or corporation supported in whole or in part by public funds or expending public funds. If awarded, your organization's acceptance of public funds from the Town of Bluffton may cause your organization to come within the meaning of “public body” as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

By submitting this application, the organization certifies that it has read and understands the paragraphs above. The organization additionally certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion, or language and that all funds that may be received by the applicant organization from the Town of Bluffton, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the South Carolina Code of Laws regarding Allocations of Accommodations Tax Revenues.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Signature	Mary A O'Neill
Signatory's Title or Position	Past President

Email not displaying correctly? [View it in your browser.](#)



U. S. TREASURY DEPARTMENT
WASHINGTON 25

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESSES REPLY TO
COMMISSIONER OF INTERNAL REVENUE
WASHINGTON 25, D. C.

AND REFER TO
T:R:EO:5
RMM

MAY 13 1958

Rotary International
c/o George R. Means, Secretary
1600 Ridge Avenue
Evanston, Illinois

Gentlemen:

Reference is made to your letter dated April 18, 1958, transmitting additional information for our use in reconsideration of your status for Federal income tax purposes under the provisions of section 501(a) of the Internal Revenue Code of 1954.

A review of our records discloses that in a ruling dated January 17, 1935, it was held that you were exempt under section 103(9) of the Revenue Act of 1932. This ruling was affirmed August 23, 1938 under the Revenue Act of 1936. Later, in a group ruling dated September 22, 1942, it was held that you and your subordinate clubs were entitled to exemption under section 101(9) of the Internal Revenue Code. Supplemental group rulings were thereafter issued annually from 1943 through 1958, holding you and your subordinate clubs exempt as social clubs under section 101(9) of the 1939 Code and under section 501(c)(7) of the 1954 Code.

Based upon a careful review of the information which you recently submitted together with all other evidence of record, it is our opinion that you and your subordinate clubs are entitled to exemption from Federal income tax under section 501(c)(4) of the 1954 Code as "organizations not organized for profit but operated exclusively for the promotion of social welfare", rather than as social clubs as described in section 501(c)(7) of the Code. Therefore, the above mentioned rulings dated January 17, 1935, August 23, 1938, September 22, 1942, and supplemental group rulings issued in the years 1943 to 1958, inclusive, are modified accordingly.

In view of the above, therefore, you and your subordinate clubs are not required to file income tax returns so long as there is no change in the character, purposes or method of operation of your organization or such subordinate clubs. Any such changes should be reported immediately

O V E R

2 - Rotary International

to the National Office of the Internal Revenue Service in Washington, D. C., in order that the effect of the changes upon your present exempt status or that of the subordinate clubs may be determined.

However, you and your subordinate units are required to file an information return, Form 990, annually, with the District Director of Internal Revenue for your district so long as this exemption remains in effect. This form may be obtained from your District Director and is required to be filed on or before the fifteenth day of the fifth month following the close of the respective annual accounting periods.

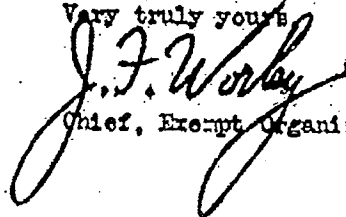
Failure by you or your subordinate units to file the required information return or to otherwise comply with the provisions of section 6033 of the Code and regulations applicable thereto may result in the termination of the exempt status of you or your subordinate units on the grounds that you or your subordinate units have not established that you are observing the conditions required for the continuation of an exempt status.

You should continue to furnish the National Office, annually, on the calendar year basis, lists, in duplicate, showing only the names, numbers and addresses of your new subordinate units and the names, numbers and addresses of any units which have ceased to exist. These lists should be submitted in alphabetical or numerical order and, if your subordinate units are located in more than one State, should be prepared separately by States. This information is necessary in order that we may advise the District Directors of Internal Revenue for the respective districts in which your new subordinate units are located of their exempt status as promptly as possible.

The annual lists should be accompanied by a statement signed by one of your principal officers stating whether the information previously submitted upon which your original ruling was based, is applicable in all respects to the new subordinate units. These lists and accompanying statements should be forwarded in time to reach the National Office not later than February 15 of each succeeding year.

The District Directors of Internal Revenue for the Districts in which the subordinate units referred to herein are located are being advised of this action.

Very truly yours



Chief, Exempt Organizations Branch

TOWN OF BLUFFTON

TOWN OF BLUFFTON -

Expires:04/30/2026

License No.	24-05-3208	Business Name:	Rotary Club of Bluffton
Date Issued:	05/07/2024		
NAICS Title:	Other Similar Organizations (except Business, Professional, Labor, and Political Organizations)	Business DBA Name:	Rotary Club of Bluffton
Business Type:	NON PROFIT ORGANIZATION/COMMUNITY SERVICE	Physical Address:	11 RECREATION CT BLUFFTON SC 29910

NON-TRANSFERABLE | TO BE PLACED IN A CONSPICUOUS PLACE

Section 6-21 Purpose and Duration of Business License

ALL BUSINESSES LOCATED IN THE TOWN OF BLUFFTON MUST POST THE BUSINESS LICENSE IN A VISIBLE LOCATION WITHIN THE BUSINESS LOCATION AS REFERENCED ABOVE AND IS VALID FOR THIS LOCATION ONLY. ALL BUSINESSES LOCATED OUTSIDE THE TOWN OF BLUFFTON MUST KEEP A CURRENT COPY WHILE CONDUCTING BUSINESS INSIDE THE TOWN OF BLUFFTON. CHANGE IN LOCATION OR OWNERSHIP REQUIRES A NEW LICENSE. IF THE BUSINESS IS CLOSED, CONTACT OUR OFFICE AT 843-706-4501 TO UPDATE ACCOUNT.

**TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES**

Revenues - Cash

	Sponsorships	\$	8,000
	Donations	\$	
	ATAX Grants/Funding from Other Entities *	\$	
<i>* Do NOT include anticipated award funds requested in this application</i>			
Other Grants (please name):		\$	
	Vendor Fees	\$	35,000
	Registration Fees	\$	
Other Fees (please name):		\$	
Other Fees (please name):		\$	
	Mercandise Sales	\$	6,000
Other Sales (please name): Bar sales for wine and beer		\$	20,000
Other Sales (please name):		\$	
Other Revenue (please name):		\$	
Other Revenue (please name):		\$	

Revenues - In-Kind Contributions

	Volunteer Hours	\$	4200.00
	Donated Items	\$	500
	Donated Services	\$	750.00
Other (please name):		\$	
Other (please name):		\$	
Other (please name):		\$	

Total All Revenue Sources: \$ 5519

TOWN OF BLUFFTON **ACCOMODATIONS TAX GRANT APPLICATION BUDGET**

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

Amount

Advertising & Promotion of Tourism or Arts and Cultural Events

Local Newspaper/Digital Advertising	\$	2000.00
Regional Newspaper/Digital Advertising	\$	2000.00
National Newspaper/Digital Advertising	\$	
Local Magazine/Digital Advertising	\$	3000.00
Regional Magazine/Digital Advertising	\$	1980.00
National Magazine/Digital Advertising	\$	
Local Radio Advertising	\$	
Regional Radio Advertising	\$	1500.00
National Radio Advertising	\$	
Local Television Advertising	\$	
Regional Television Advertising	\$	3000.00
National Television Advertising	\$	
Billboards	\$	
Social Media Advertising	\$	0
E-mail and/or Text Blasts	\$	0
Postcards/Mailers	\$	
Posters/Banners/Signage	\$	1600.00
Graphic Design of Marketing/Writing or Press Releases	\$	
Web Hosting for Event (not organization)	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	

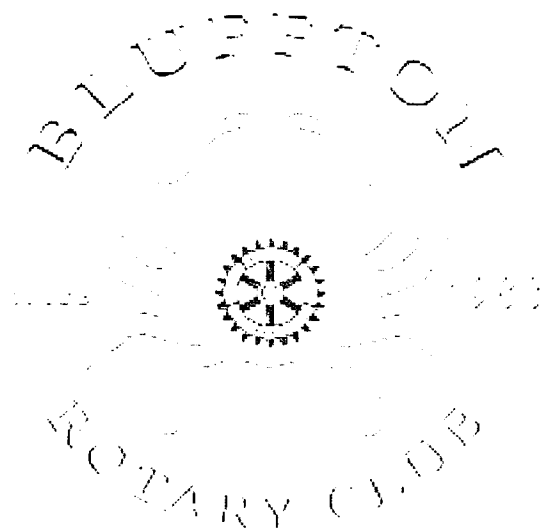
Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$	3000.00
Rental: Sound, Audio Equipment	\$	
Construction	\$	
Repairs to Facilities	\$	
Maintenance of Facilities	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	

Bluffton Rotary Board Meeting - Financial Overview

Section X. Item #4.

2023-2024



Prepared by:

John Anderson

Presented on:

June 22, 2024

Profit and Loss

	Total
Art & Seafood Festival	
Art & Seafood Soiree'	7,000.00
Arts & Seafood Drinks Income	38,879.00
Total Art & Seafood Festival	45,879.00
CART Fund	3,041.90
CONTRIBUTIONS - Miscellaneous	3,400.00
Foundation - Income (Op) - From Dues	4,290.13
GUEST MEALS	2,350.00
Happy Feet	2,500.00
INITIATION FEE	125.00
Mayfest Income	
ATAX Grant	6,734.05
Mayfest Income - Drinks	31,819.83
Mayfest Income - Merch	4,688.17
Mayfest Income - Sponsorships	10,000.00
Mayfest Income - Vendor	40,253.63
Total Mayfest Income	93,495.68
MERCHANDISE - ROTARY STORE	35.00
Miscellaneous Sales	190.00
OYSTER ROAST	
OYSTER ROAST - Drinks	4,121.22
OYSTER ROAST - Tickets	30,732.09
Total OYSTER ROAST	34,853.31
QUARTERLY BREAKFAST	50,181.58
QUARTERLY DUES	9,465.79
ROTARY BADGES	2.74
ROTARY PINS	60.00
Sales of Product Income	0.00
Unapplied Cash Payment Income	-716.40
Total Income	249,153.73
	249,153.73

Arts & Seafood - Drinks Tent	13,455.67
Bank Charges	14.95
Breakfast	37,300.00
Conferences	2,429.68
CONTRIBUTIONS	2,676.68
Charitable Giving Committee	23,000.00
Foundation- Cont Acct - Expense	2,475.00

	Total
Happy Feet program	7,839.78
Holiday Meals	1,000.00
Polio Plus	3,300.00
Ronald McDonald House	562.75
Scholarships	1,000.00
Student of the month	700.00
Total CONTRIBUTIONS	42,554.21
Credit Card Machine Expense	2,818.61
District Governor Reception	1,173.00
Dues and Subscriptions	4,432.75
Chamber of Commerce	410.00
ClubRunner	957.00
District Dues	4,219.00
Rotary International Dues	17,700.87
Total Dues and Subscriptions	27,719.62
Insurance Bonds	1,376.00
Licenses and Permits	50.00
Linens	3,247.70
Mayfest - Exp	1,676.63
Mayfest - Advertising/Promotional	6,855.67
Mayfest - Entertainment	8,563.29
Mayfest - Exp - Drinks	8,095.04
Mayfest - Merchandise	3,443.02
Mayfest - Security/Police	3,066.50
Mayfest - Transportation	5,654.65
Mayfest - Trash/Bathrooms	5,389.79
Total Mayfest - Exp	42,744.59
MERCH. - ROTARY STORE	74.54
Miscellaneous	2,245.34
Miscellaneous Contributions	3,000.00
Oyster Roast Expenses	
Oyster Roast - Misc	905.19
Oyster Roast Expenses - Band	800.00
Oyster Roast Expenses - Drinks	2,554.57
Oyster Roast Expenses - Food	6,192.06
Total Oyster Roast Expenses	10,451.82
Postage and Delivery	166.00
Rotary Exchang Student	1,200.00
Social Events - Expense	
5th Wednesday	260.82
Charter Night	365.96
Christmas Party	2,000.00
Total Social Events - Expense	2,626.78

	Total
Square Fees	1,564.83
Storage - Compass	4,789.00
TELEPHONE & TABLETS	982.15
Unapplied Cash Bill Payment Expense	0.00
Uncategorized Expense	192.59
Total Expenses	202,177.08
	46,976.65
	\$46,976.65

Balance Sheet

	Total
Current Assets	
Bank Accounts	
Cash (CSB - Contributions #4432)	29,222.26
Cash (CSB - Operating #4424)	31,671.01
Cash (CSB - Reserve #4440)	13,055.12
Festival Cash Box	0.00
Total Bank Accounts	73,948.39
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	0.00
Other Current Assets	
Credit Card Receivables	0.00
Undeposited Funds	1,926.00
Total Other Current Assets	1,926.00
Total Current Assets	75,874.39
TOTAL ASSETS	\$75,874.39
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	0.00
Reconciliation Adjustments	0.00
Retained Earnings	76,229.14
Net Income	-354.75
Total Equity	75,874.39
TOTAL LIABILITIES AND EQUITY	\$75,874.39



**Bluffton Rotary Club
Board Meeting Minutes
August 26, 2024**

Rotary

Present: Mike Tripka, Dan Ciuffreda, Mary O'Neill, John Miller, Remi Olodun, Dan McMahon, Doug Magill, Dean Turner, Bill Epps, Don Kensey
Absent: Dot Jeger, Cara Vercellone, Charlie Wetmore

President Mike Tripka called the meeting to order at 6:07 pm at Bee Town Mead and Cider in Old Town in Bluffton.

President Mike reviewed the following topics:

- July Board Minutes were approved as written, by Doug Magill and seconded by John Miller
- HHI Sunset Club will be doing a silent auction for their Mini-Golf Tournament. They are looking for donations to help their auction
- President Mike Tripka will have 2 cards to pass around:
 - Ted Thames – recently entered Hospice Care (possibly donate a meal to his home/family)
 - Dan Wood – recently his mother has passed away
- We need to work to promote Rotary International License Plate
- Saturday September 7th: Fall Volunteer Event at Margaritaville: 8:30 set up; event time: 10-12
- Aaron Nelson will lead the Oyster Roast again this year. President Mike has asked Aaron to attend next month's board meeting
- Bluffton Christmas Parade: start thinking about ideas and bring them to President Mike by September and October
- Reminder: RCB to support the Rotary Club of Spring Valley's exchange student. Last year's board approved \$2,200.00
- From District 7770:
 - Need Pam Baker to complete the Child Protection Form
 - Looking for two volunteers to join the Rotarians Against Human Trafficking (RAHT)

Treasurer: Don Kensey reported:

- Account Receivable's: \$2,217.00
- Next month President Mike will make the appropriate calls to the members in arrears
- The ClubRunner invoice has been paid
- BRCF: Met with Michael Putich and Michael Fleenor to discuss taxes and foundation. Don will reach out to Michael to arrange a date and time to change the board and have the new officers meet both accountants
- The 2024-2025 Budget was reviewed, discussed and approved. Mary O'Neill made a motion to accept the budget and Bill Epps seconded
 - Dan McMahon requested actuals to compare
 - Dan Ciuffreda requested A/R report, P&L, and actuals to be delivered to the board in advance for proper review

Youth Services: Bill Epps

- Bill will visit MRH, HHCA, and BLHS and form relationships with the advisors and/or school
- Dee Dee will continue to handle Student of the Month
- Discussion regarding Student of the Year for both Michael C. Riley and Red Cedar Elementary schools
- The board approved \$250 for each student (\$500 in total) and will present the student during the end of year awards ceremony for each school. Remi made a motion to approve, and Dan McMahon seconded
- Bill needs two more volunteers on his committee. Dan Ciuffreda recommended Laura Higgins who was instrumental in the formation of the HHCA interact club

Public Relations: Doug Magill

- A press release was sent out regarding Oyster Reef Build. Savannah TV would like to be present during the next one
- Doug asked for 2-3 weeks prior notice for an event with provide details, so he will send out a press release
- Doug apologized for not having any pictures of the Oyster Build

Vice President: Dan Ciuffreda

- The Charitable Giving Committee has been formed and will meet after Labor Day. Committee members: Dan Ciuffreda, Jim Evans and Lousia Harrison
- Charitable Giving Day will be December 18

President-Elect: Dan McMahon reminded the BOD of the following:

- Main Stage Community Theater production of Jekyll & Hyde on Friday September 13 at 7:00 pm. This performance will be held near Hilton Head High School at Seahawk Cultural Center on School Road, Hilton Head Island. General admission tickets are \$30 for adults, \$15 for students, and \$5 for children under 8. The show is rated PG-13

The Board meeting adjourned at 7:47 pm.

Our BOD meeting is scheduled for Monday, September 23.

Bluffton Rotary Club
Board and Club Approved Budget
July 2024 - June 2025

Printed 12/12/2023 11:11 AM

Section X. Item #4.

	2023-2024 BUDGET	2023-2024 ACTUAL	2024-2025 BUDGET
CONTRIBUTION BUDGET			
INCOME			
ARTS & SEAFOOD FESTIVAL:			
ARTS & SEAFOOD SOIREE	\$7,000	\$7,000	\$7,000
ARTS & SEAFOOD DRINKS INCOME	\$30,000	\$38,879	\$30,000
TOTAL ARTS & SEAFOOD INCOME	\$37,000	\$45,879	\$37,000
CART FUND	\$1,000	\$4,955	\$1,000
CONTRIBUTIONS - MISCELLANEOUS	\$1,000	\$3,400	\$1,000
FOUNDATION - INCOME (CONT) TRANSFER FROM OP	\$4,800	\$4,462	\$5,000
HAPPY FEET	\$2,500	\$2,500	\$2,500
MAYFEST INCOME:			
ATAX GRANT	\$24,000	\$6,734	\$24,000
MAYFEST INCOME - DRINKS	\$20,000	\$31,820	\$20,000
MAYFEST INCOME MERCHANDISE	\$4,000	\$4,688	\$6,000
MAYFEST INCOME - SPONSORSHIPS	\$8,000	\$11,500	\$8,000
MAYFEST INCOME - VENDORS	\$35,000	\$40,789	\$35,000
TOTAL MAYFEST INCOME	\$91,000	\$95,531	\$93,000
POLIO PLUS	\$3,720	\$0	\$3,720
TOTAL INCOME	\$141,020	\$156,727	\$143,220
EXPENSES:			
ARTS & SEAFOOD - DRINK TENT	\$15,000	\$13,456	\$15,000
BANK CHARGES	\$100	\$15	\$100
CONTRIBUTIONS:			
BACK TO SCHOOL	\$1,200	\$0	\$1,200
BLUFFTON POLICE DEPT - BALLS	\$1,200	\$734	\$1,200
CART FUND	\$1,000	\$5,136	\$1,000
CHARITABLE GIVING COMMITTEE	\$32,000	\$47,250	\$32,000
FOUNDATION - CONT ACCT EXPENSE	\$21,000	\$14,643	\$21,000
HAPPY FEET PROGRAM	\$8,000	\$7,840	\$8,000
HOLIDAY MEALS	\$1,000	\$1,000	\$1,000
POLIO PLUS	\$3,720	\$3,300	\$3,720
RONALD McDONALD HOUSE	\$1,000	\$563	\$1,000
SCHOLARSHIPS	\$2,000	\$4,000	\$3,000
SC SCORE	\$0	\$3,000	\$0
SHELTER BOX	\$0	\$1,000	\$0
STOCK THE VAN	\$0	\$2,677	\$0
STUDENT OF THE MONTH	\$1,000	\$900	\$1,700
TOTAL CONTRIBUTIONS	\$73,120	\$92,043	\$74,820
MAYFEST EXPENSES:			
MAYFEST - ADVERTISING & PROMOTION	\$15,000	\$14,842	\$15,000
MAYFEST - ENTERTAINMENT	\$7,500	\$8,563	\$9,000

Bluffton Rotary Club
Board and Club Approved Budget
July 2024 - June 2025

Printed 12/12/21

Section X. Item #4.

	2023-2024 BUDGET	2023-2024 ACTUAL	2024-2025 BUDGET
MAYFEST - DRINKS	\$8,000	\$8,095	\$8,500
MAYFEST - MERCHANDISE	\$2,500	\$3,443	\$3,500
MAYFEST - SECURITY & POLICE	\$7,000	\$3,067	\$4,000
MAYFEST - TRANSPORTATION	\$5,000	\$5,655	\$6,000
MAYFEST - TRASH / BATHROOMS	\$5,000	\$9,520	\$5,000
MAYFEST - VENDOR LICENSES	\$2,000	\$1,410	\$2,000
MAYFEST - OTHER EXPENSES	\$0	\$3,570	\$0
TOTAL MAYFEST EXPENSE	\$52,000	\$58,165	\$53,000
TOTAL EXPENSES	\$140,220	\$163,679	\$142,920
NET INCOME	\$800	(\$6,952)	\$300

BLUFFTON - ROTARY

Budget Overview: 2023 Rotary Budget - Contribution - FY23 P&L

July 2022 - June 2023

	TOTAL
Income	
Art & Seafood Festival	
Art & Seafood Soiree'	5,000.00
Arts & Seafood Drinks Income	30,000.00
Total Art & Seafood Festival	35,000.00
CART Fund	400.00
CONTRIBUTIONS - Miscellaneous	500.00
Foundation - Income (Cont) - Transferred from Op	4,400.00
Happy Feet	7,300.00
Mayfest Income	
Mayfest Income - Drinks	19,000.00
Mayfest Income - Merch	3,000.00
Mayfest Income - Sponsorships	8,000.00
Mayfest Income - Vendor	32,000.00
Total Mayfest Income	62,000.00
Polio Plus - Income	3,520.00
Total Income	\$113,120.00
GROSS PROFIT	\$113,120.00
Expenses	
Arts & Seafood - Drinks Tent	16,000.00
Bank Charges	100.00
CONTRIBUTIONS	
Back to School	1,500.00
Bluffton Police Dept. - Balls	1,200.00
CART Fund	400.00
Charitable Giving Committee	20,000.00
Foundation- Cont Acct - Expense	15,400.00
Happy Feet program	7,300.00
Little Library	300.00
Polio Plus	3,520.00
Ronald McDonald House	1,600.00
Scholarships	2,000.00
Student of the month	1,000.00
Total CONTRIBUTIONS	54,220.00
Mayfest - Exp	
Mayfest - Advertising/Promotional	8,000.00
Mayfest - Entertainment	6,000.00
Mayfest - Exp - Drinks	8,000.00
Mayfest - Merchandise	2,500.00
Mayfest - Security/Police	7,000.00
Mayfest - Transportation	5,000.00
Mayfest - Trash/Bathrooms	3,500.00
Mayfest - Vendor Licenses and Refunds	2,000.00

BLUFFTON - ROTARY

Budget Overview: 2023 Rotary Budget - Contribution - FY23 P&L
July 2022 - June 2023

	TOTA
Total Mayfest - Exp	42,000.0
Total Expenses	\$112,320.0
NET OPERATING INCOME	\$800.0
NET INCOME	\$800.0

ACCOMMODATIONS TAX ADVISORY COMMITTEE STAFF REPORT Department of Finance & Administration



MEETING DATE: February 18, 2025
SUBJECT: The Rotary Club of Bluffton: 2025 Mayfest Weekend in Bluffton
PROJECT MANAGER: Shannon Milroy, Budget, Grants & Procurement Administrator

Summarized below is the application from The Rotary Club of Bluffton for Accommodations Tax grant dollars in support of advertising and expenses related to providing for tourists for the 2025 Mayfest Weekend in Bluffton.

Total Budget, per application: \$53,000
Requested Amount: \$24,000
Percentage of Request^: 26%

^Includes up to 100% for Advertising & Promotion plus up to 50% of remaining expenses

Eligible Tourism-Related Expense Categories (per SC Code of Laws)	Total Budget for Category, per budget form		Budget Items Eligible for ATAX Funds
Advertising & Promotion of Tourism or Arts and Cultural Events	\$15,080		\$ 15,080
Facilities for Civic and Cultural Events	3,000		3,000
Public Facilities	1,700	*	595
Municipality and County Services	7,500	*	2,925
Tourist Transportation	6,000	*	2,400
Other/Ineligible Project Expenses	10,500		
Total	\$43,780		\$ 24,000

*Estimated and reimbursement will be based on the percentage of tourists provided for.

Budgeted Eligible Expenses:

Advertising & Promotion:

Total budget \$15,080

- Local and Regional Newspaper and Magazine ads, regional radio and television spots and posters/banners/signage

Facilities for Civic and Cultural Events:

Total budget \$3,000

- Rentals of tables, chairs, stages, tents

Public Facilities:

Total budget \$1,700

- Rental of portable/temporary restrooms for attendees

Municipality and County Services:

Total budget \$7,500

- Dumpster Rental, Security provided by BPD (\$3,000), Security not provided by BPD (\$4,000)

Tourist Transportation:

Total budget \$6,000

- Old Town Trolley shuttles for attendees

Other/Ineligible Project Expenses:

Total Budget: \$10,500

- Vendor business licenses, and bar supplies.

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

Amount Recommended	Advertising (15)	Festival/Event (5)	Bluffton Event (5)	Tourism Draw % (5)	Benefit to Tourism (5)	Self-Sufficiency % (5)	Total of 40 possible	Comments
\$24,000	9	5	5	2	5	4	30	

Advertising: Comprises about 63% of the requested funds. Advertising will be placed in local and regional marketing vehicles.

Festival/Event: Mayfest is a one-day festival held the Saturday of Mother's Day weekend each year from 10 a.m. - 5 p.m. Food, music, craft and artisan vendors line the streets to celebrate the quirky, eclectic, different and unique people and identity of Bluffton.

Bluffton Event: Mayfest is held in Old Town Bluffton.

Tourism Draw %: Tourists comprised 25% of the 2024 Mayfest Event attendees; zip codes were collected as attendees boarded the shuttles.

Benefit to Tourism: Additional advertising dollars would allow for the event to be marketed in out-of-town markets as a Mother's Day weekend destination, thus increasing Bluffton tourism numbers and revenue.

Self-Sufficiency % (Financial Need): Eligible amount requested is 26% of total expenses budget. Revenues of \$74,450 (not including an ATAX award) are anticipated from merchandise and alcohol sales, vendor fees and sponsorships and include the value of in-kind contributions. Based on the budget submitted, a profit of \$30,670 is anticipated.

Previous Funding Amounts						
Fiscal Year	Requested Amount	% of Budget	Advisory Committee Recommendation	Town Council Approved	Expended	Comments
2024	\$15,000	29%	\$25,000	\$25,000	approx. \$15,000	Final Report submitted 1/31/2025; not all invoices/reimbursables received
2023	\$15,000	36%	\$15,000	\$15,000	\$6,734.05	Final Report submitted; Reimbursement disbursed

Accommodations Tax Committee Recommendations and Comments:

The Committee recommends funding \$24,000 for eligible expenses for Mayfest Weekend in Bluffton.

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section X. Item #4.

Entity: HHI-Bluffton Chamber of Commerce

Project: 2024 Bluffton Vacation Planner

Project Type: Marketing

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on <u>where</u> the advertising is placed.		
None of the funds go toward advertising	0 points	
Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun)	2 points	
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points	
Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets)	6 points	
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago)	8 points	
Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine)	10 points	
TOURIST FACILITIES	15	
Higher point value given based on anticipated ratio of tourists to locals		
FESTIVAL/EVENT	5	
Higher point value given to requests for festivals or events		
Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event?		
BLUFFTON EVENT	5	
Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations		
TOURISM DRAW	5	
0% of attendees are tourists based on historical or projected information	0 points	
1% - 20% of attendees are tourists based on historical or projected info	1 point	
21% - 40% of attendees are tourists based on historical or projected info	2 points	
41% - 60% of attendees are tourists based on historical or projected info	3 points	
61% - 80% of attendees are tourists based on historical or projected info	4 points	
81% - 100% of attendees are tourists based on historical or projected info	5 points	
BENEFIT TO TOURISM (LOCAL ECONOMY)	5	
Higher point value given to events that encourage overnight stays and/or have local business participation		
SELF SUFFICIENCY	5	
100% of budget from ATAX request	0 points	
80% - 99% of budget from ATAX request	1 point	
60% - 79% of budget from ATAX request	2 points	
40% - 59% of budget from ATAX request	3 points	
20% - 39% of budget from ATAX request	4 points	
1% - 19% of budget from ATAX request	5 points	
MISCELLANEOUS	10	
Only use if applicant does not qualify as a festival/event		
Group Average Point Total (out of a possible 40 points)		
Group Average Percentage		

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section X. Item #4.

Entity: **Gullah Traveling Theater**Project: **Gullah Kinfolk Come to Bluffton**Project Type: **Event/Festival**

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on <u>where</u> the advertising is placed.		
None of the funds go toward advertising	0 points	
Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun)	2 points	
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points	
Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets)	6 points	
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago)	8 points	
Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine)	10 points	
TOURIST FACILITIES	15	
Higher point value given based on anticipated ratio of tourists to locals		
FESTIVAL/EVENT	5	
Higher point value given to requests for festivals or events		
Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event?		
BLUFFTON EVENT	5	
Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations		
TOURISM DRAW	5	
0% of attendees are tourists based on historical or projected information	0 points	
1% - 20% of attendees are tourists based on historical or projected info	1 point	
21% - 40% of attendees are tourists based on historical or projected info	2 points	
41% - 60% of attendees are tourists based on historical or projected info	3 points	
61% - 80% of attendees are tourists based on historical or projected info	4 points	
81% - 100% of attendees are tourists based on historical or projected info	5 points	
BENEFIT TO TOURISM (LOCAL ECONOMY)	5	
Higher point value given to events that encourage overnight stays and/or have local business participation		
SELF SUFFICIENCY	5	
100% of budget from ATAX request	0 points	
80% - 99% of budget from ATAX request	1 point	
60% - 79% of budget from ATAX request	2 points	
40% - 59% of budget from ATAX request	3 points	
20% - 39% of budget from ATAX request	4 points	
1% - 19% of budget from ATAX request	5 points	
MISCELLANEOUS	10	
Only use if applicant does not qualify as a festival/event		
Group Average Point Total (out of a possible 40 points)		
Group Average Percentage		

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section X. Item #4.

Entity: Old Town Bluffton Merchants Society Project: Bluffton as a Destination

Project Type: Marketing

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on <u>where</u> the advertising is placed.		
None of the funds go toward advertising	0 points	
Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun)	2 points	
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points	
Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets)	6 points	
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago)	8 points	
Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine)	10 points	
TOURIST FACILITIES	15	
Higher point value given based on anticipated ratio of tourists to locals		
FESTIVAL/EVENT	5	
Higher point value given to requests for festivals or events		
Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event?		
BLUFFTON EVENT	5	
Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations		
TOURISM DRAW	5	
0% of attendees are tourists based on historical or projected information	0 points	
1% - 20% of attendees are tourists based on historical or projected info	1 point	
21% - 40% of attendees are tourists based on historical or projected info	2 points	
41% - 60% of attendees are tourists based on historical or projected info	3 points	
61% - 80% of attendees are tourists based on historical or projected info	4 points	
81% - 100% of attendees are tourists based on historical or projected info	5 points	
BENEFIT TO TOURISM (LOCAL ECONOMY)	5	
Higher point value given to events that encourage overnight stays and/or have local business participation		
SELF SUFFICIENCY	5	
100% of budget from ATAX request	0 points	
80% - 99% of budget from ATAX request	1 point	
60% - 79% of budget from ATAX request	2 points	
40% - 59% of budget from ATAX request	3 points	
20% - 39% of budget from ATAX request	4 points	
1% - 19% of budget from ATAX request	5 points	
MISCELLANEOUS	10	
Only use if applicant does not qualify as a festival/event		
Group Average Point Total (out of a possible 40 points)		
Group Average Percentage		

TOWN OF BLUFFTON ATAX GRANT APPLICATION SCORING SHEET

Attach

Section X. Item #4.

Entity: **The Rotary Club of Bluffton**Project: **2024 MayFest Weekend in Bluffton**Project Type: **Event/Festival**

Scoring Category	Points Possible	Points Awarded
ADVERTISING	15	
Part 1: Five (5) points possible. Based on how much of the requested funds go toward advertising.		
0% of funds go toward advertising	0 points	
1% - 20% of funds go toward advertising	1 point	
21% - 40% of funds go toward advertising	2 points	
41% - 60% of funds go toward advertising	3 points	
61% - 80% of funds go toward advertising	4 points	
81% - 100% of funds go toward advertising	5 points	
Part 2: Ten (10) points possible. Based on <u>where</u> the advertising is placed.		
None of the funds go toward advertising	0 points	
Local newspapers/periodicals and electronic advertising (ex. Island Packet, The Bluffton Sun)	2 points	
Local guides/periodicals specifically geared toward tourists with a shelf life of more than 30 days	4 points	
Larger regional publications and electronic marketing within 100 miles (ex. Charleston or Savannah news outlets)	6 points	
Newspapers/periodicals/electronic marketing to large, metropolitan areas outside of 100 miles away (ex. Atlanta, Charlotte, Washington, D.C., Chicago)	8 points	
Nationally distributed newspapers/periodicals/electronic marketing (ex. USA Today, NY Times, Southern Living Magazine)	10 points	
TOURIST FACILITIES	15	
Higher point value given based on anticipated ratio of tourists to locals		
FESTIVAL/EVENT	5	
Higher point value given to requests for festivals or events		
Length of event/festival should be considered. Is it an all-day event versus a two-hour event? Multi-day event?		
BLUFFTON EVENT	5	
Higher point value given to events held within the town limits of Bluffton and/or spanning multiple locations		
TOURISM DRAW	5	
0% of attendees are tourists based on historical or projected information	0 points	
1% - 20% of attendees are tourists based on historical or projected info	1 point	
21% - 40% of attendees are tourists based on historical or projected info	2 points	
41% - 60% of attendees are tourists based on historical or projected info	3 points	
61% - 80% of attendees are tourists based on historical or projected info	4 points	
81% - 100% of attendees are tourists based on historical or projected info	5 points	
BENEFIT TO TOURISM (LOCAL ECONOMY)	5	
Higher point value given to events that encourage overnight stays and/or have local business participation		
SELF SUFFICIENCY	5	
100% of budget from ATAX request	0 points	
80% - 99% of budget from ATAX request	1 point	
60% - 79% of budget from ATAX request	2 points	
40% - 59% of budget from ATAX request	3 points	
20% - 39% of budget from ATAX request	4 points	
1% - 19% of budget from ATAX request	5 points	
MISCELLANEOUS	10	
Only use if applicant does not qualify as a festival/event		
Group Average Point Total (out of a possible 40 points)		
Group Average Percentage		

Grant Requests	Amount Requested	Advisory Committee Recommendation	Town Council Approved	Paid FY 2024	Paid FY 2025	Lapse FY2025	Remaining
Applications Received September 30, 2022							
Farmers Market of Bluffton	\$ 50,500	\$ 50,500	\$ 50,500	\$ 17,409			\$ 16,140
May River Theatre, Inc.: Advertising for 2023 Season	38,715	38,715	38,715	11,918			2,610
Lowcountry Online Journalism Initiative: Bluffton Newcomers Guide	29,500	-	-				-
Town of Bluffton: Squire Pope Carriage House Restoration	457,026	457,026	457,026				-
Total Grants for 1st Quarter Payments	\$ 575,741	\$ 546,241	\$ 546,241	\$ 29,327	\$ -		\$ 18,750
Applications Received January 3, 2023							
Palmetto Bluff Conservancy: Duffy Boat Purchase	\$ 35,000	\$ 35,000	\$ 35,000	\$ -			\$ 17,500
The Rotary Club of Bluffton: Mayfest Marketing & Transportation	15,000	15,000	15,000	6,734			8,266
Old Town Bluffton Merchants Society: Marketing	14,000	14,000	14,000	8,930			-
Total Grants for 2nd Quarter Payments	\$ 64,000	\$ 64,000	\$ 64,000	\$ 15,664	\$ -		\$ 25,766
Applications Received March 31, 2023							
Society of Bluffton Artists: 2023-2024 Marketing Plan	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,024			\$ 598
Hilton Head Symphony Orchestra: 2023 Bluffton Concerts	48,628	48,628	48,628	40,497			8,131
Historic Bluffton Foundation: Heyward House Annual Allocation	150,000	150,000	150,000	150,000			-
Bluffton MLK Observance Committee: 2023 Juneteenth Celebration	20,000	20,000	20,000				6,429
BlacQuity SC: Roots and River Festival	28,135	11,000	11,000	11,000			-
Total Grants for 3rd Quarter Payments	\$ 261,763	\$ 244,628	\$ 244,628	\$ 211,521	\$ -		\$ 15,157
Applications Received June 30, 2023							
Campbell Chapel	\$ 200,000	\$ 130,874	\$ 127,000	\$ -			\$ 127,000
Boys & Girls Club: Bike Bluffton 2023	21,650	21,650	21,650	19,855			1,795
BlacQuity SC: Roots and River Festival (2nd request)	10,836	10,836	10,836	3,007			7,829
Congregation Beth Yam: 2023 Hanukkah Celebration	6,000	6,000	6,000	1,995			4,005
Coastal Conservation Association	10,000	10,000	10,000	8,972			1,028
Bluffton Gullah Cultural Heritage Center	350,000	350,000	175,000	175,000			-
Arts & Seafood Festival	80,000	80,000	80,000	80,000			-
Total Grants for 4th Quarter Payments	\$ 678,486	\$ 609,360	\$ 430,486	\$ 288,829	\$ -		\$ 141,657
Applications Received October 2, 2023							
The New Bluffton Worship: Christmas Eve Under the Stars	\$ 23,110	\$ 15,280	\$ 15,280	\$ 9,070			\$ 6,210
Gullah Traveling Theatre, Inc.: Gullah Kinfolk Come to Bluffton	18,791	-	-	-			-
HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner	45,000	-	-	-			-
May River Theatre: Advertising & Royalties for 2024 Season	39,801	39,801	39,801	22,688	\$ 7,032	\$ 10,082	(0)
Famer's Market of Bluffton: 2024 Expenses	55,300	55,300	55,300	15,710	12,151	27,439	(0)
Total Grants for 1st Quarter Collections	\$ 182,002	\$ 110,381	\$ 110,381	\$ 47,468	\$ 19,183	\$ 37,521	\$ 6,209
Applications Received January 2, 2024							
HHI-Bluffton Chamber of Commerce: 2024 Official Bluffton Vacation Planner	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000			\$ -
Gullah Traveling Theatre, Inc.: Gullah Kinfolk Come to Bluffton	26,841	9,750	9,750	-			9,750
Old Town Bluffton Merchants Society: Marketing	28,500	28,500	28,500	-	\$ 7,085		21,415
The Rotary Club of Bluffton: 2024 Mayfest Marketing & Transportation	15,000	25,000	25,000	-	16,598		8,402
Total Grants for 2nd Quarter Collections	\$ 115,341	\$ 108,250	\$ 108,250	\$ 45,000	\$ 23,682		\$ 39,568
Applications Received April 1, 2024							
Society of Bluffton Artists: 30th Anniversary	\$ 20,000	\$ 20,000	\$ 20,000	\$ 5,470	\$ 9,707		\$ 4,823
Hilton Head Symphony Orchestra: 2024 Bluffton Concerts	43,632	43,632	43,632	-	30,179		13,453
BlacQuity: 2024 River and Roots Festival	25,000	25,000	25,000	-			25,000
MLK Observance Committee: 9th Annual Bluffton Juneteenth Festival Weekend	20,000	20,000	20,000	16,908			3,092
HBF: Heyward House Welcome Center Q1 Allocation	40,000	40,000	40,000	-	40,000		-
HBF: Luke Peeples Music Celebration	5,000	-	-	-			-
Total Grants for 3rd Quarter Collections	\$ 153,632	\$ 148,632	\$ 148,632	\$ 22,378	\$ 79,886		\$ 46,367
Applications Received July 1, 2024							
HBF: Heyward House Welcome Center Q2 Allocation	\$ 40,000	\$ 40,000	\$ 40,000	\$ -			\$ 40,000
HBF: Luke Peeples Music Celebration	5,000	3,200	3,200	-			3,200
Historic Bluffton Arts & Seafood Festival: 2024 Arts & Seafood	80,000	80,000	80,000	-			80,000
Coastal Conservation Association: 2024 Conservation Weekend in Bluffton	10,000	10,000	10,000	-			10,000
Boys & Girls Club of the Lowcountry: 2024 Bike Bluffton	23,500	23,500	23,500	-			23,500
Total Grants for 4th Quarter Collections	\$ 158,500	\$ 156,700	\$ 156,700	\$ -	\$ -		\$ 156,700
Applications Received October 4, 2024							
Famer's Market of Bluffton: 2025 Expenses	\$ 55,300	\$ 55,300	\$ 55,300	\$ -			\$ 55,300
The New Bluffton Worship: 2024 Christmas Eve Under the Stars	28,810	25,100	25,100	-			25,100
Society of Bluffton Artists: Partial CY2025 Expenses - Marketing	27,000	27,000	27,000	-			27,000
Congregation Beth Yam: 2024 Hanukkah Celebration	2,980	2,830	2,830	-	\$ 1,000		1,830
Historic Bluffton Foundation: Heyward House Museum Operations - Q3 FY2025	40,000	40,000	20,000	-			20,000
May River Theatre: 2025 Performance Season Advertising & Royalties	42,826	42,826	42,826	-	17,120		25,706
Total Grants for 1st Quarter Collections	\$ 196,916	\$ 193,056	\$ 173,056	\$ -	\$ 18,120		\$ 154,936
Total Grants	\$ 575,741	\$ 546,241	\$ 546,241	\$ 29,327	\$ 140,871	\$ 37,521	\$ 18,750

ACCOMMODATIONS TAX ADVISORY COMMITTEE

STAFF REPORT

Department of Finance & Administration



MEETING DATE: February 18, 2025
SUBJECT: Accommodations Tax Policy Recommendation
PROJECT MANAGER: Natalie Majorkiewicz, CGFO, Director of Finance

On October 27, 1998, the State of South Carolina Department of Revenue issued SC Revenue Ruling #98-22 that specifically addresses the use of State Accommodations Tax funds. This is an official advisory opinion, is provided as guidance, and shall remain in effect until superseded or modified.

A category of tourism-related expenditures is **Facilities for Civic and Cultural Events**. Within the category, the following is addressed:

Under Code Section 6-4-10(4)(b)(3), monies in the Tourism-related Fund can be used for the construction, maintenance and operation of facilities for cultural and civic activities including construction and maintenance of access and other nearby roads and utilities for the facilities. Eligible expenditures under this category can include the costs incurred in building a civic center, a museum, or a coliseum. Tourism-related monies can also be used to fund the continued operation of such facilities including management fees or to pay the salaries of those who work at the facility, as well as the cost of repairs and necessary additions to such facilities. Please note, the facility must enhance the ability of the county or municipality to attract and provide for tourists and cannot provide a purely local function or benefit.

Question 19 within the Revenue Ruling: *Can Accommodations Tax Funds be used to fund local government salaries?*

ANSWER: *As a general rule, no unless the county or municipality can show that the employee's position is necessary to attract or provide for tourists. Additionally, since these employees are providing a county or municipal service, the salary or wage must: (a) be for services that would normally not be provided by the county; (b) the county or municipality must have a high concentration of tourism activity; and (c) the amount of Tourism-related Funds spent on the salary or wages must be based on the estimated percentage of costs attributable to tourists. To the extent that only a portion of the employee's salary or wages meets the requirements listed above, only that portion of the salary or wages that would satisfy these requirements may be paid for out of Tourism-related Funds. If a staff person's entire time is not devoted to the promotion of tourism or the furnishing of services to tourists, the Department would expect the employee and the county or municipality to determine the amount of time the employee devotes to tourism and to treat an appropriate amount of the employee's salary as a tourism-related expenditure. For example, Tourism-related Funds could not be used to pay for the mayor's salary even if a portion of his time is spent on tourism matters, since this is a position that would need to be filled, whether or not the municipality had any tourism activity at all.*

Question 22 within the Revenue Ruling: *Can Tourism-related Funds be used to fund buildings or operations for the local chamber of commerce?*

ANSWER: *As a general rule, no. Chambers of commerce usually benefit the local members and are not designed to accommodate or benefit tourists. However, if the local chamber of commerce operates the Visitor's Bureau or Visitor's Center it may be possible that Tourism-related Funds could be used for the operations of the Visitor Center.*

Further clarification from TERC related to SC Code Section 6-4-20(4)(b)(3) specifically states, *"Such expenditures must be of such a percentage of the total expenditures that they do not exceed the percentage of tourists expected to attend the events in relation to the total expected attendance. Reimbursement of salaries is not a permitted use of A-Tax funds under this subsection."*

Staff recommends the following for ATAC's consideration:

- Adding personnel expenses, to include salaries and wages, as ineligible tourism-related expenditures to the Notes and Guidelines section of the Town of Bluffton's Accommodations Tax Application.
- Capping operational expenditures related to cultural and civic facilities to no more than 25% annually or at the documented annual percentage of tourist attendance, whichever is less, with the maximum annual amount not to exceed \$50,000.

State of South Carolina
Department of Revenue
301 Gervais Street, P.O. Box 125, Columbia, South Carolina 29214

SC REVENUE RULING #98-22

SUBJECT: Use of Accommodations Tax Funds

EFFECTIVE DATE: Applies to all fiscal years beginning after December 1, 1998.

SUPERSEDES: All previous documents and any oral directives in conflict herewith.

REFERENCES: S. C. Code Ann. Chapter 4, Title 6 (Supp. 1997)
S.C. Code Ann. 53-1-150 (Supp. 1997)

AUTHORITY: S. C. Code Ann. Section 6-4-30 (Supp. 1997)
SC Revenue Procedure #97-8

SCOPE: A Revenue Ruling is the Department of Revenue's official **advisory opinion** of how laws administered by the Department are to be applied to a specific issue or a specific set of facts, and is provided as guidance for all persons or a particular group. It is valid and remains in effect until superseded or modified by a change in the statute or regulations or a subsequent court decision, Revenue Ruling or Revenue Procedure.

LAW:

Allocation of Accommodation Tax Funds

Chapter 4 of Title 6 of the South Carolina Code of Laws (“Code”) provides a procedure for handling accommodations tax revenues collected by taxpayers within a county or municipality. If a county or municipality is located in a “County Area” that collects over \$50,000 in Accommodations Tax (“Accommodations Tax Funds”), each county or municipality in that County Area will be required to allocate and spend all Accommodations Tax Funds that they collect in the manner required by the statute. A “County Area” is defined as a county and the municipalities located within the geographic

boundaries of the county. See Code Section 6-4-5(1).

For example, if County A has within its boundaries Municipalities X, Y, and Z and County A collects \$25,000 in Accommodations Tax Funds, Municipality X collects \$10,000, Municipality Y collects \$20,000 and Municipality Z collects \$5,000, the county and each of the municipalities will be required to allocate and spend their Accommodations Tax Funds as required by the statute.

Under Code Section 6-4-10, the first \$25,000 of all Accommodations Tax Funds collected by a county or municipality is allocated to the general fund of the county or municipality. Whatever is left after allocating the original \$25,000 is the balance. Five percent of the balance is allocated to the general fund of the county or municipality and 30% of the balance is allocated to a special fund which must be used for the advertising and promotion of tourism ("Promotion Fund"). The monies in the Promotion Fund must be administered by one or more non-profit organizations that have an existing, ongoing tourism promotion program, or if the organization does not currently have a program, it must show that it can develop an effective program. Any Accommodations Tax Funds remaining after allocation to the Promotion Fund, plus any interest earned on the "balance" (*i.e.*, 65% of the balance) must be allocated to a special fund that must be used for "tourism-related expenditures" ("Tourism-related Fund").

For example, assume that a county collects \$125,000 in Accommodations Tax Funds.

Step 1 - The first \$25,000 of Accommodations Tax Funds is allocated to the general fund of the county or municipality. This leaves a balance of \$100,000. (This \$100,000 will be referred to as the "balance" throughout this example.)

Step 2 - Five percent of the balance ($\$100,000 \times .05 = \$5,000$) is also allocated to the general fund of the county or municipality.

Step 3 - Thirty percent of the balance ($\$100,000 \times .30 = \$30,000$) is allocated to the Promotion Fund.

Step 4 - Any remaining money left after subtracting the \$25,000 allocated to the general fund, the five percent of the balance that is allocated to the general fund and the thirty percent of the balance allocated to the Promotion Fund, goes into the Tourism-related Fund and must be used for tourism-related expenditures. Any interest that has accrued on the Accommodations Tax Funds prior to the amounts being divided as described in steps (1) through (4) above, is also allocated to the Tourism-related Fund.

Requirements for Tourism-related Expenditures

As stated above, any money in the Tourism-related Fund must be spent on tourism-related expenditures. Section 6-4-10(4)(b)-(d) states:

(b)The funds received by a county or municipality which has a high concentration of tourism activity may be used to provide additional county and municipal services, including, but not limited to, law enforcement, traffic control, public facilities, and highway and street maintenance, as well as the continual promotion of tourism. The funds must not be used as a additional source of revenue to provide services normally provided by the county or municipality but to promote tourism and enlarge its economic benefits through advertising, promotion, and providing those facilities and services which enhance the ability of the county to attract and provide for tourists.

“Tourism-related expenditures” include:

1. advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;
2. promotion of the arts and cultural events;
3. construction, maintenance, and operation of facilities for civic and cultural activities including construction and maintenance of access and the nearby roads and utilities for the facilities;
4. the criminal justice system, law enforcement, fire protection, solid waste collection, and health facilities when required to serve tourists and tourist facilities. This is based on the estimated percentage of costs directly attributed to tourists;
5. public facilities such as restrooms, dressing rooms, parks, and parking lots;
6. tourist shuttle transportation;
7. control and repair of waterfront erosion;
8. operating visitor information centers.

(c) Allocations to the special fund must be spent by the municipality or county within two years of receipt. If the allocations are not spent within two years, the municipality or county is subject to the provisions of Section 6-4-30(6). However, the time limit may be extended upon the recommendation of the county or municipality and approval of the South Carolina Accommodations Tax Oversight Committee in Section 6-4-30. An extension must include provisions that funds be committed for a specific project or program.

(d) In the expenditure of these funds, counties and municipalities are required to promote tourism and make tourism-related expenditures primarily in geographical areas of the county or municipality in which the proceeds of the tax are collected where it is practical.

Under the statute, in order to qualify as a “tourism-related expenditure” an expenditure must meet the following two tests:

- (1) The expenditure must be used to attract or provide for tourists.**
- (2) The expenditure cannot be used for an item that would normally be provided by the county or municipality.**

Additionally, if a county or municipality wishes to use Tourism-related Funds to provide additional county or municipal services, including, but not limited to, law enforcement, traffic control, public facilities and highway and street maintenance, the expenditure must also meet the following three requirements:

- (a) the expenditure must be for items that would normally not be provided by the county (i.e., if the item would be required even if the county or municipality had no tourist activity, then Tourism-related Funds may not be used to pay for the expenditure);**
- (b) the county or municipality must have a high concentration of tourism activity; and**
- (c) the amount of the expenditure must be based on the estimated percentage of costs attributable to tourists.**

Counties and municipalities that do not have a high concentration of tourism activity, may not use Tourism-related Funds to fund additional county or municipal services.

Filing with the Department of Revenue

Counties or municipalities that receive over \$25,000 in Accommodations Tax Funds in County Areas collecting more than \$50,000 are subject to additional requirements regarding their Accommodations Tax Funds. First, they must appoint a seven member advisory committee to make recommendations on how Tourism-related Funds should be used. Secondly, they are required to file certain information with the Accommodations Tax Oversight Committee. Code Section 6-4-25 provides that every year, municipalities and counties that receive over \$25,000 in Accommodations Tax Funds must submit information concerning how they spent Accommodations Tax Funds that were collected in the county or municipality to the Accommodations Tax Oversight Committee. During the 1997 Legislative Session, the duties of the Accommodations Tax Oversight Committee were transferred to the South Carolina Department of Revenue. Pursuant to Code Section 6-4-30, the Department of Revenue serves as a resource to answer questions of local advisory committees and local governments concerning the implementation of the accommodations tax. The Department of Revenue has recently received a number of requests questioning what are considered appropriate expenditures of Accommodations Tax Funds and more particularly, money accumulating in the Tourism-related Fund.

QUESTIONS AND ANSWERS:

QUESTION 1: Must the amounts allocated to the general fund of the county or municipality be used for tourism-related expenditures?

ANSWER: No. Code Section 6-4-10 specifically provides that Accommodations Tax Funds allocated to the general fund are specifically exempted from the requirements of Chapter 4 of Title 6, including any requirements as to how those funds must be spent.

QUESTION 2: Does the county or municipality's advisory committee oversee the expenditure of revenues in the Promotion Fund?

ANSWER: No. The monies in the Promotion Fund are overseen by the non-profit organization or organizations chosen by the county to administer the Promotion Fund. However, if there is no non-profit organization to whom the county or municipality can grant its Promotion Fund, the county or municipality must create an organization using the same membership standard as those used for appointing members to the advisory committee. Additionally, the non-profit organization that is chosen to oversee the Promotion Fund is required to submit a budget and an accounting to the county or municipality on an annual basis for approval. Nothing, of course, prevents the county or

municipal council from consulting with other organizations, including the Accommodations Advisory Committee, concerning proposed expenditures from the Promotion Fund.

Question 3: What is the definition of “tourism” or “tourist”?

ANSWER: Under Code Section 6-4-5, “travel” and “tourism” means the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work. Thus, under this definition, a “tourist” would be a person who is taking trips outside his or her home community for any purpose other than daily commuting to and from work.

QUESTION 4: When will a county or municipality be considered to have a “high concentration of tourism activity”?

ANSWER: Chapter 4 of Title 6 does not provide any guidance as to when a county or municipality will be deemed to have a high concentration of tourism activity. However, Code Section 53-1-150, which exempts certain counties from the Sunday “blue laws”, appears to be relevant to this inquiry. Code Section 53-1-150(A) reads as follows:

“The General Assembly finds that certain areas of the State would benefit greatly from a complete exemption from Chapter 1 of Title 53 [the Sunday “blue laws”]. This benefit would be a result of an expanded tax base thereby reducing the burden placed on property owners through the property tax. Allowing the operation of establishments on Sunday in these areas also would reduce the property tax burden through additional accommodations tax revenue which allows these areas to provide necessary governmental service from these revenues”[emphasis added].

Code Section 53-1-150(B) reads, in part:

“The provisions of Chapter 1 of Title 53 do not apply to any county area, as defined in Section 6-4-5(1), which collects more than nine hundred thousand dollars in one fiscal year in revenues from the accommodations tax provided for in Section 12-36-2630(3) and imposed in Section 12-36-920(A).”

These two provisions read together conclude that “county areas” collecting over \$900,000 would benefit from additional accommodations tax revenues which would allow these areas to provide necessary governmental service from these revenues. Under Code Section 6-4-10, only counties or municipalities with a high concentration of tourism activity are allowed to use Accommodations Tax Funds for providing county or municipal

services. Accordingly, the Department concludes that counties and municipalities in county areas collecting over \$900,000 in accommodations tax revenues are considered to have a high concentration of tourism activity.

QUESTION 5: Can the Department provide some guidance on the different categories of tourism-related expenditures?

ANSWER: For purposes of determining what qualifies under the different categories of tourism-related expenditures, the Department has adopted the following descriptions of qualifying expenditures in each of the categories listed in the statute.

1. Advertising and Promotion of Tourism

Under Code Section 6-4-10(4)(b)(1), monies in the Tourism-related Fund can be used for advertising and promotion of tourism to increase tourism in the county or municipality. Expenditures that would qualify under this category would include monies spent on magazine, newspaper, radio or television advertising in an attempt to promote the county or municipality to tourists. Qualifying expenditures also include revenues spent to promote the county or municipality to entities that specialize in tourism, such as bus tour companies and travel agencies. Examples of qualifying expenditures under this category include advertising in magazines such as *Southern Living*.

2. Arts and Cultural Events

Under Code Section 6-4-10(4)(b)(2), monies in the Tourism-related Fund can be used for the promotion of the arts and cultural events. Expenditures that can qualify under this category include money used for advertising or promotion of a particular festival (examples of such festivals might be the Spoleto Festival, the Lexington Peach Festival, or the Salley Chitlin Strut) or, money used for advertising and promoting arts and cultural events held in the county or municipality in an effort to attract tourists. Examples of events qualifying under this category include symphony orchestras, art shows, theater productions, home and garden or touring shows.

3. Facilities for Civic and Cultural Events

Under Code Section 6-4-10(4)(b)(3), monies in the Tourism-related Fund can be used for the construction, maintenance and operation of facilities for cultural and civic activities including construction and maintenance of access and other nearby roads and utilities for the facilities. Eligible expenditures under this category can include the costs incurred in building a civic center, a museum, or a coliseum. Tourism-related monies can also be

used to fund the continued operation of such facilities including management fees or to pay the salaries of those who work at the facility, as well as the cost of repairs and necessary additions to such facilities. Please note, the facility must enhance the ability of the county or municipality to attract and provide for tourists and cannot provide a purely local function or benefit.

4. Municipality and County Services

Under Code Section 6-4-10(4)(b)(4), monies in the Tourism-related Fund can be used for the criminal justice system, law enforcement, fire protection, solid waste collection, and health facilities when required to serve tourists and tourist facilities. The amount that may be expended on this category must be based on the estimated percentage of costs directly attributable to tourists. Tourism-related funds cannot be used for these purposes by counties or municipalities that do not have high concentration of tourism activity. Examples of qualifying expenditures under this category would include salaries for extra police during the peak tourist season, monies spent to hire extra garbage service around tourist facilities during the tourist season or to provide other services that are required because of the high concentration of tourism.

When considering the percentage of costs that are attributable to tourism, the Department of Revenue will consider the number of permanent residents for the county or municipality as compared to the number of tourists that visit the locality, taking into consideration the average length of stay for such tourists.

5. Public Facilities

Under Code Section 6-4-10(4)(b)(5), monies in the Tourism-related Fund may be used for public facilities such as restrooms, dressing rooms, parks and parking lots. These public facilities must enhance the ability of the county to attract and provide for tourists. Tourism-related funds cannot be used for these purposes by counties or municipalities that do not have high concentration of tourism activity. Example of a qualifying expenditures under this category might include dressing rooms and restrooms at a public beach, a public park that would be frequented by tourists or a public parking lot adjacent to a major tourist attraction.

6. Tourist Transportation

Under Code Section 6-4-10(4)(b)(6), monies in the Tourism-related Fund may be used for tourist shuttle transportation. Qualifying expenditures in this category will include any monies spent to provide public transportation to tourists, such as shuttle buses or trolleys.

For example, shuttles to transport persons from the airports to hotels or from the hotels to tourists attractions would qualify, as well as transportation from conventions or tourist attractions to other tourist facilities.

7. Waterfront Erosion

Under Code Section 6-4-10(4)(b)(7), monies in the Tourism-related Fund may be used for control and repair of waterfront erosion. Repairs for waterfront erosion are a municipal or county service. Thus, in order to use Tourism-related Funds for this purpose, a county or municipality must have a high concentration of tourism. Expenditures qualifying under this category include monies spent for beach renourishment projects, and other ocean front repairs in those areas frequented by tourists.

8. Visitors Centers

Under Code Section 6-4-10(4)(b)(8), monies in the Tourism-related Fund may be used for operating visitors centers. Expenditures that will qualify under this category are any monies spent to operate and maintain centers whose primary purpose is to provide information, brochures, and other services to tourists.

QUESTION 6: Are the eight categories listed in the statute, all inclusive, or might there be other items that could qualify as tourism-related expenditures?

ANSWER: The use of the term “includes” in the statute leads to the conclusion that the listed items are not all inclusive, therefore, there are other items that may qualify as tourism-related expenditures. Under the statute, in order to qualify as a tourism-related expenditure an expenditure must meet the following two tests: (1) The expenditure must be used to attract or provide for tourists. (2) The expenditure cannot be used for an item that would normally need to be provided by the county or municipality. Additionally, if a county or municipality wishes to use Tourism-related Funds to provide additional county or municipal services, including, but not limited to, law enforcement, traffic control, public facilities and highway and street maintenance, the expenditure must: (a) be for items that would normally not be provided by the county; (b) the county or municipality must have a high concentration of tourism activity; and (c) the amount of the expenditure must be based on the estimated percentage of costs attributable to tourists.

Some items that might qualify as tourism-related expenditures which are not listed in the statute include, the development of a public garden designed to attract tourists, a major exhibition which is designed to attract tourists, or the acquisition of a historical landmark designed to attract tourists.

QUESTION 7: Is there a formula that would dictate what percentage of Tourism-related Funds should be spent on the different categories of tourism-related expenditures?

ANSWER: The statute does not require that the Tourism-related Fund be divided in any particular way. Provided that the expenditure meets the requirements of the law as described in the discussion, a county or municipality can use all of its Tourism-related Funds on a single category of eligible expenditures.

QUESTION 8: Is there a formula for determining whether a specific expenditure benefits tourism and tourists?

ANSWER: No. Under the statute, there is no specific formula that determines whether a particular expenditure benefits tourists.

QUESTION 9: What will the Department consider important in determining whether an expenditure for an event or a facility enhances the ability of the county or municipality to attract or provide for tourists?

ANSWER: If the expenditure is incurred in connection with an event, the Department will look at all the facts and circumstances including where and how the event will be advertised, the number of tourists that an event has attracted in the past, the nature of the event, where the event will occur, and the purpose of the event to determine if the event is designed to attract tourists. If the expenditure is incurred for a facility, the Department will look at all the facts and circumstances including the nature of the facility, where the facility is located and the purpose of the facility to determine if the facility is designed to attract and serve tourists.

QUESTION 10: Can Accommodations Tax Funds be used to promote events staged by colleges, senior centers or local choirs?

ANSWER: Whether Accommodations Tax Funds can be used to promote such an event depends on what, if any, effect such a show would have on tourism. If the show is strictly a local event attended **primarily** by those in the community, Accommodations Tax Funds could not be spent on the show. However, if the show was advertised and was intended to attract tourists from outside the community, then Accommodations Tax Funds could be used to advertise the show.

QUESTION 11: Can Tourism-related Funds be used for acquisitions by local museums?

ANSWER: Possibly, provided that the acquisition can be shown to enhance the ability of the county or municipality to attract tourists. Tourism-related Funds must be used to promote tourism and enlarge its economic benefits through advertising, promotion, and providing those facilities and services which enhance the ability of the county or municipality to attract and provide for tourists, thus the expenditure of Tourism-related Funds must be guided by this principle. Whether the museum acquisition is designed to enhance the ability of the county and municipality to attract tourists is a question of fact to be determined from all the facts and circumstances.

QUESTION 12: Can Tourism-related Funds be used to support local art or music programs, such as Jazz in the Schools, that improve the cultural climate of the county or municipality?

ANSWER: No. While such arts programs are educational and promote culture, they do not enhance the ability of the county or municipality to attract and provide for tourists. These types of programs primarily benefit the local population by exposing them to new experiences, however, tourists rarely participate or experience the benefits of these programs.

QUESTION 13: Is it proper to use Tourism-related Funds for promotion of conventions or meetings?

ANSWER: Yes, provided that the convention or meeting is designed to attract tourists to the community and the expenditure is found to serve a public purpose. Note, that the Department of Revenue will consider all the facts and circumstances in determining whether the expenditure qualifies as a tourism-related expenditure included whether such meeting is designed to attract tourists to the county or is primarily a local event.

QUESTION 14: In a small town with a large amount of Tourism-related Funds and a high concentration of tourism activity, is there a limit on how many police cars, fire trucks, and related equipment can be purchased over a five or ten year period of time?

ANSWER: The first question that must be answered is whether Tourism-related Funds may be used for tangible property such as police cars and fire trucks. The statute states that “funds received by a county or municipality which has a high concentration of tourism activity may be used to provide additional county and municipal services, including, but not limited to, law enforcement, traffic control, public facilities, and highway and street maintenance as well as the continual promotion of tourism”. While the use of the term “services” in a statute generally connotes “the performance of activities benefiting another”, this is not the exclusive use of the term. The American

Heritage Dictionary (2nd College Ed. 1985) includes among the definition of “services” the following definition: “a facility providing the public with the use of something such as water or transportation”. The statute specifically contemplates the application of this definition of services in the statute by using the term “public facilities” in listing those items of county or municipal services which may be paid for with tourism-related funds. Thus, the Department concludes that county and municipal services, for purposes of this statute, may include using tourism-related funds to pay for tangible property of the county or municipality when such property is necessary to serve tourists.

However, not all expenditures for police car, fire trucks, public facilities, etc. may be paid for from Tourism-related funds. ***Tourism-related Funds may only be used to provide additional county and municipality services, such as fire and police protection, in areas with a high concentration of tourism activity and such expenditures may not pay for services that would normally be provided by a county or municipality. Thus, to the extent that a county or municipality would have been required, or planned to buy, a police car or fire truck irrespective of the number of tourists that visit the municipality or county, Tourism-related Funds could not be used to fund that purchase.*** In order to use Tourism-related Funds to provide for fire trucks or police cars, the county or municipality must show that: (1) it has a high concentration of tourism and (2) the trucks and cars are only needed because of the additional tourist activity. Even though there is no set numerical limit on the number of police cars or fire trucks that may be purchased using Tourism-related funds, the county or municipality must be guided by the principles stated above.

Additionally, to the extent that Tourism-related Funds will be used to provide additional services, such as extra police or additional firemen or garbage collectors, there is an additional requirement. The costs spent on wages and salaries for such personnel must be based on the estimated percentage of costs attributable to tourists.

For example, assume that the City of North Myrtle Beach wishes to use some of their Tourism-related Funds on their police department. Tourism-related Funds could not be used to fund the police chief’s salary, since this is a county expense that would be need to be funded whether North Myrtle Beach had any tourists or not. However, the money could be used to hire additional police because of the high concentration of tourism in North Myrtle Beach. The amount that can be spent on additional police must be based on the estimated percentage of costs attributable to tourists.

QUESTION 15: May a county or municipality which does not have a high concentration of tourism activity, use Tourism-related Funds for fire and police protection?

ANSWER: No. See discussion in question 14.

QUESTION 16: Can Tourism-related Funds be used for local transportation for senior citizens' programs, or programs related to drug abuse, AIDS awareness or similar items for residents?

ANSWER: No. While such programs do benefit the local community, they do not fit into any of the categories of tourism-related expenditures and they do not attract or promote tourism within the county or municipality. However, to the extent that a particular program is primarily designed to serve tourists, the program would be eligible as a tourism-related expenditure. For example, senior citizens transportation for elderly tourists may be able to qualify as a tourism-related expenditure.

QUESTION 17: Is it appropriate to use Tourism-related Funds to fund monuments?

ANSWER: It will depend on the nature of the monument and the impact it will have on tourism. If it is a single statute dedicated to a local figure, it is unlikely that such a monument will have any impact on tourism. However, if the monument is in the nature of a large structure designed to honor a group or entity, then it may be permissible to use Tourism-related Funds for such monument. For example, a monument along the lines of the United States Holocaust Memorial Museum or the Vietnam Veterans Memorial may have a sufficient impact on tourism to warrant receiving Tourism-related Funds.

QUESTION 18: Can Tourism-related Funds be used to pick up garbage and debris?

ANSWER: Garbage removal is a county or municipal service that is ordinarily funded by the county or municipality. In order to use Tourism-related Funds for garbage and yard debris removal, the county or municipality must show that: (1) it has a high concentration of tourism; (2) the trash removal and clean-up services are only needed because of the additional tourist activity (they are not a normal service provided by the county or municipality) and (3) the amount that they spend on such costs are based on the estimated percentage of costs directly attributable to tourists. For example, Tourism-related Funds may be able to be used to pick up trash at a public beach in Myrtle Beach, however, those same funds could not be used to pick up garbage and trash from yards in a small private subdivision in Myrtle Beach.

QUESTION 19: Can Accommodations Tax Funds be used to fund local government salaries?

ANSWER: As a general rule, no unless the county or municipality can show that the

employee's position is necessary to attract or provide for tourists. Additionally, since these employees are providing a county or municipal service, the salary or wage must: (a) be for services that would normally not be provided by the county; (b) the county or municipality must have a high concentration of tourism activity; and (c) the amount of Tourism-related Funds spent on the salary or wages must be based on the estimated percentage of costs attributable to tourists. To the extent that only a portion of the employee's salary or wages meets the requirements listed above, only that portion of the salary or wages that would satisfy these requirements may be paid for out of Tourism-related Funds. If a staff person's entire time is not devoted to the promotion of tourism or the furnishing of services to tourists, the Department would expect the employee and the county or municipality to determine the amount of time the employee devotes to tourism and to treat an appropriate amount of the employee's salary as a tourism-related expenditure.

For example, Tourism-related Funds could not be used to pay for the mayor's salary even if a portion of his time is spent on tourism matters, since this is a position that would need to be filled, whether or not the municipality had any tourism activity at all.

QUESTION 20: Is it appropriate to use Accommodations Tax Funds to fund billboards or advertising relating to anniversaries or other non-tourist related promotions for schools, colleges, universities, or towns and municipalities?

ANSWER: As a general rule, no. However, if the billboard was designed to advertise the area and attract tourists to the county or municipality, then Accommodations Tax Funds could be used. For example, a billboard that reads "Come see Charleston and celebrate our 350th Anniversary" listing events to be held celebrating the anniversary, would qualify for the use of Accommodations Tax Funds, however, a billboard recognizing the anniversary of a private high school would not.

QUESTION 21: Can Tourism-related Funds be used to pay the expenses (such as trash removal and police protection) of local markets?

ANSWER: Generally, no. In order to use Tourism-related Funds to fund expenses of farmers' markets the county or municipality must show that: (1) it has a high concentration of tourism; (2) the services are only needed because of the additional tourist activity (they are not a normal service provided by the county or municipality); and (3) the amount that they spend on such costs are based on the estimated percentage of costs directly attributable to tourists. For example, the market in historic Charleston functions as much as a tourist attraction as it does a local farmer's market, thus Tourism-related Funds could be used to offset expenses of running and upkeep on that market. However,

a local market in Lexington probably would not be eligible to receive Tourism-related Funds since it does not generally attract tourists.

QUESTION 22: Can Tourism-related Funds be used to fund buildings or operations for the local chamber of commerce?

ANSWER: As a general rule, no. Chambers of commerce usually benefit the local members and are not designed to accommodate or benefit tourists. However, if the local chamber of commerce operates the Visitor's Bureau or Visitor's Center it may be possible that Tourism-related Funds could be used for the operations of the Visitor Center.

QUESTION 23: Can Tourism-related Funds be used for the county's or municipality's employees to attend educational workshops, conferences or programs involving tourism?

ANSWER: No. While the county or municipality may receive an indirect benefit from its employees attending workshops, conferences, or programs that discuss tourism issues, these programs do not directly contribute to the county's or municipality's ability to attract or provide for tourists.

QUESTION 24: Can Tourism-related Funds be used for the administrative expenses of advisory committees?

ANSWER: No. While the law requires that the Accommodations Tax Advisory Committee meet and take actions, it does not provide for the reimbursement of the expenses incurred by such a committee. Additionally, the Accommodations Tax Advisory Committee does not directly contribute to the county's or municipality's ability to attract or provide for tourists, but merely provides guidance as to the allocation and expenditure of Tourism-Related Funds. Unfortunately, the statute does not appear to allow Tourism-related Funds to be used to cover the expenses of such committees. Note, however, this does not prevent a county or municipality from paying for expenses of the Accommodations Tax Advisory Committee from other sources.

QUESTION 25: May Tourism-related Funds be used for mosquito control?

ANSWER: No. Mosquito control is a health service that would normally be provided by the county or municipality. Furthermore, this is not the type of service that will need to be varied depending on the number of tourists that visit the county or municipality. Accordingly, Tourism-related Funds may not be used for mosquito control.

QUESTION 26: May Tourism-related Funds be used for travel and lodging expenses of

local high school bands that perform in events such as the Macy's Thanksgiving Day parade?

ANSWER: No. These events do not serve to attract tourists to the band's county or municipality, rather they only serve to attract tourists to the locality where such event is being held.

QUESTION 27: A sporting or other type of similar event which otherwise qualifies for Accommodations Tax Funds for promoting its events, wishes to use Tourism-related Funds to fund scholarships to attract better players and teams. May Tourism-related Funds be used to provide these scholarships?

ANSWER: No. The scholarships do not qualify as tourism-related expenditures under the statute.

QUESTION 28: Can Accommodations Tax Funds be used to develop a formal training program to attract and train entry level positions in the hospitality industry?

ANSWER: No. The training program does not qualify as a tourism-related expenditure under the statute. Such a training program does not directly effect the ability of the county to attract and provide for tourists, although it may provide an indirect benefit to those tourist facilities that hire graduates of such a program.

QUESTION 29: May Accommodations Tax Funds be used for a county's or municipality's supplies such as checks, paper, copier machines, etc.?

ANSWER: As a general rule, no, these do not qualify as tourism-related expenditures. However, if paper or postage is used to advertise or promote tourism, Tourism-related funds could be used to pay for these expenditures. For example, if a county or municipality used paper and postage to send brochures about upcoming events to tourists that have visited the area in the past, this would be an appropriate tourism-related expenditure.

QUESTION 30: A county wishes to grant Tourism-related Funds to a local clinic. A quarter of the patients seen by this clinic are employed in the tourism industry, a low paying industry that typically does not provide health insurance to its employees. Is this an appropriate expenditure of Tourism-related Funds?

ANSWER: While the statute does allow the use of Tourism-related Funds for health facilities, these facilities must be required to serve tourist or tourist facilities. The statute

does not allow the use of such funds for providing health care to the tourism industry's employees.

QUESTION 31: May a county or municipality use Tourism-related Funds for beautification projects?

ANSWER: It depends. Two factors must be evaluated. First, is the project designed to attract or provide for tourists. Secondly, is the beautification a service that would normally be provided by the county or municipality. For example, beautification projects around county or municipal service buildings (such as the courthouse) is a county or municipal service that is normally provided by the county or municipality, therefore, it cannot be paid for with Tourism-related Funds. However, the creation of a public garden such as Edisto Gardens in Orangeburg or Brookgreen Gardens in Horry County is the creation of destination tourist facility and would not be considered a normal county or municipal service. Provided such a location was designed to attract tourists or enhance the ability of the county or municipality to attract and provide for tourists, Tourism-related Funds could be used to cover the expenses of the garden.

QUESTION 32: Is a county required to allocate and spend all of its Tourism-related Funds accumulated during the fiscal year?

ANSWER: No. Pursuant to Code Section 6-4-10(4)(c), allocations to the Tourism-related Fund must be spent within two years of receipt. The two year time limit may be extended upon the recommendation of the county or municipality and must be approved by the Department of Revenue. Any extension must include information about the specific project or program to which the funds will be committed.

QUESTION 33: Is the county or municipality required to expend all of its Tourism-related Funds in the geographical area or areas where the proceeds of the tax are collected?

ANSWER: No. However, counties and municipalities are required to make such expenditures primarily in the geographical areas of the county or municipality where the tax was collected, if practicable. In Thompson v. County of Horry, 294 SC 81, 362 SE 2d 646 (S.C. App. 1987) the court considered language in Code Section 12-35-720 that is substantially similar to the current language of Code Section 6-4-10(4)(d). The court found that the statute did not require that all Tourism-related Funds be returned exclusively to the area from which they are collected. It was sufficient if the funds were for the most part spent in these geographic areas.

QUESTION 34: Can Tourism-related Funds be used to pay the legal fees of a county or municipality?

ANSWER: No. This expense, even if incurred in connection with issues relating to the accommodations tax, is for an activity that does not attract, or provide for, tourists.

SOUTH CAROLINA DEPARTMENT OF REVENUE

s/
Burnet R. Maybank, III, Director

Columbia, SC
October 27, 1998

The Tourism Expenditure Review Committee (TERC) has reviewed many reports by cities and counties over the years and has noticed that questions regarding TERC's interpretation of certain provisions of S.C. Code Ann. § 6-4-10(4)(b) pertaining to "Tourism-related expenditures" (specifically, those involving advertising and promotion of sports events and venues, promotion of arts and cultural facilities, and construction, maintenance and operation of facilities for civic and cultural activities) and S.C. Code Ann. §6-4-25(D)(1) pertaining to municipal and county annual reports to TERC, recur with some frequency. TERC is therefore providing the following information to guide cities and counties in regard to compliance with these provisions of the statute governing the uses of State Accommodations Tax ("A-Tax") funds.

Section 6-4-10(4)(b)(1)

A-Taxes can be used to advertise and increase attendance to sporting events from out of market. For purposes of complying with the requirement that "advertising and promotion" of sporting events "develop and increase tourist attendance through the generation of publicity," TERC interprets this section to require that

- a. expenditures for advertising must be made out of market and be designed to increase attendance at, and participation, in individual sporting events by tourists.
- b. expenditures to organize and stage the event may not include the expenditures to rent or operate the facility hosting the sporting event and must be a percentage of the total budget for the sporting event which shall not exceed the percentage of out of market attendance in relation to the total attendance to the event. For purposes of this subsection, participants in the sporting event may not be included in the determination of percentage of out of market attendance.

It is understood that an applicant for funding of a sporting event under this subsection must affirmatively document the percentage of tourist versus total attendance by credible means which shall include details on how the numbers were obtained and verified. Such documentation shall be attested to by an authorized officer, member or employee of the applicant before a South Carolina notary public.

Section 6-4-10(4)(b)(2)

For purposes of complying with the "promotion of the arts and cultural events" requirement found in §6-4-10(4)(b)(2), TERC interprets this subsection to authorize

- a. expenditures for advertising to increase attendance at museums or other facilities dedicated to the display of arts or at individual cultural events from either within or without of the local market, or
- b. dedication of a percentage of the total budgeted expenditures for a specific cultural event, not including the expenditures to rent or operate a facility,

which percentage may not exceed the percentage of out of market tourists in relation to the total attendance to the event.

It is understood that the applicant must affirmatively document the percentage of tourist versus total attendance by credible means which shall include details on how the numbers were obtained and verified. Such documentation shall be attested to by an authorized officer, member or employee of the applicant before a South Carolina notary public. An expenditure for construction and maintenance of individual cultural facilities may not be made under this section.

Section 6-4-10(4)(b)(3)

Facilities for civic and cultural activities in general

For purposes of complying with the "construction, maintenance and operation of facilities for civic and cultural activities" requirement in section 6-4-10(4) (b) (3), TERC interprets this subsection to authorize

- c. expenditures for construction, maintenance and operation of a facility for holding cultural events of varying types and numbers, to include events at which performing arts are displayed, or
- d. expenditures for construction, maintenance and operation of a facility for conventions of regional and national groups.

Such expenditures must be of such a percentage of the total expenditures that they do not to exceed the percentage of tourists expected to attend the events in relation to the total expected attendance. Reimbursement of salaries is not a permitted use of A-Tax funds under this subsection.

Sporting Facilities

The construction and maintenance of sporting facilities can be an allowed use of A-Tax funds under this subsection if such facilities are expressly constructed for the purpose of hosting competitive events that will attract tourists to regional or national competitions or tournaments. However, sporting events such as tournaments and other competitions which award scholarships or donate proceeds from an event to charitable organizations are not eligible for A-Tax funding to any extent or for any purpose as this results in the use of public funds to support private philanthropic or charitable interests. While laudable, the TERC's interpretation of this subsection is that such a use of public funds to benefit third parties beyond the immediately authorized recipient is also inappropriate as it amounts to a "re-granting" of A-Tax funds not contemplated by the statute.

Beautification and Maintenance of State Highway Exits

A-Tax funds can be used for construction and maintenance of access and other nearby roads and utilities for facilities for civic and cultural activities under this subsection. TERC interprets this provision to include the beautification and maintenance of any exits from state highways in South Carolina if such exits lead to a major tourism attraction and if such an attraction is no further than three miles from the exits. A-Tax funds may be used for both beautification projects and the ongoing maintenance of beautification projects, to include landscape and lighting, under these circumstances. Although maintenance of state highways and exits is the responsibility of the SCDOT; however where such exits service a tourist attraction, the use of A-Tax funds would be appropriate to accentuate the exits under this subsection.

Section 6-4-25(D)(1)

This subsection requires that each municipality or county include in its annual report to TERC details concerning advisory committee recommendations with respect to expenditures of A-Tax. In order to satisfy this requirement, each municipality or county must provide with its report a copy of the written recommendations made to it by its advisory committee as required under Section 6-4-25(C).



TOWN OF BLUFFTON, SOUTH CAROLINA STATE ACCOMMODATIONS TAX GRANT APPLICATION INSTRUCTIONS

**Quarterly Application Submittal Deadlines:
June 30, September 30, December 31, and March 31**

If any due date falls on a weekend or holiday, the application deadline will be moved to the next business day. Application deadlines are set in November of each year for the following calendar year.

Purpose

This document outlines the basic information required by the Town of Bluffton and the Town's Accommodations Tax Advisory Committee (ATAC) in making determination for the distribution of State Accommodations Tax funds collected by the Town.

The Town's online Accommodations Tax (ATAX) Grant Application may be accessed by [clicking here](#). Entities are encouraged to carefully read these instructions before starting the application process; specific guidelines regarding the application begin on page 5 of this document. A copy of the full application is included at the end of these instructions; however, **requests must be submitted through the online form**. Applicants can create an account on the site and save their work as they progress through the web-based application. **Please note that PDF and JPEG are the preferred file types for required backup documentation. Other file types may not display correctly when the submitted application is downloaded by the Town.**

Applicants are reminded that **all** advertising paid for with Town of Bluffton ATAX dollars is **required** to incorporate the branding shown here: [Town of Bluffton Brand Standards](#). See page 5, item 14 for additional information.

Please call Shannon Milroy with the Town of Bluffton Finance Department at (843) 706-4585 or via email to smilroy@townofbluffton.com if you have any questions.

Criteria

State Accommodations Tax Grants:

1. As applicable to Bluffton, the state law (see copy attached and 6-4-10 in particular) specifies three groups in general which are entitled to receive bed tax funds after other mandated distributions have been made from the total funds available:

Town government: "Based on the estimated percentage of costs directly attributed to tourists," Town expenditures for "the criminal justice system, law enforcement, fire protection, solid waste collection and health facilities when required to serve tourists and tourist facilities." See 6-4-10(b) and (b.4).

For towns, such as Bluffton, with a high concentration of tourism activity, bed tax also may be used by the Town to provide additional services "to promote tourism and enlarge its economic benefits through advertising, promotion and providing those facilities and services which enhance the ability of the Town to attract and provide for tourists" beyond those services normally provided by the Town.

- Qualified groups advertising and promoting tourism in order to develop and increase tourism. See 6-4-10(b.1).
 - Qualified sponsors of arts and cultural events and for construction, maintenance and operation of facilities for civic and cultural activities. See 6-4-10(b.2 and b.3).
 - Other precisely specified projects such as parks. See 6-4-10(b.5-8).
2. The law requires that the funds be spent "primarily in the geographical area... (of Bluffton)." See 6-4-10(d). Therefore, the committee will not consider applications for funds intended to be spent outside the Town or for activities or enterprises conducted outside the Town.
 3. Applications must be submitted by the publicly announced deadline, except that the Committee may, for extraordinary or emergency reasons which prevent timely filing, extend the filing deadline; provided, however, that the date for obtaining the application form shall not be extended except by special Committee action.

Requirements for Tourism-related Expenditures

As stated above, any money in the Tourism-related Fund must be spent on tourism-related expenditures. Section 6-4-10(4)(b)-(d) states:

- (b) The funds received by a county or municipality which has a high concentration of tourism may be used to provide additional county and municipal services, including, but not limited to, law enforcement, traffic control, public facilities, and highway and street maintenance, as well as the continual promotion of tourism. The funds must not be used as an additional source of revenue to provide services normally provided by the county or municipality but to promote tourism and enlarge its economic benefits through advertising, promotion, and providing those facilities and services which enhance the ability of the county to attract and provide for tourists.

"Tourist" means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

"Travel" and "Tourism" mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

"Tourism-related expenditures" include:

1. advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;

2. promotion of the arts and cultural events;
 3. construction, maintenance, and operation of facilities for civic and cultural activities including construction and maintenance of access and the nearby roads and utilities for the facilities;
 4. the criminal justice system, law enforcement, fire protection, solid waste collection, and health facilities when required to serve tourists and tourist facilities. This is based on the estimated percentage of costs directly attributed to tourists;
 5. public facilities such as restrooms, dressing rooms, parks, and parking lots;
 6. tourist shuttle transportation;
 7. control and repair of waterfront erosion;
 8. operating visitor information centers.
- (c) Allocations to the special fund (State ATAX monies) must be spent by the municipality or county within two years of receipt. If the allocations are not spent within two years, the municipality or county is subject to the provisions of Section 6-4-30(6). However, the time limit may be extended upon the recommendation of the county or municipality and approval of the South Carolina Accommodations Tax Oversight Committee in Section 6-4-30. An extension must include provisions that funds be committed for a specific project or program.
- (d) In the expenditure of these funds, counties and municipalities are required to promote tourism and make tourism-related expenditures primarily in geographical areas of the county or municipality in which the proceeds of the tax are collected where it is practical.

Under the statute, in order to qualify as a “tourism-related expenditure” an expenditure must meet the following two tests:

- (1) The expenditure must be used to attract or provide for tourists.
- (2) The expenditure cannot be used for an item that would normally be provided by the county or municipality.

Additionally, if a county or municipality wishes to use Tourism-related Funds to provide additional county or municipal services, including, but not limited to, law enforcement, traffic control, public facilities and highway and street maintenance, the expenditure must also meet the following three requirements:

- (a) the expenditure must be for items that would normally not be provided by the county (i.e., if the item would be required even if the county or municipality had no tourist activity, then Tourism-related Funds may not be used to pay for the expenditure);
- (b) the county or municipality must have a high concentration of tourism activity; and
- (c) the amount of the expenditure must be based on the estimated percentage of costs attributable to tourists.

Counties and municipalities that do not have a high concentration of tourism activity may not use Tourism-related Funds to fund additional county or municipal services.

NOTES AND GUIDELINES TO THE APPLICATION

1. Grants from the Town of Bluffton's ATAC should be considered supplementary to the budget of any applicant. The Committee encourages applicants to seek other funding sources and to develop diversified financial support. Grant requests should reflect genuine need for the proposed activities. Applicants should carefully assess their own needs and resources and apply accordingly. Expectation is that organizations would work toward financial autonomy or other funding sources.
2. Based on SC Code of Law Section 6-4-10 stating that counties and municipalities are required to promote tourism and tourism-related expenditures primarily in the geographical areas of the county or municipality in which the proceeds of the tax are collected, where practical, applicant projects and/or events must be held within Bluffton town limits. You may use the following link to determine if your project/event fits this parameter:
<https://www.townofbluffton.us/map/>
3. First time applicants and/or requests for a new project or event (even if the sponsoring organization has applied before) are required to attend a pre-application meeting with Town staff before their application is submitted. Failure to meet with Town staff before applying will automatically result in the application not being considered.
4. Grant applications reviewed by the Committee are scored based on varying criteria; in instances when there is more funding requested than available, those scores may determine award amounts.
5. Funding in one quarter or calendar year does not automatically ensure funding in subsequent quarters or calendar years. Organizations applying for accommodations tax funding must file an application for each request.
6. The application form lists, in order, questions that must be addressed and critical information that is sought by the Committee in each application.
7. Applications must be submitted online via the Town's web-based application. Answers should be concise while also providing adequate information to the reader(s). Applicants should thoroughly describe their project or event, all planned uses for the requested funds, and the anticipated impact to local tourism. No item should be left blank. If a question does not apply to your application, then so note with, "N/A."
8. All funding should be matched from other sources on at least a 50/50 basis except for advertising and promotion expenses, which ATAC can fund up to 100%.
9. Certain tourism-related expenditures must be reimbursed on a "percentage of tourism" basis, per State law. Applicants must be able to provide and substantiate the "percentage of tourism" for their event/project so that reimbursement requests can be calculated properly. The reported tourism will be required with the entity's final report.

10. The Town's required line-item project/event [budget form](#) must be submitted with each application; detailed instructions on how to complete this form are below. Entities may also attach their own budget form, but this would be submitted **in addition to** the Town's required form.
 - a. Line-item budgets shall separately list all income sources and anticipated expenses. For example:
 - Income (revenue received from ticket sales, grants, sponsors, sales of items, and any other related income revenue); and
 - Expenses (salaries, cost of merchandise, supplies, printing costs, postage, advertising (broken down by type), and other related expenses).
11. The current balance sheet and financial statement of the sponsoring organization, group or individual must be included with the application. These need not be certified as audited but must be attested to as the organization's official statement of financial condition.
 - a. A typical "current balance sheet" reflects the assets and liabilities of your organization for your most recent fiscal year.
 - b. A typical "financial statement" means an accounting statement of all income and expenses (profit and loss) of your organization for the most recent fiscal year.
12. A financial history must support any claims of past income or expense performance used as a basis for financial viability of the project/event. Therefore, two prior year's budgets vs. actuals statements must be submitted with each application, except for first year events.
13. Any applicant who has been awarded ATAX funds from the Town of Bluffton for a project/event previously shall indicate such within the online application; only the most recent award information is required. As an exception, the final reporting forms are accepted annually for projects that are ongoing throughout the year with funds requested each quarter for the same project/event.
14. Grant awards are disbursed on a reimbursement basis only. When requested by the awardee, the following information shall be submitted to the Town:
 - a. a Progress and Financial Report;
 - b. back-up documentation in the form of invoices/receipts, contracts, canceled checks, bank statements etc. encompassing the entirety of the request.
- 14. All advertising paid for with Town of Bluffton ATAX dollars must incorporate the branding shown here: [Town of Bluffton Brand Standards](#). The use of the Town's logo must meet the design standards outlined at the aforementioned link. First time awardees or those who have not used ATAX dollars for advertising in the past, are encouraged to submit their ad designs to the Town for approval before publishing. Designs may be submitted electronically using this [link](#). Please allow five (5) business days for approval.**

ONLINE APPLICATION INSTRUCTIONS

Date:	Date Application Completed
Project Name:	Give the name of the project/event. If it has not been named, create a title which conveys the purpose, goal or essence of the endeavor, e.g., "Advertising for _____."
Project/Event Location:	Name the Park, Facility, etc. where the project or event will take place. Projects/events must be within Bluffton Town Limits to be eligible for ATAX grants.
Is this a new Project/Event?	New projects or events, even if the sponsoring organization has applied and/or been awarded funding for other projects/events in the past, are required to hold a pre-application meeting with Town Staff before submitting an application for funding. If a pre-application meeting is not held, the application will not be considered by ATAC.
Duration of Project/Event:	Indicate the starting and completion dates of the project/event. <div><div>a. Simple projects/events need only indicate the date the project/event will be initiated and the expected completion date.</div><div>b. Complex projects, such as construction initiatives, must provide a task time budget indicating when each major portion is expected to be started and completed. If certain portions of the task are dependent upon other factors, such as seasons, weather, commitment of other funds, applicant shall explain in detail. This document shall be uploaded in the area provided for "Additional Documents" at the end of the application.</div></div>
Multi-Year Project/Event:	Indicate if the project/event's timeline is expected to exceed twelve (12) months.
Total Project/Event Costs:	Total Project/Event Budget. If you are seeking funding for a portion of your annual budget (i.e. your annual advertising costs), your organization's full annual operating budget should be listed here and not just the total for the item (i.e. advertising).
Total Amount Requested:	Total ATAX Funds Being Sought
Percent of Total Budget:	Calculate the percentage of your request using the following formula: <div><div>(Total Amount Requested ÷ Total Project/Event Costs) x 100 = %</div><div>For Example: Total Amount Requested = \$20,000 Total Project/Event Costs = \$150,000 (20,000 ÷ 150,000) = 0.1333 0.1333 x 100 = 13.33 Percent of Total Budget = 13.33%</div></div>
Date Funds are Needed:	Indicate when you will need your funds to start your project/event.
Full Legal Organization Name:	Name of Sponsor Agency
Organization Address:	Mailing Address of Applicant

- Non-Profit Status:

Requests for funding must be submitted by a non-profit organization. Applications cannot be accepted from individuals, for-profit entities or ad-hoc committees (SC Attorney General’s Opinion 85-12). Organizations must submit their IRS designation letter with the application.
- Points of Contact:

The full name, title, telephone number and email address of a primary point of contact, given the authority and responsibility to represent the application before the ATAC, must be included. A secondary point of contact may be included as well.

DESCRIPTION OF PROJECT

- General Description:

Describe the project in its totality and provide as much detail as possible. If the application is for a portion of the total project, describe the current phase of the project for which funding is being requested.

The description must state what is intended to be accomplished with the Accommodations Tax funds, if awarded, and the individuals, organizations or body which will assume responsibility for the project. The application should also describe any coordination that has been arranged or will be needed with other organizations, if they engage in similar activities, or if they are expected to be the beneficiary of the project/event.
- Permits:

If permits from any level of government, prior approval from any quasi-governmental body (such as an architectural review body) or outside organization/individual is required, applicant must state such and when and how such approval(s) can be expected to be obtained.
- Planned Advertising:

Applicants should describe all advertising and marketing efforts they plan to undertake for the project/event. In the following question, all media outlets that are intended to be utilized should be specifically listed. The names of magazines, newspapers, TV and/or radio stations, billboards and where they are located, email blasts, text alerts, social media campaigns, etc. should be described here.
- Impact/Benefit to Tourism:

This statement is to be supported by data and other records or history insofar as possible. If this is a new project or event, applicant shall provide estimated data and how they arrived at that information.
- Additional Comments:

This section may include statements from organizations or individuals supporting the need for the project/event, its purposes or goals, statements from professional advisors or consultants supporting any of the plans or data provided in the application and any other statement or document which the applicant determines to be germane to the application.

FINANCIAL INFORMATION

- Funding:

Applicants shall use this section to describe the project/event’s total budget as well as all funding sources secured or projected for the project/event. Regardless of the cost of a project/event, each application will be given the same scrutiny as to how the funds are to be used.
- Line-Item Budget:

This requirement must be adhered to strictly. Applicants **must** include the Town’s required line-item budget form, which fully describes all aspects of projected revenues and expenditures for the entire project/event. Failure to include this budget form may result in disqualification of the application.

The required line-item budget form template can be found on the Town’s web-based application page or by clicking [here](#). The form is static and encompasses potential revenue and expenditures regardless of project type. For any line that does not apply to your application, leave it blank. If needed, use the provided “Other” lines within each category to capture your anticipated revenues and expenses.

Applicants are also welcome to include their own budget form but it must be submitted **in addition to** the required Town document. If organizations so choose, they may upload their document at the end of the application in one of the spots for “Additional Application Documents”.

Accounting: The organization’s most recent fiscal year balance sheet as well as a profit and loss accounting statement must be included with the application.

Guarantees: A copy of official minutes wherein the sponsoring organization approves of the project/event and commits the organization to financial responsibility for carrying out the project/event to the stage of completion must be included.

Budget vs. Actuals: For any project/event that is not in its first year, prior year Budget vs. Actual Statements must be included for the prior two years. Budget vs. Actual Statements should show your original project/event budget alongside the actual expenditures once final accounting of the project/event is complete.

Other ATAX Sources: Applicants must indicate any ATAX funding that has been requested, received and/or awarded from any other state or local agencies for the same project/event even if not granted.

Applicants must also indicate any requests and/or awards for ATAX funds from any state and/or local government agencies for any other project/event for which they have applied, even if not award. If applicant has received ATAX funds from the Town of Bluffton for another project/event, it must be listed here.

Prior Recipient Report: If applicable, organizations that have received ATAX funds from the Town of Bluffton in previous years **must** complete this section of the application. Only information pertaining to the most recent award is required. The following information shall be included:

- Project/Event Name and Year of Award;
- Amount Awarded and indicate if the Final Report was submitted to the Town;
- List the total number of tourists for the project/event and what percentage of tourism those numbers represent compared to total attendees.

Attached Documents: Upload the Sponsoring Organization’s IRS Designation Letter showing non-profit status as well as a current Town of Bluffton Business License.

Space is also provided for any other additional documents you would like to include with your application.

Signature: Applications must be electronically signed by a current officer of the applicant organization who is given authority to sign contracts by the organization’s bylaws or by the sponsoring individual. Signatory’s title or position should be included below the signature as well.

Email Copy: If you so choose, you may check the box next to “Receive an email copy of this form” and input your email address in order to receive a full copy of your submitted application.

Recommendation of Motions

- a. "I make a motion to grant The Rotary Club of Bluffton \$24,000 in support of the 2025 MayFest Weekend in Bluffton project as presented in the Staff Report breakdown for advertising and promotion of tourism and other tourism-related expenses."
- b. "I make a motion to amend the accommodations tax application guidelines for the following:
 - Adding personnel expenses, to include salaries and wages, as ineligible tourism-related expenditures to the Notes and Guidelines section of the Town of Bluffton's Accommodations Tax Application.
 - Capping operational expenditures related to cultural and civic facilities to no more than 25% annually or at the documented annual percentage of tourist attendance, whichever is less, with the maximum annual amount not to exceed \$50,000."



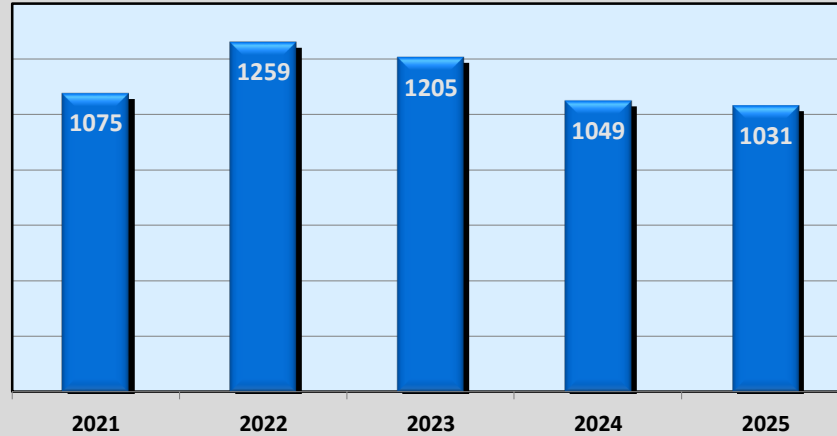
STATISTICAL INFORMATION

BLUFFTON POLICE DEPARTMENT

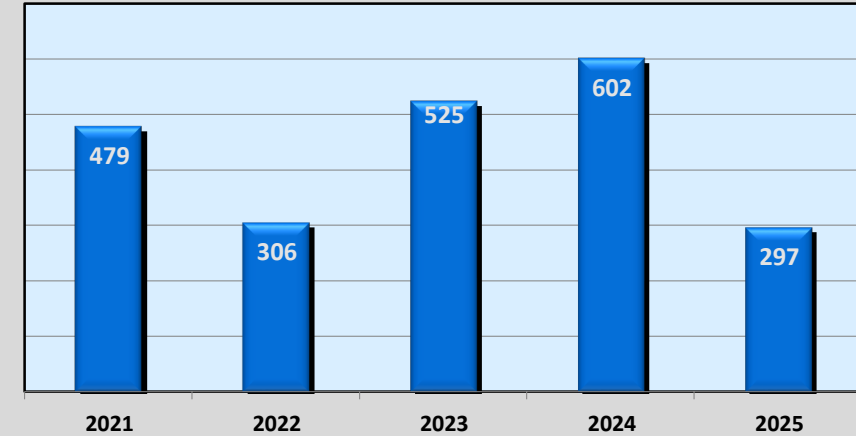
February 28, 2025

Presented by Chief Joseph Babkiewicz

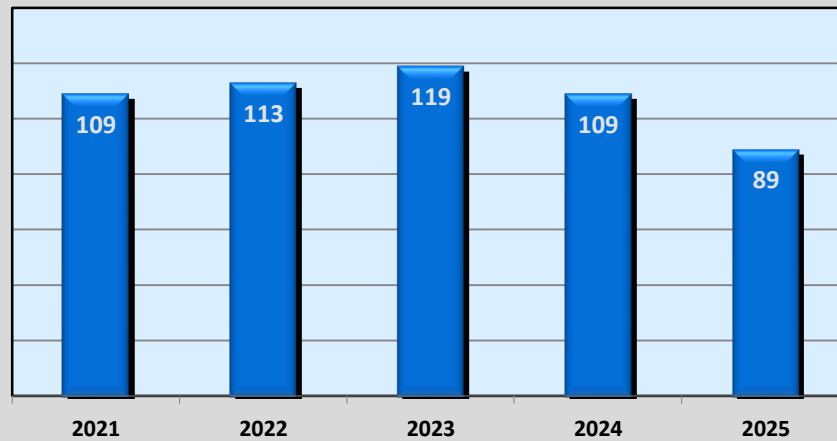
February Calls for Service Comparison



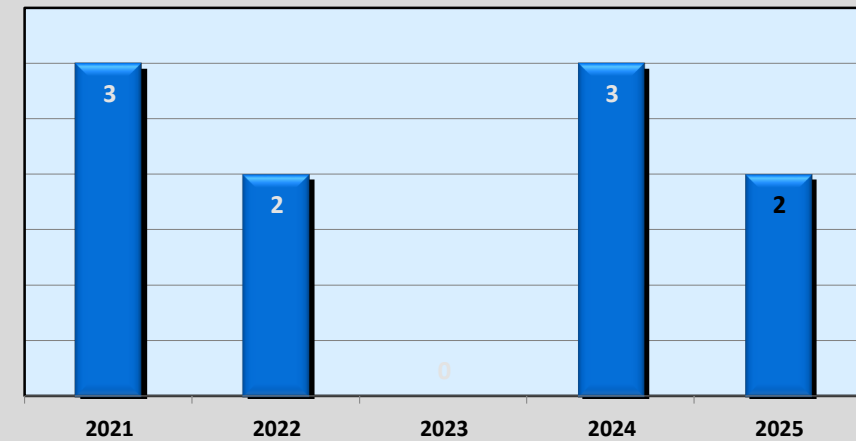
February Traffic Citation Comparison



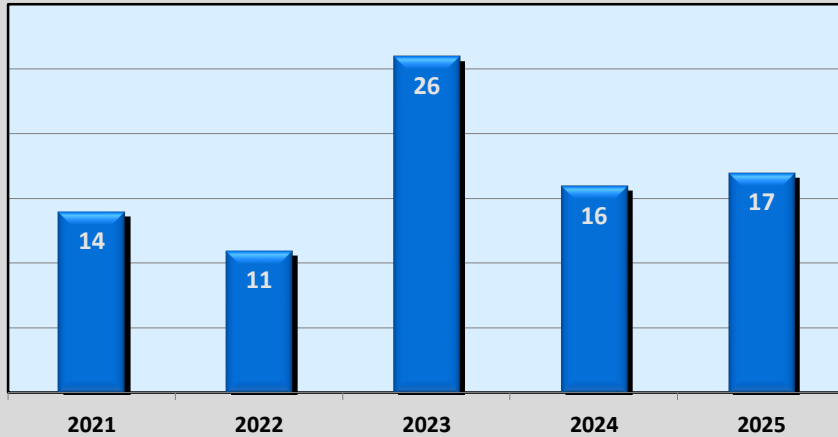
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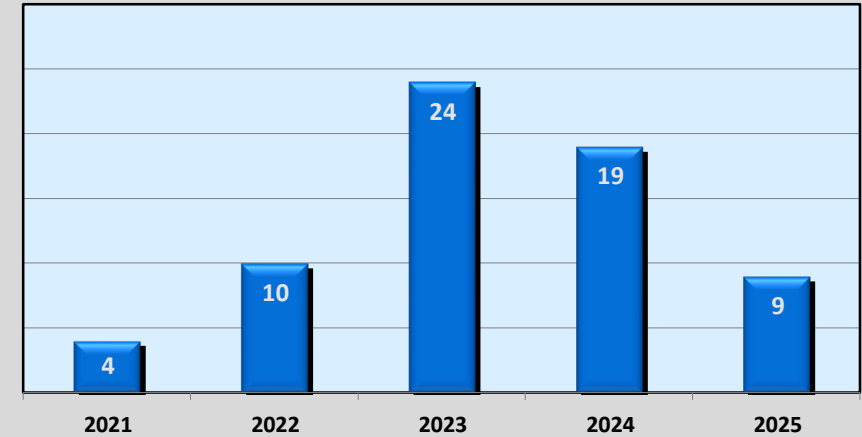
February Burglary Comparison



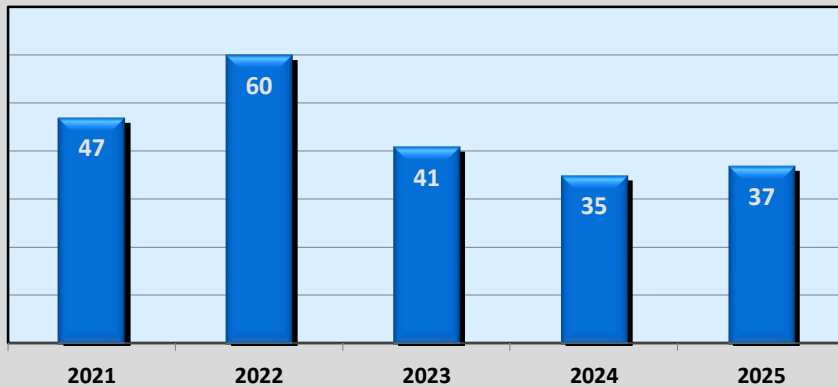
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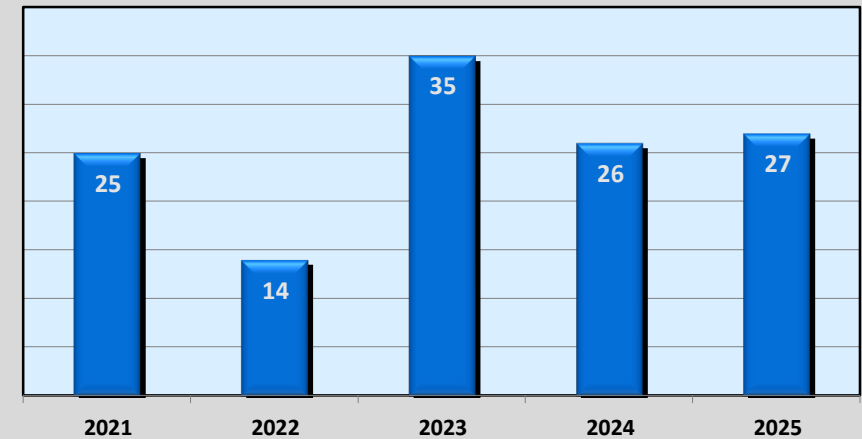
February Assault Comparison



February Domestic Calls for Service Comparison



February Arrest Comparison

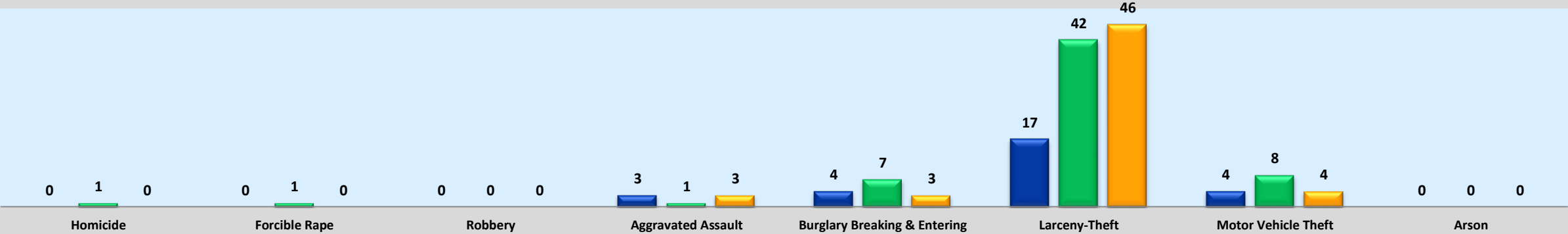


DEPARTMENT HIGHLIGHTS

Year-to-Date
February

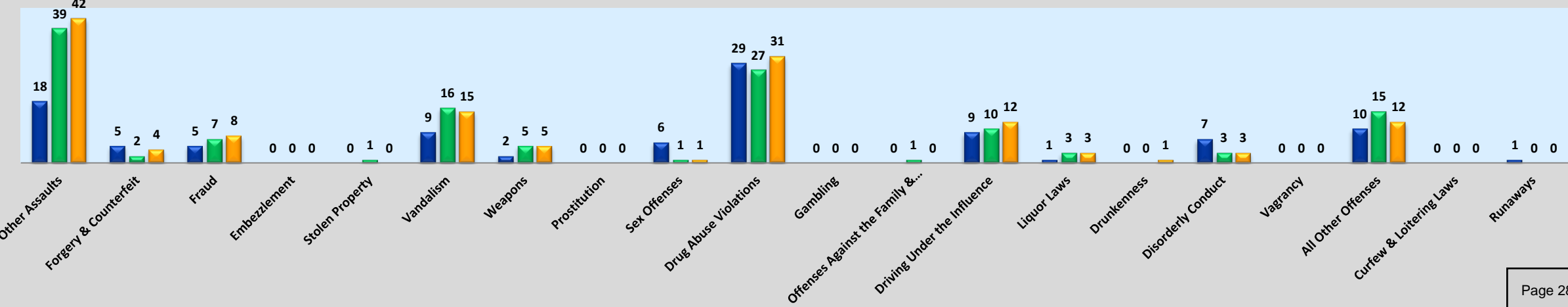
Part I Crimes

2025 2024 2023

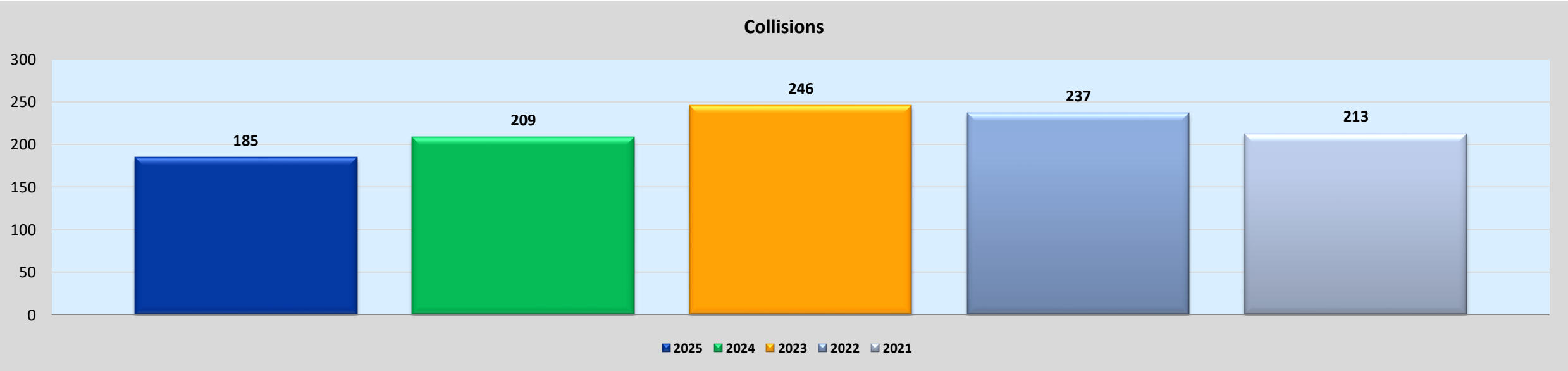


Part II Crimes

2025 2024 2023



Year-to-Date
February



Law Enforcement Advisory Committee

- Information not available at this time.

Meetings Attended by Chief Joseph Babkiewicz

Every Wednesday – Senior Staff Communications Meeting

Every Wednesday – Commanders Meeting

Every Thursday – Meeting with Town Manager

Every Friday – Men's Meeting @ Bible Missionary Baptist Church

Feb 1st – Attended Gun Violence Survivors Event @ Bluffton Library

Feb 3rd – Meeting with BC School District Superintendent

Feb 3rd – Attend American Legion Post 205 – Honor the Four Chaplain's in WWII

Feb 3rd – Attend Bluffton Welcome Center Grand Opening

Feb 4th – Zoom Meeting

Feb 4th – Command Staff Meeting

Feb 4th - Attend Special Olympics meeting

Feb 4th – Attend Functional Strength Training Presentation

Feb 5th – Sergeant Promotion Ceremony

Feb 6th – Lexipol Microsoft Teams meeting

Feb 6th – Flock Safety Google meeting

Feb 6th – Attend Facility Master Plan meeting

Feb 7th – Attend Super Bowl Party @ Town Hall

Feb 7th – Attend Night to Shine @ Lowcountry Community Church

Feb 8th – Attend Vigil (Child involved in accident)

Feb 10th – Attend End of Phase meeting – Officer Ayler

Feb 10th – Attend Wellness Committee meeting

Feb 10th – Attend CIP meeting

Meetings Attended by Chief Joseph Babkiewicz cont.

Feb 10th – Meeting with Finance Director
Feb 10th – Swearing-In Ceremony for Sergeant Meehan
Feb 10th – Meeting with Project Manager
Feb 10th – Attend Retention/Morale Committee meeting
Feb 11th – Meeting with Century Arms Representative
Feb 11th – WHHI TV News zoom meeting
Feb 11th – Attend End of Phase meeting – Officer Hopper
Feb 11th – Attend MUSC Health Bluffton Pavilion Groundbreaking Ceremony
Feb 12th – Attend meeting with Director of Compliance
Feb 12th – Attend Candlelight Vigil @ Palmetto Pointe
Feb 13th – Lexipol Microsoft Teams meeting
Feb 13th – Attend Bluffton High School Pep Rally
Feb 13th – Enterprise Fleet Zoom meeting
Feb 13th – Attend meeting with Citizen
Feb 13th – Attend LECAC meeting
Feb 13th – Attend Debriefing
Feb 14th – Attend Chili Cookoff @ Bluffton High School
Feb 18th – Participate in Physical Agility Testing
Feb 18th – Lexipol Microsoft Teams meeting
Feb 18th – Command Staff meeting
Feb 19th – Attend February Birthday and Anniversary Celebration
Feb 19th – Corporals Promotion Ceremony
Feb 19th – Awards Committee meeting

Meetings Attended by Chief Joseph Babkiewicz cont.

Feb 20th – Lexipol Microsoft meeting
Feb 20th – Flock Safety Google meeting
Feb 24th – Attend CIP Microsoft meeting
Feb 24th – Meeting with Walmart Representative
Feb 24th – Meeting with Kiwanis Club
Feb 25th – Meeting with Campbell AME Church
Feb 25th – Enterprise Fleet zoom meeting
Feb 26th – Meeting with Town Manager
Feb 26th – Attend Budget Review meeting
Feb 27-28th – SCFBINAA Spring Conference

Commendations -	None
Complaints -	Citizen Complaint – under investigation

Police Department Demographics as of February 28, 2025

DEPARTMENT	Black	Hispanic	Other	White	Grand Total
Female	2	4	1	17	24
Male	7	5	3	38	53
Grand Total	9	9	4	55	77

SWORN OFFICERS	Black	Hispanic	Other	White	Grand Total
Female	1	1		9	11
Male	6	5	3	33	47
Grand Total	7	6	3	42	58

February Officer Training

In-House

Line-Up 2025 January-February - 1 Officer

Line-Up 2025 March-April - 16 Officers

Legal Update 2025 - Part I - 26 Officers

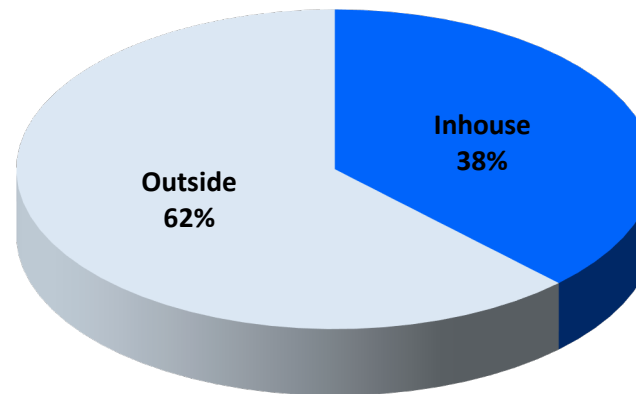
Studio - Mental Illness: Practical Application of Mental Health for First Responders - 1 Officer

DMT - Operator Recertification - 1 Officer

Questions to Ask During a Drug Interdiction Stop - 1 Officer

ATF - Privately Made Firearms and MCD's - 16 Officers

Pre-Academy Training - 1 Recruit



Outside

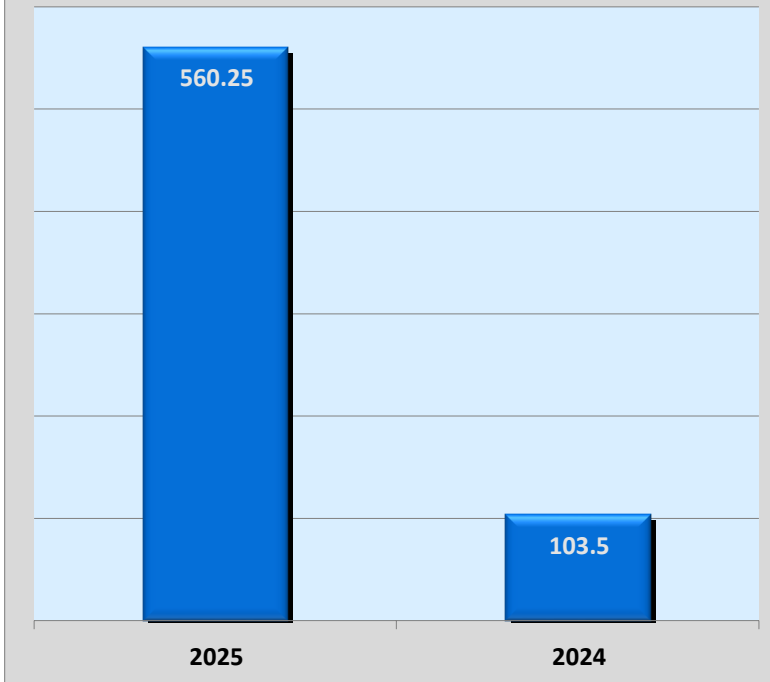
Sport / Special Event Enhanced Risk Management - 1 Officer

DCVC Regional Training - 1 Officer

SCFBINAA Spring Conference - 2 Officers

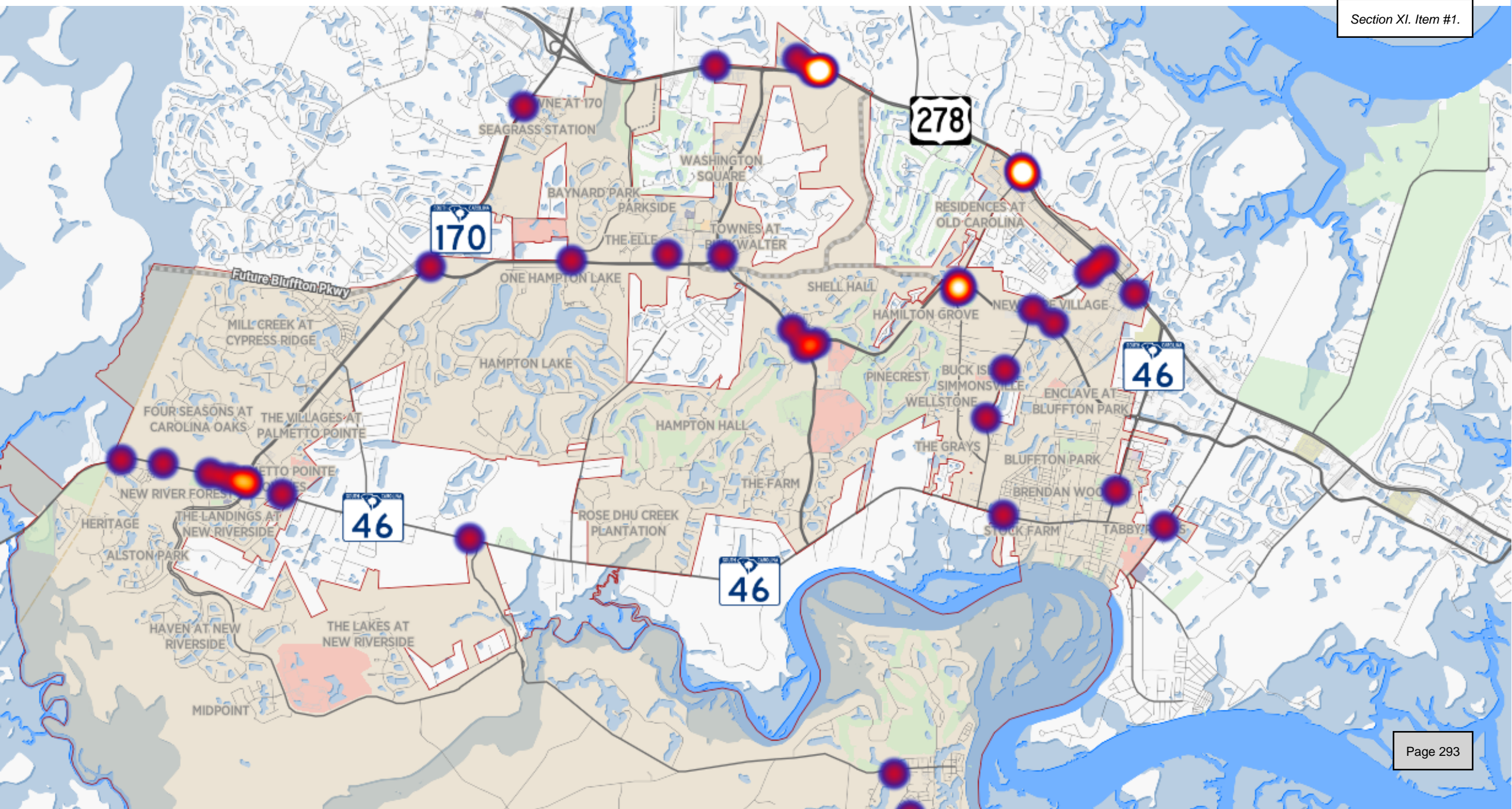
SCCJA - Basic Law Enforcement Training - 2 Recruits

February 2025 / 2024 Training Hours Comparison



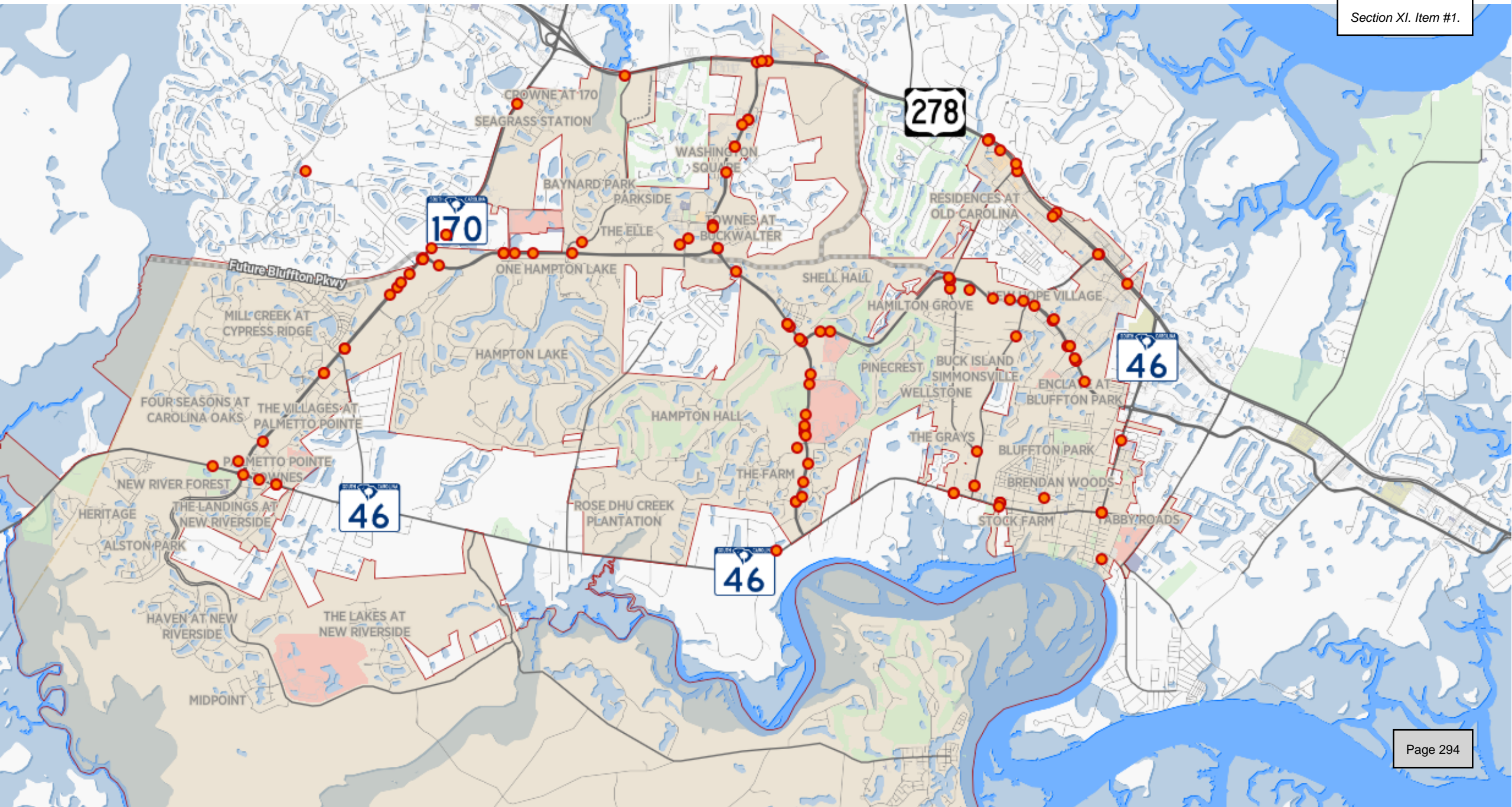
COLLISIONS (89) February 2025

Section XI. Item #1.



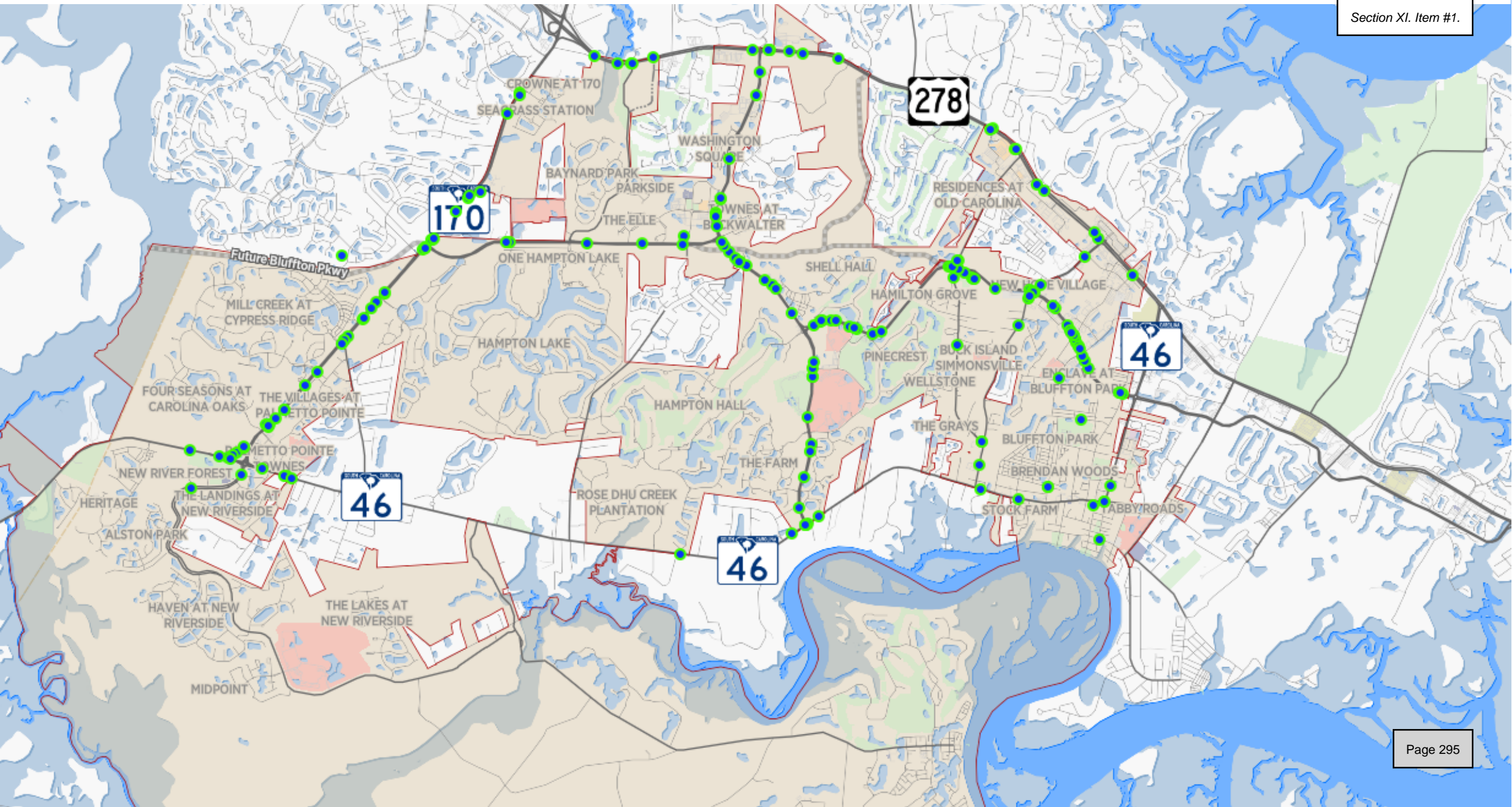
CITATIONS ISSUED (113) February 2025

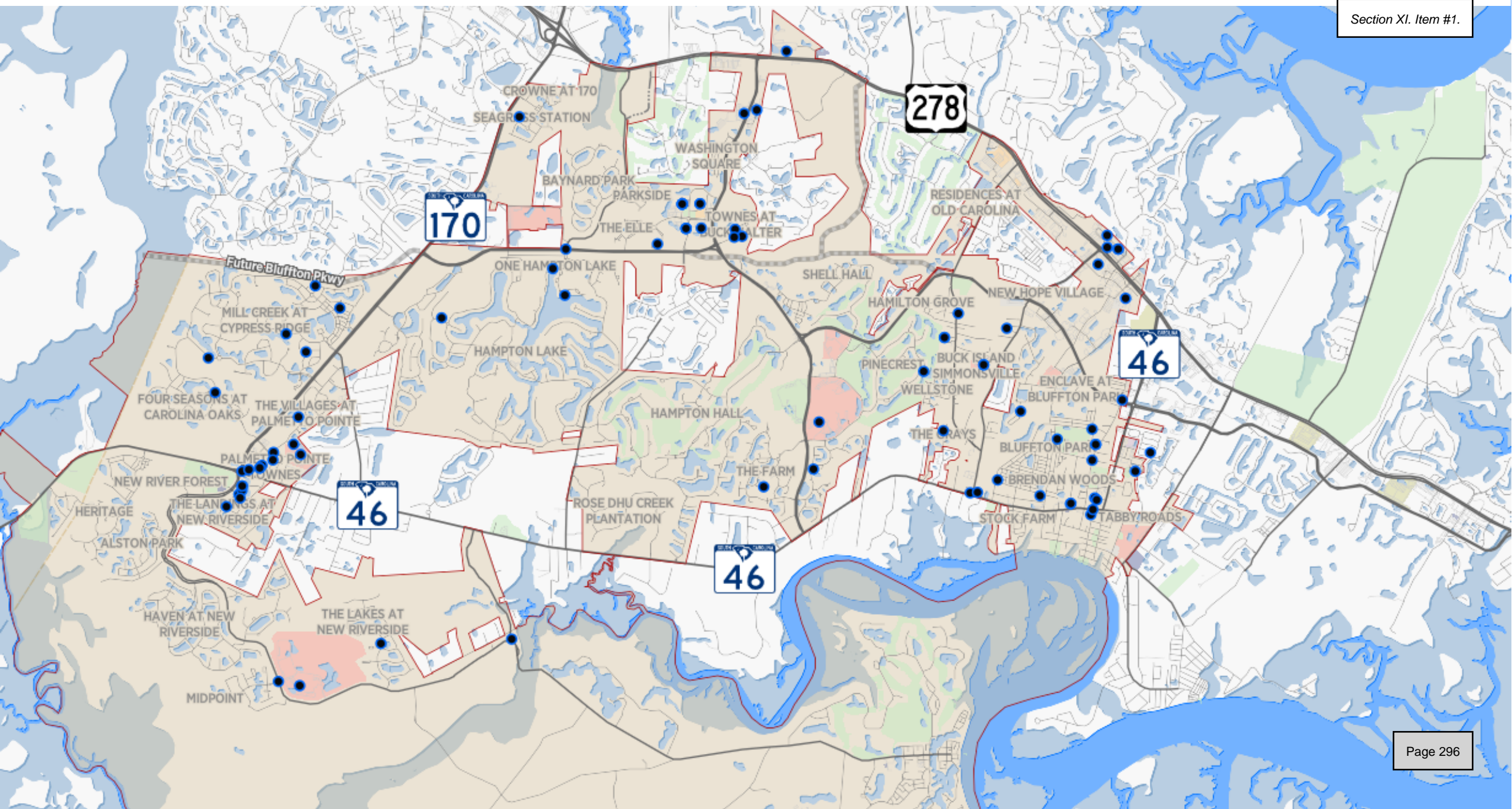
Section XI. Item #1.



WARNINGS ISSUED (184) February 2025

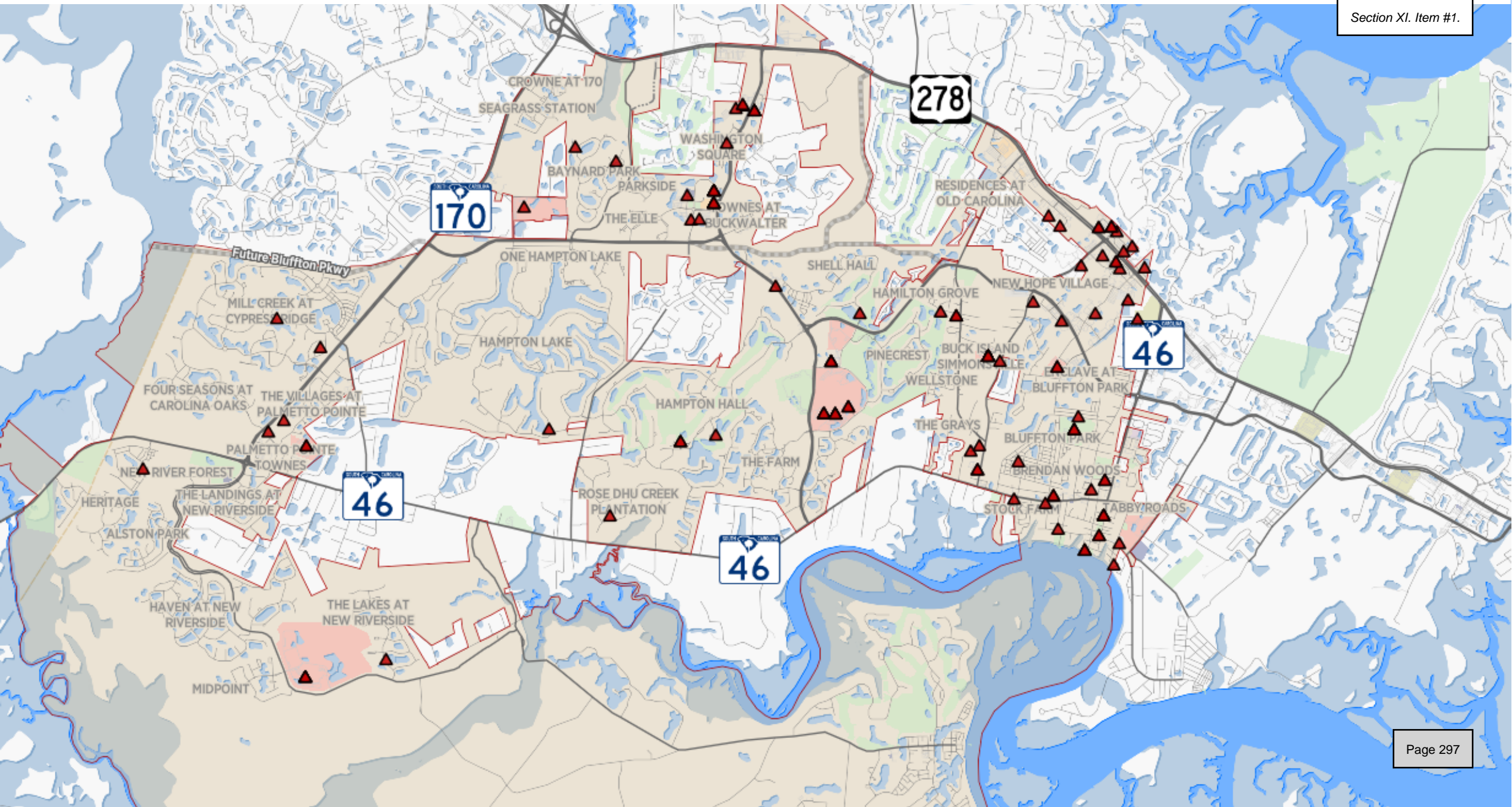
Section XI. Item #1.





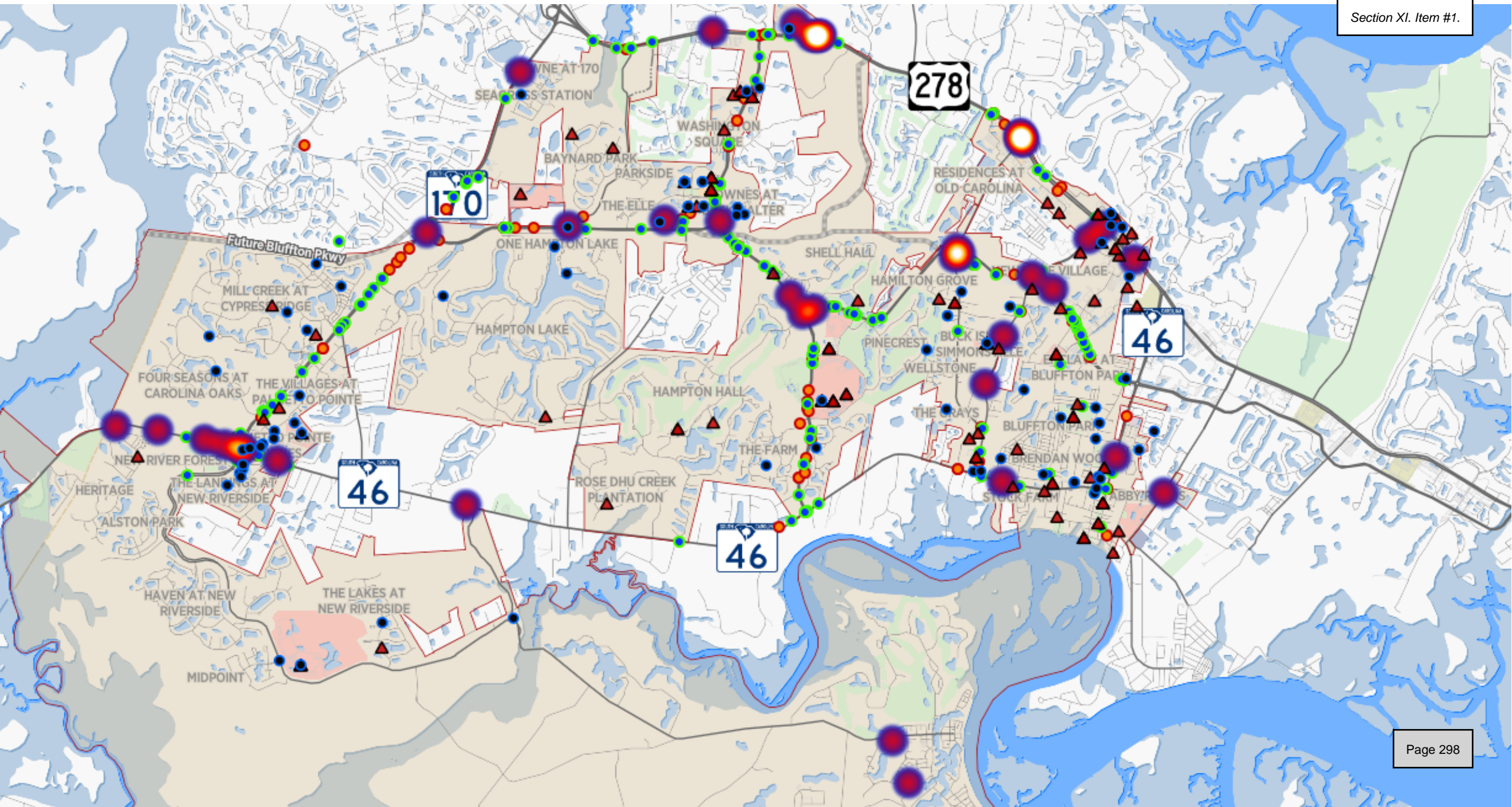
#1 CALL TYPE – Activated Alarms (126) February 2025

Section XI. Item #1.



Collisions, Citations, Warnings, Disturbances and Activated Alarms – February 2025

Section XI. Item #1.



CALLS FOR SERVICE TOP 10 CALL TYPES	
Activated Alarm	126
Case Follow Up	108
Disturbance	85
911 Hang-Up	76
Parking Violation	66
Accident	53
Reckless Driving	51
Domestic	35
Assist Motorist	28
Community Relations	27

TOTAL CALLS FOR SERVICE: 1031

AVERAGE PER DAY: 41

PRO-ACTIVE PATROLS	
Extra Patrol - Business	700
Extra Patrol - Residence	570
Traffic Stop	271
Traffic Enforcement	6

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Operating Vehicle While License/Registration Expired	26
Driving Under Suspension	18
Driving without a License	15
Public Disorderly Conduct	5
Failure to Maintain Proof of Insurance	5
Failure to Return License Plate and Registration Upon Loss of Insurance	5
Failure to Obey Traffic-Control Device	4
Speeding more than 15MPH - 24MPH Over	4
Reckless Driving	3
Driving Under the Influence	3

TOTAL CITATIONS ISSUED: 113

AVERAGE PER DAY: 5

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Vehicle License Violation	48
Defective Equipment	37
Speeding	27
Other	21
Speeding & more	11
Defective Equipment & more	9
Improper Lane Use	6
Driver License Violation	3
Improper Lights	3
Improper Lane Use & more	3

TOTAL WARNINGS ISSUED: 184

AVERAGE PER DAY: 7

CRIMINAL INVESTIGATIONS	
Cases Assigned	25
Incident Reports	0
Supplemental Reports	64
Cases Closed	23
Arrests Made	1
Arrest Warrants	3
Bond Court/Grand Jury	1
Case Call Outs	2
Search Warrants	4

Case Call Outs:

1. 25BP03416 – Death Scene (Drowning)

Bond Court:

1. 25BP02331 – DV/A&B

Mental Health Advocate:

CIT: 20

Referrals - 10

Follow Ups - 42

Supplemental Reports - 32

Victim Advocate:

Case Call Outs: 1

Incident Reports: 0

Case Closed: 13

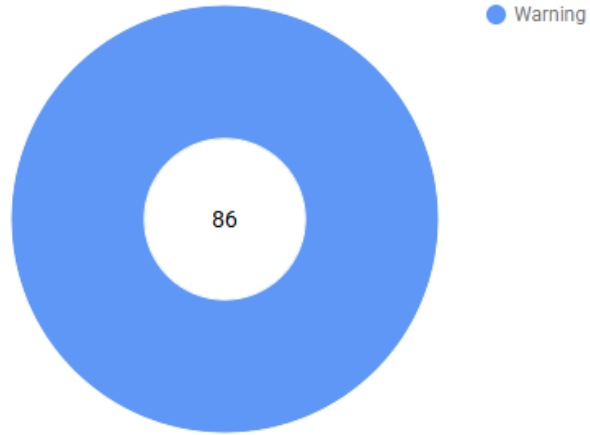
Bond Court: 1

Supplemental Reports: 15

COMMUNITY SERVICE ASSISTANTS

Section XI. Item #1.

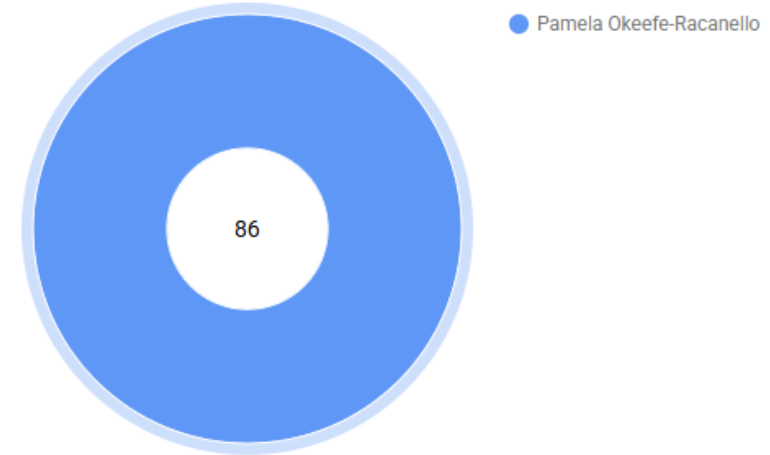
Tickets By Status Last 30 Days



Total Count: 86

As of 2/25/2025, 12:00:00 AM

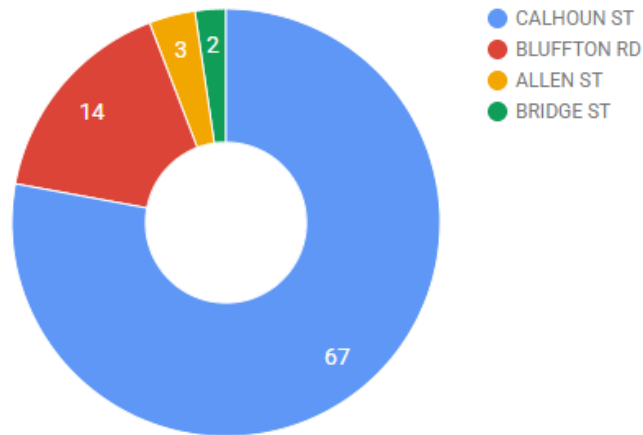
Tickets By Officer Last 30 Days



Total Count: 86

As of 2/25/2025, 12:00:00 AM

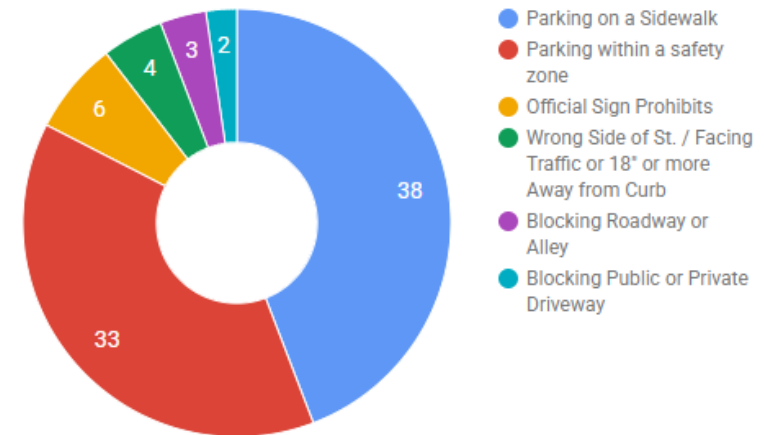
Tickets By Location Last 30 Days



Total Count: 86

As of 2/25/2025, 12:00:00 AM

Tickets By Violation Last 30 Days

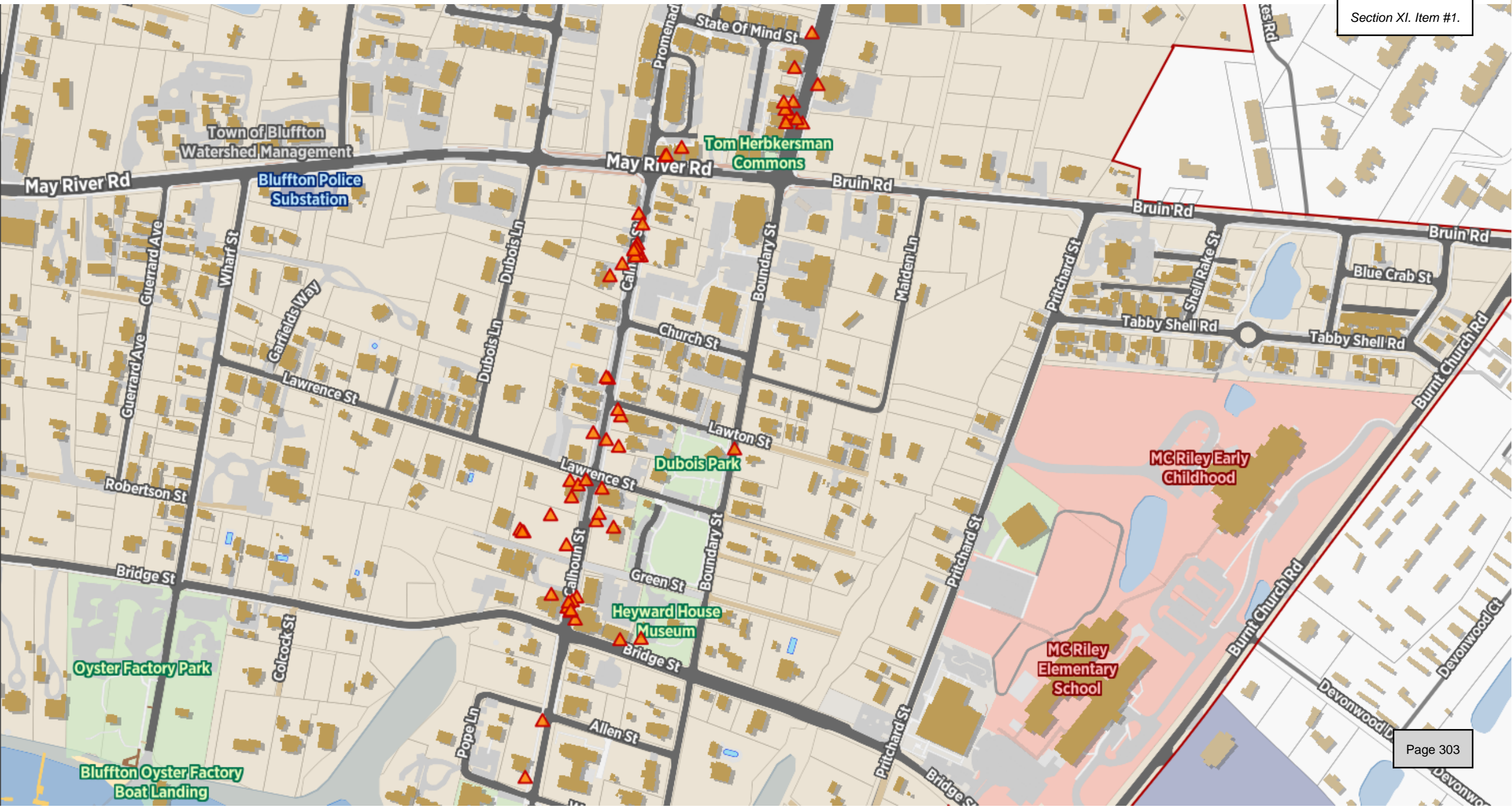


Total Count: 86

As of 2/25/2025, 12:00:00 AM

DOWNTOWN CITATIONS (86) – February 2025

Section XI. Item #1.



Code Enforcement:

William Bonhag

Signs

- Multiple Business advertisement signs removed from Old Town and various locations throughout Bluffton.

Complaints / Property Checks / Follow-ups / Ordinance Letters

- 1240,1242 May River Road, working with this group as they are cleaning up these locations that have been longtime neglected. Status ongoing progress.
- 28 Wharf Street was inspected for cleaning up of rear yard due to encroaching on rear neighbors' property. Compliance was met after issuance of door knocker and NOV.

1238 May River Road

- This property has been on a continuous violation for not adhering to NOV's that were issued for not cleaning up the property with dumping in the rear sections of this site. The former tenant was summoned and failed to appear in court.
- During a property visit it was noticed by Codes Officer, the front section of the trailer home was pushed in with the window being held up by a post. On 1/7/25, Chief building inspector Marcus Noe and I returned to check out this structure and was allowed interior access by the tenant. Photos were taken due to the poor condition and NO Heat.
- On Monday 1/13/25 at 11am a return visit was attended by Marcus Noe, Rob Currall, FD Jason Lee and I to determine the status of this structure. It was deemed an unsafe structure and was posted as such on Friday 1/17/25. The tenants and owner will be notified by Marcus upon posting.
- Owner Lashonda Fluellen has agreed to a meeting on site at 9am 1/23/25 to discuss the condition of the home and property. Due to a snow storm all communication was via phone. The tenants were removed by the owner. Presently Rob and Marcus are creating a list of items to be fixed. This is pending their outcome as to the status going forward.
- This property shall be revisited on Monday 2/24/25 with Marcus Noe to create a list of improvements that shall be required, along with the cleaning up of entire outside area that have been long neglected.

1260 May River Road/Shoreline Project

- 1/10/25, Complaint received by Brian Ranger Town Public Works stating that the contractors for this project broke the sidewalk while placing another piece of sidewalk back in place.
- 1/13/25 I contacted Nick Phillips, the project manager for Shoreline. Nick identified that it was Dominion who broke the sidewalk and would see to it that it would be repaired. I asked Nick to contact me when it is completed, and he agreed. I will follow up with him next week. Brian Ranger was notified of my progress. Sidewalk fixed w/o any issues.

Code Enforcement continued:**131 Goethe Road**

- Claudia Gomez Aguilar was issued letters pertaining to her blatant display of party chairs and tables, along with a possible construction business operating from this location. Tried to open communication with a male subject in the driveway in a work truck, advised him everything needs to be removed and cleaned up.
- Will be re-visiting to deliver NOV as operating w/o a BL from this location, which is zoned Residential Only area.

218 Simmonsville Road

- 3/14/24 Due to several violations, this location was boarded up.
- This matter is pending actions by Building Safety upon receipt of property ownership email or contact by Mrs. Mitchell to Robert Cullen. Unfortunately, Mrs. Mitchell has passed, and this matter is on hold with the Building Department.
- Vicky Smalls visited location with our team on 11/14/24. Vicky is trying to contact the oldest sibling regarding heirs' property transfer.
- Vicky will assist with dumpsters and town public works will use machinery to clean the property upon the completion of this demolition.
- 1/30/25 at 10am a meeting at Town Hall has been set up with Mr. Cohen along with 2 family relations to discuss either fixing the condition of the home and property clean-up. Removal of RV on site required.
- RV removed from site.
- Pending cleanup of garbage by 3/1/25

20 Stone Street

- Issued door hanger notice on 1/28/25 for needing a permit for fencing going up, as the post are in the ground presently. (Historic District)
- Approval for fence with gate was approved by the town, no permit needed for fencing below 7 feet.

229 Simmonsville Road aka Rosales Lane

- Removal of construction materials stored at the end of this road.
- Removal of vehicles stored here w/o plates
- Removal of pallets of tiles stored here.
- Returning week of 2/24/25 to inspect for progress.

Code Enforcement continued:

12 Aspen Hall Road

- Robert Numson from this address is complaining about his neighbor's pool pump that the heater kicks on and the noise from the pump and heater disturbs his sons sleeping as it comes into the home as both homes are close together
- HOA has not taken any action regarding this matter.
- Codes will check this matter in Pinecrest to see if I can assist with a positive conclusion 2/24/25

COMMUNITY ACTION TEAM
BCASWG Meeting 357 Fording Island Road
Command Staff Meeting
Special Olympics Meeting (SOAR)
Lockdown Drill Pritchardville Elementary School
TOB Welcome Center Grand Opening
Montessori School Lockdown Drill
BLEC/BLES ECC Lockdown Drill
Swearing in Ceremony Sgt Meehan
Promotion for Sergeant Frazier
BHS Pep Rally honoring Sergeant Frazier
Command Staff Meeting
Homeland Security Vehicle Ramming Mitigation zoom meeting
Corporal Harden and Corporal King promotion
TOB Barn Park Ribbon Cutting Ceremony
K-9 DEMO Hampton Lakes
SRO Supervisor Meeting
TOB Black History Month Luncheon
Read Across America River Ridge Academy

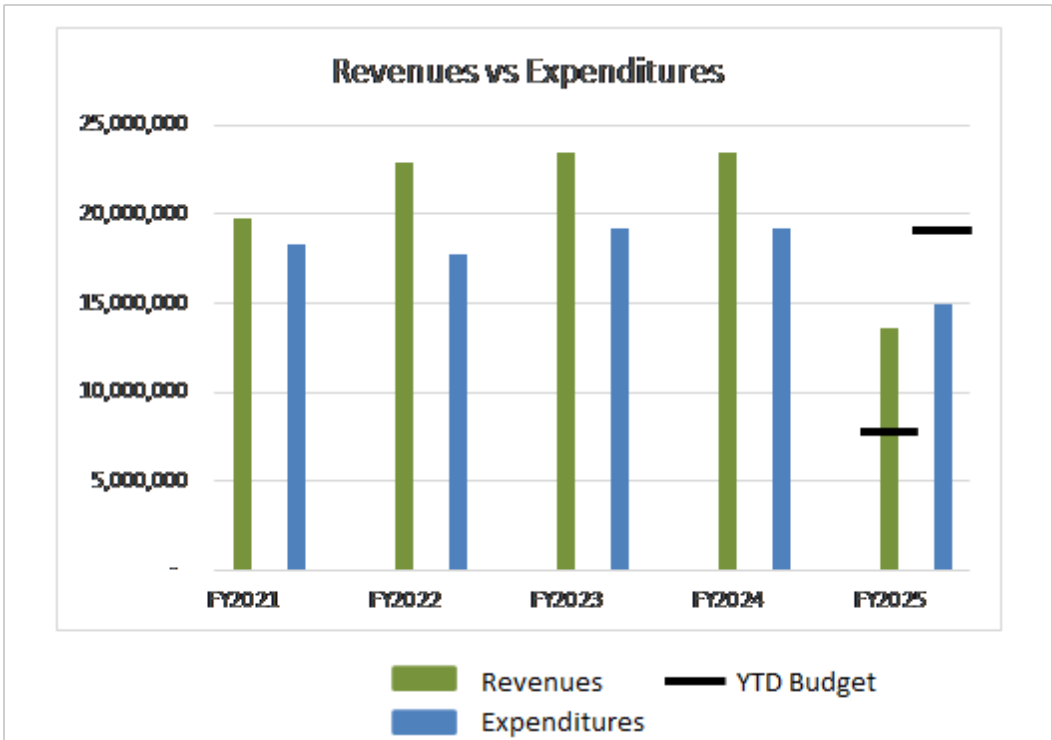
TOWN COUNCIL
STAFF REPORT
Finance & Administration Department



MEETING DATE:	March 11, 2025
PROJECT:	Consent Agenda: Year-to-date Financial Report
PROJECT MANAGER:	Natalie Majorkiewicz, CGFO, CGFM, Director of Finance & Administration

General Fund Financial Overview:

The chart below shows the revenue collections and expenditures trend for the last four full years and FY2025 year-to-date (YTD) through January 2025. Revenues have been higher than expenditures for the last four full years.



FY2025 YTD through January shows General Fund total revenues above the total budgeted amount with property taxes showing the largest impact. YTD December expenditures in total are tracking below the budgeted amounts.

FY25 General Fund Financial Overview

Revenues		Expenditures
\$13,613k	<i>YTD</i>	\$14,907k
179.6%	<i>% of Budget</i>	78.2%
\$7,578k	<i>YTD Budget</i>	\$19,070k

ATTACHMENTS:

1. General Fund
2. Stormwater Fund
3. Capital Improvement Program Fund
4. Debt Service Fund
5. Special Revenue Funds
6. Business License Statistics
7. Grant Index
8. Community Foundation of the Lowcountry Fund Balances



Town of Bluffton
Actual Versus Budget
For Period Ending January 31, 2025

Section XI. Item #1.

	Month of January 2025					Year-to-Date through January 31, 2025				
	FY 2024	FY 2025	More/(Less)	Budget	Over / (Under)	FY 2024	FY 2025	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes	\$ 2,403,909	\$ 6,921,788	\$ 4,517,879	\$ 2,634,539	\$ 4,287,249	\$ 3,411,321	\$ 8,070,475	\$ 4,659,154	\$ 3,738,331	\$ 4,332,144
Licenses & Permits										
Business Licenses	78,635	177,003	98,368	77,627	99,376	712,168	816,833	104,665	613,109	203,724
MASC Telecommunications	-	-	-	-	-	-	304	304	-	304
MASC Insurance Tax Collection	-	-	-	-	-	196	13,871	13,675	214	13,657
Franchise Fees	155,179	96,184	(58,995)	182,390	(86,206)	736,299	770,736	34,437	865,413	(94,677)
Building Safety Permits	211,532	514,241	302,709	139,590	374,651	1,404,244	1,807,295	403,051	903,296	903,999
Application Fees	9,330	-	(9,330)	8,156	(8,156)	51,340	42,025	(9,315)	44,882	(2,857)
Total Licenses & Permits	454,676	787,428	332,752	407,763	379,665	2,904,247	3,451,064	546,817	2,426,914	1,024,150
Grants and Entitlements	19,021	178,880	159,859	-	178,880	428,349	632,885	204,536	490,002	142,883
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Service Revenues	208,637	127,360	(81,277)	156,600	(29,240)	428,159	525,563	97,404	389,789	135,774
Fines & Fees	6,313	10,900	4,587	6,109	4,791	72,942	62,409	(10,532)	70,563	(8,154)
Interest Income	22,851	83,868	61,017	29,993	53,875	204,205	436,473	232,268	268,028	168,445
Miscellaneous Revenues	8,998	7,161	(1,837)	10,811	(3,650)	59,160	342,459	283,299	79,131	263,328
Total Revenues	3,124,405	8,117,385	4,992,980	3,245,815	4,871,570	7,508,383	13,521,328	6,012,945	7,462,758	6,058,570
Other Financing Sources	-	-	-	-	-	-	5,650	5,650	-	5,650
Transfers In	13,203	500	(12,703)	-	500	93,253	86,517	(6,736)	115,560	(29,043)
Total Other Financing Sources & Transfers In	13,203	500	(12,703)	-	500	93,253	92,167	(1,086)	115,560	(23,393)
Total Revenues and Other Financing Sources	\$ 3,137,608	\$ 8,117,885	\$ 4,980,277	\$ 3,245,815	\$ 4,872,070	\$ 7,601,636	\$ 13,613,495	\$ 6,011,859	\$ 7,578,318	\$ 6,035,177
Expenditures										
Town Council	\$ 9,875	\$ 9,579	\$ (296)	\$ 13,983	\$ (4,404)	\$ 67,247	\$ 77,059	\$ 9,812	\$ 95,220	\$ (18,161)
Executive	120,782	179,351	58,569	167,439	11,912	746,899	926,827	179,928	1,035,417	(108,590)
Economic Development	28,712	46,382	17,670	36,182	10,200	257,410	311,365	53,955	324,377	(13,012)
Human Resources	35,168	57,876	22,708	49,001	8,875	281,164	336,784	55,620	391,757	(54,973)
Communications and Community Outreach	31,317	74,009	42,692	65,051	8,958	320,776	397,968	77,192	666,309	(268,341)
Police	688,771	902,110	213,339	1,045,233	(143,123)	4,805,546	5,370,560	565,014	7,297,409	(1,926,849)
Municipal Judges	9,714	8,061	(1,653)	14,011	(5,950)	55,496	57,567	2,071	80,046	(22,479)
Municipal Court	33,964	45,140	11,176	41,225	3,915	286,869	312,895	26,026	348,194	(35,299)
Finance	105,289	113,458	8,169	149,278	(35,820)	565,252	676,332	111,080	801,410	(125,078)
Information Technology	119,250	123,399	4,149	161,343	(37,944)	1,141,753	1,250,964	109,211	1,544,769	(293,805)
Customer Service	20,991	27,636	6,645	27,520	116	138,370	141,386	3,016	181,409	(40,023)
Planning & Community Development	144,323	143,755	(568)	199,986	(56,231)	875,757	754,477	(121,280)	1,213,520	(459,043)
Building Safety	62,980	83,571	20,591	80,868	2,703	551,927	457,660	(94,267)	708,691	(251,031)
Project Management	56,066	85,218	29,152	53,715	31,503	424,921	423,803	(1,118)	407,105	16,698
Public Services	176,461	188,272	11,811	265,914	(77,642)	1,070,715	1,423,670	352,955	1,613,491	(189,821)
Town Wide	151,212	191,393	40,181	218,469	(27,076)	1,633,870	1,987,653	353,783	2,360,588	(372,935)
Total Expenditures	1,794,875	2,279,210	484,335	2,589,218	(310,008)	13,223,972	14,906,970	1,682,998	19,069,712	(4,162,742)
Other Financing Uses										
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	-	-	-	-	-
Total Expenditures and Other Financing Uses	\$ 1,794,875	\$ 2,279,210	\$ 484,335	\$ 2,589,218	\$ (310,008)	\$ 13,223,972	\$ 14,906,970	\$ 1,682,998	\$ 19,069,712	\$ (4,162,742)



Town of Bluffton
Actual Versus Budget
For Period Ending January 31, 2025

Section XI. Item #1.

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	Month of January 2025					Year-to-Date through January 31, 2025				
	FY 2024	FY 2025	More/(Less)	Budget	Over / (Under)	FY 2024	FY 2025	More/(Less)	Budget	Over / (Under)
Revenues										
Stormwater Utility Fee	\$ 485,563	\$ 418,844	\$ (66,719)	\$ 466,797	\$ (47,953)	\$ 588,996	\$ 620,973	\$ 31,977	\$ 566,233	\$ 54,740
Licenses & Permits										
NPDES Plan Review Fee	6,175	6,773	598	5,218	1,555	62,430	54,248	(8,182)	52,754	1,494
NPDES Inspection Fee	35,350	57,450	22,100	30,524	26,926	185,050	205,150	20,100	159,789	45,361
Total Licenses & Permits	41,525	64,223	22,698	35,742	28,481	247,480	259,398	11,918	212,543	46,855
Total Revenues	527,088	483,067	(44,021)	502,540	(19,473)	836,476	880,371	43,895	778,776	101,595
 Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
 Total Revenues and Other Financing Sources	\$ 527,088	\$ 483,067	\$ (44,021)	\$ 502,540	\$ (19,473)	\$ 836,476	\$ 880,371	\$ 43,895	\$ 778,776	\$ 101,595
 Expenditures										
Watershed Management	\$ 79,815	\$ 180,517	\$ 100,702	\$ 128,119	\$ 52,398	\$ 591,328	\$ 755,707	\$ 164,379	\$ 949,199	\$ (193,492)
Total Expenditures	79,815	180,517	100,702	128,119	52,398	591,328	755,707	164,379	949,199	(193,492)
 Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Transfer Out to Debt Service	-	-	-	-	-	69,400	65,525	(3,875)	69,931	(4,406)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	69,400	65,525	(3,875)	69,931	(4,406)
 Total Expenditures and Other Financing Uses	\$ 79,815	\$ 180,517	\$ 100,702	\$ 128,119	\$ 52,398	\$ 660,728	\$ 821,232	\$ 160,504	\$ 1,019,130	\$ (197,898)



Town of Bluffton
Budget and Actual - Capital Improvement Program Fund
For Period Ending January 31, 2025

	YTD Estimated	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
Economic Development						
Buckwalter Place Multi-County Commerce Park Phase 2	\$ 1,132,490	\$ 3,204,420	\$ 832,666	\$ 4,037,086	\$ 2,904,596	28.1%
Total Economic Development	1,132,490	3,204,420	832,666	4,037,086	2,904,596	28.1%
Facilities						
Town Hall Improvements	33,791	-	64,887	64,887	31,096	52.1%
Squire Pope Carriage House	457,366	615,000	140,613	755,613	298,247	60.5%
Law Enforcement Center Facility Improvements	3,104	405,000	74,056	479,056	475,952	0.6%
Sarah Riley Hooks Cottage	37,515	1,411,432	45,115	1,456,547	1,419,032	2.6%
Town Facilities ADA Compliance Plan - NEW	-	100,000	-	100,000	100,000	0.0%
Total Facilities	531,776	2,531,432	324,671	2,856,103	2,324,327	18.6%
Housing						
Affordable Housing Project	6,561	1,478,480	120,735	1,599,215	1,592,654	0.4%
Total Housing	6,561	1,478,480	120,735	1,599,215	1,592,654	0.4%
Information Technology Infrastructure						
Community Safety Cameras Phase 6	94,223	195,000	37,210	232,210	137,987	40.6%
Network Improvements	86,947	241,000	20,564	261,564	174,617	33.2%
Total Parks	181,170	436,000	57,774	493,774	312,604	36.7%
Land						
Land Acquisition	18,980	2,959,387	2,497,715	5,457,102	5,438,122	0.3%
Total Land	18,980	2,959,387	2,497,715	5,457,102	5,438,122	0.3%
Parks						
Park Improvements	178,696	236,228	190,331	426,559	247,863	41.9%
Oyster Factory Park	25,862	433,048	55,000	488,048	462,186	5.3%
Oscar Frazier Park	443,662	112,000	532,967	644,967	201,305	68.8%
New Riverside Park/Barn Site	5,256,527	7,335,254	2,228,834	9,564,088	4,307,561	55.0%
New River Trail	72,034	2,460,430	99,221	2,559,651	2,487,617	2.8%
New Riverside Village Park	2,591	-	5,457	5,457	2,866	47.5%
Buckwalter Place Park Improvements	44,420	774,190	147,000	921,190	876,770	4.8%
Public Art	43,827	200,000	(269)	199,731	155,904	21.9%
Total Parks	6,067,619	11,551,150	3,258,541	14,809,691	8,742,072	41.0%
Roads						
Pathway Pedestrian Safety Improvements	26,378	532,418	19,247	551,665	525,287	4.8%
Calhoun Street Streetscape	12,222	434,008	13,617	447,625	435,403	2.7%
BIS Neighborhood Sidewalks & Lighting	-	-	20,000	20,000	20,000	0.0%
Wharf Street Lighting	-	-	244,560	244,560	244,560	0.0%
Boundary Street Lighting	-	-	23,224	23,224	23,224	0.0%
Boundary Street Streetscape	25,450	1,887,675	79,996	1,967,671	1,942,221	1.3%
Townwide Wayfinding Signage System	6,750	65,000	30,000	95,000	88,250	7.1%
Historic District Overhead Power Conversion	-	74,000	-	74,000	74,000	0.0%
Ghost Roads	77	377,412	11,989	389,401	389,324	0.0%
Total Roads	70,877	3,370,513	442,633	3,813,146	3,742,269	1.9%
Stormwater and Sewer						
Sewer Connections Policy	57,527	498,730	231,000	729,730	672,203	7.9%
Buck Island Sewer Phase 5	787,570	-	804,287	804,287	16,717	N/A
Historic District Sewer Extension Phase 4	307	575,760	(141,462)	434,298	433,991	0.1%
Historic District Sewer Extension Phase 5	-	523,920	(141,712)	382,208	382,208	0.0%
Historic District Sewer Extension Phase 6	-	646,200	(167,722)	478,478	478,478	0.0%
Bridge Street Streetscape	56,174	1,162,969	188,552	1,351,521	1,295,347	4.2%
Comprehensive Drainage Plan Improvements	59,686	676,400	35,326	711,726	652,040	8.4%
May River Action Plan Impervious Restoration/Water Quality Project	27,930	220,634	(29,741)	190,893	162,963	14.6%
Stoney Crest Campground/Old Palmetto Bluff Rd	175	1,100,000	-	1,100,000	1,099,825	0.0%
Pritchard Street Drainage Improvements	3,747	1,742,231	8,146	1,750,377	1,746,630	0.2%
Shults Road Drainage Improvements	-	272,888	-	272,888	272,888	0.0%
Total Stormwater and Sewer	993,116	7,419,732	786,674	8,206,406	7,213,290	12.1%
Total CIP Expenditures	\$ 9,002,589	\$ 32,951,114	\$ 8,321,409	\$ 41,272,523	\$ 32,269,934	21.8%



Town of Bluffton
Actual Versus Budget
For Period Ending January 31, 2025

Section XI. Item #1.

	Month of January 2025					Year-to-Date through January 31, 2025				
	FY 2024	FY 2025	More/(Less)	Budget	Over / (Under)	FY 2024	FY 2025	More/(Less)	Budget	Over / (Under)
Revenues										
Property Taxes										
Real & Personal Property Tax (TIF)	\$ 1,059,457	\$ 991,617	\$ (67,840)	\$ 1,414,336	\$ (422,719)	\$ 1,299,537	\$ 1,437,767	\$ 138,230	\$ 1,734,834	\$ (297,067)
GO Bond Debt Service Property Tax	111,449	360,944	249,495	118,861	242,083	157,973	422,672	264,699	168,478	254,194
Total Property Tax	1,170,906	1,352,561	181,655	1,533,197	(180,636)	1,457,510	1,860,439	402,929	1,903,313	(42,874)
Licenses & Permits										
Municipal Improvement District Fee	73,724	261,740	188,016	75,971	185,769	87,755	288,434	200,679	90,430	198,004
Interest Income	8,727	5,084	(3,643)	3,711	1,373	66,254	59,805	(6,449)	28,177	31,628
Miscellaneous Revenues	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,253,357	1,619,385	366,028	1,612,880	6,505	1,611,519	2,208,678	597,159	2,021,920	186,759
Other Financing Sources										
Transfers In	-	-	-	-	-	69,400	65,525	(3,875)	65,470	55
Total Other Financing Sources & Transfers In	-	-	-	-	-	69,400	65,525	(3,875)	65,470	55
Total Revenues and Other Financing Sources	\$ 1,253,357	\$ 1,619,385	\$ 366,028	\$ 1,612,880	\$ 6,505	\$ 1,680,919	\$ 2,274,203	\$ 593,284	\$ 2,087,389	\$ 186,814
Expenditures										
Series 2014 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 873,554	\$ 896,386	\$ 22,832	\$ 896,386	\$ -
Interest	-	-	-	-	-	34,698	23,429	(11,269)	23,429	-
Series 2022 TIF Bonds Debt Service										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
Series 2020 GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	67,150	61,025	(6,125)	61,025	-
Series 2020A GO Bonds Debt Service										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	69,400	65,525	(3,875)	65,525	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	1,044,802	1,046,365	1,563	1,046,365	-
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	1,400,000	1,400,000	-	1,400,000
Total Transfers	-	-	-	-	-	-	1,400,000	1,400,000	-	1,400,000
Total Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,044,802	\$ 2,446,365	\$ 1,401,563	\$ 1,046,365	\$ 1,400,000



Town of Bluffton
Special Revenue Accounts
For Period Ending January 31, 2025

Section XI. Item #1.

FY2025														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	1,571	1,830	1,559	1,417	271,078	697	632							278,784
Local Accommodations Tax	2,700	60,640	138,169	122,416	194,338	192,218	129,989							840,471
Hospitality Tax	8,468	281,963	305,218	316,246	336,531	398,059	331,088							1,977,574
Total Revenues	12,739	344,433	444,946	440,079	801,947	590,975	461,709	-	-	-	-	-	-	3,096,828

FY2024														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	1,533	1,721	1,963	237,553	1,773	2,006	249,085	1,857	2,041	161,350	1,868	1,570	457,086	1,121,406
Local Accommodations Tax	5,551	152,136	108,061	124,885	176,611	171,277	117,868	70,760	89,999	183,177	210,129	186,173	269,837	1,866,464
Hospitality Tax	54,512	340,435	282,100	283,048	355,917	349,776	385,693	223,058	314,287	383,243	392,360	423,103	345,958	4,133,490
Total Revenues	61,596	494,292	392,124	645,486	534,301	523,059	752,646	295,675	406,327	727,770	604,357	610,846	1,072,881	7,121,360

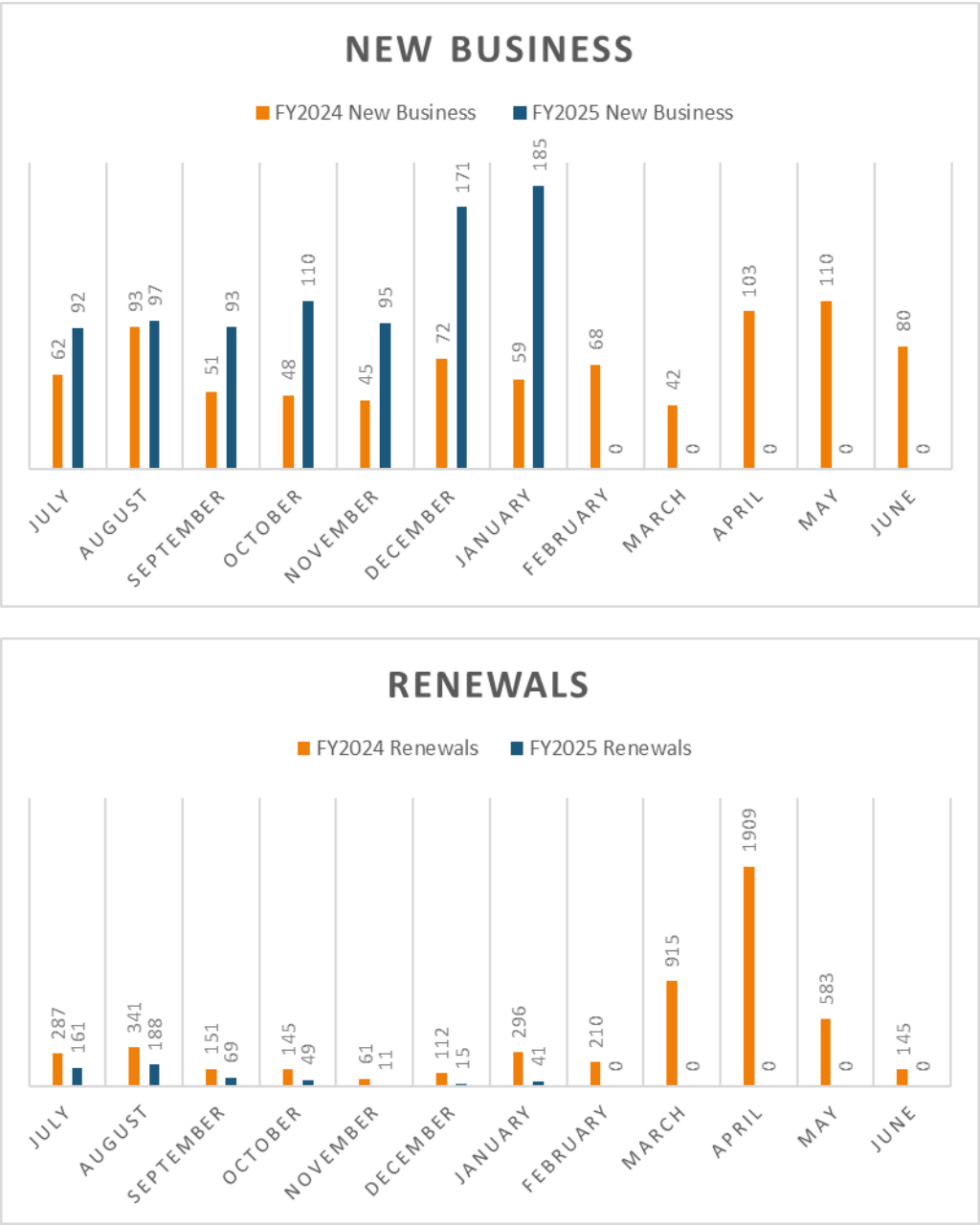
FY2025 VS FY2024 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13
Revenues													
State Accommodations Tax	38	109	(404)	(236,136)	269,305	(1,309)	(248,453)						(216,850)
Local Accommodations Tax	(2,851)	(91,496)	30,108	(2,469)	17,727	20,941	12,121						(15,918)
Hospitality Tax	(46,044)	(58,472)	23,118	33,198	(19,386)	48,283	(54,605)						(73,907)
Total Revenues	(48,857)	(149,859)	52,822	(205,407)	267,646	67,916	(290,937)	-	-	-	-	-	(306,676)

FY2023														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	400	468	509	256,141	783	897	229,281	916	1,155	145,283	1,388	1,466	484,835	1,123,522
Local Accommodations Tax	614	173,603	126,868	137,517	152,941	158,074	114,639	63,354	83,215	24,975	331,683	187,863	176,432	1,731,779
Hospitality Tax	4,685	255,181	281,079	312,591	335,754	307,857	291,337	235,565	310,100	87,619	491,342	352,679	405,875	3,671,664
Total Revenues	5,699	429,252	408,456	706,249	489,478	466,828	635,257	299,835	394,471	257,876	824,412	542,009	1,067,142	6,526,964

FY2024 VS FY2023 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13
Revenues													
State Accommodations Tax	1,133	1,253	1,454	(18,588)	990	1,109	19,804	941	886	16,067	480	104	(27,749)
Local Accommodations Tax	4,937	(21,467)	(18,807)	(12,632)	23,670	13,203	3,229	7,406	6,784	158,202	(121,554)	(1,690)	93,405
Hospitality Tax	49,827	85,254	1,021	(29,543)	20,163	41,919	94,356	(12,507)	4,187	295,624	(98,982)	70,424	(59,917)
Total Revenues	55,897	65,040	(16,332)	(60,763)	44,823	56,231	117,389	(4,160)	11,856	469,894	(220,055)	68,837	5,739

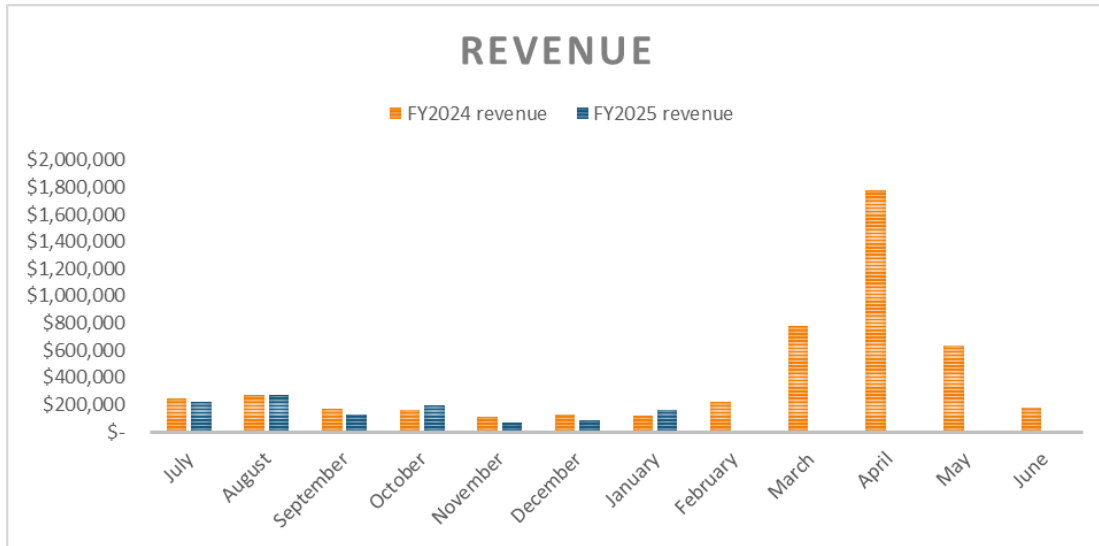
Business License Statistics:

Business License applications for FY2025 through January total 1,377 (843 new business and 534 renewals) compared to FY2024’s total of 1,823 (430 new business and 1,393 renewals).



Attach

Business license renewals reflect a decrease of 86% or 255 and revenue collections decreased 44% or \$44,575 for the month of January when comparing to last year. This decrease continues to be due to the efficiencies the new business license software, Evolve, as well as the alignment of the permit date from a calendar year to the business license year. Business license revenue generated through permits decreased by 186% or \$74,384.



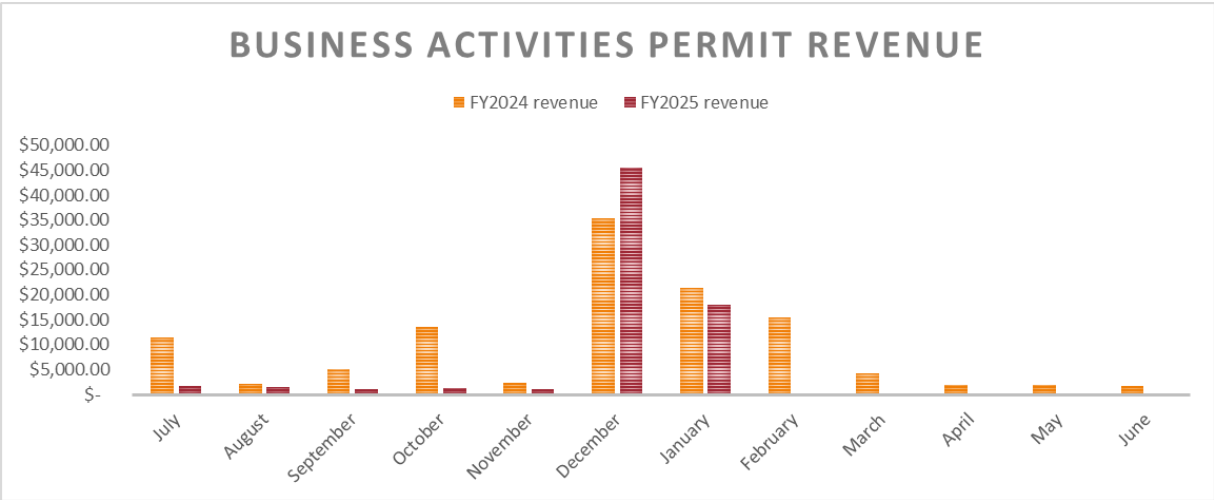
The amended ordinance that went into effect January 1st, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2025 business license renewals, there were zero renewals eligible for an incentive.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	-	\$ -	\$ -
20%	-	-	-
40%	-	-	-
CAP	-	-	-
2+	-	-	-
Grand Total	-	\$ -	\$ -

Rate Class	Number of Businesses	Total Incentive Amount
1	-	\$ -
2	-	-
3	-	-
4	-	-
5	-	-
7	-	-
8.1	-	-
8.51	-	-
8.6	-	-
9.3	-	-
Grand Total	-	\$ -

Included in the Business License Revenue are permits for both Mobile Vending and Short-Term Rental.

- Mobile Vending Permit (MVP): \$400 for a calendar year
 - Two (2) MVPs issued in January
 - Thirty (30) are compliant
 - One (1) is non-compliant
 - None are pending
 - There are thirty-one (31) identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
 - Forty-one (41) STRPs issued in December
 - Two hundred, twenty (220) STRPs are compliant with a permit
 - Sixty-six (66) are non-compliant
 - Nine (9) are in-process
 - There are two hundred, ninety-five (295) properties identified



Grant Program / Name	Federal/ State/ Other	Grant #	Town Project Description	Department	Status	Amount Funded by Grant	Town's Match	Total Project Amount	Date of Award	Grant Start Date	Grant Expiration
South Carolina Infrastructure Investment Program (SCIIP)	Federal	A-23-C015	Stoney Crest area septic to sewer; local match split equally among Town, Beauf.Co, and BJWSA.	Stormwater	AWARDED TO BJWSA	\$ 5,925,000.00	\$1,975,000 divided equally among Town, County, and BJWSA	\$7,900,000.00	04/27/23	04/24/23	6/1/2026
American Rescue Plan Act (ARPA) grant from the State and Local Fiscal Recovery Fund (SLFRF)	Federal	SLT-5134	coronavirus recovery, Entitlement community with Tier 5 reporting	Finance	Active	\$ 1,982,471.00	none	\$1,982,471.00	05/27/21	03/03/21	obligated by 12/31/2024 expended by 12/31/2026
Community Development Block Grant (CDBG)	Federal	4-A-19-001	BIS sanitary sewer, Phase 5	CIP	submitted for closure	\$ 500,000.00	\$ 3,002,282.00	\$3,502,282.00	10/14/19	10/14/19	12/30/2023; extended to 12/31/2024
Land and Water Conservation Fund	Federal	45-01131	New Riverside Barn Park	CIP	submitted for closure	\$ 500,000.00	\$ 500,000.00	Phase I > \$1M	10/18/21	10/19/21	10/31/2023; extended to 12/31/2024
Section 319(h) Nonpoint Source Pollution, Assistance Program	Federal	EQ-0-263	May River Watershed Action Plan Phase IV; sewer connections (Poseys Court, Pritchard Street, Bridge Street)	Stormwater / CIP	closed	\$ 365,558.36	\$ 243,830.00	\$ 609,388.36	06/21/19	09/25/19	7/24/2023; extended to 9/30/2024
Nonpoint Source Implementation Program - Section 319(h) of the Clean Water Act	Federal	EQ-3-544	May River Watershed Action Plan, Phase VI - stormwater retrofit (Pritchard St)	Stormwater / CIP	Active	\$ 124,577.00	\$ 83,398.00	\$ 207,975.00	11/16/22	11/16/22	11/15/2025
Nonpoint Source Implementation Program - Section 319(h) - Clean Water Act	Federal	EQ-4-318	May River Phase VII - HD Sewer Phases 4-6	CIP	Active	\$ 529,850.00	\$ 367,920.00	\$ 897,770.00	6/16/2023	2/29/2024	9/30/2027
FY24 COPS Technology and Equipment Program Invitational Solicitation	Federal	15JCOPS-24-GG-02292	equipment for PD	Police	Active	\$ 1,348,178.00	\$ -	\$1,348,178.00	9/30/2024	3/9/2024	3/31/2026

FY24 Park and Recreation Development Fund (PARF)	State	Project Number 2023057	New River Trail Restroom Shelter	CIP	Active	\$ 26,000.00	\$ 6,500.00	\$ 32,500.00	05/08/23	05/08/23	5/8/2026
School Safety Program FY24 (School Resource Officer)	State	SR-076-C0702-24	SRO funding for six officers	Police	submitted for closure	\$ 893,422.29	none	\$ 893,422.29	6/16/2023	7/1/2023	6/30/2024; extended until 12/31/2024 for final expenditures
FY24 State Appropriation Act	State	none	New River Linear Trail	CIP	Active	\$ 2,000,000.00	\$ 705,172.00	\$2,705,172.00	10/16/2023	10/16/2023	none
FY24 State Appropriation Act	State	none	Agility Course	Police	submitted for closure	\$ 50,000.00	none	\$ 50,000.00	9/8/2023	9/8/2023	6/15/2024; extended until 6/15/2025
StimulateSC	State	2024SSC-01	DRCI Artificial Intelligence Training Program	DRCI	submitted for closure	\$ 10,450.00	\$ 10,450.00	\$ 20,900.00	1/2/2024	1/15/2024	10/15/2024
National Opioid Guaranteed Political Subdivision Subfund	State	none	Opioid settlement money	Police	Active	\$ 30,400.00	none	\$ 30,400.00	7/15/2024	7/1/2024	6/30/2025
School Safety Program FY25 (School Resource Officer)	State	SR-113-C0702-25	continued funding for six SROs	Police	Active	\$ 522,025.00	none	\$ 522,025.00	8/6/2024	7/1/2024	6/30/2025
South Carolina Power Team Site Readiness Fund (SRF) Grant	Local	n/a	economic development for Buckwalter MCIP, Building A	Exec	Active	\$ 1,000,000.00	\$ 2,715,365.00	\$4,045,365.00	6/25/2024	11/13/2024	12/31/2025
FY25 State Appropriation Act	State	none	K9 program	Police	Active	\$ 50,000.00	none	\$ 50,000.00	7/24/2024	7/1/2024	6/15/2025

\$ 8,882,931.65

Building Resilient Infrastructure and Communities (BRIC)	Federal		Historic District drainage	Watershed	submitted 12/14/2023	\$ 278,550.00	\$ 30,950.00	\$ 309,500.00			36 months from date of award
Sen Graham appropriation FFY25 / National Park Service	Federal		New River Linear Trail ADA Enhancement Phase II	CIP	submitted 4/29/2024; look for Congress to pass appropriation legislation between Oct and Dec 2024	\$ 500,000.00	\$ 1,492,056.00	\$1,992,056.00			

	As of January 2025					
	Bluffton Police Department Benevolence Fund		Mayor's Stay Safe Bluffton Scholarship Fund		Town of Bluffton Parks & Public Art Fund	
	FY through		FY through		FY through	
	Jan. 2024	Jan. 2024	Jan. 2024	Jan. 2024	Jan. 2024	Jan. 2024
Beginning Balance	\$ 113,830.51	\$ 100,846.75	\$ 21,177.65	\$ 16,140.72	\$ 3,870.84	\$ -
Contributions & Investement Activity						
Contributions to Fund	\$ 1,100.00	\$ 12,321.79	\$ -	\$ 4,834.53	\$ -	\$ 3,800.00
Interest & Dividend Income	474.33	1,700.91	91.91	297.96	16.80	48.27
Investment Income & Losses	(126.53)	1,239.48	(24.52)	200.58	(4.48)	34.89
Total Contributions & Investment Activity	1,447.80	15,262.18	67.39	5,333.07	12.32	3,883.16
Expenses						
Distributions - Grants	-	-	-	-	-	-
Distributions - Program Expenses	7,258.90	7,258.90	-	-	-	-
Fees - Administrative & Investment	-	795.77	-	132.86	-	-
Fees - Credit Card Processing	-	34.85	-	95.89	-	-
Total Expenses	7,258.90	8,089.52	-	228.75	-	-
Net Change to Fund Balance	\$ (5,811.10)	\$ 7,172.66	\$ 67.39	\$ 5,104.32	\$ 12.32	\$ 3,883.16
Pending Contributions						
Total Pending Contributions		\$ -		\$ -		\$ -
Pending Expenses						
Total Pending Expenses		-		-		-
Projected Ending Balance		\$ 108,019.41		\$ 21,245.04		\$ 3,883.16

TOWN COUNCIL



STAFF REPORT Human Resources Department

MEETING DATE:	March 11, 2025
PROJECT:	February 2025 Activity Report
PROJECT MANAGER:	Anni Evans, Director of Human Resources

Human Resources Summary:

New Hires: 2

Anthony Polo
Title: Police Intern
Start Date: February 6, 2025
Department: Police

Robert Meehan
Title: Police Sergeant
Start Date: February 6, 2025
Department: Police

Exits: 0

Promotions/Transfers: 6

Oscar Frazier
Title: Police Sergeant
Start Date: February 6, 2025

John Destacio
Title: Police Lieutenant Emergency Manager
Start Date: February 6, 2025

Daniel Hopper
Title: Police Officer
Start Date: February 20, 2025

William Ayler
Title: Police Officer
Start Date: February 20, 2025

Ed King
Title: Police Corporal
Start Date: February 20, 2025

Terry Harden
Title: Police Corporal
Start Date: February 20, 2025

Jobs posted:

Police Officer

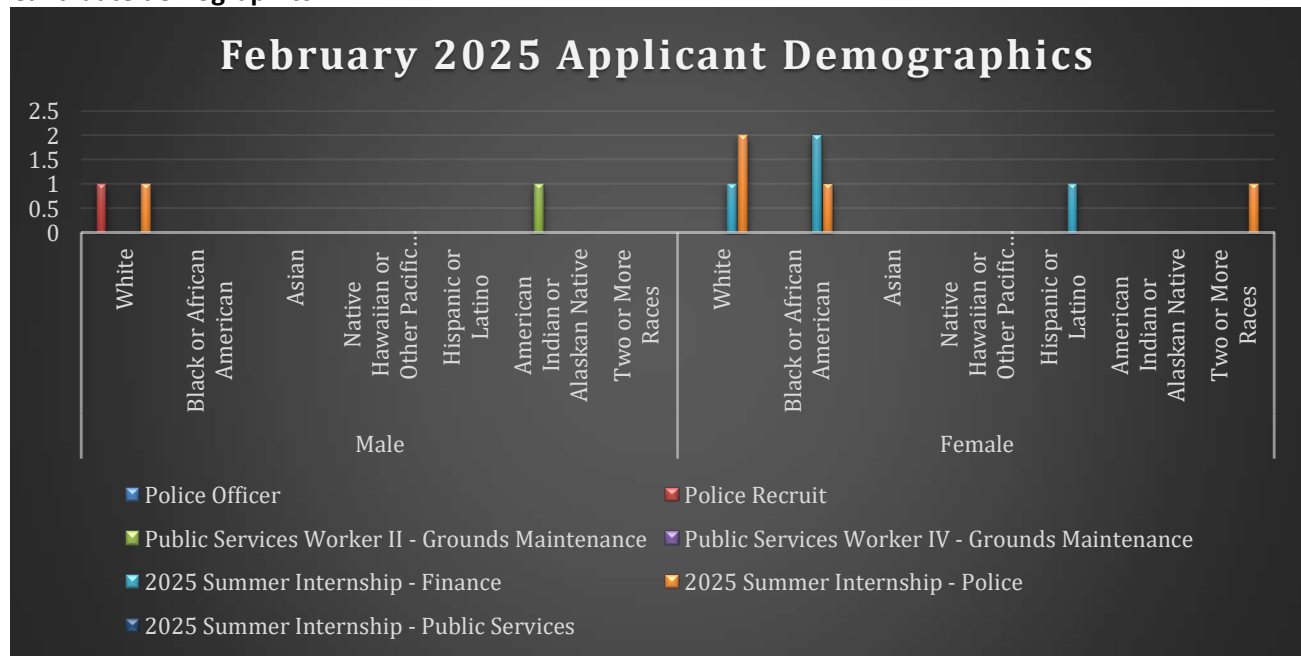
Police Recruit

Public Services II, IV Grounds Maintenance

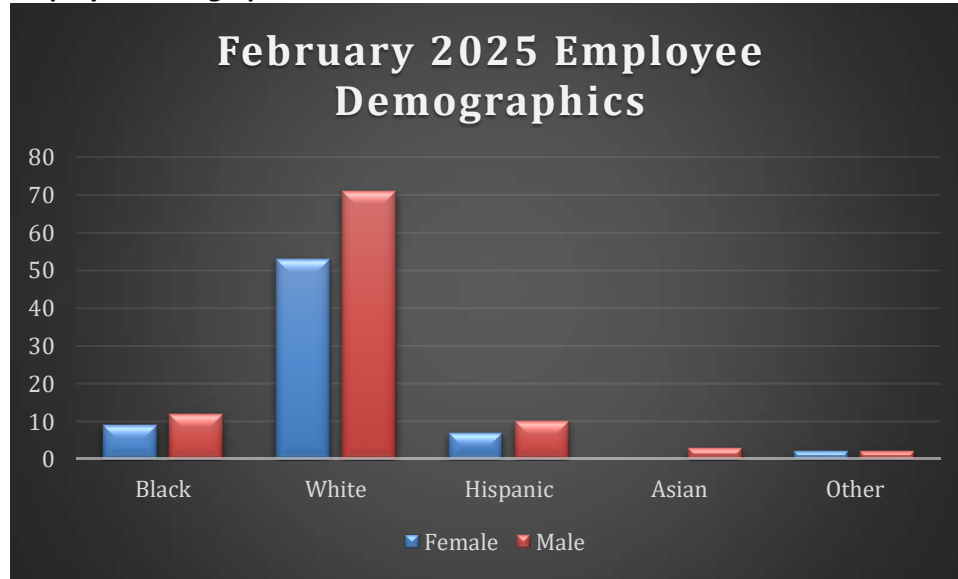
Winter / Summer Intern

Part Time Garvin Garvey Docent

- Birthday/Anniversary Celebration – February 19 Teatime Party
- Ghost Pirates Friends and Family Event
- Wellness Events:
 - Heart Health email campaign
 - Heart health coloring contest
- Employee Development Plans
- Cross Training Plan – implemented as part of FY25 Strategic Plan
- Internship 2025 Preparation
- Leadership Training: Round 2 for first-line supervisors or employees ready to take on more responsibilities
- Savannah State University job fair
- Increased recruitment efforts to include veterans/disable veterans/adults with disabilities
 - Hire VETS, Marine Corp transition fairs, PEP (Programs for Exceptional People)
- Increased recruitment efforts for open Public Services: created flyers to hand out in the community

Candidate demographics:

Employee demographics:



TOWN COUNCIL

STAFF REPORT

Municipal Court Department



MEETING DATE:	March 11, 2025
PROJECT:	January Activity Report
PROJECT MANAGER:	Lisa Cunningham, Clerk of Court

Court Summary

Town of Bluffton Municipal Court convenes every Tuesday morning. In January 2025 a total of four morning sessions. The Municipal Court currently has 325 cases pending which is a combination of 295 criminal/traffic cases, 9 jury trial requests, and 21 defendants enrolled in alternative programs.

Indigent Defense cases

Town of Bluffton currently contracts with the 14th Circuit Public Defenders Office to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 788 cases which is a combination of 39 pending and 749 disposed on the docket as of January 2025.

Alternative Programs

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

There are currently 7 active participants in the Conditional Discharge Program. The Conditional Discharge Program requires the completion of 40 hours of community service as well as a drug and alcohol program. Participants must also pay a program fee of \$150.00 upon completion.

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

Traffic Education Program referred to as TEP has 7 active participants. The TEP Program cost is \$280.00 plus the cost of online driving class. It is designed for offenders who have pending moving violations except for Driving under the Influence, Driving under Unlawful Alcohol Concentration, and Reckless Driving.

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

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

Pre-Trial Intervention referred to as PTI has 0 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

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

Town of Bluffton Municipal Court Statistics for January 2025

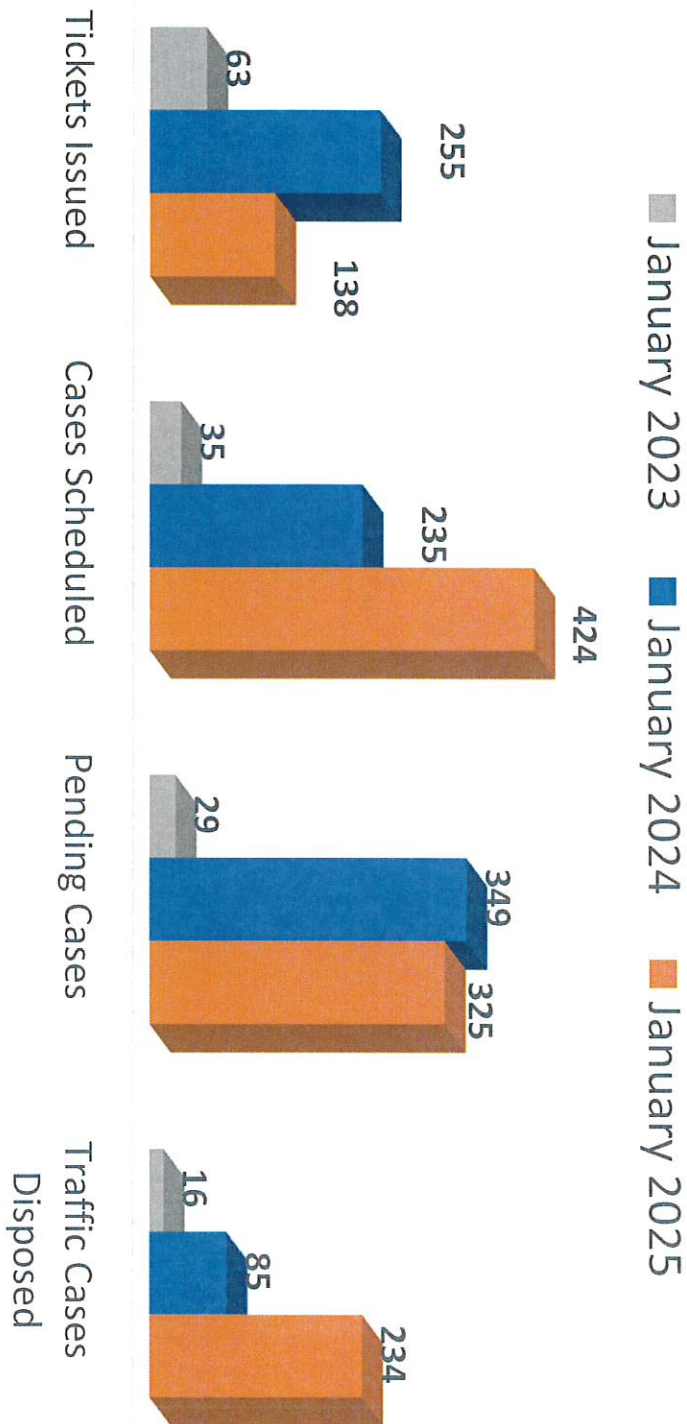
Presented by:

Lisa Cunningham, Clerk of Court



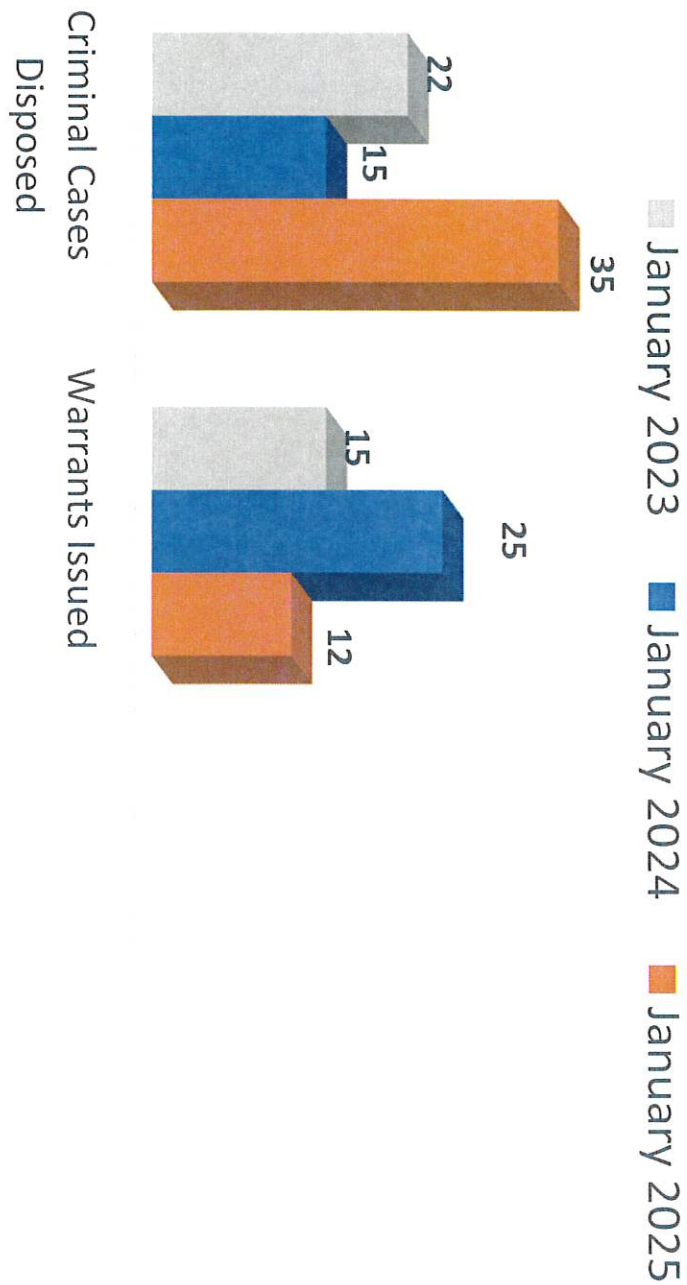


Town of Bluffton Municipal Court



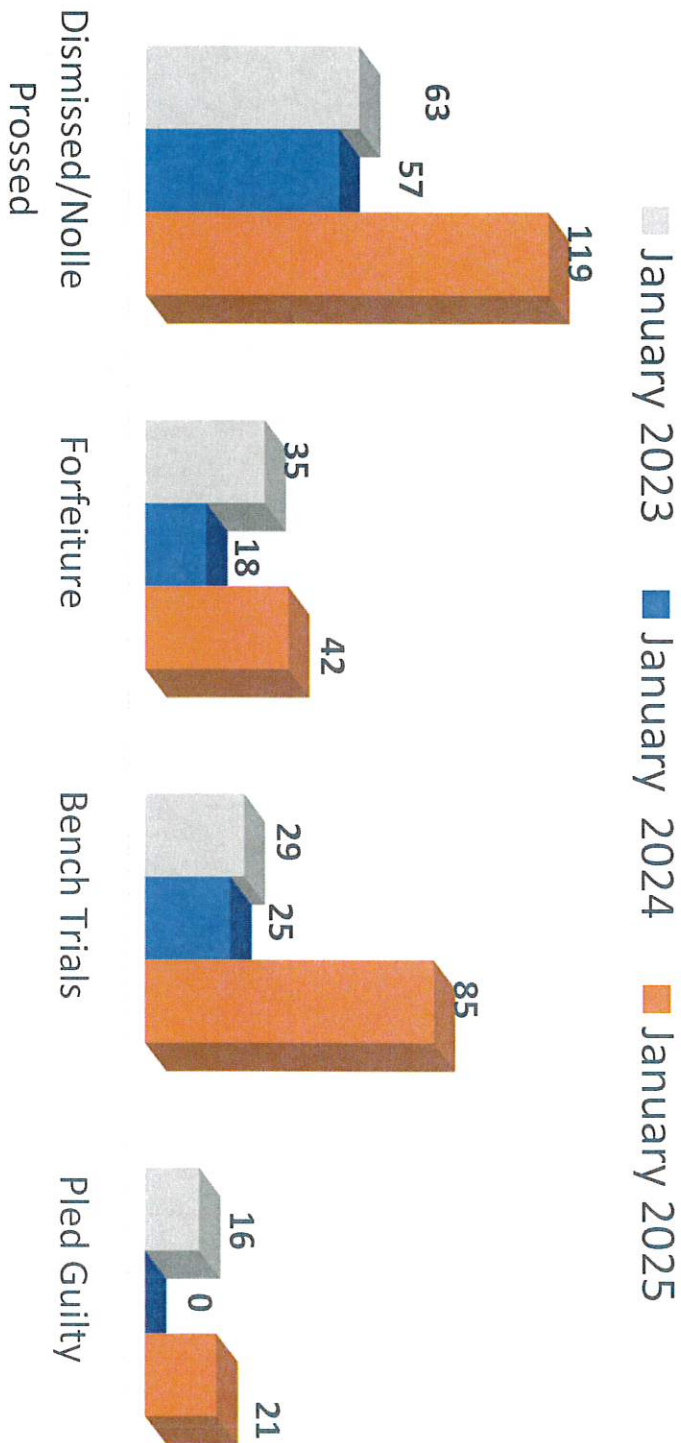


Town of Bluffton Municipal Court





Town of Bluffton Municipal Court





Town of Bluffton Municipal Court

Terminology

- **Disposition** the ruling of the court, the final outcome of the violation.
- **Dismissed** no prosecution because either a program was completed, or motion granted.
- **Nolle Prosequi** the prosecutor or officer did not wish to prosecute the case.
- **Forfeiture** the bond was posted, and defendant did not appear for court, so it was converted to a fine.
- **Guilty Bench Trial** the Judge ruled in favor of the State.
- **Not Guilty Bench Trial** the Judge ruled in favor of the Defendant.
- **Pled Guilty** the defendant did not contest the violations.
- **Disposed** the case is no longer pending and a disposition has been indicated.
- **Pending** the cases awaiting trial or currently enrolled in a program

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	March 11, 2025
SUBJECT:	Projects and Watershed Resilience Department Monthly Report
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

Administrative Update

- Staff presented the Town's Septic to Sewer policy, program and projects at USC's Arnold School of Public Health graduate class for Resource Management and Environmental Impact Assessment on 2/24/25.

PATHWAYS

1. New River Linear Trail

- Bathroom, well, safety cameras and entry gate **completed**.
- **Next Steps**
 - Continue engineering design and permitting for Phases 1 and 2.
 - Negotiations with Central Electric and Santee Cooper for cost sharing terms and bridge maintenance continue.
 - Submit Encroachment Permit and Phase 1 construction contract to Town Council for approval in March 2025.

SEWER & STORMWATER

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

- Sewer mainlines and laterals are constructed.
- **Next Steps**
 - BJWSA completes review and accepts the system as their asset.

2. Historic District Sewer Extension Phases 4 through 6 – Lawrence, Green and Water Streets

- Design for Phases 4, 5, & 6 received BJWSA review.
- DRC reviewed on 9/18/24.
- **Next Steps**
 - Bid opening in March and April Town Council meeting anticipated contract approval.

3. May River Watershed Action Plan Impervious Restoration Water Quality Projects

- Initial site investigations including geotechnical investigations and reports are complete for 8 of the 11 participating project sites.
- Fee-in-Lieu Fund and Policy Document discussed at 1/28/25 TC Workshop.
- Initial Property Owner contacts for 15 Additional Sites within municipal limits have been made and concept plan development is in process.
- **Next Steps**
 - Preliminary design of each of the 8 original sites has been made, under review, and utilized for proposed FY26 CIP Projects.
 - Adoption of Fee-in-Lieu as part of FY26 Master Fee Schedule.
 - Collaborate with Director of Procurement for an agreement with BCSD to construct impervious restoration projects at school sites.

4. Comprehensive Drainage Plan Improvements

- Crooked and Guerrard Coves' stormwater assets inventory, condition assessment, field data processing and 2D Hydrologic/Hydraulic Model **completed**.
- Flow monitors data collected in each cove will be used to calibrate model.
- Final review of Individual Stormwater Asset Reports for Heyward Cove identifying results and needed work by asset owner (SCDOT, County, School District, Town and private) **completed**.
- **Next Steps**
 - Letter to accompany report to Asset Owners drafted for review, approval, and issuance.
 - Following Council feedback on 10/31/24 Strategic Planning, staff is developing the scope for assessment of the Rose Dhu Creek drainage area.

5. Stoney Creek/Palmetto Bluff Sewer Partnership

- BJWSA's 2022 updated cost-estimate for the project from BJWSA increased to \$7.2 million + contingencies.
- BJWSA is the Project Manager as the awardee of the RIA-SCIIP grant.
- **Next Steps**
 - BJWSA updates can be found at: <https://bjwsa.org/251/Go2Sewer-for-a-Cleaner-Stoney-Creek>.
 - BJWSA scheduled an update meeting for 4/3/25.

HISTORIC DISTRICT IMPROVEMENTS**6. Boundary Street Lighting**

- Dominion **completed** installing street lighting on the west side of Boundary Street.
- **Next Steps**
 - Remove or relocate old Dominion pole-mounted lights.

7. Squire Pope Carriage House Welcome Center

- **Project complete.**

8. Bridge Street Streetscape

- Initial stakeholder meeting with Montessori and Hargray for Phase 2 **complete**.
- Lighting plan **complete**.
- Public meeting held 3/6/25.
- **Next Steps**
 - Continue engineering design for SCDOT permitting.
 - Continue planning and design for underground power cost estimate.
 - Reply to DRC comments.

9. Boundary Street Streetscape

- Engineering design is 80% complete and submitted agencies for review. Land disturbance permit approved by SCDES.
- Approved change order with Thomas and Hutton for additional structural design services for the Lawrence Street outfall.
- **Completed** geotechnical services with GHD for the Lawrence Street outfall.
- **Next Steps**
 - Evaluate alternative outfall locations at Green Street and Lawrence Street.
 - Continue coordinating with Dominion Energy to obtain underground power layout and facility locations.
 - Continue with engineering design and permitting.
 - Prepare easement exhibits and begin appraisals in FY25.
 - Construction begins FY26, subject to acquisition of required easements.

10. Calhoun Street Streetscape

- **Completed** ROW surveys.
- Preliminary engineering design is 45% complete.
- Received conceptual underground conversion plans from Dominion Energy.
- **Next Steps**
 - Continue negotiations with May River Road property owners for main transmission line easements. Once the main transmission line easements have been completed, then continue with engineering design through FY25.
 - Prepare easement acquisition plats for Phase 1 in FY25 and begin easement acquisition.
 - Phased construction is planned to begin in FY27 pending budget approval and acquisition of all required easements.

11. Pathway Pedestrian Safety Improvements

- **Completed** Historic District crosswalk study identifying and prioritizing future intersection/crosswalk improvements to meet ADA compliance.
- Phase 1 ADA sidewalk improvements along Goethe Road **completed** on 1/23.
- Phase 2 design plans **completed** for the remainder of the Historic District.
- Town Council accepted Phase 2 easement donations on 10/8/24 and approved construction contract award on 12/10/24.
- Phase 3 analysis of areas outside the Historic District finalized to identify sites for design.
- **Next Steps**
 - Schedule phase 2 construction.

- Generate RFQu for Phase 3 design and construction drawings.

12. Pritchard Street Drainage Improvements

- Project scope includes streetscape elements, pedestrian connectivity, street lighting and traffic calming evaluation.
- Met with school district on 9/6/24 and 9/19/24 to review project scope, easement acquisition needs, schedule, phasing, and parking lot cost share agreement (to be drafted, finalized and signed by parties). Easement exhibit reviewed by School District and comments incorporated.
- Project Public Meeting held 10/24/24. Public meeting comments reviewed, finalized and update issued to Public Meeting attendees.
- **Next Steps**
 - Coordinate approval for proposed improvements with Beaufort County School District and Beaufort County on pool operation impacts.
 - Consultant responding to design and permit review comments for 100% design submittal.
 - Easement acquisition documents have been finalized, and easement acquisitions have been initiated.
 - Follow-up/complete permitting submissions and bid document formulation.
 - Continue street lighting agreement coordination with Dominion.

PARK DEVELOPMENT

1. Oyster Factory Park

- Civil construction and landscape of event area are **complete**.
- Ward Edwards providing bid documents for grading, drainage and paving for the food truck access drive.
- Contractor preparing quotes for additional services for the repairs to the existing pavilion and other drainage improvements.
- **Next Steps**
 - Bid pavilion, paving and drainage improvements in first quarter of 2025.
 - Prepare plans for the restroom expansion and other FY25 improvements.

2. Oscar Frazier Park

- Rotary Center hardscape improvements **complete** and under 1 year maintenance agreement.
- Splash Pad opened in October 2024, and additional improvements are underway during winter of 2025.
- **Next Steps**
 - Complete additional improvements to the splash pad and pavilion.
 - Obtain quotes for shade structure at the playground.

3. New Riverside Barn/Park

- Restrooms, trellises and are **complete**.
- Barn framing, siding, are **completed**. Doors, windows and roofing are installed. The mechanical rough-in are complete. Courtyard / firepit area have started.
- Playground ribbon cutting **completed** 2/22/25.

- **Next Steps**
 - Nix Construction to continue all the above.
 - Begin planning and design of PS maintenance facility in 2025.
4. **New Riverside Village**
- **Project complete.**
5. **Miscellaneous Park Improvements**
- Shade sail installation **completed** at Buckwalter Place Park playground.
 - **Next Steps**
 - Continue design of landscape and shade structure enhancements at various town parks in 2025.
 - Obtain quote to repair bulkhead at Wright Family Park.
6. **Buckwalter Place Park Improvements**
- Plans presented to Town Council on 1/16/24 and update provided on 10/15/24.
 - Phase 1 **completed**.
 - Conceptual landscaping plan and Sabal palm installation **complete**.
 - Park and restroom construction documents **completed**.
 - **Next Steps**
 - Town Council construction contract approval 3/11/25.
 - Reply to DRC comments.
 - Start construction 3/24/25.

TOWN FACILITIES AND MISCELLANEOUS PLANNING

1. **Town of Bluffton Affordable Housing Project – The May**
- **Next Steps**
 - Provide financial assistance to joint venture partner, WorkForce State of Mind, to plan, design, permit and construct 12 Affordable/Workforce Housing units at 1095 May River Road.
 - Staff continues to review progress and applications for payment.
2. **Law Enforcement Center Facility Improvements**
- PD **completed** improvements to evidence room.
 - **Next Steps**
 - Further work pending results of space needs assessment by Creech and Associates.
3. **Sarah Riley Hooks Cottage**
- Meadors Architectural Design has been submitted for final HPC review.
 - 95% construction drawings were completed by Barrier Island Engineering and JK Tiller.
 - Presented plans for a pre-application meeting on 8/16/2024 and Public Project Review on 11/8/2024.
 - **Completed** exempt plat approval and recording.
 - **Completed** lighting plan.
 - **Next Steps**
 - Complete permitting and post a bid solicitation for the cottage restoration

construction in FY25.

- Begin site and landscape development construction in FY26.
- Obtain TC approval of the lighting agreement from Dominion Energy.

4. **Ghost Roads**

- Surveying and easement exhibits are **complete**.
- Bridge Street, Pritchard, Colcock, Water, Pope and Allen Quit Claim Deeds are **complete**.
- **Next Steps**
 - Continue acquisition of remaining Quit Claim Deeds for Historic District Ghost Roads or have legal initiate quiet title proceedings.

5. **Document Management**

- RFP contract was awarded in March 2022 and electronic Document Management System (DMS) is live.
- **Next Steps**:
 - Historical documents for the remaining departments will transition through FY26.

6. **Network Infrastructure**

- Migration of Munis and Energov systems to a hosted environment **completed**.
- **Next Steps**:
 - Replacing more VMWare hosts.

WATERSHED MANAGEMENT UPDATE

1. **Administrative Update**

- Konner Harrell successfully completed his probationary period on 2/21/25.

2. **SC Department of Environmental Services May River Shellfish Harvesting Monitoring Data Year-to-Date and May River Shellfish Harvesting Status Exhibit – *Attachments 1 and 1a***

3. **May River Watershed Action Plan Implementation Summary – *Attachment 2***

- Town staff are working with the Director of Contracts and Compliance on procurement process to update/calibrate the Town's May River headwaters stormwater model.

4. **Resiliency**

- College of Charleston and SC Sea Grant are finalizing a Resiliency Analysis.
- Staff coordinated with the GIS Manager to have the Heat Mapping project and bus stop data transferred to the Town.
- The Shi Institute advertised for a Shi Fellow to perform free work for the Town in the summer of 2025. This fellowship will support community engagement efforts to gauge the needs and interests of community members related to heat adaptation projects such as cooling centers, community solar projects, etc.
- Staff applied for Technical Assistance and Urban Forestry Support from South Carolina Forestry Commission and the Green Infrastructure Center Inc. to increase the Town's tree canopy inventory. Staff were notified that the Town was selected for technical assistance and is coordinating with the Director of Contracts and

Compliance on required paperwork.

- Staff is coordinating with SC Sea Grant to discuss potential placement of a SECOORA water level sensor(s) on the May River.
- Staff scheduled a Resilience 101 training with the South Carolina Office of Resilience (SCOR) and Furman University's Shi Institute for 3/19/25 at Bluffton Town Hall.
- Wetlands and Resiliency Ordinances:
 - Task 1: Review of Town policies is underway.
 - Standing meetings with the South Carolina Environmental Law Project (SCELP) and South Carolina Environmental Law Center (SELC).

5. Municipal Separate Storm Sewer System (MS4) Program Update

- Following Town Council adoption by resolution of proposed amendments to the Southern Lowcountry Stormwater Design Manual, the amendments will be effective 4/1/24.
- Staff is drafting the 2024 MS4 Annual Report with an anticipated submittal to the South Carolina Department of Environmental Services (SCDES) in Spring of 2025.

6. MS4 Minimum Control Measure (MCM) - 1 Public Education and Outreach, and MS4 MCM – #2 Public Participation and Involvement

- Staff began the planning process for the May River Cleanup for 5/3/2025.
- The next May River Watershed Action Plan Advisory Committee (WAPAC) meeting will be held 4/24/25.– **Attachment 3**

7. MS4 MCM – #3 Illicit Discharge Detection and Elimination

- Stormwater Infrastructure Inventory Map – **Attachment 4a**
- *E. coli* Concentrations Trend Map – **Attachment 4b**
- Monthly, Microbial Source Tracking (MST) Maps – **Attachments 4c and 4d**
 - SC Department of Environmental Services (SCDES) collects MST samples for the Town concurrently with their routine shellfish harvesting water quality sampling at stations 19-19, 19-19A, 19-19B, 19-19C, and 19-24.
 - USCB MST analysis of additional genetic markers for dog, deer, horse, and avian, is underway in samples where the human genetic marker is not detected but fecal coliform concentrations are elevated.
- Illicit Discharge Investigations – **Attachment 4e**

8. MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5

9. MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6

10. MS4 MCM – #6 Good Housekeeping (Staff Training/Education)

- Andrea Moreno obtained her Certified Floodplain Manager certification.

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

- Public Services performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, and curbs and medians on Simmonsville and Buck Island Roads.
- Performed ditch inspections.
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
- Ongoing roadside mowing, litter clean-up and maintenance of Masters' Way, McCracken Circle, Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, and Eagles Field.

12. Citizen Drainage, Maintenance, and Inspections Concerns Map – Attachment 7**13. Citizen Request for Watershed Management Services & Activities – Attachment 8****Attachments**

1. SCDES Shellfish Harvesting Monitoring Data Year-to-Date
 - a. SCDES May River Shellfish Harvesting Status Exhibit
2. May River Watershed Action Plan Implementation Summary
3. MS4 Minimum Control Measures #1 and #2 – WAPAC 2025 Schedule
4. MS4 Minimum Control Measure #3 – Illicit Discharge Detection and Elimination
 - a. Stormwater Infrastructure Inventory Map
 - b. *E. coli* Concentrations Trend Map
 - c. Microbial Source Tracking Trend Map – All Sources
 - d. Microbial Source Tracking Map – Human Sources
 - e. Illicit Discharge Investigations
5. MS4 Minimum Control Measure #4 – Construction Site Stormwater Runoff Control
6. MS4 Minimum Control Measure #5 – Stormwater Plan Review and Related Activity
7. Citizen Drainage, Maintenance, and Inspections Concerns Map
8. Citizen Request for Watershed Management Services and Activities Map
9. CIP Master Project Schedules

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025	2022	2023	2024	2025
	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)	Fecal Coliform (MPN)
December	33.0	33.0	NS		49.0	33.0	NS		17.0	7.8	NS		49.0	13.0	NS		6.8	7.8	NS		13.0	17.0	NS	
November	33.0	13.0	170.0		13.0	2.0	130.0		7.8	4.5	170.0		4.5	4.5	49.0		6.1	2.0	79.0		13.0	4.5	33.0	
October	23.0	33.0	49.0		46.0	23.0	17.0		13.0	17.0	13.0		23.0	33.0	2.0		11.0	2.0	11.0		14.0	6.8	17.0	
September	540.0	23.0	33.0		350.0	13.0	240.0		350.0	13.0	13.0		170.0	7.8	7.8		79.0	17.0	22.0		33.0	13.0	130.0	
August	23.0	23.0	33.0		23.0	49.0	23.0		11.0	6.8	23.0		13.0	13.0	49.0		17.0	23.0	49.0		11.0	2.0	13.0	
July	920.0	350.0	31.0		49.0	920.0	31.0		95.0	70.0	32.0		130.0	49.0	32.0		23.0	33.0	33.0		46.0	17.0	32.0	
June	13.0	14.0	7.8		4.5	7.8	7.8		11.0	23.0	6.8		2.0	13.0	4.5		1.8	33.0	2.0		9.3	13.0	2.0	
May	4.5	23.0	27.0		4.5	33.0	22.0		4.0	17.0	23.0		1.8	13.0	17.0		1.8	33.0	7.8		2.0	21.0	4.0	
April	4.5	170.0	49.0		4.5	130.0	17.0		1.8	110.0	17.0		2.0	70.0	4.0		1.8	NS	11.0		1.8	7.8	23.0	
March	33.0	23.0	49.0		23.0	49.0	31.0		2.0	17.0	11.0		4.5	17.0	4.5		2.0	17.0	22.0		2.0	17.0	4.5	
February	23.0	540.0	49.0		31.0	350.0	49.0		17.0	240.0	11.0		22.0	240.0	22.0		2.0	33.0	7.8		11.0	33.0	11.0	
January	49.0	33.0	49.0	NS	22.0	33.0	23.0	NS	33.0	13.0	4.5	NS	7.8	33.0	4.5	NS	7.8	7.8	7.8	NS	7.8	4.5	2.0	NS
** Truncated GeoMetric Mean	40.0	38.0	39.0		28.0	30.0	30.0		18.0	17.0	16.0		14.0	16.0	14.0		9.0	9.0	10.0		9.0	8.0	10.0	
** Truncated 90th Percentile	192.0	211.0	187.0		91.0	152.0	163.0		72.0	77.0	79.0		54.0	71.0	74.0		41.0	44.0	47.0		32.0	26.0	38.0	

NS = No Sample

SCDES Regulatory Requirements:

Geometric Mean ≤ 14

90th Percentile ≤ 43

** Town staff calculations utilizing SCDES statistics

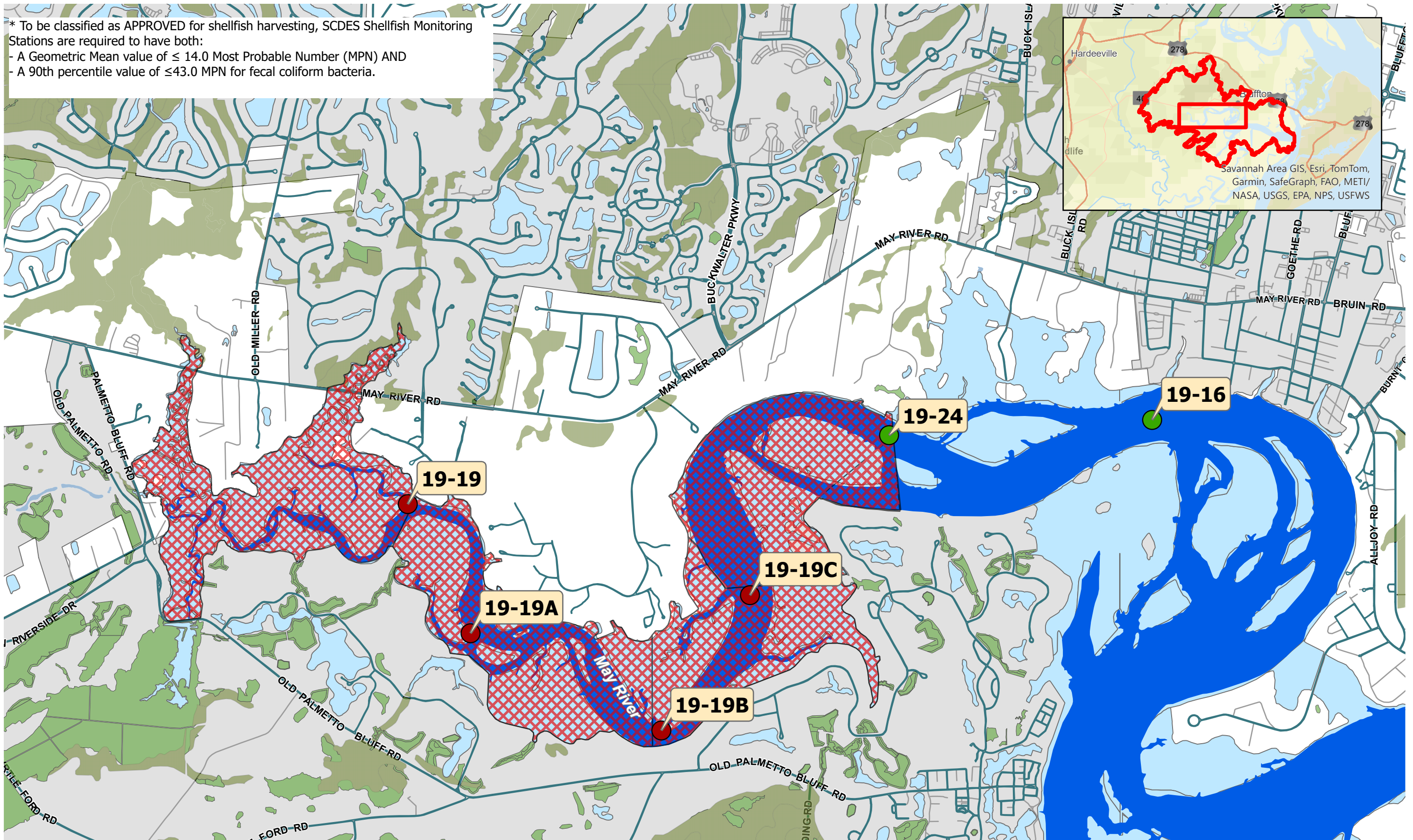
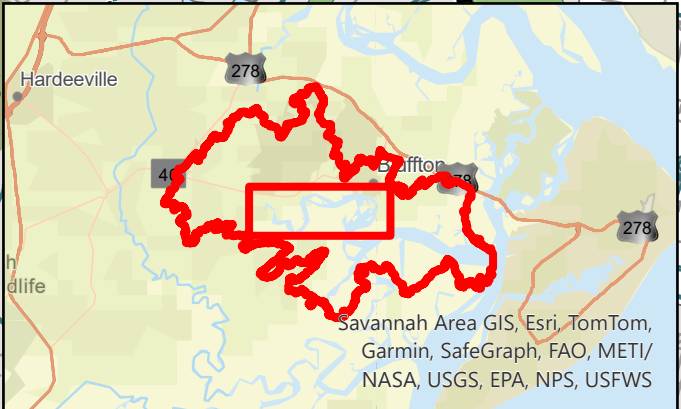
Note:

December 2024 ends the data collection period for 2025 shellfish harvesting season.

2024 fecal coliform data is part of the 2025 classification data collection period.

* To be classified as APPROVED for shellfish harvesting, SCDES Shellfish Monitoring Stations are required to have both:

- A Geometric Mean value of ≤ 14.0 Most Probable Number (MPN) AND
- A 90th percentile value of ≤ 43.0 MPN for fecal coliform bacteria.



- | | |
|---------------------------------------|-------------------------------------|
| Town Bluffton Jurisdiction | Water |
| Beaufort County Jurisdiction | Wetlands |
| Restricted 2024/2025 Shellfish Season | Open Shellfish Monitoring Station |
| Streets | Closed Shellfish Monitoring Station |

Town of Bluffton
Beaufort County, SC
**SCDES SHELLFISH
HARVESTING STATUS**

0 0.17 0.35 0.7 Miles

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May River Watershed Action Plan Update & Modeling Report Implementation Summary

1. MRWAP Background

- *May River Watershed Action Plan Update & Modeling Report* (MRWAP) was completed November 2020.
- Town Council adopted the MRWAP as a supporting document to the Comprehensive Plan in February 2021.
- The Action Plan Update & Modeling Report included the development of watershed-water quality models (WQ Model) for the four (4) May River Headwaters subwatersheds (Stoney Creek, Rose Dhu Creek, Duck Pond, and Palmetto Bluff) where the shellfish impairments are located.
- The purpose of the modeling effort was to better understand fecal coliform (FC) fate and transport in the Headwaters subwatersheds to develop strategies ultimately intended to open all shellfish stations to harvesting. To capture the variety of storm events and environmental conditions, the Project Team developed a continuous simulation of both water quantity and quality.
- The MRWAP included new water quality improvement projects resulting from the WQ Model. Additionally, the potential fecal bacteria reduction benefits of septic to sewer conversion in the four (4) Headwaters subwatersheds were modeled.

2. Septic to Sewer Project Recommendations/Evaluations

Background:

- The MRWAP evaluated four (4) septic to sewer conversion projects in the Rose Dhu Creek and Stoney Creek subwatersheds:
 - Cahill
 - Gascoigne
 - Stoney Creek
 - Pritchardville
- These projects overlap with 42 subcatchments in the Stoney Creek watershed and 11 in Rose Dhu Creek. Based on WQ Model outputs, these projects alone may potentially reduce FC loading by 3.46x10¹³ FC per year.
- The estimated septic to sewer conversion costs of these projects is \$5.5 million.

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Update: Stoney Creek/Palmetto Bluff Sewer Partnership

- BJWSA's 2022 updated cost-estimate for the project from BJWSA increased to \$7.2 million + contingencies.
- BJWSA is the Project Manager as the awardee of the RIA-SCIIP grant.
- Next Steps:
 - BJWSA continues with community outreach and design of the system. BJWSA updates can be found at: <https://bjwsa.org/251/Go2Sewer-for-a-Cleaner-Stoney-Creek>

3. MRWAP Impervious Restoration Water Quality Projects

Task 1: MRWAP Eleven (11) Proposed Projects Background

- Eleven (11) project sites (incorporating various individual BMPs) were selected in consultation with the Town (prioritizing subcatchments with FC bacteria hotspot and/or large impervious areas). These sites were evaluated in terms of the potential benefits gained by retrofitting to meet the 95th percentile storm retention, to the maximum extent possible, under the proposed Impervious Area Restoration/Stormwater Retrofit Program.
- Based on WQ Model outputs, these projects alone may potentially reduce FC loading by
 - 2.99×10^{14} FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
 - 2.53×10^{14} FC reduction for the Reduced SWRv projects (impervious area drainage area of sub-basin catchment).
- The estimated Full SWRv projects costs is \$32.7 million and the estimated cost of Reduced SWRv projects is \$22.6 million.
- Currently the Towns' Impervious Restoration Program is targeting Reduced SWRv for future projects.

Task 1: MRWAP Eleven (11) Proposed Projects Update

- Eleven (11) proposed project sites Rose Dhu Creek (6 projects) and Stoney Creek (5 projects):
 - All geotechnical work, evaluations, site assessments, planning and engineering is completed and preliminary Designs submitted.
 - Bluffton Early Learning Center (BELC).
 - Boys and Girls Club of Bluffton (BGC).
 - Benton House (BH).
 - Bluffton High School (BHS).
 - Buckwalter Recreation Center (BRC).
 - ~~Lowcountry Community Church (LCC).~~ **Declined to Participate.**
 - McCracken Middle School/Bluffton Elementary School (MMSBES).

- May River High School.
- ~~One Hampton Lake Apartments (OHLA).~~ **Declined to Participate.**
- Pritchardville Elementary School (PES).
- ~~Palmetto Pointe Townes (PPT).~~ **Declined to Participate.**

Task 2: Identify Fifteen (15) New Project Sites Background

- Identify 15 new project sites for Town of Bluffton Impervious Restoration/BMP Retrofit Projects.
- The Town wishes to identify an additional 15 project sites located within the municipal limits of Bluffton for the Impervious Restoration/BMP Retrofit Program. However, the criteria for site selection will be considered to be more “low hanging fruit” based on the following:
 - Within Town of Bluffton Municipal limits.
 - Soils – sandy soils with high infiltration rates offer the biggest bang for the buck for water quality treatment/improvement. Utilizing soil survey and other information target sites where infiltration can be maximized on-site.
 - Public or governmental agency land/property owner (not SCDOT RoW).

Task 2: Identify Fifteen (15) New Project Sites Update

- Concept design development for the sites identified below ongoing:
 - Dominion Energy Engineering Office
 - Rose Dhu Equestrian Center
 - St. Gregory Catholic Church/School
 - River Ridge Academy
 - MC Riley Early Childhood Center
 - MC Riley Elementary School
 - MC Riley Sports Complex
 - Bluffton Middle School
 - Red Cedar Elementary School
 - Seagrass Station Road Site determined to be not feasible, low cost/benefit.
 - Bluffton Pkwy West (170 to Buckwalter)
 - Buckwalter Pkwy (Hampton Hall to May River Road)
 - Persimmon St/Sheridan Park Cir/Pennington Dr
 - Vaden Nissan Hilton Head
 - ~~NHC Healthcare/Bluffton (Healthcare, Rehab, Assisted Living)~~ **Declined to Participate**

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Task 3: MRWAP Impervious Restoration Policy Documents Background

- MRWAP Section 5.4.4. Stormwater BMP Retrofit Projects of the May River Watershed Action Plan Update and Model Report identifies potential Impervious Restoration/BMP Retrofit projects located on Public and Private Land. As mentioned earlier, one of the primary site selection criteria, at time of report development, was to identify sites with large impervious areas so that pollutant load reductions could be estimated and the benefits of such projects on stormwater quality quantified/estimated, if implemented into construction. Generally, Public Funds are not expended to improve private property nor is Town of Bluffton funding generally expended on Public Land owned by another government entity. In order for such projects identified in Section 5.4.4. to move forward in the interest of improved water quality and for the overall benefit and welfare of the constituents of the Town of Bluffton, Policy Documents need to be formulated that establishes the parameters of such a Program to be initiated and implemented. Internal review, discussion and comments of Updated Draft Policy Document was completed and submitted to Consultant September 10, 2023. Initial discussion of comments and the path forward was held November 3, 2023. Additional discussions with the consultant forthcoming.

Task 3: MRWAP Impervious Restoration Policy Documents Update

- Policy Document Formulation has been initiated and includes research of similar Programs Nationwide.
- Fee-in-Lieu Program Policy Document - completed and associated Fee-in-Lieu cost matrix finalized and to be presented in January 2025 Town Council Workshop meeting.
- As Currently Drafted and Pending Town council Approval:
 - As part of the SoLoCo Stormwater Design Manual, developers may submit for MEP when the proposed development site has constraints or limitations to which prevent SoLoCo Stormwater Design Manual requirements from being met, specifically stormwater retention volume (SWRv) requirements. SWRv is the volume of stormwater runoff that a stormwater management system can store and treat to improve water quality. The MEP submittal must provide documentable evidence of the process the applicant has performed that demonstrates the restrictions to the use and implementation of the Best Management Practices (BMPs) to meet the SWRv requirements.
 - When a development project cannot accommodate the required SWRv due to on-site constraints identified in the approved MEP analysis, the developer could opt to pay a Fee-In-Lieu (FIL) to the Town of Bluffton for the shortfall according to the FIL fee schedule to be adopted as part of the FY26 budget Master Fee Schedule. Funds collected through FIL payments would then be used by the Town to fund

other qualified uses that protect water quality within the same watershed as the original project including:

- The construction and maintenance of impervious restoration program water quality BMPs;
 - Purchase of land for increased conservation areas, application of Better Site Design to the approved Master Plan, buffers, undisturbed open space, and natural resource of significance areas, and
 - Purchase of development rights.
- FIL payment would be based and equal to a unit of SWRv in cubic feet or designating a conservation area/easement area that protects a qualified natural resource that would otherwise require the same SWRv treatment if developed. The monetary value for a unit of SWRv would be based on the current and typical costs for land as well as associated costs for design, construction, construction management, Town program management, post-construction inspection, and ongoing maintenance of water quality BMPs. The SWRv FIL rate would be found as part of the Town's Master Fee Schedule, under Section VII "Stormwater Management Fees," allowing for annual review and updates as needed based on the Consumer Price Index (CPI) or based on updated information regarding the cost of water quality BMP construction and maintenance, changes in the construction industry, availability of supplies, etc. If the developer and/or private property owner take responsibility for maintaining the BMP or provide land, then the associated cost for a unit of SWRv could be lessened accordingly.

Item/Description	Fee
<p>Fee-In-Lieu (FIL)</p> <p>For projects with an approved Maximum Extent Practicable (MEP) submittal, the FIL amount is calculated based on an applicant's shortfall, in cubic feet (CF), of the required Stormwater Retention Volume (SWRv).</p>	\$151.92/CF of SWRv

- ToB CIP Project Impervious Restoration Program & incentives – Draft document in process.
- ToB SWRv Credit Trading Program - (under evaluation)

4. Other, Related MRWAP Recommendations

Background:

- The Town should incorporate volume reduction BMPs (those that encourage infiltration) within existing and future CIP projects to the maximum extent practical (MEP), especially for project locations with well-drained soils (HSG A or B).

Other, Related MRWAP Recommendations Update:

- Town is in progress of incorporating volume reduction BMPs within existing and future CIP projects to the MEP. Specific projects currently in progress include:
 - Bridge Street Streetscape Project
 - Water quality monitoring has been completed
 - Pritchard Street Drainage Improvement Project
 - Incorporated Infiltration BMPs within the project to capture and treat 1.95" of rainfall over impervious surfaces within the project area, prior to discharge into Heyward Cove.
 - Submitted Section 319 Grant proposal to DHEC to cost-share cost of construction of proposed BMPs. Pre-proposal was accepted, and Full Proposal was requested by DHEC. Under Review.
 - Updated 70% Streetscape Design submittal made and review comments provided to Consultant for 90% Design development and permit acquisitions.
 - Pre-Application meeting for Project held with Growth Management and Stormwater Management.
 - Project anticipated to be advertised for construction in Spring 2025.

5. MRWAP Water Quality Program Recommendations Update

Background:

- Section 5.0 of the MRWAP included recommendations for the Town of Bluffton to improve upon their existing monitoring program (concentration and source typing) and flow.

MRWAP Water Quality Program Recommendations Update:

- 5.1.1 In-House Microbial Source Tracking:
 - Town staff are reviewing the Town's MST Monitoring Program and data historical SCDES Shellfish Harvesting samples (preserved at the USCB MST Lab).
 - Staff will be implementing new markers in the May River Watershed in 2025.
- 5.1.2 Future (New) Bacteria Monitoring Locations & 5.1.3 Future (New) Water Flow Monitoring Locations
 - Town staff have finalized all bacteria and flow monitoring data collection efforts recommended in sections 5.1.2 and 5.13 of the May River Watershed Action Plan Model Report. These efforts aim to improve/calibrate the Town's stormwater model with a comprehensive dataset.
 - The scope to update/calibrate the Town's May River headwaters stormwater model is currently in progress.
 - The Town has Fiscal Year 2025 (FY25) funding for this work.



TOWN OF BLUFFTON

MAY RIVER WATERSHED ACTION PLAN

ADVISORY COMMITTEE

2025 Meeting Schedule

QUARTERLY MEETING DATES
January 23, 2025
April 24, 2025
July 24, 2025
October 23, 2025

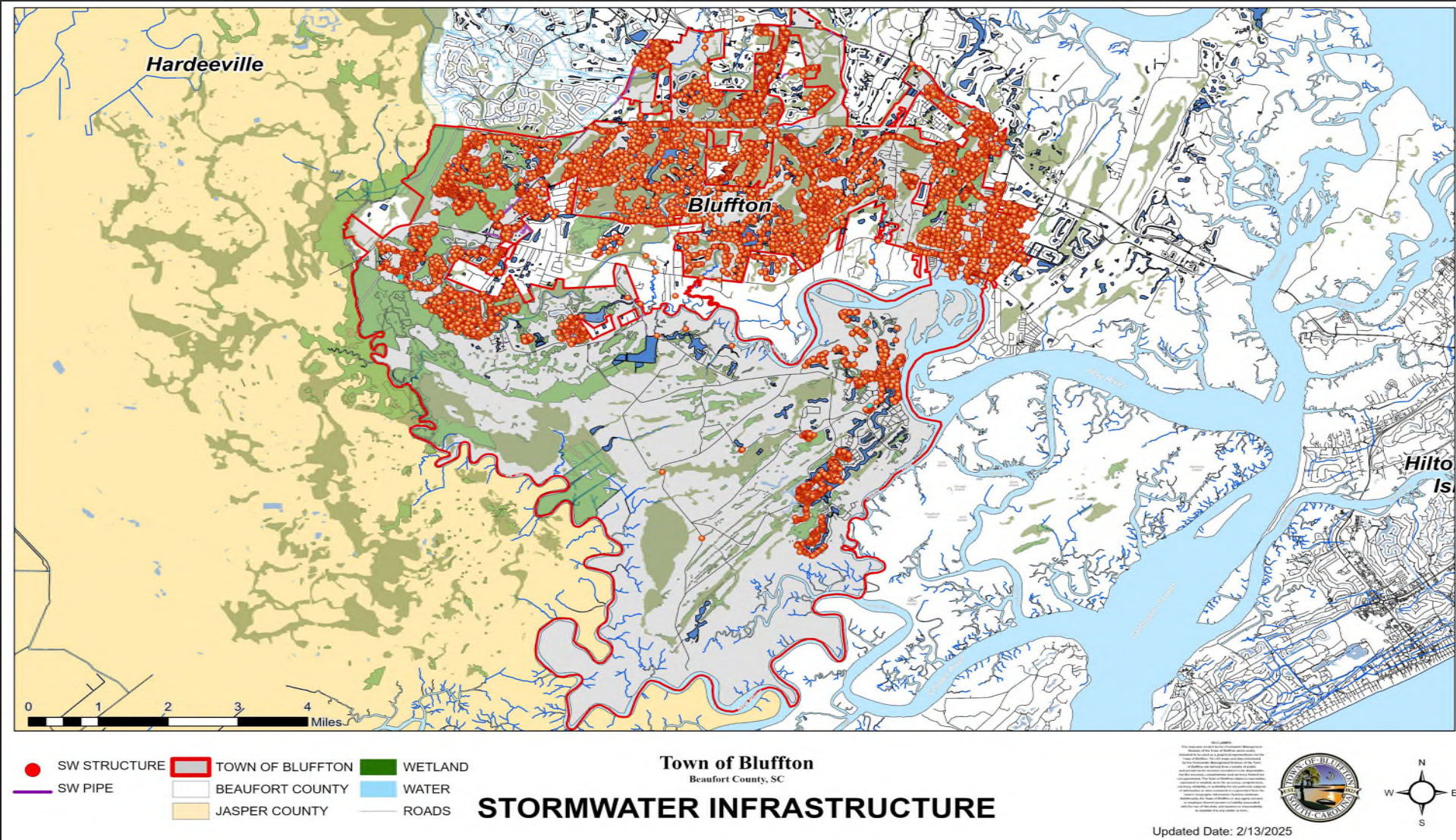
REGULAR MEETINGS ARE HELD THE 4th THURSDAY OF THE MONTH AT 3:00 P.M.

Please Note:

Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.

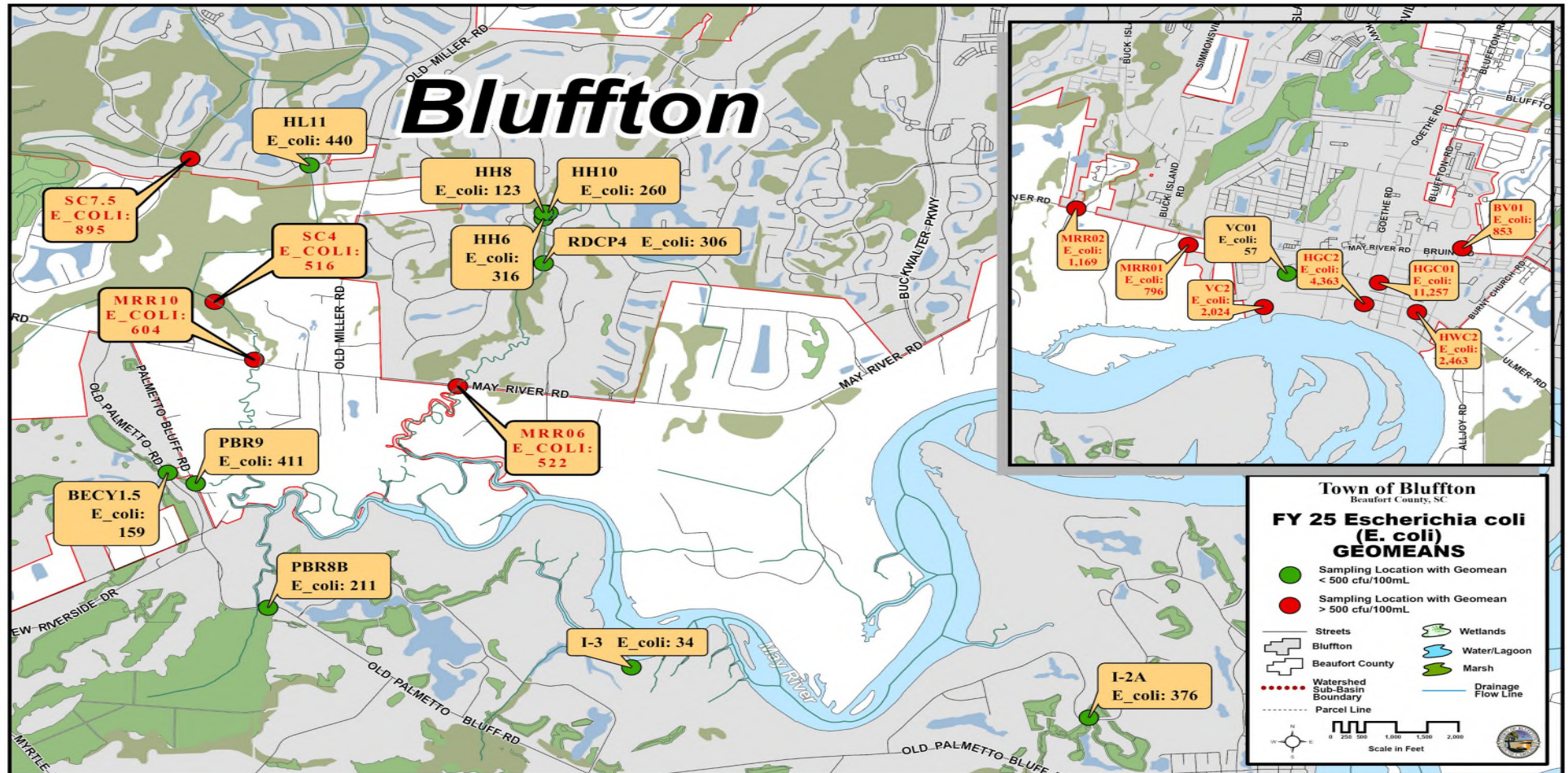
APPROVED

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



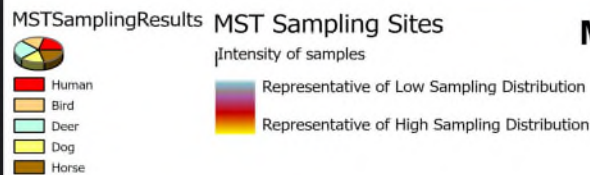
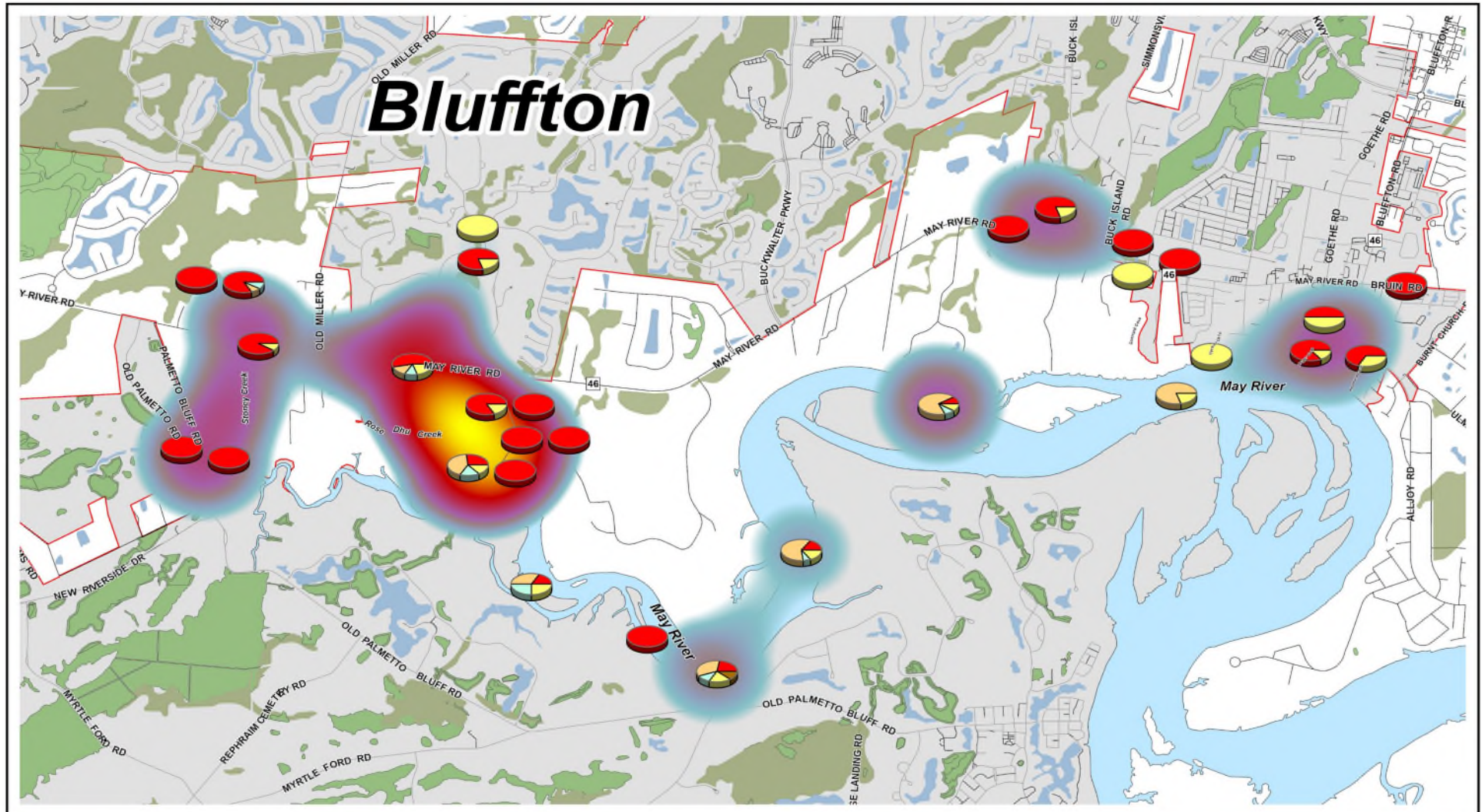
Stormwater Infrastructure Inventory Collection Status		
Collection Totals	17,963	
FY 2025 YTD	729	

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



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2025 YTD Totals	331	75	161
FY 2024 Totals	620	62	209
FY 2023 Totals	584	108	108

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



MICROBIAL SOURCE TRACKING (MST) LOCATIONS

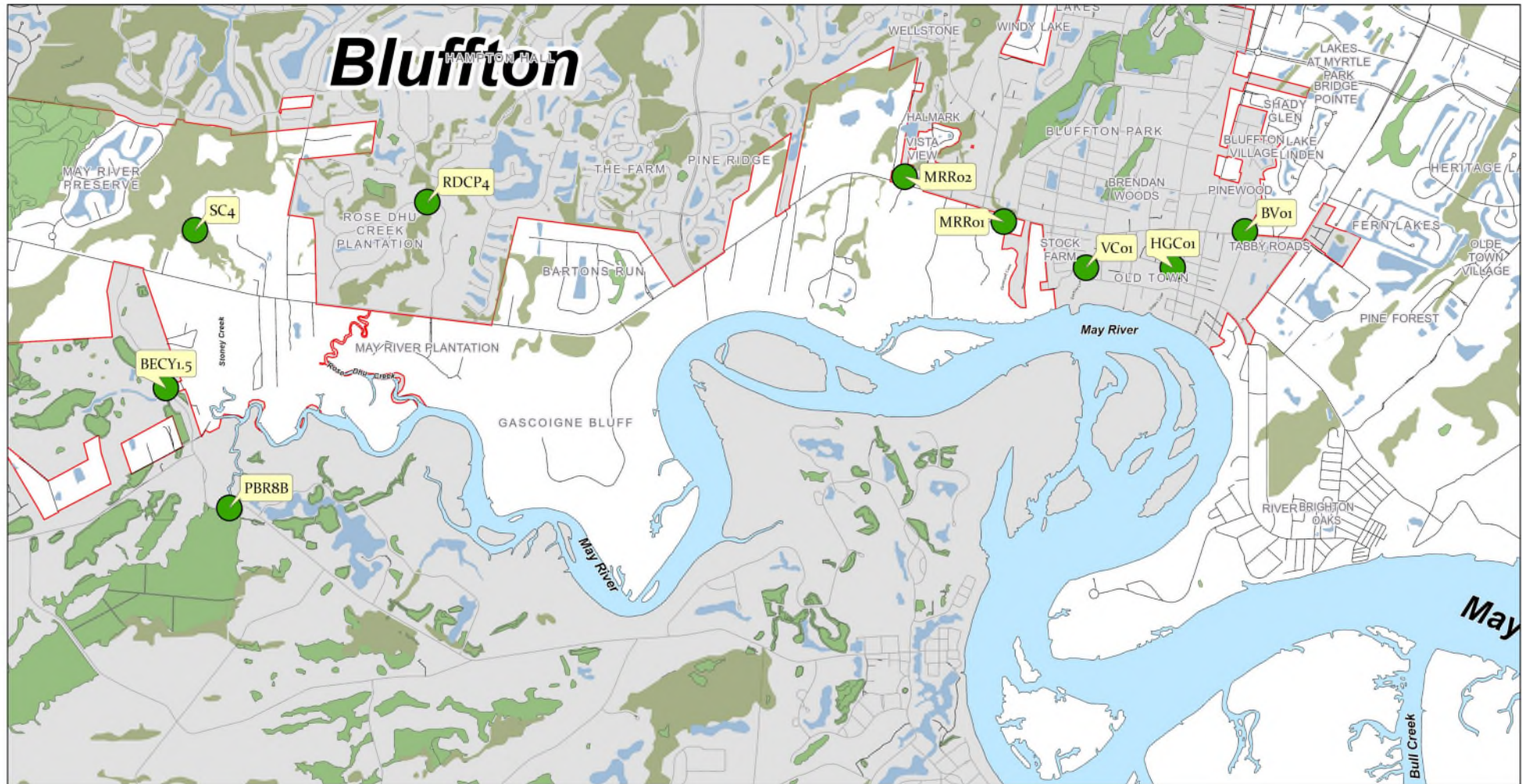
Samples at Sites With Positive Detection
and the Intensity of Positive Hits

Town of Bluffton
Beaufort County, SC



Updated Date: 2/13

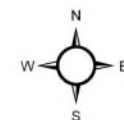
MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Map – Human Sources



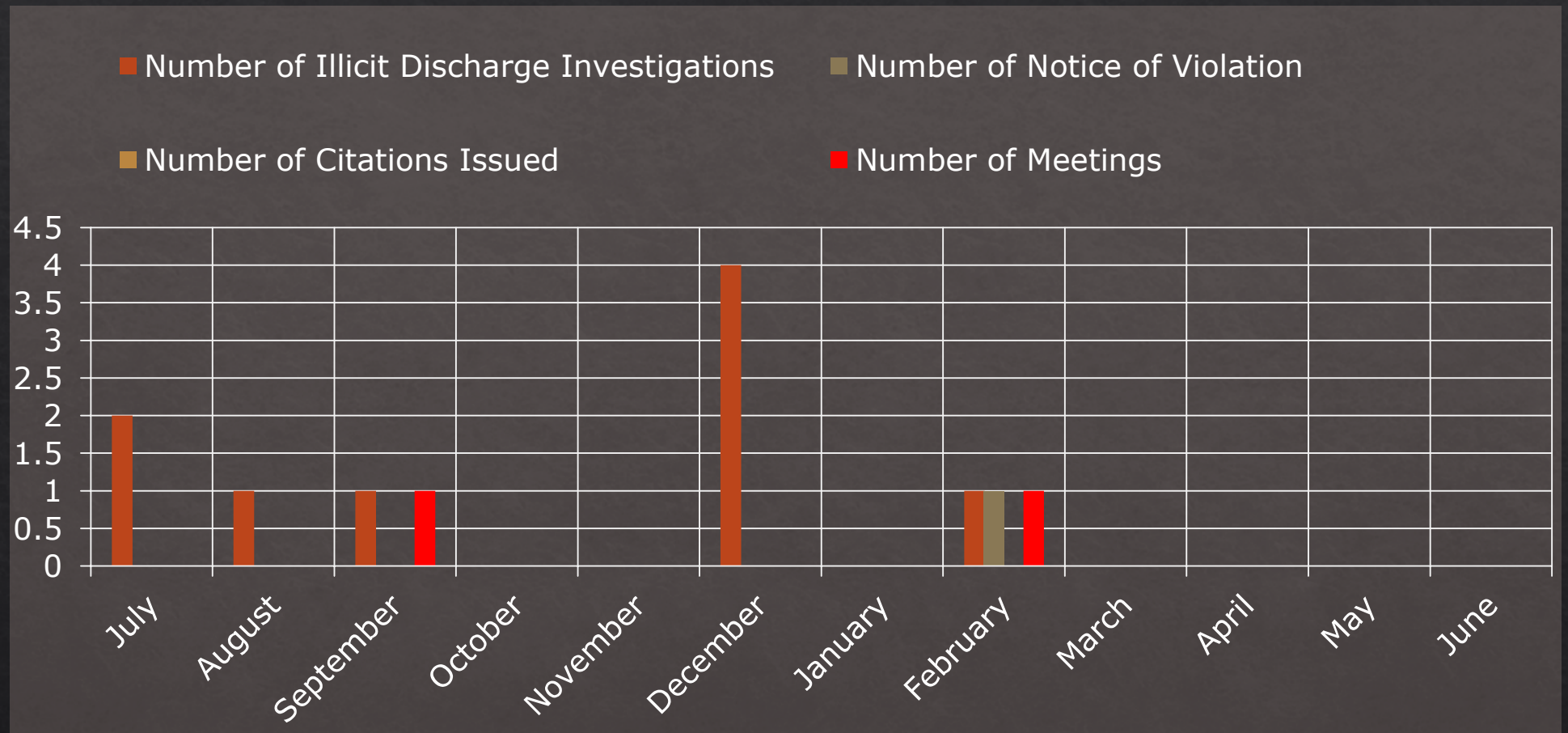
- MST Sampling Location Without Human Genetic Marker Detection
- MST Sampling Location With Human Genetic Marker Detection
- Flowline
- Street
- Town Jurisdiction
- County Jurisdiction

MICROBIAL SOURCE TRACKING LOCATIONS MS4 Sampling from February 11th, 2025

Town of Bluffton
Beaufort County, SC

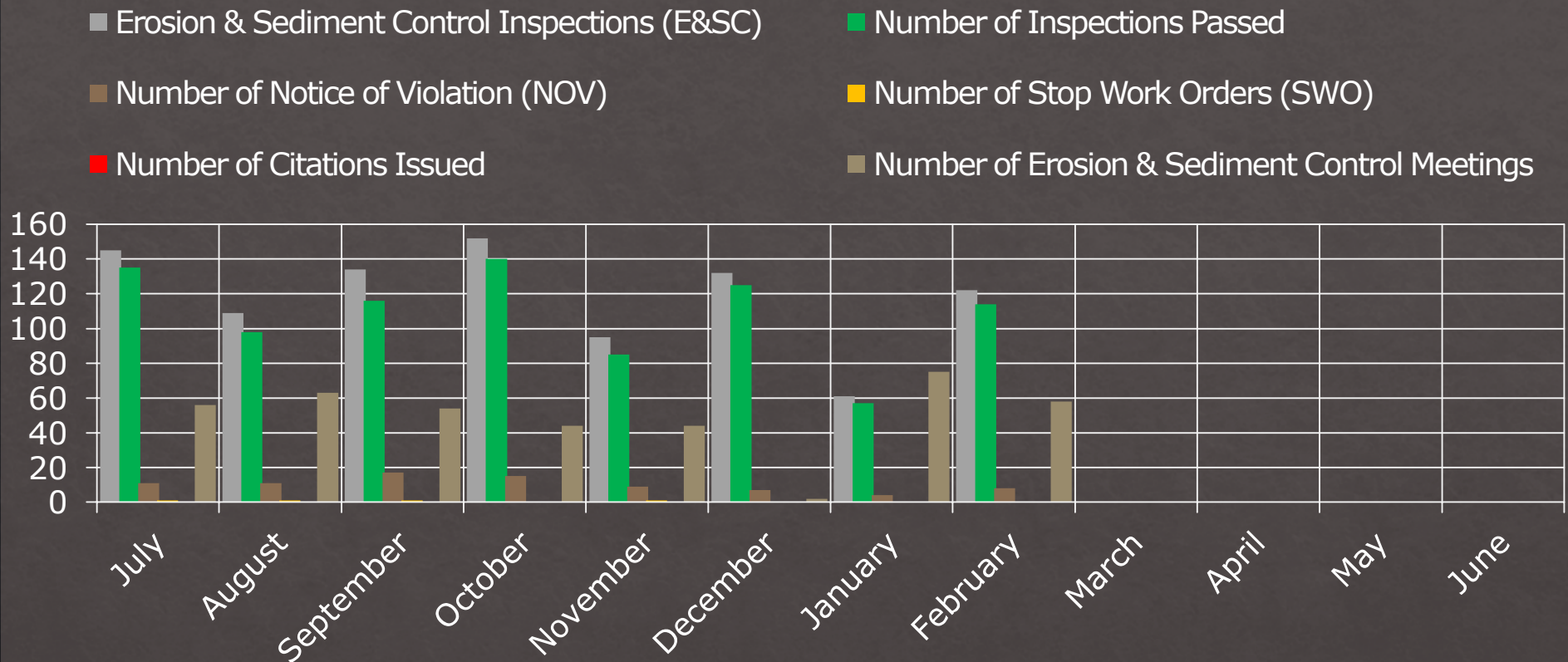


MS4 Minimum Control Measure #3 – IDDE: Illicit Discharge Investigations



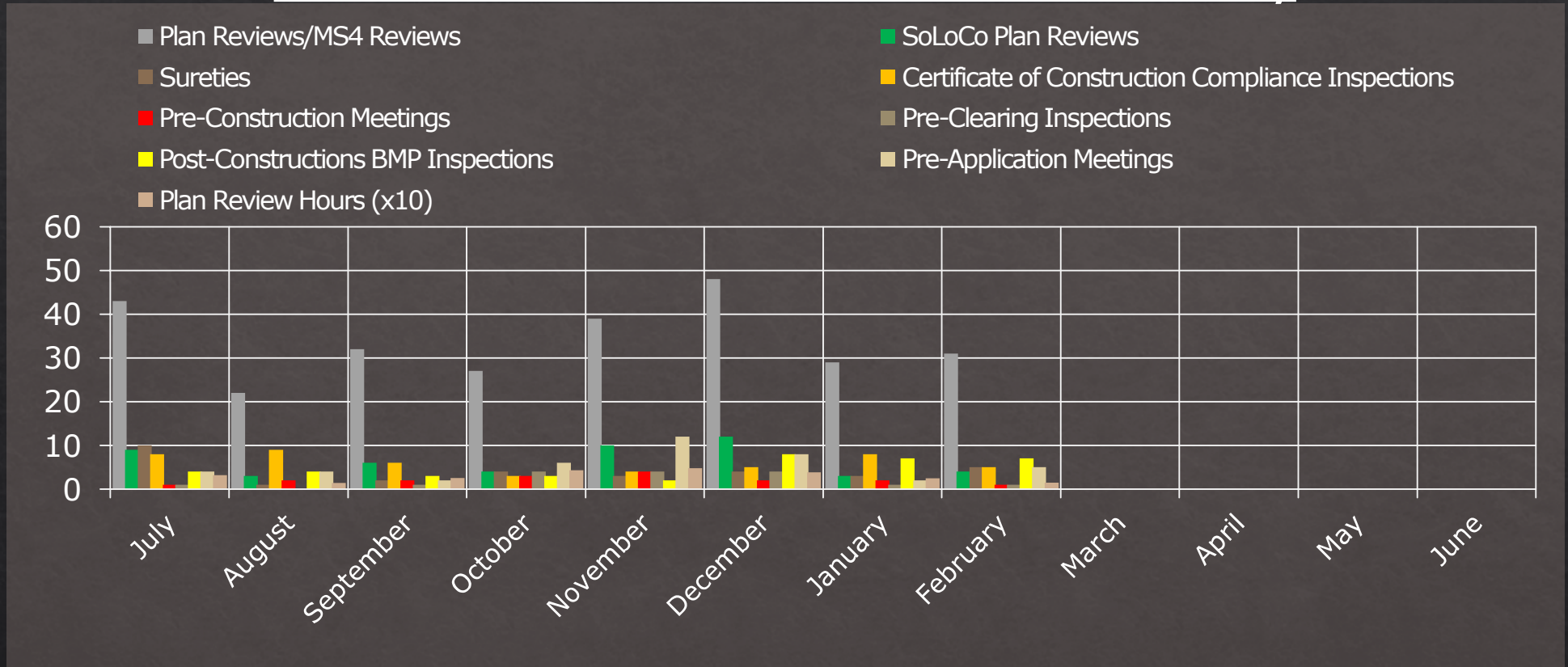
	Number of Illicit Discharge Investigations	Number of Notices of Violation Issued	Number of Citations Issued	Number of Meetings
FY 2025 YTD Totals	9	1	0	2
FY 2024 Totals	33	15	15	35
FY 2023 Totals	27	8	1	20

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



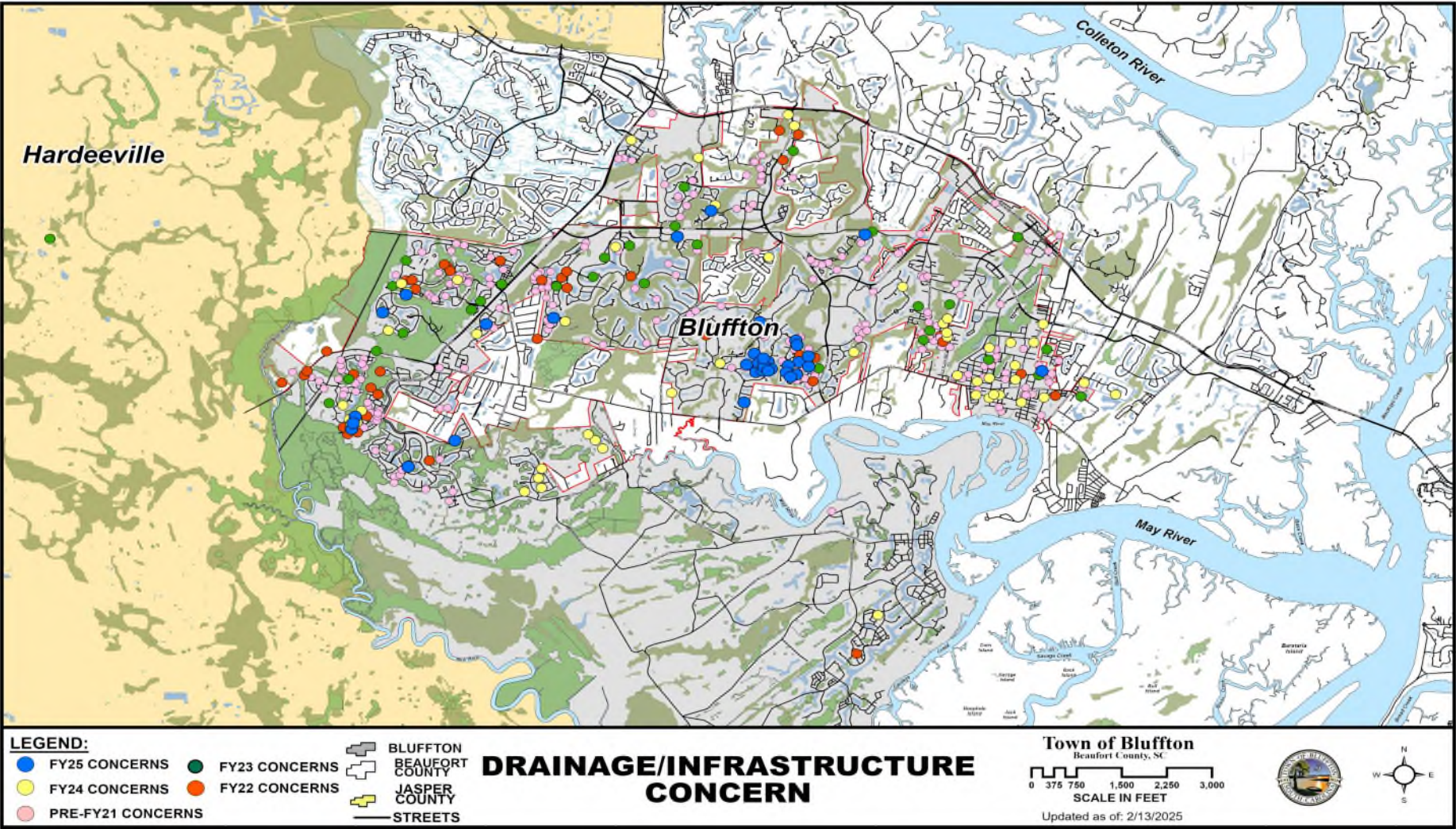
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOV's Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 2025 YTD Totals	950	870	82	4	0	396
FY 2024 Totals	1,875	1,767	103	10	0	526
FY 2023 Totals	2,321	2,030	266	26	0	51

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



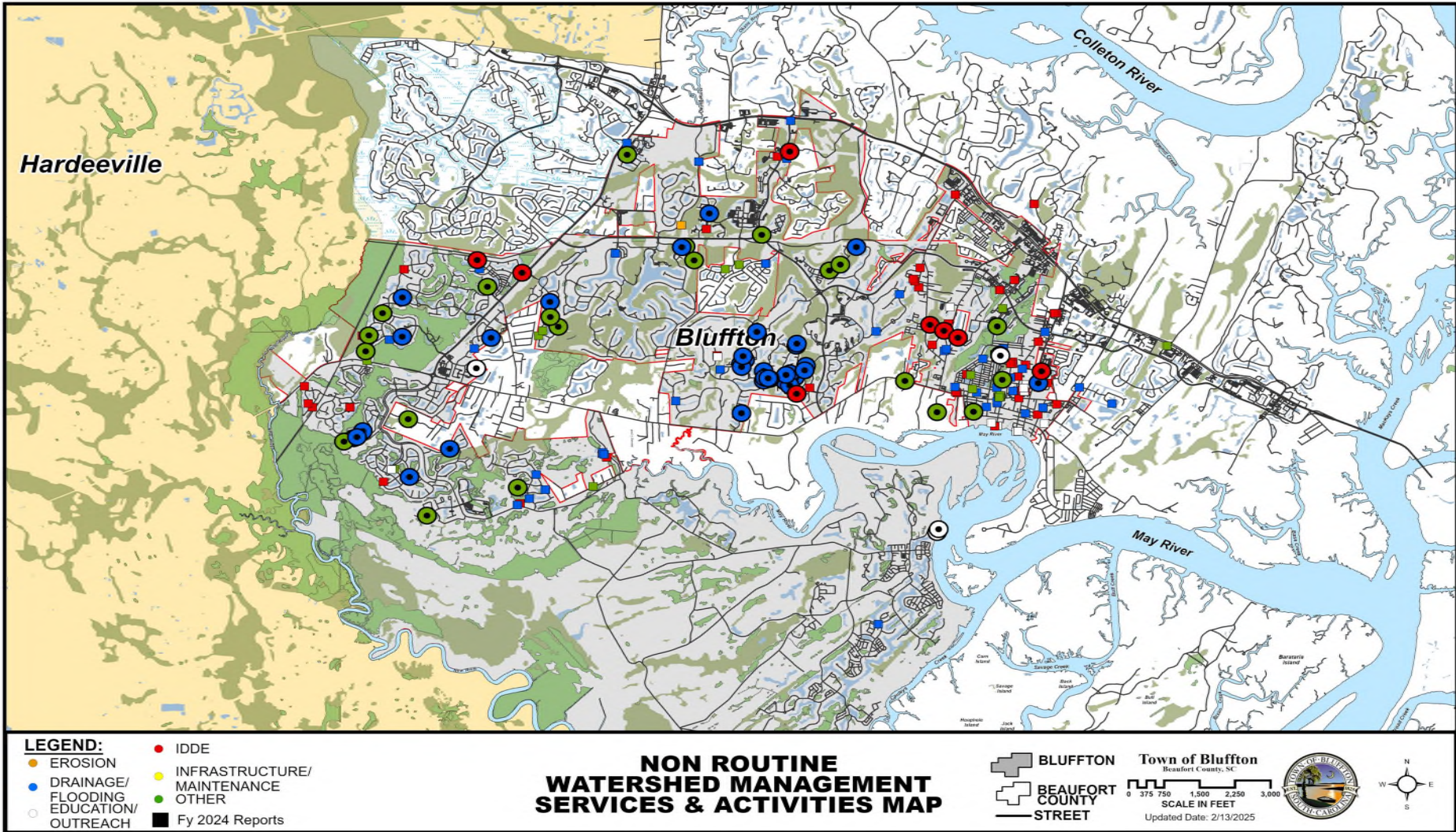
	Plan Reviews MS4 Reviews	SoLoCo Plan Reviews	Sureties	CCC Inspections	Pre-Construction Meetings	Pre-Clearing Inspections	Post Construction BMP Inspections	Pre-Application Meetings	Total Plan Review Hours
FY 2025 YTD	271	51	32	48	17	16	38	43	238 Hrs.
FY 2024 Totals	330	63	27	69	37	28	48	47	283 Hrs.
FY 2023 Totals	297	67	42	40	15	13	45	50	386 Hrs.

Citizen Drainage, Maintenance and Inspections Concerns Map



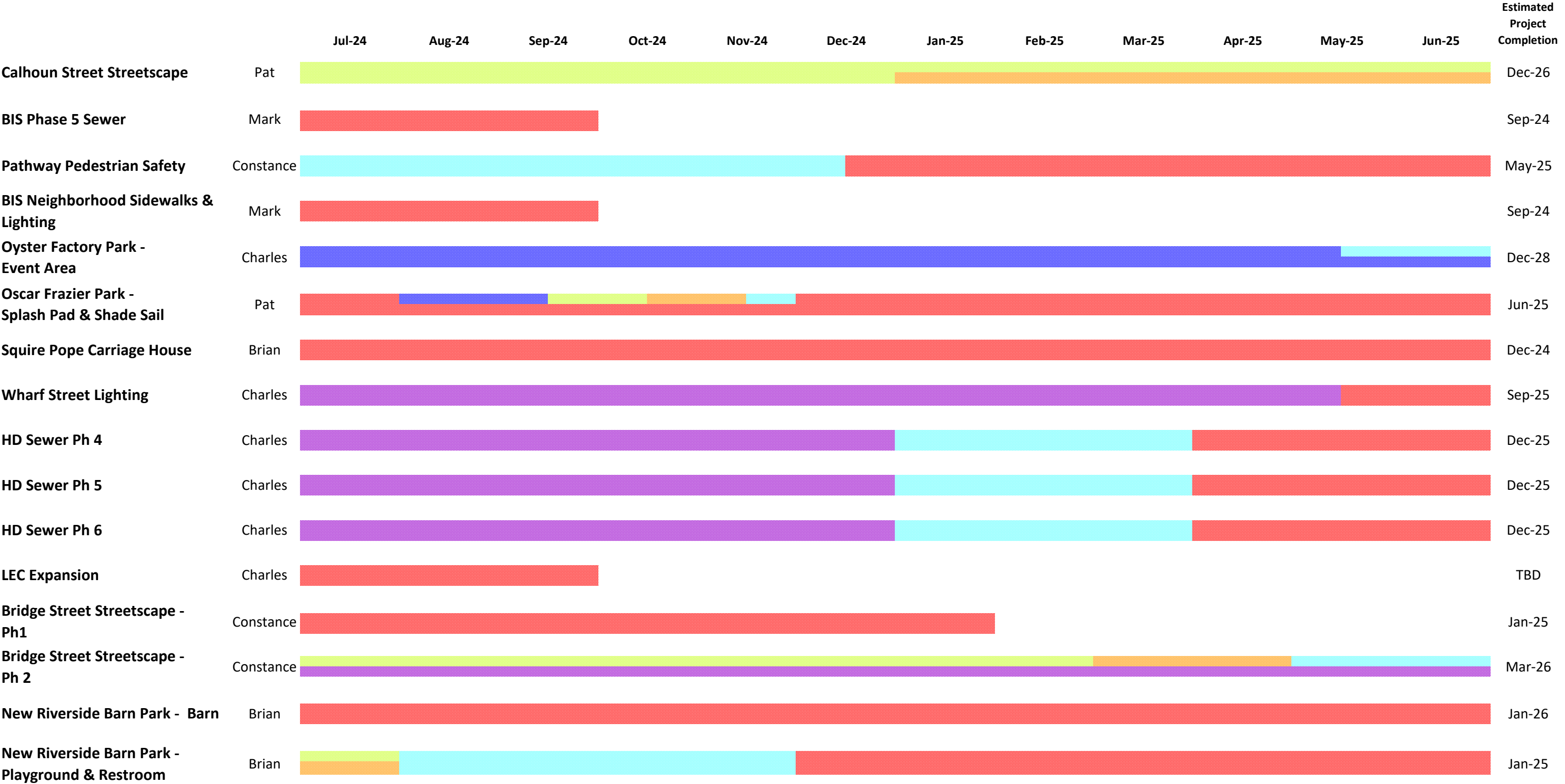
	Number of Drainage Concerns Investigated	Number of Meetings
FY 2025 YTD Totals	9	0
FY 2024 Totals	47	13
FY 2023 Totals	61	52

Citizen Request for Watershed Mngt. Services & Activities Map



	Number of Citizen Requests Investigated	Number of Meetings
FY 2025 YTD Totals	51	14
FY 2024 Totals	137	40
FY 2023 Totals	46	23

FY25
CIP Master Project Schedule



SUBJECT TO CHANGE

FY25
CIP Master Project Schedule



TOWN COUNCIL

STAFF REPORT

Public Services Department



MEETING DATE:	March 11, 2025
SUBJECT:	Public Services Department Monthly Report
DIRECTOR:	Larry Beckler, Director of Public Services

PUBLIC SERVICES UPDATE

1. **MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
 - **Street Sweeping** - Performed weekly street sweeping on Calhoun Street, Highway 46, Bruin Road, May River Road, Pin Oak Street, Bridge Street, Church Street, Lawton Street, Lawrence Street, Allen Street, Water Street, Boundary Street, and curbs and medians on Simmonsville and Buck Island Roads.
 - **Ditch Inspections** - Performed ditch inspections
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island roadside ditch (15,926 LF)
 - Simmonsville roadside ditch (13,792 LF)
 - **Ongoing Roadside Mowing, Litter Clean-up and Maintenance** of Hampton Parkway, Buck Island and Simmonsville Roads, Goethe Road, Shults Road, Jason and Able Streets, Whispering Pine Road, May River Road, Bluffton Road, Boundary, Calhoun, Bridge Street, Pritchard Street, Buckwalter Boulevard, Bruin Road, Green Street, James Gadson Drive, Thomas Heyward, Church St, Water St, Lawton St. and Colcock St.
2. **FACILITIES**
 - **Ongoing Maintenance** of Town Hall, Law Enforcement Center, Public Services, Rotary Community Center, Watershed Management, Police Sub-station, Don Ryan Center, and general repairs of the Garvin House and Sarah Riley.

3. PARKS

- **Ongoing Park Facilities and Landscape Maintenance** of Dubois Park, Martin Family Park, Oscar Frasier, Field of Dreams, Buckwalter Place Park, Oyster Factory Park, Pritchard Pocket Park, May River Pocket Park, Wright Family Park, Eagles Fields, New Riverside Barn, New River Trail, and the newly acquired Evercore Park.

4. ADDITIONAL ACTIVITIES

- Bollard Maintenance
- Removed gates at Oyster Factory Park for installation of new
- Updates to Cartegraph
- Installed AED at New Riverside Village & Linear Trail
- Repaired bridge at New Riverside Linear Trail
- HVAC MSA awarded to Mock Equipment
- Generator Service contract awarded to Premium Power Solutions
- Completed FEMA submission for Tropical Storm Debbie & Helene
- Snow & Ice removal at Town buildings Sand & salted walkways
- Completed hanging Black History Month Banners
- Leak repairs at Calhoun Station
- Changed out soap dispenser and Toilet paper dispensers at New River Barn Park
- Drain and service hot water heater at the LEC
- Started renovation of Rm 121 at Town Hall
- Installed new sign for Welcome Center @ 46 & Calhoun
- Repaired faucets at LEC
- Installed latches at 2nd floor exterior doors at Squire Pope
- Hood cleaning at Rotary Community Center
- Completed renovation of Rm 121 at Town Hall
- Worked on Public Service Yard
- Installed Dog Waste Stations at New Riverside Barn Park
- Fence repair at Public Services
- Town Council New Staff Introductions
- Submitted Employee Development Plans
- Buck Island Park Concept Review
- Review of TOB Facility Master Plan Final draft
- Worked on 2026 Budget
- Applied for Tree City USA Recognition with Arbor Day Foundation

- Applied for Growth Award with Arbor Day Foundation
- Started Non-Toxic Pest & Turf Management at Dubois, Martin & Wright Family Parks

5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
 - American Legion Post 205 - To Honor the Four Chaplin's in WWII
 - Welcome Center Grand Opening- Squire Pope House
 - New Riverside Park Ribbon Cutting
 - Black History Month Luncheon

6. Equipment Maintenance & Repair

- Repair & fabrication for tub on Street sweeper.

7. Training

- Staff completed weekly training topics
- Completed IT training

8. BEAUTIFICATION PROGRAM

- No meeting for this month

9. ATTACHMENTS

- **Public Services Monthly Cost Report** – Attachment 1

Public Services Monthly Cost Reports - February 2025

(Cost Includes Labor and Equipment)

ASSETS AND EVENTS	COST
FACILITIES	\$2,822.86
PARKS	\$15,213.83
ROADS AND TRAILS	\$4,698.77
SPECIAL EVENTS	\$1,262.58



Director's Report – Don Ryan Center for Innovation (DRCI)

February 2025

Overview:

The Don Ryan Center for Innovation (DRCI) continues to strengthen Bluffton's entrepreneurial ecosystem through strategic planning, mentorship programs, and community engagement. February has been a highly productive month, with significant progress made in supporting our program companies, expanding our mentorship network, and refining our long-term strategic vision.

Entrepreneur Program Update

STARTUP Companies:

The Don Ryan Center for Innovation continues to be a fertile ground for burgeoning startups, driving innovation and economic growth in Bluffton. This month, we are proud to list our Program Companies.

- **ChangePoint**
- **OPFOB**
- **Part of the Family**
- **Dig Your Photos - Graduated**
- **Mencias Cleaning (Rebranded and is now Lowcountry Fresh Start Cleaning)**
- **AMA Private Dining**
- ***New - Trisha Zerhung Fertility Consulting**
- ***New - Lisa Sulka Consulting**

- Conducted a diligence meeting with Cathy Lundsford for potential inclusion in the STARTUP program.
- Met with Lisa Sulka to discuss her business concept and potential program enrollment.
- Engaged with Aqeela Aiken for an update on Bright Beginnings
- Confirmed the expected STARTUP program launch date. Confirmed Matt O'Shaughnessy for the **TRADEUP/HEROES** program. Start date set, and mentor assignments are in progress
- Held a meeting with Valerie Ferrera, who is exploring the development of an assisted living facility. Referred to Beaufort County Economic Development for site opportunities.

TRADEUP Companies:

Within a few weeks of formally announcing our TRADEUP program – where we work with tradespeople who want to start working on their own – we are announcing our first Program Company. *NOTE: The entrepreneur, Matt O’Shaughnessy, is a veteran so he also counts as part of the HEROES program*

- ***New – Revival Renovations**

GROWTH Companies:

Our support extends beyond STARTUPS to include established companies poised for expansion. These businesses are scaling their operations and contributing significantly to the local economy:

- **Bluffton Electric**
 - **Delta Roofing**
 - **Noble Hearts Human Resources**
 - **Hardee Greens (Graduated STARTUP and is now in Hardeeville GROWTH Program)**
 - ***New - Simply Stated**
 - ***New – Nexus Business Technology**
-
- Simply Stated achieved a major milestone, featuring its workbook on **QVC** ([Watch Here](#))
 - Conducted a Hardee Greens pop-up meeting to discuss a potential acquisition opportunity
 - Held a meeting with Brent Bowyer of CrossFlight to explore potential collaborations.

THRIVE Companies

Successfully launched the new THRIVE program: Two recent graduates from the GROWTH Program have moved to THRIVE providing opportunity for our graduating GROWTH companies to continue to engage with the Don Ryan Center in a meaningful way to promote long term sustainability and success.

- **Universal Bookkeeper**
- **Beachside Tire**

Mentor Program**Mentorship Network:**

- Received and processed new mentor requests for upcoming program companies
- Onboarded 2 new mentors

Economic Development Update

- Working with prospective tenants for building A. The goal is to have at least the top floor fully rented out before the space opens in late 2025
- Advanced **strategic planning for staffing positions** to support long-term growth at DRCI
- Initiated assessment of **IT infrastructure needs for Building 100** to ensure operational efficiency

Events and Meetings:

- **Presented AI innovations** to the **Hampton Lake Armadillo Club** with a strong turnout of **95 attendees**.
- Delivered a **presentation on DRCI programs** to the **Hampton Lake Women's Group** to expand community awareness.
- Participated in the **BCEDC Small Business Roundtable** to discuss regional economic development.
- Held a meeting with **Brent Bowyer of CrossFlight** to explore potential collaborations.
- Represented DRCI at the **Greater Bluffton Chamber of Commerce (GBCC) monthly Member Benefits Meeting** to engage with the business community
- Teaching 3 entrepreneurship classes on February 24th to prepare students at HHCA to come to The HUB in April to do Shark Tank
- David Nelems will be speaking at USCB to the Business Club on March 5th on the topic of entrepreneurship.

Partnerships

Key Collaborations:

- **Hardeeville:** Meeting with Josh Gruber and Neil Parsons. Overview of 2024 and ongoing discussions for 2025 plans
- **BlacQuity:** We continue to be open to opportunities for collaboration
- **Beaufort County Economic Development Corporation:** Ongoing collaboration on multiple impactful projects including collaboration
- **Greater Bluffton Chamber:** Participated in numerous ribbon cuttings, showcasing the growth and expansion of local businesses and attended. Continuing to host lunch and learns for the GBCC and represented DRCI at their monthly Member Benefits Meeting
- **Hilton Head – Bluffton Chamber:** Attended several groundbreakings and ribbon cuttings, and working an AI Education Series with the Chamber. Paul is in the Leadership Program for 2025 and DRCI is hosting their meetings at The HUB. Engaged with the HHI Chamber Military & Business Alliance at The HUB

- **Hispanic Business Association of the Lowcountry:** Multiple meetings with Alex Navarro about various partnership activities like information sessions for their association members, potential clients and how to reach them and made the introduction to BCEDC
- **SBAC:** Paul Arvantes is a member of this board
- **Beaufort County Airport Board:** David Nelems is a member of this Board
- **Beaufort Digital Corridor:** David Nelems is a member of this Board



GROWTH MANAGEMENT UPDATE

March 11, 2025

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

- a. **Planning Commission:** February 26, 2025, meeting agenda attached. Next meeting scheduled for Wednesday, March 26, 2025.
- b. **Historic Preservation Commission:** February 5, 2025, meeting agenda attached. Next meeting scheduled for Wednesday, March 5, 2025.
- c. **Board of Zoning Appeals:** February 4, 2025, cancellation notice attached. Next meeting scheduled for Tuesday, March 4, 2025.
- d. **Development Review Committee:** February 12, 19 & 26, 2025, meeting agendas attached. February 5, 2025, cancellation notice attached. Next meeting scheduled for Wednesday, March 5, 2025.
- e. **Historic Preservation Review Committee:** February 24, 2025, meeting agenda attached. February 3, 10, & 18, 2025 cancellation notices attached. Next meeting scheduled for Monday, March 3, 2025.
- f. **Construction Board of Adjustment and Appeals:** February 25, 2025, cancellation notice attached. Next meeting scheduled for Tuesday, March 25, 2025.
- g. **Affordable Housing Committee:** February 6, 2025, cancellation notice attached. Next meeting scheduled for Thursday, March 6, 2025.

2. Community Development / Affordable Housing Committee Work Program:

The budget for the Neighborhood Assistance Program for FY 2025 has been approved at \$400,000 by Town Council. An additional \$144,000 was added to the budget by a grant awarded to the program by Beaufort Jasper Housing Trust on August 22. That brings the 2025 fiscal year budget to \$544,000.

Twenty-three homes have received home repairs at a total of \$207,931 and one job is pending at \$1,750.

Six homes have been serviced for septic pump outs or plumbing services at a total of \$3,224.

One home has been serviced for tree service at a total of \$450.00

One home has been demolished due to Hurricane Helene at a total of \$4,200.00.

All together 31 homes have been serviced through the Neighborhood Assistance Program.

One home is waiting for income verification, and one home is currently being repaired.

ATTACHMENTS:

1. Planning Commission meeting agenda for February 26, 2025.
2. Historic Preservation Commission meeting agenda for February 5, 2025.
3. Board of Zoning Appeals cancellation notice for February 4, 2025.
4. Development Review Committee meeting agendas for February 12, 19, & 26, 2025 and cancellation notice for February 2, 2025.
5. Historic Preservation Review Committee meeting agenda for February 24, 2025, and cancellation notices for February 2, 10 & 18, 2025.
6. Construction Board of Adjustments and Appeals cancellation notice for February 25, 2025.
7. Affordable Housing Committee cancellation notice for February 6, 2025.
8. Building Permits and Planning Applications:
 - a. Building Permits Issued FY 2018-2025 (to February 26, 2025).
 - b. Building Permits Issued Per Month FY 2018-2025 (to February 26, 2025).
 - c. Value of Construction FY 2018-2025 (February 26, 2025).
 - d. New Single Family Residential Building Permits Issued Per Month FY 2018-2025 (to February 26, 2025).
 - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2018-2025 (to February 26, 2025).
 - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2018-2025 (to February 26, 2025).
 - g. New Commercial Construction/Additions Heated Square Footage FY 2018-2025 (to February 26, 2025).
 - h. Planning and Community Development Applications Approved FY 2018-2025 (to February 26, 2025).
 - i. Multi Family Apartments Value FY 2018-2025 (to February 26, 2025).
 - j. Multi Family Apartments Square Footage FY 2018-2025 (to February 26, 2025).
 - k. Multi Family Apartments Total Units FY 2018-2025 (to February 26, 2025).
9. Planning Active Application Report



Planning Commission Meeting

Wednesday, February 26, 2025 at 6:00 PM

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

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight 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. ADOPTION OF MINUTES

1. January 22, 2025 Minutes

V. PUBLIC COMMENT

VI. OLD BUSINESS

VII. NEW BUSINESS

1. **Unified Development Ordinance Amendments (Public Hearing)** - A request by the Unified Development Ordinance Administrator for recommendation of Approval of Certain Amendments to the Town of Bluffton's Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance (UDO) Relating to Wetlands, Article 5 – Design Standards, Sec. 5.4, Wetlands and Sec. 5.10 Stormwater; and, Article 9 – Definitions and Interpretation, Sec. 9.2, Defined Terms. (Staff - Andrea Moreno)

VIII. DISCUSSION

IX. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 26, 2025

“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. Auditory accommodations are available. 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.

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

**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. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



Historic Preservation Commission Meeting

Wednesday, February 05, 2025 at 6:00 PM

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

AGENDA

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

I. CALL TO ORDER

II. ROLL CALL

III. NOTICE REGARDING ADJOURNMENT

The Historic Preservation Commission will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Commission Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Commission Members.

IV. ADOPTION OF MINUTES

1. January 8, 2025 Minutes

V. ADOPTION OF MINUTES

1. Election of Historic Preservation Commission Chair
2. Election of Historic Preservation Commission Vice Chair
3. Election of Two Historic Preservation Review Committee members.

VI. PUBLIC COMMENT

VII. OLD BUSINESS

1. **Certificate of Appropriateness:** A request by Clear Cut Construction, on behalf of the owner, William Glover, for the review of a Certificate of Appropriateness-HD to allow the construction of a new 2-story Single Family Residential Structure of approximately 2,325 SF and Carriage House structure of approximately 1,174 SF, located at 34 Tabby Shell Road, Lot 18 in the Tabby Roads Development, in the Old Town Bluffton Historic District, within the Neighborhood General-HD zoning district. (COFA-03-24-019047) (Staff – Charlotte Moore)

VIII. NEW BUSINESS

1. **Certificate of Appropriateness:** A request by Christopher Epps (Incircle Architecture), on behalf of owners, Jay and Lori Sofianek, for review of a Certificate of Appropriateness - HD to allow the construction of a 2-story Carriage House of approximately 1199 SF located at 17 Lawrence Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. (COFA-11-24-019458)(Staff - Charlotte Moore)
2. **Public Project:** A request by Meadors, Inc. on behalf of the Town of Bluffton for a recommendation to the UDO Administrator to allow the reconstruction of the Sarah Riley Hooks Cottage, a Contributing Resource, located at 76 Bridge Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD (DP-10-24-019422) (Staff - Glen Umberger)

IX. DISCUSSION

1. Historic District Monthly Update. (Staff)

X. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 5, 2025

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

**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. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

The Board of Zoning Appeals (BZA)
Meeting scheduled for

Tuesday, March 4, 2025 at 6:00 p.m.

Has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for Tuesday,
April 1, 2025.

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



PUBLIC NOTICE

THE DEVELOPMENT REVIEW COMMITTEE (DRC)

Meeting scheduled for

Wednesday, February 5, 2025 at 1:00 P.M.

has been CANCELED
due to a lack of agenda items.

The next meeting is scheduled for
Wednesday, February 12, 2025.

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



Development Review Committee Meeting

Wednesday, February 12, 2025 at 1:00 PM

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

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **33 Guerrard Avenue (Subdivision):** A request by Sean Barbina for the approval of a Subdivision application. The project consists of creating two lots from the existing single lot. The property is zoned Neighborhood General - Historic District identified by tax map number R610 039 00A 0183 0000 and consists of 0.25 acres located at 33 Guerrard Avenue within the Old Town Bluffton Historic District. (SUB-01-25-019531) (Staff - Dan Frazier)
2. **67-69 Green Street (Development Plan):** A request by Randolph Stewart, on behalf of Olympia Rymko for approval of a Preliminary Development Plan application. The project consists of lots, each with one mixed use building and one carriage house with associated infrastructure. The property is zoned Neighborhood Center - Historic District and consists of approximately 0.29 acres identified by tax map numbers R610 039 00A 0254 0000 and R610 039 00A 0385 0000 located on the northeast corner of Boundary Street and Green Street. (DP-01-25-019535) (Staff - Dan Frazier)
3. **Parkway Corners (Master Plan):** A request by Jake Reed of University Investments, LLC, for approval of an Initial Master Plan application. The project will be developed in accordance with the standards set forth in the Buckwalter PUD Concept Plan and exact locations of buildings, roads, open space, and associated infrastructure may vary at the time of Development Permit applications based on market conditions and environmental constraints. The property is zoned Buckwalter PUD and consists of approximately 114.55 acres identified by tax map numbers R610 029 000 0611 0000, R610 029 000 2343 0000, R610 029 000 2344 0000, R600 029 000 2410 0000, R600 029 000 2487 0000, R600 029 000 0014 0000, and R600

029 000 2484 0000 and located at the northwest corner of the intersection of Buckwalter Parkway and Bluffton Parkway. (MP-01-25-019524) (Staff – Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, February 19, 2025

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

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Public comment is limited to 3 minutes per speaker.*



Development Review Committee Meeting

Wednesday, February 19, 2025 at 1:00 PM

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

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

1. **33 Guerrard Avenue (Subdivision):** A request by Sean Barbina for the approval of a Subdivision application. The project consists of creating two lots from the existing single lot. The property is zoned Neighborhood General - Historic District identified by tax map number R610 039 00A 0183 0000 and consists of 0.25 acres located at 33 Guerrard Avenue within the Old Town Bluffton Historic District. (SUB-01-25-019531) (Staff - Dan Frazier)
2. **67-69 Green Street (Development Plan):** A request by Randolph Stewart, on behalf of Olympia Rymko for approval of a Preliminary Development Plan application. The project consists of lots, each with one mixed use building and one carriage house with associated infrastructure. The property is zoned Neighborhood Center - Historic District and consists of approximately 0.29 acres identified by tax map numbers R610 039 00A 0254 0000 and R610 039 00A 0385 0000 located on the northeast corner of Boundary Street and Green Street. (DP-01-25-019535) (Staff - Dan Frazier)

V. NEW BUSINESS

1. **Four Seasons at Carolina Oaks Phase 8 (Subdivision):** A request by TJ Brehm of Thomas & Hutton on behalf of Steven Baker of K. Hovnanian Homes for approval of a Subdivision application. The project consists of creating 51 single-family lots with associated right-of-way and common areas within Four Seasons at Carolina Oaks. The property is identified by tax map number R614 028 000 0002 0000 and consists of approximately 62.9 acres. The property is zoned Jones Estate PUD. (SUB-01-25-019541) (Staff - Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT**NEXT MEETING DATE: Wednesday, February 26, 2025**

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Public comment is limited to 3 minutes per speaker.*



Development Review Committee Meeting

Wednesday, February 26, 2025 at 1:00 PM

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

AGENDA

All Applications can be viewed on the Town of Bluffton's Permit Finder page
<https://www.townofbluffton.us/permit/>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **8241 Pinellas Drive (Subdivision):** A request by Jen Tosky on behalf of Pinellas Park, LLC for the approval of a Subdivision application. The project consists of creating two lots from the existing single lot. The property is zoned Buckwalter PUD identified by tax map number R610 022 000 1143 0000 and consists of approximately 1.5 acres within the Buckwalter Commons Master Plan. (SUB-01-25-019561) (Staff - Dan Frazier)
2. **Midpoint at New Riverside Phase 2B (Subdivision):** A request by JP Moore of Thomas and Hutton, on behalf of John Gering of Pulte Homes Company for approval of a subdivision application. The project consists of the subdivision of Parcel 6A to create 46 single-family lots with associated right of way and common areas. The property is zoned New Riverside PUD and consists of approximately 19.0 acres identified by tax map number R610 044 000 0012 0000 and located at the intersection of Midpoint Boulevard and Scarlet Sage Drive within the Midpoint at New Riverside Master Plan. (SUB-01-25-019561) (Staff – Dan Frazier)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 5, 2025

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Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 3, 2025 at 4:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, February 10, 2025.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Monday, February 10, 2025 at 4:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, February 18, 2025.

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



PUBLIC NOTICE

THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)

Meeting scheduled for

Tuesday, February 18, 2025 at 4:00
P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Monday, February 24, 2025.

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



Historic Preservation Review Committee Meeting

Monday, February 24, 2025 at 4:00 PM

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

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. OLD BUSINESS

V. NEW BUSINESS

1. **82 Pritchard Street:** A request by Keith Martelli (Martelli Architects), on behalf of the Owners, Mark and Kim Driscoll, for a review of a Certificate of Appropriateness - HD to alter an existing 2-story Carriage House of approximately 1198 square feet located at 82 Pritchard Street, in the Old Town Bluffton Historic district and zoned Neighborhood General- HD zoning District. The Carriage House is presently a garage and second-story bonus floor. The double car garage will be converted into a single car garage with a partial living space (bedroom and bathroom). The second floor bonus space will be converted into a kitchen and living space. A rear patio will be added, and the existing stairwell will have treads and railings replaced. (COFA-02-25-019576) (Staff - Charlotte Moore)

VI. DISCUSSION

VII. ADJOURNMENT

NEXT MEETING DATE: Monday, March 3, 2025

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<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.



PUBLIC NOTICE

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

Tuesday, February 25, 2025, at 6:00 P.M.

has been CANCELED
due to lack of agenda items.

The next meeting is scheduled for
Tuesday, March 25, 2025.

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



PUBLIC NOTICE

The Affordable Housing
Committee (AHC)
meeting scheduled for

Thursday, February 6, 2025, at
10:00 A.M.

Has been CANCELLED due to lack of
quorum.

The next meeting is scheduled for
Thursday, March 6, 2025

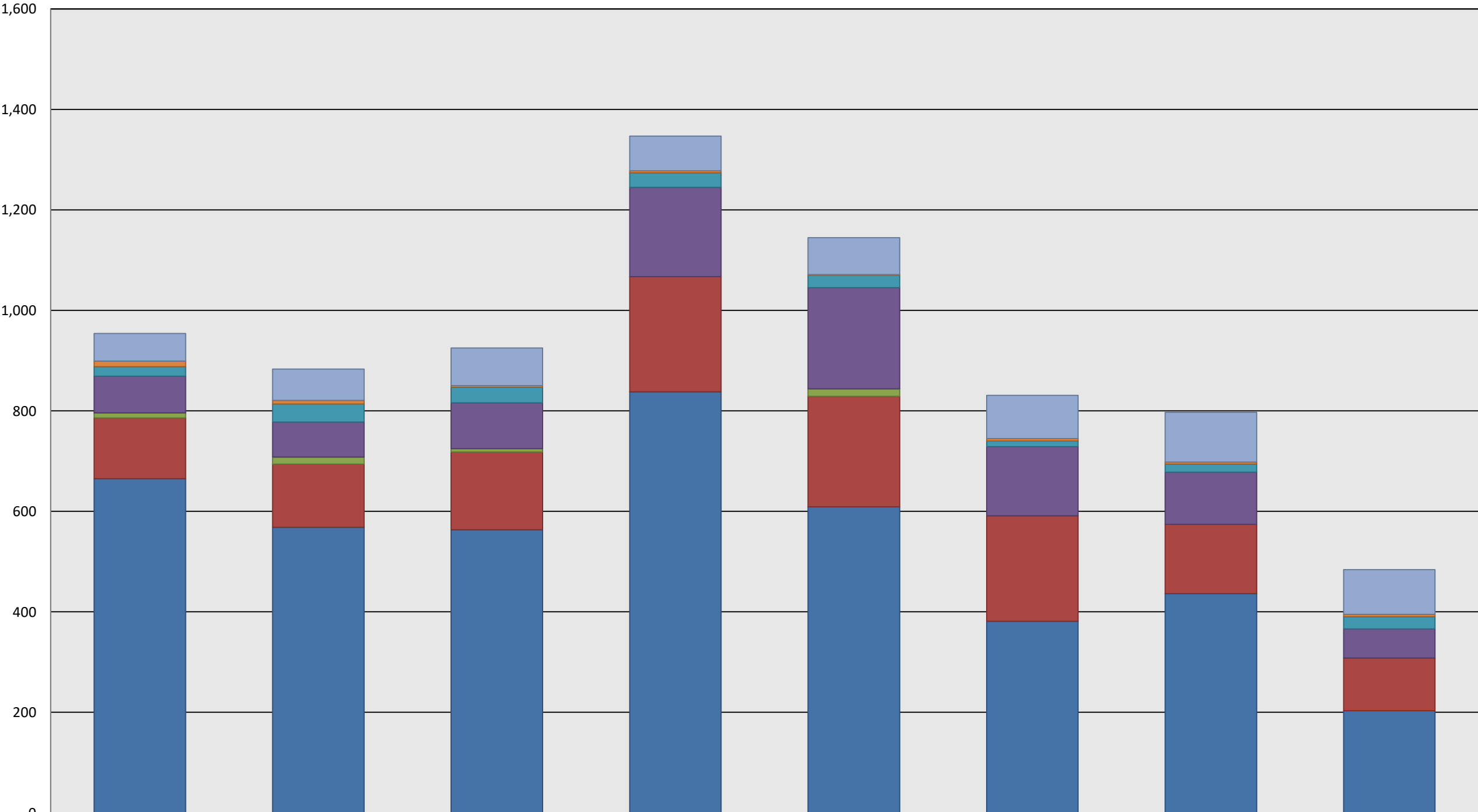
If you have questions, please contact
Growth Management at: 843-706-4500

Town of Bluffton
Building Permits Issued
FY 2018 - 2025

Attachment 8a

Section XI. Item #1.

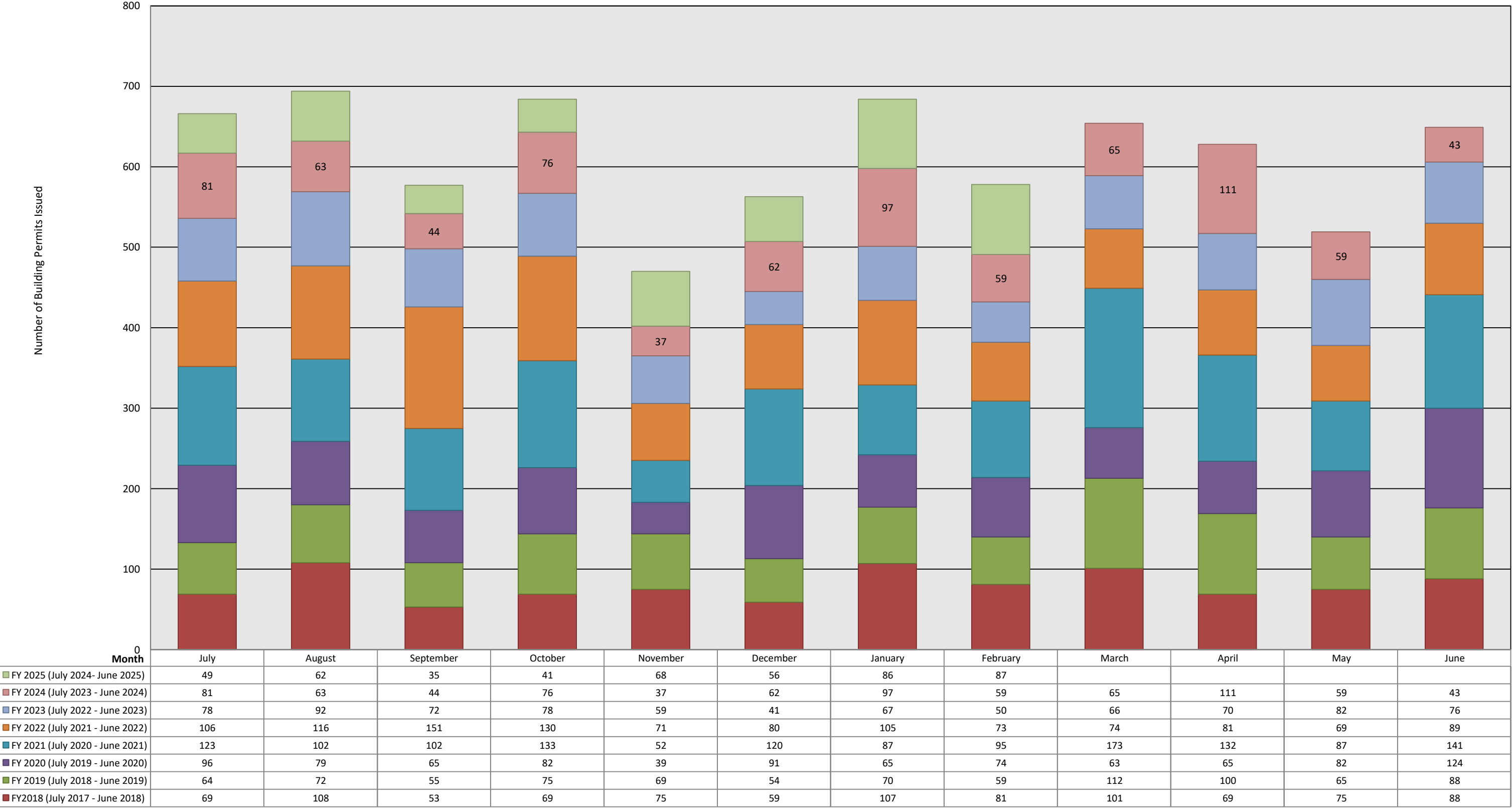
Number of Building Permits Issued



Year	FY2018 (July 2017 - June 2018)	FY 2019 (July 2018 - June 2019)	FY 2020 (July 2019 - June 2020)	FY 2021 (July 2020 - June 2021)	FY 2022 (July 2021 - June 2022)	FY 2023 (July 2022 - June 2023)	FY 2024 (July 2023 - June 2024)	FY 2025 (July 2024- June 2025)
Other Commercial	55	62	75	69	74	86	99	89
Commercial Addition	11	7	3	4	1	5	4	5
New Commercial Construction/ Tenant Upfit	19	36	31	29	25	11	16	24
Other Residential	73	70	91	178	201	138	104	58
New Multi Family - Apartments	10	14	7	0	15	0	0	0
Residential Addition	121	126	155	229	220	210	138	105
New Single Family	665	568	563	838	609	381	436	203

Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.
2. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
3. Other residential includes: new accessory structure, new accessory residence.
4. Commerical addition includes: additions, screen enclosure, shell.
5. Other commerical includes: remodel and accessory structure.

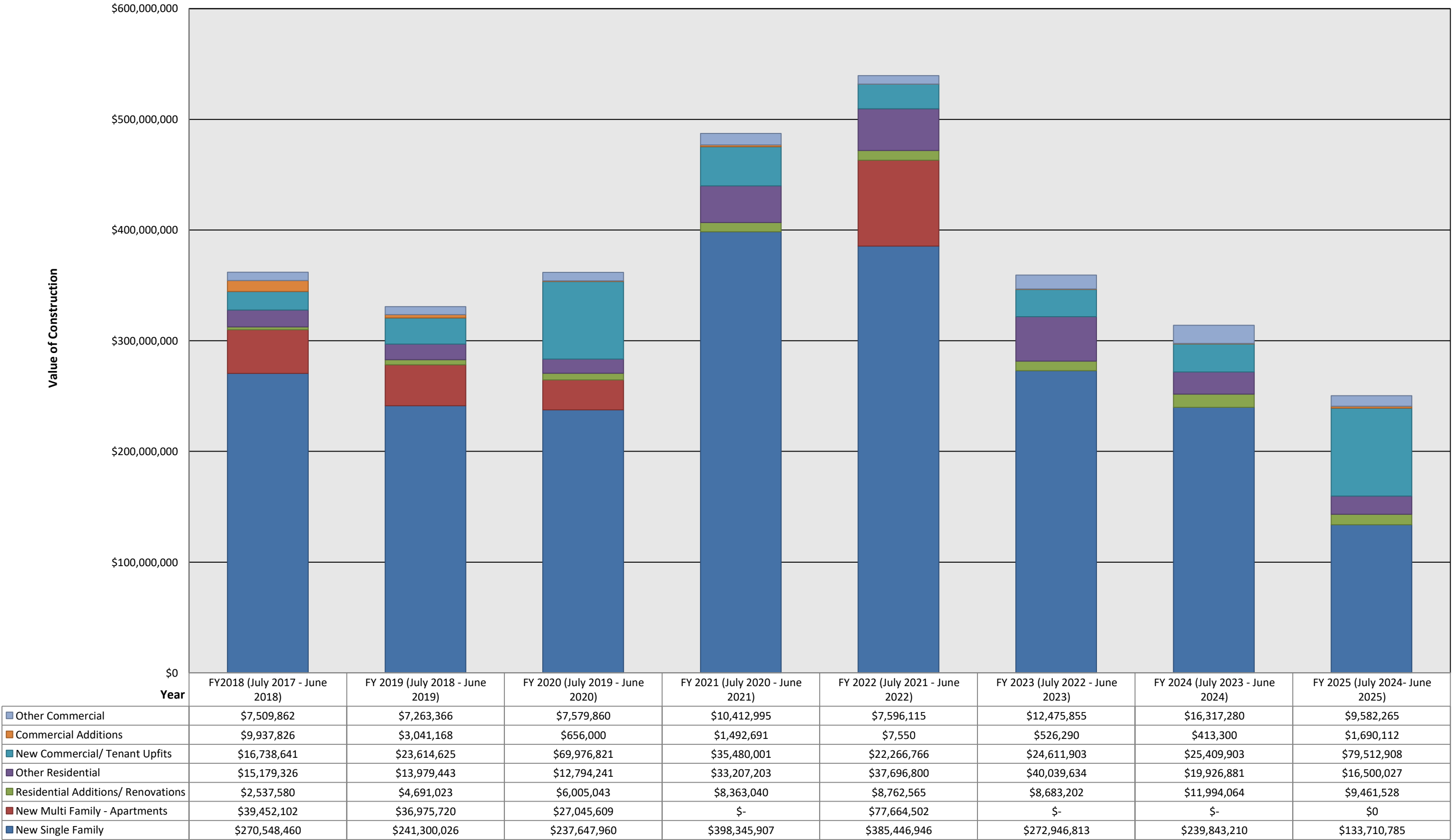
Town of Bluffton
Building Permits Issued Per Month
FY 2018 - 2025



Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.

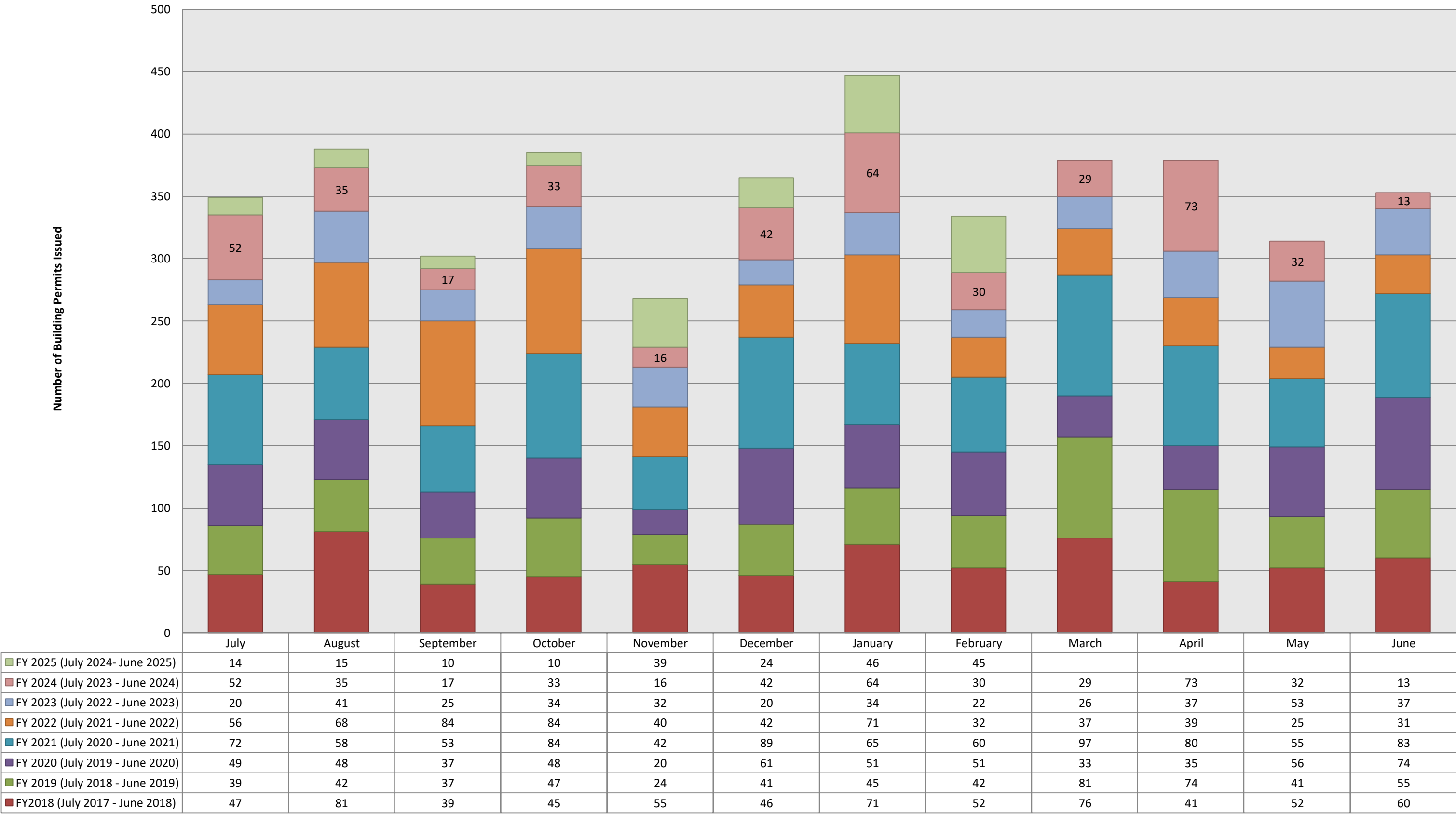
Town of Bluffton
Value of Construction
FY 2018 - 2025

Attachment 8c



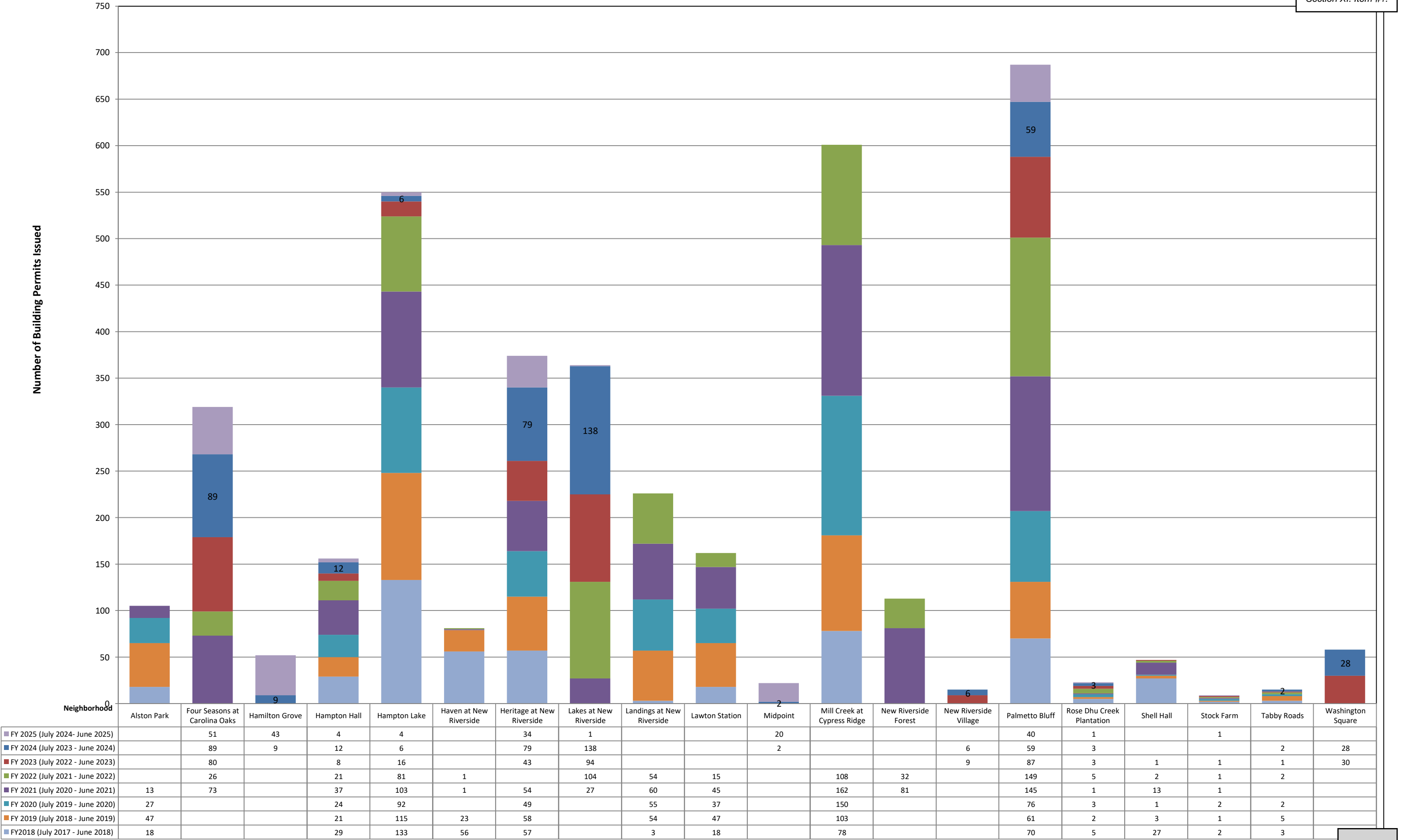
Notes: 1. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.
2. Other residential includes: new accessory structure, new accessory residence.
3. Commerical addition includes: additions, screen enclosure, shell.
4. Other commerical includes: remodel and accessory structure.

Town of Bluffton
New Single Family Residential Building Permits Issued Per Month
FY 2018 - 2025

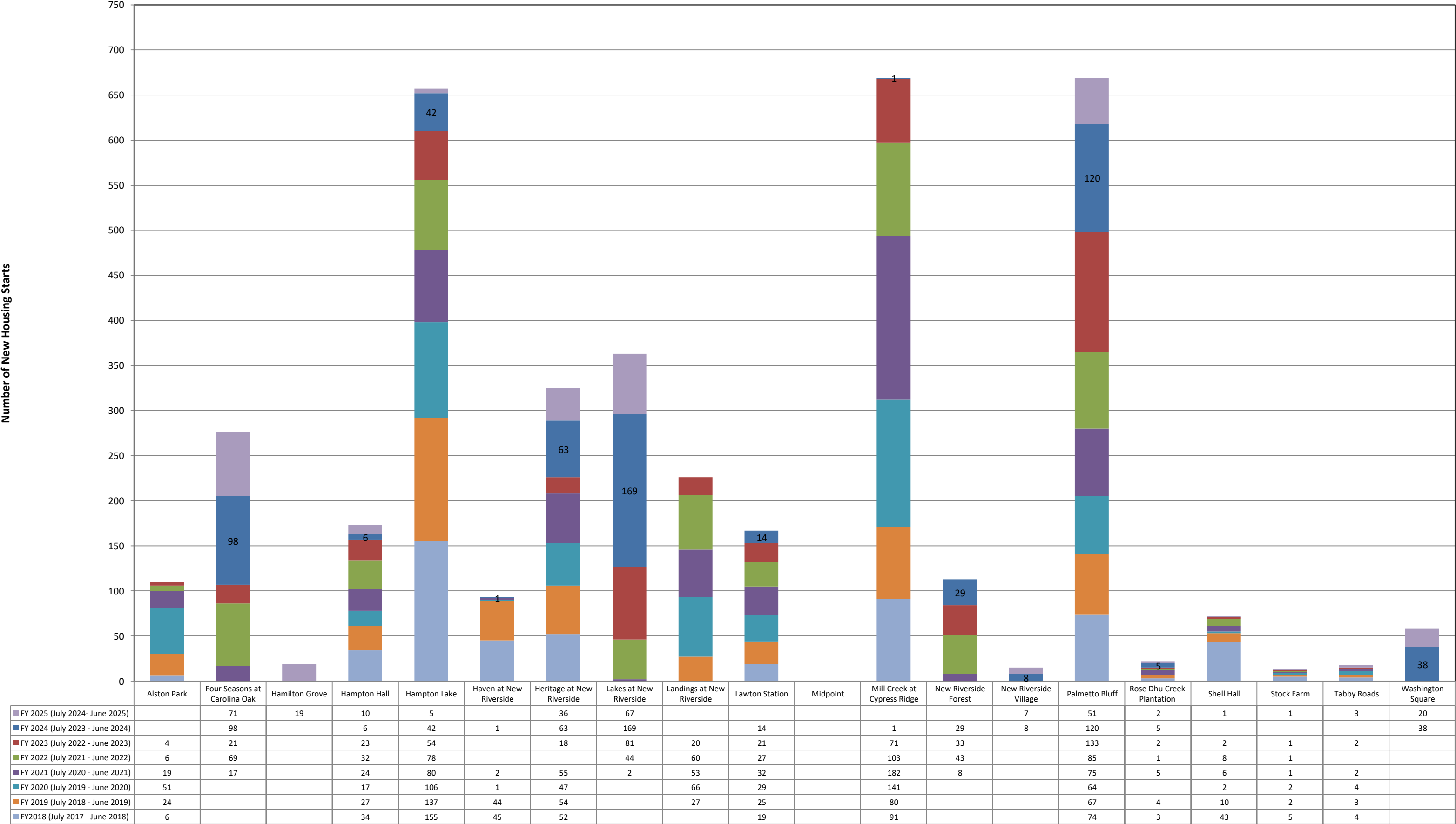


Note: Building Permits Issued excludes those Building Permits which were voided or withdrawn.

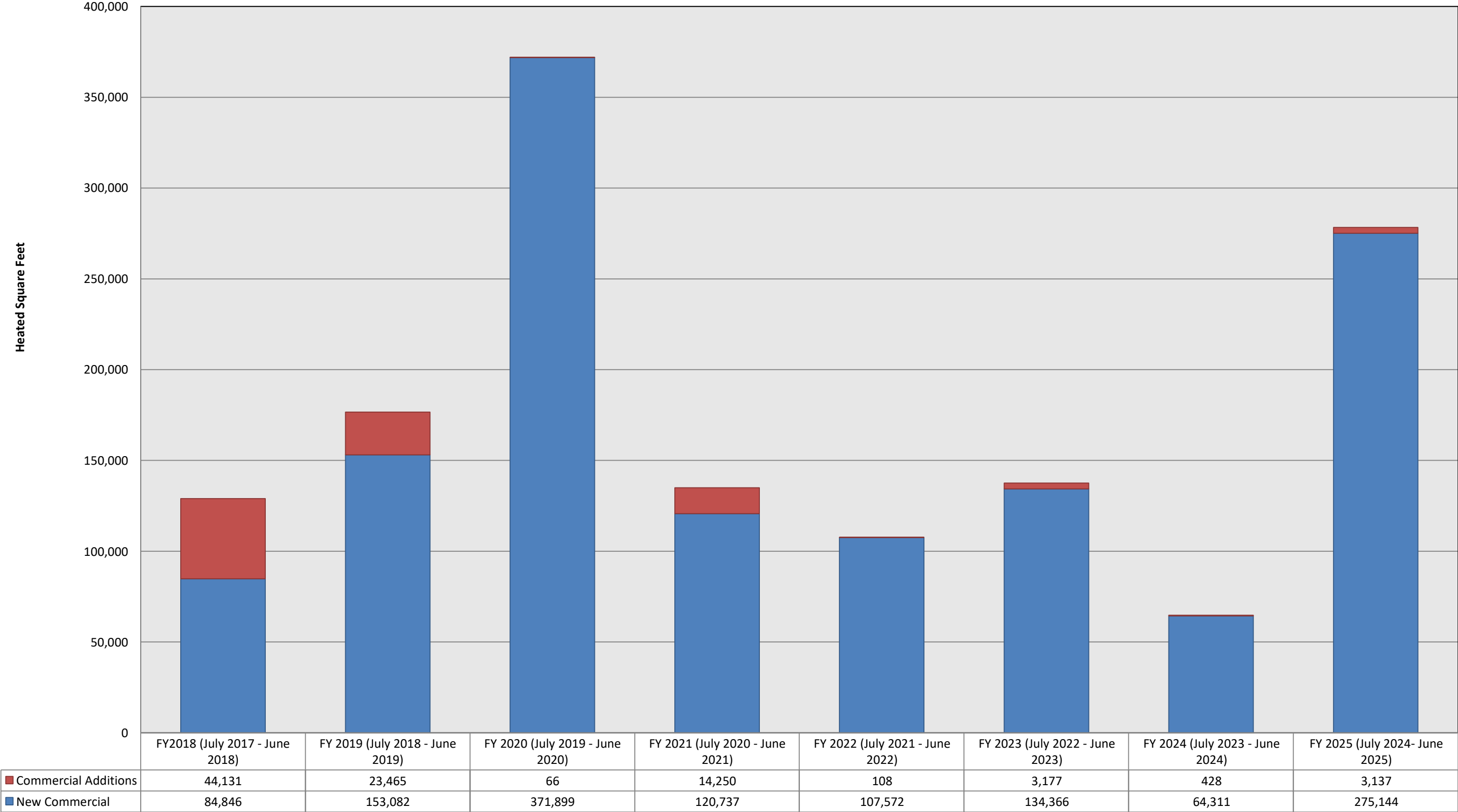
Town of Bluffton
New Single Family Residential Building Permits Issued by Neighborhood FY 2018 -2025



Town of Bluffton
New Single Family Certificates of Occupancy Issued by Neighborhood FY 2018 - 2025

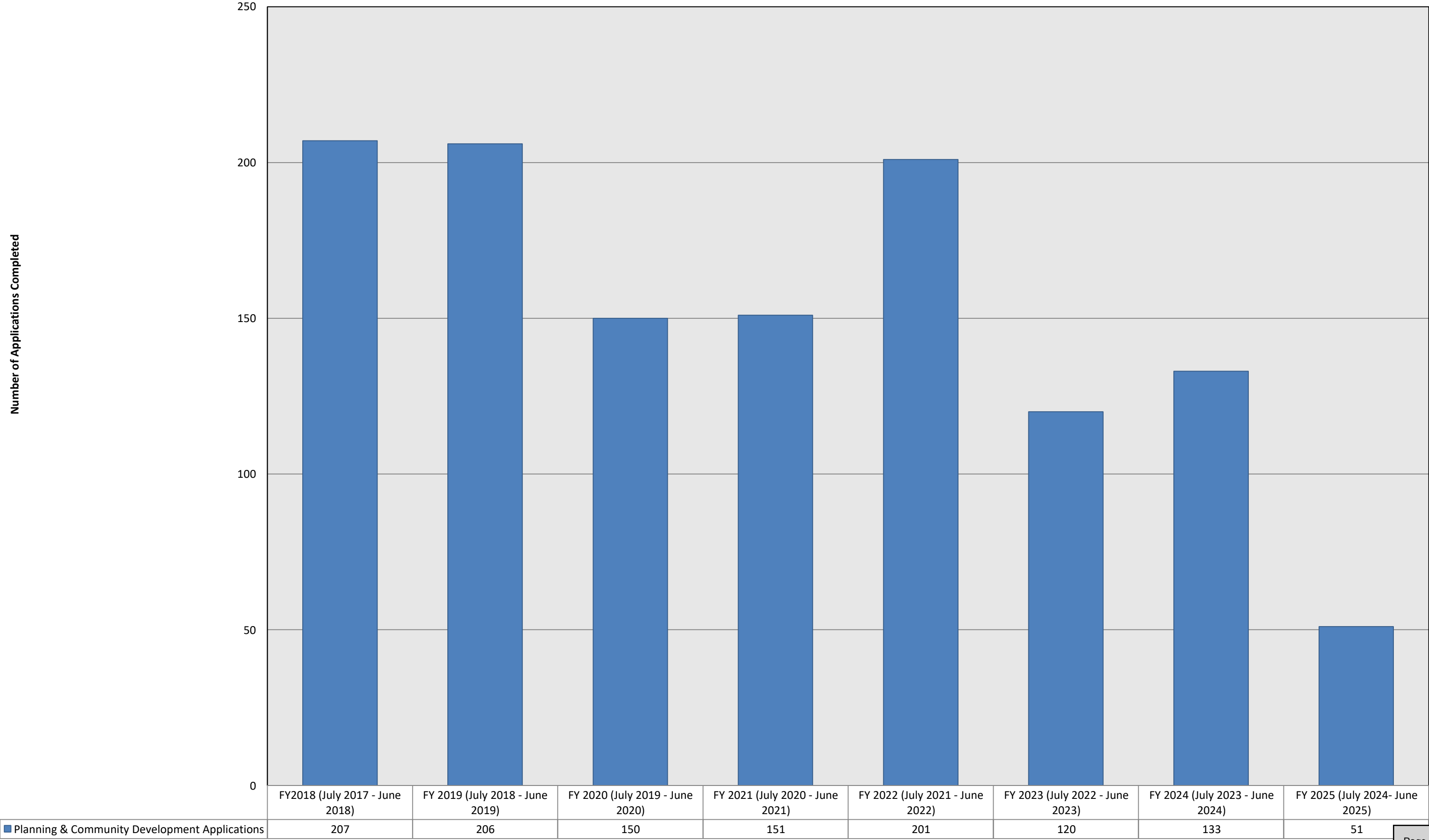


Town of Bluffton
New Commercial Construction and Additions Heated Square Footage
FY 2018 - 2025



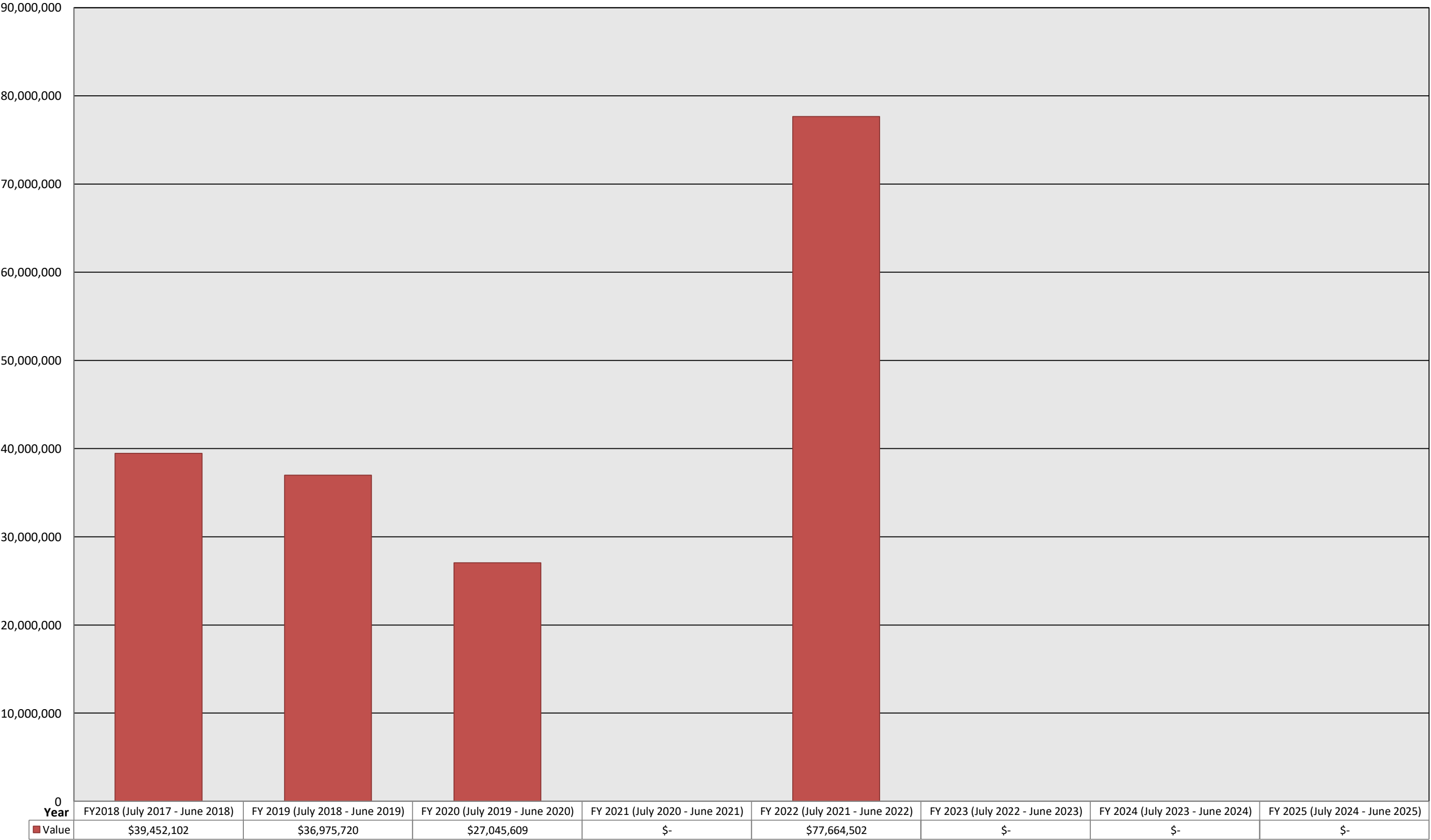
Town of Bluffton
Planning & Community Development Applications Completed
FY 2018 - 2025

Number of Applications Completed



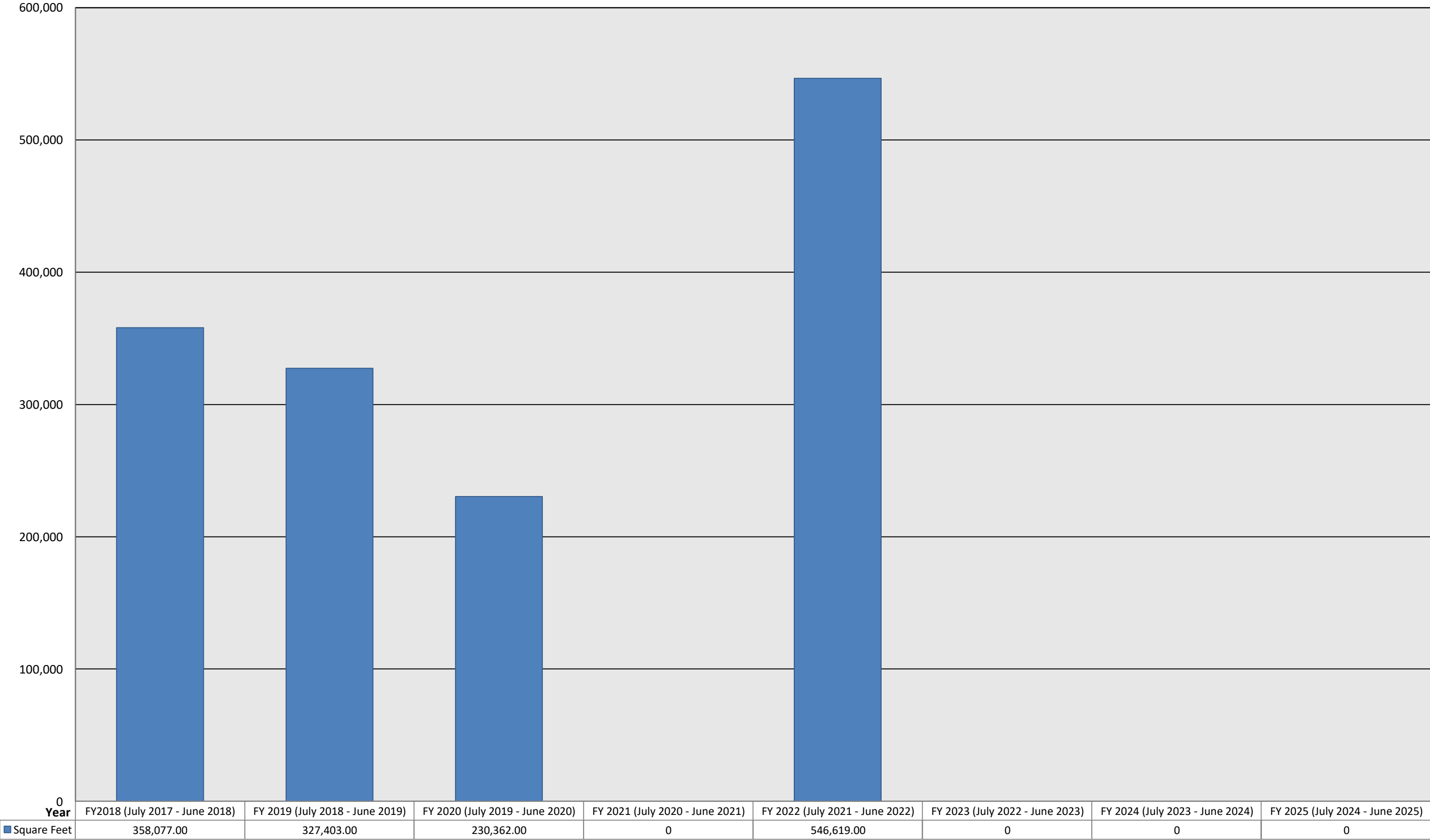
Town of Bluffton
Multi Family Apartments Value
FY 2018 - 2025

Value of Multi Family Apartments



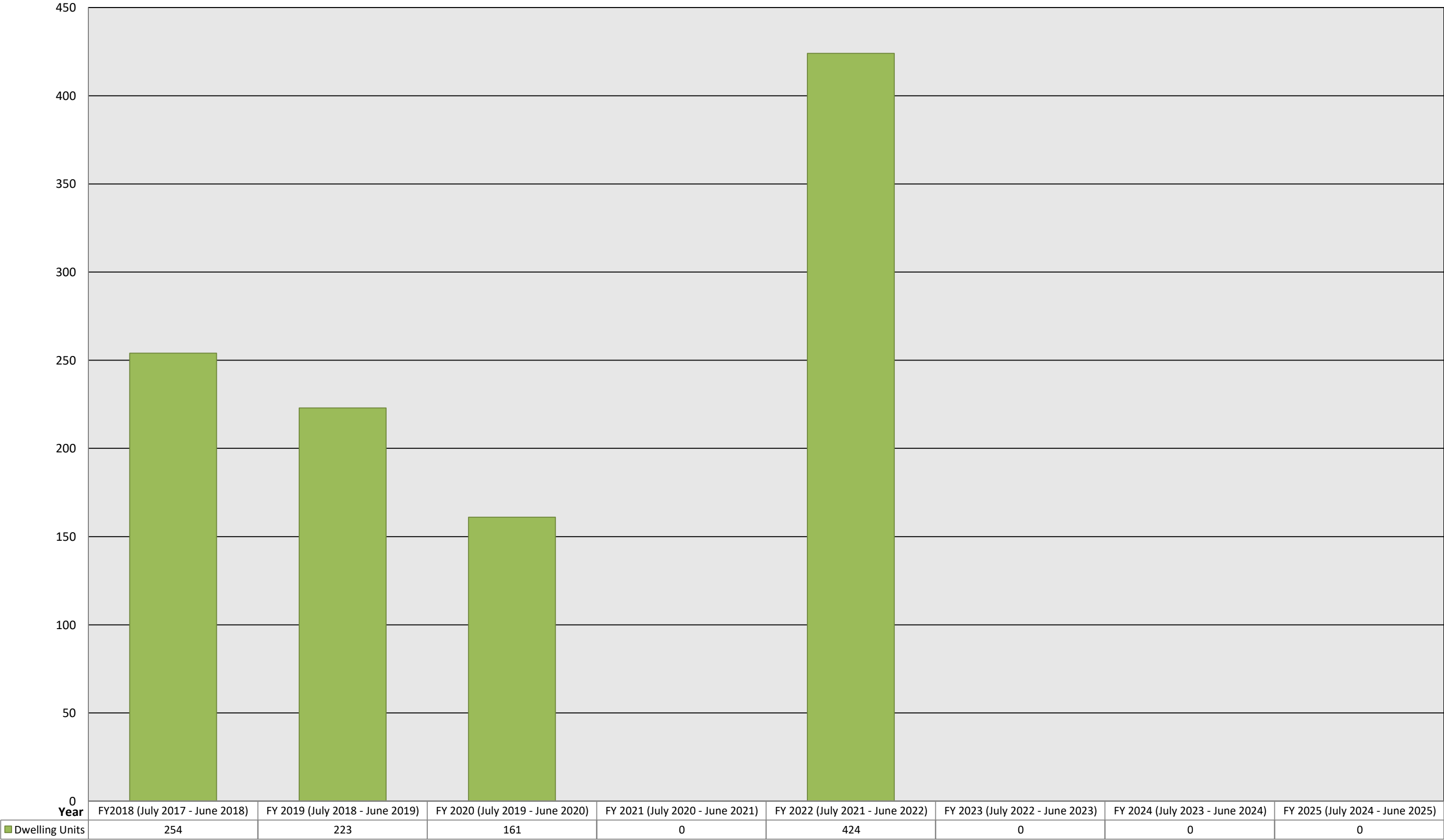
Town of Bluffton
Multi Family Apartments Square Footage
FY 2018 - 2025

Square Footage of Multi Family Apartments



Town of Bluffton
Multi Family Apartments Total Units
FY 2018 - 2025

Multi Family Apartments Total Units





Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XI. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Annexation Petition

100%

ANNX-03-24-019045	03/14/2024		Annexation Petition	Active	Aubrie Giroux
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Applicant: Bryant and Son Trucking Company **Owner:** Bryant and Son Trucking Company

PLAN DESCRIPTION: A request by the applicant and property owner Johnnie Bryant III, for approval of an annexation application. The property is located at 30 Davis Road and consists of approximately 2.14 acres identified by tax map number R600 029 000 0028 0000 and currently zoned T2R Rural in unincorporated Beaufort County. This application is associated with the following zoning map amendment request; ZONE-03-24-019046.

STATUS: This request was heard at the May 22, 2024, Planning Commission Meeting as a Public Workshop item.

STATUS: The Public Hearing for the zoning map amendment and comprehensive plan amendment are tentatively scheduled for the July 24, 2024, Planning Commission meeting.

PROJECT NAME:

ANNX-11-23-018624	11/01/2023		Annexation Petition	Active	Aubrie Giroux
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Applicant: University Investments **Owner:** University Investments

PLAN DESCRIPTION: annexation and rezoning of parcel 12D , part of the Grande Oaks Property at the NW corner of the intersection of Buckwalter Pkwy and lake point Dr into buckwalter PUD. Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons. This application is associated with the following requests; COMP-01-24-018844, ZONE-01-24-018840 (Map), ZONE-02-24-018991 (Text), DAA-01-24-018842, and CPA-01-24-018845.

STATUS: Comments on the associated Concept Plan Amendment were heard at the March 27, 2024 meeting of the DRC.

STATUS: This request was heard at the May 22, 2024, Planning Commission Meeting as a Public Workshop item.

STATUS: The Public Hearing for the zoning map amendment and comprehensive plan amendment are tentatively scheduled for the July 24, 2024, Planning Commission meeting.

PROJECT NAME:



Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XI. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Annexation Petition

ANNX-02-25-019605	02/19/2025		Annexation Petition	Active	Kevin Icard
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Applicant: Beaufort County School District **Owner:** Beaufort County School District

PLAN DESCRIPTION: A request to annex a new early childhood school to serve Bluffton.

PROJECT NAME:

Total Annexation Petition Cases: 3

Certificate of Appropriateness

Highway Corridor Overlay District

COFA-08-22-017145	08/31/2022	6201 JENNIFER COURT	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Witmer Jones Keefer Ltd. **Owner:** Micheal Bradley Holdings LLC

PLAN DESCRIPTION: The River Dog Brewing project involves the construction of a ±50,000 SF two-story building, housing a brewing production facility, retail sales area, and restaurant/bar upon three existing lots on Jennifer Court at the intersection of Buck Island Road and May River Road. As a brief history – back in 2000 AEC permitted the Bright Commercial Subdivision master-planned for five individual commercial development parcels involving a new connector roadway between Buck Island Road and May River Road, incorporating both wet and dry utilities as well as storm drainage stub outs to each parcel. The development was designed, permitted and constructed under the Beaufort County development ordinance prior to annexation by the Town of Bluffton. Subsequently, Parker's convenience store was constructed upon two of the five parcels and, due to greater stormwater regulation, was required to provide additional water quality treatment consisting of shallow bioretention ponds/swales. The River Dog Brewing project parcels are identified as R600 039 000 0021 0000, R610 039 000 0756 0000, and R610 039 000 0757 0000. The property is zoned Neighborhood Core with the adjacent properties being the same.

STATUS[11.17.2022]: The application was approved with conditions at the November 16, 2022 Planning Commission meeting. Awaiting resubmitted documents addressing Planning Commission conditions.

7.18.23: Have not yet received resubmittal.

1.5.2024: Architectural items have been addressed by 1/5 resubmittal. Exempt plat, Development Plan and Lighting resubmittal still required.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE



Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XI. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-03-23-017836	03/28/2023	45 SLATER ST STREET	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: EIG14T RCCC 229 SC-Bluffton LLC **Owner:** EIG14T BBMA SC BLUFFTON LLC

PLAN DESCRIPTION: A request by Samantha Kozlowski, Development Manager, on behalf of the owners, EIG14T BBMA SC BLUFFTON, LLC for approval of a Certificate of Appropriates – Highway Corridor Overlay. The project consists of the construction of a +/- 11,953 SF Big Blue Marble Academy (child care facility), along with the related infrastructure, landscaping and lighting. The site is identified by tax map number R614 028 000 5285 0000, located at the intersection of Mill Creek Blvd. and Okatie Highway and is zoned Cypress Ridge PUD.

STATUS [3/29/2023]: Applicant notified of incomplete submittal via email 3/29/23. Awaiting Resubmittal. No Final DP has been submitted, missing landscape plan, lighting plan, dumpster elevations, color board

7.18.23: The Application was heard at the 6.28.23 Planning Commission meeting. It was tabled for the applicant to address PC comments. Awaiting resubmitted materials addressing PC comments prior to placing it back on the PC agenda.

10.23.23: The revised submittal has been placed on the 10.25.23 PC Agenda.

Approved. See attached.

Amendment submitted 5/8. Email sent to applicant that vents which have been placed on front elevation must be relocated to rear.

PROJECT NAME:

COFA-09-24-019355	09/23/2024	9220 EVAN WAY	Certificate of Appropriateness	Active	Charlotte Moore
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Applicant: Breck Delaney **Owner:** CVS 75651 SC, LLC

PLAN DESCRIPTION: A request by Shelbi D'Avignon of Boos Development Group, Inc. on behalf of CVS 7651 SC, LLC, for review of a Certificate of Appropriateness - Highway Corridor Overlay District application. The project consists of an 11,286 SF retail, clinic and pharmacy with drive through and associated infrastructure. The property is zoned Jones Estate PUD and consists of approximately 1.911 acres, identified by tax map number 6R610 036 000 0979 0000 located within the May River Crossing Master Plan and falls within the Town of Bluffton Highway Corridor Overlay District. (See DP-04-24-019111 for development plan set)

STATUS: This item will be heard at the October 30, 2024 Development Review Committee Meeting.

STATUS: COFA-HCO reviewed at 10.30.2024 DRC meeting. Awaiting final plan submission.

STATUS: This item will be heard at the January 22, 2025 Planning Commission meeting.

PROJECT NAME: TOWNE CENTRE AT NEW RIVERSIDE



Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XI. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-08-23-018440	08/31/2023	2411 OKATIE HWY HIGHWAY	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Witmer Jones Keefer Ltd.

Owner: Charlie and Brown

PLAN DESCRIPTION: Car Village: A request by Dan Keefer on behalf of Charlie and Brown LLC for review of a Certificate of Appropriateness - Highway Corridor Overlay District application. The project consists of 10,000 SF of commercial/luxury car dealership space, 10,000 SF of clubhouse space, 5 buildings divided into 31 office/condos with a car garage underneath and associated infrastructure. The property is zoned Village at Verdier PUD and consists of approximately 5.00 acres, identified by tax map number R610-021-000-0808-0000 and located on Highway 170 approximately 1,200 feet south of Seagrass Station Road.
Status: The application will be placed on the October 4, 2023 Development Review Committee Agenda for review.
Status 10.4.2023: The Application was heard at the 10.4. DRC. Awaiting Stormwater and Final DP review prior to submittal of a Final COFA application. PC members at the DRC meeting provided comment on the mass and scale facing 170, and indicated that if they send an informal resubmittal prior to Final submittal, staff and DRC members of the PC could provide feedback.
Status: Application is slated for the January 24 PC Agenda.
Status: The application was approved with conditions at the 1.24.2024 PC meeting. Awaiting resubmitted materials addressing PC conditions.
DRC Okay with revised windows. Awaiting color board/materials for all buildings and DP Approval.
7.17.2024: Still have not received Color board/materials for all buildings.
STATUS 10.09.2024: Reviewed by DRC. Awaiting final plan submittal for Planning Commission review.

PROJECT NAME:

COFA-01-24-018868	01/17/2024	1 JCS CV COVE	Certificate of Appropriateness	Active	Katie Peterson
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Applicant: Pearce Scott Architects

Owner: GOF, LLC

PLAN DESCRIPTION: JC's Cove Rec Building: A request by Pearce Scott Architects, on behalf of the Owner, Jim Saba, for a review of a Certificate of Appropriateness - HD to construct a new 2-story recreation building of approximately 2,915SF to be located at 1 JCs Cove, identified by tax map number R610 039 000 1129 0000, zoned Agricultural, and located within the Highway Corridor Overlay district.
Status: The Conceptual Application was heard by the DRC at their February 21, 2024 meeting and comments provided to applicant. Awaiting final submittal.

PROJECT NAME: JC'S COVE

Historic District



Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XI. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-03-24-019047 03/15/2024 34 TABBY SHELL RD ROAD Certificate of Appropriateness Active Charlotte Moore

Applicant: Clear Cut Construction **Owner:** William Glover

PLAN DESCRIPTION: A request by Clear Cut Construction, on behalf of the owner, William Glover, for the review of a Certificate of Appropriateness-HD to allow the construction of a new 2-story Single Family Residential Structure of approximately 2,325 SF and Carriage House structure of approximately 1,174 SF, located at 34 Tabby Shell Road, Lot 18 in the Tabby Roads Development, in the Old Town Bluffton Historic District, within the Neighborhood General - HD zoning district.
Status: The Application was heard at the April 15, 2024 HPRC meeting where comments were provided to the Applicant. Awaiting Final Submittal.
STATUS 09.19.2024: Final Plan received 09.03.2024. Scheduled for November 6 HPC.
STATUS (11.06.2024): Tabled to January 2025 meeting to address multiple HPC comments.
STATUS (12.06.2024): Emailed applicant for update on status of revision. Must be submitted no later than December 11 for a January HPC review.
STATUS (01.08.2025): HPC continued and directed applicant to attend January 21 HPRC meeting to discuss wall details.
STATUS (02.06.2025): Approved by HPC with conditions. Awaiting re-submission to show compliance.

PROJECT NAME: TABBY ROADS PHASE 1

COFA-11-21-016057 11/04/2021 58 CALHOUN ST Certificate of Appropriateness Active Katie Peterson

Applicant: Court Atkins Architects Inc **Owner:** May River Montessori

PLAN DESCRIPTION: May River Montessori: Awaiting resubmittal:
A request by Court Atkins Architects, Inc., on behalf of the owner, May River Montessori, for review of a Certificate of Appropriateness- HD to allow the construction of a new 2-story building of approximately 5,800 SF located at 58 Calhoun Street, in the Old Town Bluffton Historic District and zoned Neighborhood Center-HD.
STATUS [11/5/2021]: The application is currently being reviewed by Staff for conformance with the Unified Development Ordinance (UDO), Traditional Construction Patterns, and any development plans associated with the parcel and is scheduled for review by the HPRC at the December 6, 2021 meeting.
STATUS [12/8/2021]: The application was reviewed at the December 6, 2021 HPRC meeting and comments were provided to the Applicant. Staff is awaiting the approval of the Development Plan and submission of a final application for full HPC review.
STATUS [1.20.2023]: A Final Application has been received and the item is slated to be heard at the February 1, 2023 HPC meeting.
STATUS 2.1.2023: The Application was approved with conditions at the 2.1.23 HPC meeting. Staff is awaiting submittal of revised documents addressing all HPC Conditions.
3.27.2023: Revision received - Landscape Plan not in compliance and does not match DP. DP still not approved.

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Town of Bluffton
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Office of Planning and Community Development
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Active Cases

Certificate of Appropriateness

COFA-04-24-019070	04/01/2024	42 WHARF ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
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Applicant: John Montgomery

Owner: John Montgomery

PLAN DESCRIPTION: Residential: A request by John Montgomery for the review of a Certificate of Appropriateness-HD to allow the construction of a new 2-story Single Family Structure of approximately 2,120 SF and 2-story Carriage House structure of approximately 1,120 SF, to be located at 42 Wharf Street, in the Old Town Bluffton Historic District, within the Neighborhood General - HD zoning district.

Status: The Application was heard at the 4.22.2024 HPRC meeting, awaiting final submittal.

9/3/24: Applicant plans to build a 1.5story cottage on the property. House will have a covered porch in the front & screened porch off the kitchen in the middle of the house facing north. The building will be 1206 sq ft on the first and 800 sq ft on the second floor. It is a 3 bed 3 bath house which has been designed by Alison Ramsey Architects, a notable architect in Beaufort who has 40 years experience building houses in the low country including many in Bluffton. He has kept this house in tradition of the historic district in terms of building materials and design. The house will be within the ten foot setback on both sides of the house. In the backyard we will have a firepit in the yard as well as a landscaped turnaround for cars as shown in the landscape plan.

STATUS 9/16/24: A request by John Montgomery, applicant and owner, for review of a Certificate of Appropriateness - HD to construct a new 2-story residential structure of approximately 2,006 SF at 42 Wharf Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. Conceptual application is being reviewed and will be placed on the September 30, 2024 HPRC Agenda.

STATUS 09.30.24: HPRC meeting held. Awaiting final submission.

PROJECT NAME: OLD TOWN



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Office of Planning and Community Development
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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Certificate of Appropriateness

COFA-09-24-019336	09/13/2024	5812 GUILFORD PLACE	Certificate of Appropriateness	Active	Charlotte Moore
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Applicant: Court Atkins

Owner: Walter Strong III

PLAN DESCRIPTION: A request by Court Atkins Architects, Inc., Applicant, on behalf of Property Owner, 5812 Guilford Place, LLC, for approval of a Certificate of Appropriateness-HD to construct a new 2-story main building of approximately 2,400 square feet and a connected 2-story carriage house of approximately 1050 square feet at 5812 Guilford Place in Old Town Bluffton Historic District and the Stock Farm Development. The property is zoned Neighborhood General-HD.

Existing Conditions

Currently, 5812 Guilford Place is an empty lot with trees and foliage. There is a 2 Story building to the East and an empty lot to the West, with residential construction on the other side of Guilford Place.

Proposed Building Construction

The proposed architectural program for the project is a 2 story main structure with a 1170 SF tenant space on the first floor and the 1250 SF Alair Homes office on the second floor. The adjacent connected carriage house has a 525 SF tenant space on each floor. The expected occupancy for each space is Business. There are two exterior stairs, one off of May River Road and the other between the structures.

There are two tabby parapet walls, similar in character to the adjacent Hair and So On Salon and nearby Kelly Caron Designs. Trellises wrap the two-story entry porch off of May River Road, allowing plants to climb the building.

The architectural massing of the building includes simple roof forms with standing seam and asphalt shingle roofing. The exterior materials for the building will be cementitious fiber siding (horizontal and vertical). The porch railing will be metal.

STATUS (10.04.2024): To be reviewed by HPRC October 7. Plans have changed since pre-application meeting.

STATUS 10.07.2024: HPRC meeting held October 7. COFA-HD scheduled for 12.04.2024 HPC meeting.

STATUS 12.04.2024: HPC approved application with conditions; awaiting resubmittal addressing those conditions.

PROJECT NAME: OLD TOWN



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-05-24-019123	05/09/2024	128 BRIDGE ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Manuel Studio, LLC		Owner: Lynda Strong			
PLAN DESCRIPTION: A request by Ansley H Manuel, Architect, on behalf of the Owner Lynda Lee Googe Strong, for review of a Certificate of Appropriateness - HD to construct a new 2-story Carriage House at 128 Bridge Street, in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. Status: Application is being reviewed and will be heard at the 6/3/2024 HPRC meeting. Status 6.4.2024: Awaiting Final Submittal Status 8.28.2024: The final submittal has been received and is tentatively scheduled for the October HPC Agenda. STATUS 09.06.2024: Scheduled for October 2 HPC. STATUS 10.02.2024: Approved by HPC with conditions to be shown on final plan submission.					
PROJECT NAME:		OLD TOWN			
COFA-02-25-019582	02/05/2025	94 CALHOUN ST STREET	Certificate of Appropriateness	Active	Glen Umberger
Applicant: Quality Tradesmen LLC - USE THIS ACCOUNT		Owner: Steve Thomas			
PLAN DESCRIPTION: Rehabilitation of this historic property to a condition that is appropriate to its original visual design; while updating materials to ensure a long viable life to build a final product our team and the Town of Bluffton can be proud of. STATUS (02.06.2025): Scheduled for March 5, 2025 HPC meeting.					
PROJECT NAME:		OLD TOWN			
COFA-11-24-019458	11/22/2024	17 LAWRENCE ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Incircle Architecture		Owner: Jay & Lori Sofianek			
PLAN DESCRIPTION: A request by Christopher Epps (Incircle Architecture), on behalf of owners, Jay and Lori Sofianek, for review of a Certificate of Appropriateness - HD to allow the construction of a 2-story Carriage House of approximately 1199 SF located at 17 Lawrence Street in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS (12.09.2024): To be reviewed at 12.16.2024 HPRC meeting. STATUS (12.16.2024): Awaiting submission for HPC review. STATUS (01.27.2025): Scheduled for the 02.05.2025 HPC meeting. STATUS (02.06.2025): Approved by HPC with conditions. Awaiting revised plans to show compliance.					
PROJECT NAME:		OLD TOWN			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-02-25-019610	02/20/2025	41 STOCK FARM RD ROAD	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Dylan and Amanda Mingard		Owner: Dylan and Amanda Mingard			
PLAN DESCRIPTION: Applicant is requesting to build a new carport and enclosed storage area with an open attached breezeway.					
PROJECT NAME: OLD TOWN					
COFA-08-24-019275	08/09/2024	95 GREEN ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Low Tide Designs, Inc.		Owner: Glenda Mikulak			
PLAN DESCRIPTION: A request by Sam Liberti with Low Tide Designs, Inc., on behalf of the owner, Glenda Mikulak Roberts, for review of a Certificate of Appropriateness - HD to construct a new 2-story house of approximately 1,987 SF at 95 Green Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD. Status: Application is being reviewed and has been placed on the September 3, 2024 HPRC Agenda. Status (9/4): Awaiting Final Plan submission.					
PROJECT NAME: OLD TOWN					
COFA-01-24-018816	01/05/2024	22 BRUIN RD ROAD	Certificate of Appropriateness	Active	Katie Peterson
Applicant: Sean Lewis		Owner: Bertha Wooten			
PLAN DESCRIPTION: A request by Sean A. Lewis, on behalf of the Owner, Bertha Wooten, for a review of a Certificate of Appropriateness - HD to construct a new 1-story of approximately 1,695 with attached Carriage House of approximately 697 SF, to be located at 22 Bruin Road, in the Old Town Bluffton Historic district and zoned Neighborhood General- HD zoning District. Status 1.5.2024: The Application is being reviewed and will be placed on the 1/29/2024 HPRC Agenda. Status 1.30.24: Comments provided to the applicant. Awaiting final submittal.					
PROJECT NAME: OLD TOWN					



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Certificate of Appropriateness					
COFA-11-24-019448	11/18/2024	3 BLUE CRAB ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Vaccaro Architect, Inc.		Owner: Jennifer and Carl Myers			
PLAN DESCRIPTION: A request by Mike Vaccaro (Vaccaro Architecture, Inc.), on behalf of owners, Jennifer and Carl Myers, for review of a Certificate of Appropriateness - HD to allow the construction of a new 1.5-story Carriage House of approximately 678 SF and a new Carriage House of approximately 1013 SF attached to the main residence located at 3 Blue Crab Street in the Tabby Roads Development, Old Town Bluffton Historic District and zoned Neighborhood General-HD. STATUS (12.09.2024): To be reviewed by HPRC on 12.16.2024.					
PROJECT NAME:		OLD TOWN			
COFA-11-24-019447	11/15/2024	71 BRIDGE ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Johns, Edwin Jr.		Owner: Jim & Julie Lewellyn			
PLAN DESCRIPTION: A request by Ed Johns, Jr. (LowCountry Custom Built Homes), on behalf of owners, Jim and Julie Lewellyn, for review of a Certificate of Appropriateness - HD to allow the construction of a 2-story main residence of approximately 3412 SF and a 2-story Carriage House of approximately 1196 SF located at 71 Bridge Street in the Old Town Bluffton Historic District and zoned Neighborhood Conservation-HD. STATUS (12.09.2024): Scheduled for 12.16.2024 HPRC meeting. STATUS (12.16.2024): Main structure size and height too large for district. Revision to be reviewed by HPRC. STATUS (02.24.2025): Revisions provided; will be rescheduled for March 10 HPRC meeting.					
PROJECT NAME:		OLD TOWN			
COFA-02-25-019576	02/03/2025	82 PRITCHARD ST STREET	Certificate of Appropriateness	Active	Charlotte Moore
Applicant: Martelli Architects LLC		Owner: Kim Driscoll			
PLAN DESCRIPTION: A request by Keith Martelli (Martelli Architects), on behalf of the Owners, Mark and Kim Driscoll, for a review of a Certificate of Appropriateness - HD to alter an existing 2-story Carriage House of approximately 1198 square feet located at 82 Pritchard Street, in the Old Town Bluffton Historic district and zoned Neighborhood General- HD zoning District. The Carriage House is presently a garage and second-story bonus floor. The double car garage will be converted into a single car garage with a partial living space (bedroom and bathroom). The second floor bonus space will be converted into a kitchen and living space. A rear patio will be added, and the existing stairwell will have treads and railings replaced. STATUS (02.04.2025): Scheduled for February 24, HPRC meeting. STATUS (02.24.2025): Awaiting submittal for HPC.					
PROJECT NAME:		OLD TOWN			



Growth Management Application Update Report

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Active Cases

Certificate of Appropriateness

COFA-05-24-019155 05/24/2024 68 PRITCHARD ST STREET Certificate of Appropriateness Active

Applicant: Tony Pressley **Owner:** Tony & Alyssa Pressley

PLAN DESCRIPTION: A request by Tony and Alyssa Pressley for review of a Certificate of Appropriateness - HD to construct a new 2-story Carriage House of approximately 800 SF at 68 Pritchard Street, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD.
Status: The Conceptual Application will be reviewed at the June 17, 2024 HPRC meeting.
Status 6.20.2024: Awaiting final Submittal.
STATUS 10.07.2024: Final plan submitted; awaiting Town review.
STATUS 10.16.2024: Scheduled for November 6 HPC meeting.
STATUS (12.06.2024): Item was not scheduled for November agenda. Emailed applicant on 12.06.24 to check status of submission.
STATUS (01.31.2025): Emailed applicant with 2025 HPC submission schedule and meeting dates as there has been no contact since last Fall.

PROJECT NAME: OLD TOWN

COFA-02-25-019607 02/20/2025 1 HEAD OF THE TIDE Certificate of Appropriateness Active Charlotte Moore

Applicant: Graves Construction Co., Inc. **Owner:** Jason Alexander

PLAN DESCRIPTION: Applicant is requesting to replace trac gable vert with egress window. Add shed roof. Enclose porch for laundry & add two bedrooms updatirs.

PROJECT NAME: OLD TOWN

COFA-08-24-019268 08/02/2024 60 BRUIN RD ROAD Certificate of Appropriateness Active Charlotte Moore

Applicant: Pearce Scott Architects **Owner:** Chris Dalzell

PLAN DESCRIPTION: A request by Sarah Kepple with Pearce Scott Architects, on behalf of the owners, Chris Dalzell and Prestige Worldwide Properties, LLC, for review of a Certificate of Appropriateness - HD to construct a new 2-story Commercial Office structure of approximately 4,220 SF and Commercial Carriage House of approximately 1,100 SF at 60 Bruin Road, Lot 23 in the Tabby Roads Development, in the Old Town Bluffton Historic District and zoned Neighborhood General-HD
Status: Conceptual application is being reviewed and will be placed on the August 26, 2024 HPRC Agenda.
STATUS: HPRC meeting held. Awaiting resubmittal to take back to HPC.
STATUS (12.16.2024): Scheduled for January 8, 2025 HPC meeting.
STATUS (01.08.2025): Final Plan approved with conditions by HPC. Awaiting resubmittal of plan to show conformance.

PROJECT NAME: OLD TOWN



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Active Cases

Certificate of Appropriateness

COFA-11-23-018694	11/28/2023	1 BLUE CRAB STREET	Certificate of Appropriateness	Active	Charlotte Moore
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Applicant: Court Atkins

Owner: Palmetto Pops

PLAN DESCRIPTION: A request by Court Atkins Group, on behalf of the owner, April Perez, for a review of a Certificate of Appropriateness - HD to construct a new 2.5 story live/work building of approximately 3,180 SF with business and production facility on the first floor and a 1.5-story residential unit above, and a 2-story Carriage House of approximately 1,060 SF, to be located at 1 Blue Crab Street, Lot 27 in the Tabby Roads Development, in the Old Town Bluffton Historic district and zoned Neighborhood General - HD zoning District.

Status: Application is on HOLD. See attached email.

STATUS 5.10.2024: Hold has been removed and application has been placed on the May 20, 2024 HPRC Agenda.

Status 5.21.2024: Application was heard at the May 20th HPRC meeting where comments were provided to the applicant. Awaiting final submittal.

STATUS (11.06.2024): Scheduled for December HPC meeting.

STATUS (12.04.2024): Application approved with conditions at 12.04.2024 HPC meeting. Awaiting resubmittal addressing conditions.

PROJECT NAME: OLD TOWN

Total Certificate of Appropriateness Cases: 22

Comprehensive Plan Amendment

Comprehensive Plan Amendment



Growth Management Application Update Report

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Active Cases

Comprehensive Plan Amendment

COMP-01-24-018844	01/11/2024		Comprehensive Plan Amendment	Active	Aubrie Giroux
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Applicant: University Investments

Owner: University Investments

PLAN DESCRIPTION: Town Comprehensive Plan Amendment of the Future Land Use Map. This application is associated and will run concurrently with University Investment's applications for annexation, rezoning, Buckwalter PUD Text Amendment to create a new Land Use Tract to be known as Grande Oaks Commons, Buckwalter Development Agreement Amendment, and Buckwalter Concept Plan Amendment for parcels 12D, 14A, 14 & 16 which are currently part of the Grande Oaks PUD and located at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Drive. This application is associated with the following requests; ANNEX-11-23-018624, CPA-01-24-018845, ZONE-01-24-018840 (Map), ZONE-02-24-018991 (Text), and DAA-01-24-018842.

STATUS: Comments on the associated Concept Plan Amendment were heard at the March 27, 2024 meeting of the DRC.

STATUS: This request was heard at the May 22, 2024, Planning Commission Meeting as a Public Workshop item.

STATUS: The Public Hearing for the zoning map amendment and comprehensive plan amendment was held at the July 24, 2024, Planning Commission meeting.

STATUS: The Ordinance 1st Reading took place at the September 10, 2024 Town Council Meeting.

STATUS: The Ordinance 2nd Reading is tentatively scheduled for the November 12, 2024 Town Council meeting.

PROJECT NAME:

COMP-06-24-019187	06/17/2024	332 BUCK ISLAND RD ROAD	Comprehensive Plan Amendment	Active	Dan Frazier
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Applicant: Town of Bluffton

Owner: Town of Bluffton

PLAN DESCRIPTION: A request by the Town of Bluffton for a Comprehensive Plan Amendment of approximately 1.38 acres, located at 328, 330 and 332 Buck Island Road identified as Beaufort County Tax Map Numbers R 610 039 000 0016 0000 (328 and 330 Buck Island Road) and R610 039 000 018C 0000 (332 Buck Island Road) to change the Future Land Use Map Designation from Suburban Living to Neighborhood Center.

STATUS: This item was heard at the September 25, 2024 Planning Commission meeting.

STATUS: The First Reading is tentatively scheduled for the November 12, 2024 Town Council meeting.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Comprehensive Plan Amendment

COMP-05-24-019139	05/16/2024		Comprehensive Plan Amendment	Active	Aubrie Giroux
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Applicant: Town of Bluffton

Owner: Town of Bluffton

PLAN DESCRIPTION: A request for Comp Plan Amendment for approximately 2.14 acres located at 30 Davis Road and identified by Beaufort County Tax Map No. R600 029 000 0028 0000 to rezone the subject property to the Residential General (RG) District.
STATUS: This request was heard at the May 22, 2024, Planning Commission Meeting as a Public Workshop item.
STATUS: The Public Hearing for the zoning map amendment and comprehensive plan amendment was heard and recommendation approved at the July 24, 2024, Planning Commission meeting.
STATUS: First reading of ordinance at September 10, 2024 Town Council Meeting.

PROJECT NAME:

Total Comprehensive Plan Amendment Cases: 3

Concept Plan Amendment

Concept Plan Amendment

CPA-11-24-019441	11/08/2024		Concept Plan Amendment	Active	Dan Frazier
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Applicant: Lauren Niemiec

Owner: MFH LAND, LLC

PLAN DESCRIPTION: Applicant is requesting to convert commercial development to allocate for residential development for property owner by MFH Land, LLC with the community of New Riverside Village. The owner would like to convert seven and 29/100 acres of its commercial development into additional twenty-nine (29) units of residential allocation allowed by right under the terms of the Jones Estate Development Agreement and the New Riverside Concept Plan, both as amended, and the Partial Assignment of Development Right's and Obligations under Concept Plan.

PROJECT NAME: NEW RIVERSIDE VILLAGE



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Concept Plan Amendment

CPA-01-24-018845 01/11/2024 Concept Plan Amendment Active Dan Frazier

Applicant: University Investments **Owner:** University Investments

PLAN DESCRIPTION: A request by the property owner, Jake Reed of University Investments LLC, for approval of a concept plan amendment. The applicant is requesting to amend the Buckwalter Tract Development Agreement and Concept Plan to add 65.59 acres as Grande Oaks Commons, including an additional 32.0 acres of General Commercial acreage. The properties are currently zoned Grande Oaks Planned Unit Development in unincorporated Beaufort County and consist of 65.59 acres identified by tax map numbers R600-029-000-2410-0000 and R600-029-000-0014-0000 located in the northwest corner of the intersection of Buckwalter Parkway and Lake Point Drive. This application is associated with the following requests; ANNX-11-23-018624, COMP-01-24-018844, ZONE-01-24-018840 (Map), ZONE-02-24-018991 (Text), and DAA-01-24-018842.

STATUS: Comments on this application were heard at the March 27, 2024 meeting of the DRC.

STATUS: This request was heard at the May 22, 2024, Planning Commission Meeting as a Public Workshop item.

STATUS: The Public Hearing for the zoning map amendment and comprehensive plan amendment were heard at the July 24, 2024, Planning Commission meeting.

STATUS: The Ordinance 1st Reading took place at the September 10, 2024 Town Council Meeting.

STATUS: The Ordinance 2nd Reading is tentatively scheduled for the November 12, 2024 Town Council meeting.

PROJECT NAME:

Total Concept Plan Amendment Cases: 2

Designation of a Contributing Resource

Designation of a Contributing Resource

DCR-02-25-019613 02/20/2025 1 CALHOUN ST STREET Designation of a Contributing Resource Active Glen Umberger

Applicant: Phyllis Brown **Owner:** Ruth Joiner Brown

PLAN DESCRIPTION: Would like to remove contributing resource designation.

PROJECT NAME: OLD TOWN



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Total Designation of a Contributing Resource Cases: 1

Dev Agreement Amendment

PUD

DAA-02-25-019617	02/26/2025	380 FORDING ISLAND RD ROAD	Dev Agreement Amendment	Active	Dan Frazier
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Applicant: Beaufort County School District **Owner:** Indian Hill Associates LLC

PLAN DESCRIPTION: Amendment to the terms and obligations for the construction of the future North South Connector Road as established by the Buckwalter Development Agreement & Concept Plan 9th Amendment and other terms deemed necessary for certain properties located at 380 Fording Island Rd that are part of the Willow Run Tract which the Beaufort County School District has under contract.

PROJECT NAME:

DAA-11-24-019440	11/08/2024		Dev Agreement Amendment	Active	Dan Frazier
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Applicant: Lauren Niemiec **Owner:** MFH LAND, LLC

PLAN DESCRIPTION: Applicant is requesting to convert commercial development to allocate for residential development for property owner by MFH Land, LLC with the community of New Riverside Village. The owner would like to convert seven and 29/100 acres of its commercial development into additional twenty-nine (29) units of residential allocation allowed by right under the terms of the Jones Estate Development Agreement and the New Riverside Concept Plan, both as amended, and the Partial Assignment of Development Right's and Obligations under Concept Plan.

PROJECT NAME:

Total Dev Agreement Amendment Cases: 2

Development Agreement

Development Agreement



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Agreement

DA-01-24-018842 01/11/2024 Development Agreement Active Aubrie Giroux

Applicant: University Investments **Owner:** University Investments

PLAN DESCRIPTION: Annexation and rezoning of parcels 12D, 14A, 14 & 16. Part of the Grande Oaks Property at the NW corner of the intersections of Buckwalter Pkwy and Lake Point Dr into the Buckwalter PUD as Grande Oaks Commons. This application is associated with the following requests; ANN-11-23-018624, CPA-01-24-018845, ZONE-01-24-018840 (Map), ZONE-02-24-018991 (Text), and COMP-01-24-018844.

STATUS: Comments on the associated Concept Plan Amendment were heard at the March 27, 2024 meeting of the DRC.

STATUS: This request was heard at the May 22, 2024, Planning Commission Meeting as a Public Workshop item.

STATUS: The Public Hearing for the zoning map amendment and comprehensive plan amendment are tentatively scheduled for the July 24, 2024, Planning Commission meeting.

PROJECT NAME:

Total Development Agreement Cases: 1

Development Plan

Development Plan

DP-10-23-018541 10/05/2023 3000 BIG HOUSE PLANTATION ROAD Development Plan Active Dan Frazier

Applicant: Thomas & Hutton - USE THIS ACCOUNT **Owner:**

PLAN DESCRIPTION: A request by Drew Lonker of Thomas & Hutton, on behalf of Palmetto Bluff Uplands, LLC, for approval of a preliminary development plan. The project consists of general clearing, installation of water and sewer utilities, 2 sanitary sewer pump stations, dry utilities, storm drainage infrastructure and a pervious paver roadway to serve the proposed 31 single-family residential lots. The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 52.8 acres identified by tax map numbers R614 057 000 0001 0000 and R614 058 000 0001 0000, located east of the intersection of Old Anson Road and Bighouse Plantation Road, and includes Long Island and the adjacent causeway.

STATUS 11/9/23: Staff comments on the preliminary development plan application were heard at the November 8, 2023, meeting of the DRC. Awaiting final development plan submittal.

PROJECT NAME: Palmetto Bluff



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Active Cases					
Development Plan					
DP-02-25-019603	02/19/2025		Development Plan	Active	Dan Frazier
Applicant: University Investments LLC		Owner: University Investments			
PLAN DESCRIPTION: The project consists of constructing a 2 building commercial project, access, parking & utilities.					
PROJECT NAME:					
DP-03-24-019033	03/08/2024	224 MORELAND ROAD	Development Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: Palmetto Bluff Uplands, LLC / May River Forest, LLC			
PLAN DESCRIPTION: A request by Drew Lonker of Thomas & Hutton, on behalf of May River Forest, LLC, for approval of a preliminary development plan application. The project consists of creating 26 single family lots with associate infrastructure. The property is identified by tax map numbers R614-045-000-0024-0000, R614-046-000-0062-0000, R614-052-000-0059-0000, R614-057-000-0001 -0000, R614-057-000-0002-0000 and consists of 48.9 acres located along Old Moreland Road within the Palmetto Bluff PUD. Status: Staff comments on the Preliminary Plan were heard at the April 17, 2024 meeting of the DRC. Awaiting final submittal.					
PROJECT NAME:					
DP-02-23-017662	02/09/2023	1215 MAY RIVER ROAD	Development Plan	Active	Dan Frazier
Applicant: Ward Edwards, Inc. - USE THIS ACCOUNT		Owner: ERB Enterprises, LLC			
PLAN DESCRIPTION: A request by Anna Petitgout of Ward Edwards Engineering on behalf of Ed Goeas of ERB Enterprises LLC for approval of a preliminary development plan application. The applicant proposes to construct site infrastructure, including an internal streetscape, drives, parking, walks, utilities, drainage, and stormwater to serve four mixed-use lots, one commercial lot and four residential lots. The subject property contains three lots zoned Neighborhood General – HD (NG-HD), one lot zoned Neighborhood Core (NC), and two lots zoned Residential General (RG) and consists of 3.43 acres identified by tax map numbers R610 039 000 0114 0000, R610 039 000 0093 0000, R610 039 000 0094 0000, R610 039 000 0095 0000, R610 039 000 0096 0000, R610 039 000 0107 0000 located at 1203 – 1217 May River Road and 15 - 19 Jason Street, STATUS: Comments on the preliminary development plan were reviewed at the June 14, 2023, meeting of the DRC. STATUS: The preliminary development plan was approved at the September 27, 2023, Planning Commission meeting. Awaiting final development plan submittal. STATUS: The final development plan was heard at the July 10, 2024 meeting of the DRC. STATUS: A final development plan resubmittal was received on 9/10/24.					
PROJECT NAME: VAUX PROPERTY					



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Active Cases					
Development Plan					
DP-09-23-018499	09/21/2023	26 BRUIN RD ROAD	Development Plan	Active	Dan Frazier
Applicant: Maria Drawdy Owner: Alljoy DC, LLC					
PLAN DESCRIPTION: A request by Maria Drawdy on behalf of Troy Derda for approval of a preliminary land development application. The project consists of a two story building with a donut shop on the first floor and a residential unit on the second floor, associated parking and infrastructure. The property is identified by tax map number R610 039 00A 0416 0000 and consists of .21 acres located at 26 Bruin Road in the Neighborhood General Historic District.					
STATUS: Comments on the preliminary development plan were heard at the October 25, 2023 DRC Meeting.					
STATUS: The preliminary development plan was resubmitted on 11/20/23.					
STATUS: The Preliminary Development Plan was approved at the 12/20/23 Planning Commission Meeting. Awaiting final development plan submittal.					
PROJECT NAME: OLD TOWN					
DP-10-24-019406	10/16/2024		Development Plan	Active	Dan Frazier
Applicant: William Heintz Owner: Rolling Dough Properties LLC					
PLAN DESCRIPTION: A request by William Heintz of Kimley-Horn, on behalf of Rolling Dough Properties, LLC, for approval of a Preliminary Development Plan. The project consists of a 4,400 SF quick service restaurant with associated parking and infrastructure. The property is zoned Buckwalter PUD and consists of approximately 1.52 acres identified by tax map number R610 030 000 2002 000 and located at the southeast corner of Buckwalter Place Blvd and Innovation Drive within the Buckwalter Place Master Plan.					
STATUS: This application was heard at the November 20, 2024 Development Review Committee meeting.					
STATUS: This request will be heard at the January 22, 2025, Planning Commission meeting.					
PROJECT NAME: Buckwalter					



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Active Cases

Development Plan

DP-01-23-017616	01/27/2023	17 BUCKHEAD BAY ROAD	Development Plan	Active	Dan Frazier
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Applicant: Thomas & Hutton - USE THIS ACCOUNT

Owner:

PLAN DESCRIPTION: A request by John Paul Moore of Thomas & Hutton, on behalf of the property owner Citadel Bluffton, LLC for approval of a preliminary development plan. The project consists of the construction of one (1) 40,750 S.F. first floor and 30,000 S.F. second floor building consisting of storage units and 30 covered parking spaces. The property is zoned Palmetto Bluff Planned Unit Development and consists of +/- 3.2 acres identified by tax map number R614 046 000 0643 0000 located within the Palmetto Bluff Tract Master Plan.

Status: The preliminary development plan application was heard at the March 1, 2023 DRC meeting.

Status: Comments on the final development plan application were heard at the November 15, 2023, DRC meeting. Awaiting re-submittal.

STATUS: Additional comments were heard at the March 25, 2024 Development Review Committee meeting. Awaiting resubmittal.

PROJECT NAME:

DP-05-23-018081	05/23/2023		Development Plan	Active	Dan Frazier
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Applicant: Sturre Design & Development, LLC

Owner:

PLAN DESCRIPTION: A request by Jen Townsley of Palmetto Coastal Landscaping, on behalf of Hampton Lake Community Association, Inc., for the approval of a preliminary Development Plan. The project proposes to construct an enclosed storage area including a gravel storage yard, gravel access drive, stormwater BMP, and water service to utilize as vehicle and equipment storage for landscaping operations. The property is zoned Buckwalter PUD and consists of approximately 10.9 acres, identified by tax map number R614-029-000-1985-0000 located on Parklands Drive within the Brightwater Master Plan.

STATUS: Staff comments were heard at the June 28, 2023, meeting of the DRC. Awaiting re-submittal.

STATUS: The preliminary development plan was resubmitted on 11/22/23.

STATUS: The Preliminary Development Plan was approved at the 12/20/23 Planning Commission Meeting. Awaiting final development plan submittal.

PROJECT NAME:



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Active Cases

Development Plan

DP-08-22-017074	08/12/2022		Development Plan	Active	Dan Frazier
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Applicant: Thomas & Hutton

Owner:

PLAN DESCRIPTION: A request by Michael Hughes of Thomas & Hutton on behalf of May River Forest, LLC for approval of a development plan. The project consists of the general clearing, installation of utilities, drainage, grading and paving for +/- 5 miles of Old Anson Road beginning near the intersection of Old Moreland Road and Big House Landing Road and terminating on Big House Island near the Anson Marina. The property is zoned Palmetto Bluff PUD and consists of approximately 110.0 acres identified by tax map numbers R614 046 000 0062 0000, R614 052 000 0059 0000, R614 045 000 0024 0000, R614 045 000 0026 0000, and R614 057 000 0001 0000 located within the Palmetto Bluff Master Plan.

STATUS: Staff comments were reviewed at the September 14, 2022 meeting of the DRC.

STATUS: The final development plan application was submitted on May 19, 2023. Comments on the FDP submittal were reviewed at the June 21, 2023, meeting of the DRC. Awaiting re-submittal addressing FDP Staff Comments.

PROJECT NAME:

DP-06-24-019202	06/27/2024		Development Plan	Active	Dan Frazier
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Applicant: Thomas & Hutton - USE THIS ACCOUNT

Owner: Pulte Group

PLAN DESCRIPTION: A request by Sam Bellock of Pulte Home Company for approval of a Preliminary Development Plan for Phase 4 of Midpoint at New Riverside. The project consists of 90 single family lots, open space and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 32.0 acres identified by tax map number R610 044 000 0012 0000 located within the Midpoint at New Riverside Initial Master Plan.

STATUS: Comments on the Preliminary Development Plan were reviewed at the July 31, 2024, meeting of the DRC. Awaiting Final DP submittal.

PROJECT NAME: MIDPOINT AT NEW RIVERSIDE



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Active Cases

Development Plan

DP-10-22-017341 10/21/2022 110 PALMETTO BLUFF ROAD Development Plan Active Dan Frazier

Applicant: Thomas & Hutton **Owner:** Cleland Site Prep

PLAN DESCRIPTION: A request by John Paul Moore of Thomas & Hutton on behalf of Pritchard Farm, LLC for approval of a development plan. The project consists of 10 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 38 acres identified by tax map numbers R610 044 000 0136 0000, R610 044 000 0141 0000, R600 045 000 0001 0000, R610 044 000 0002 0000, R614 045 000 0052 0000, R614 045 000 0578 0000 and R600 045 000 0012 0000 located within Parcel 9 of the New Riverside Concept Master Plan.

STATUS UPDATE: Staff comments on the preliminary development plan were heard at the November 30, 2022 meeting of the DRC.

STATUS: The final development plan application was heard at the May 1, 2024, meeting of the DRC.

STATUS: The project is awaiting NPDES approval.

STATUS 12/26/24: The Applicant will submit a revised final development plan application to show 9 lots. This application will be routed for a 10-day review prior to going to DRC for consideration.

PROJECT NAME:

DP-12-24-019469 12/02/2024 32 BRUIN ROAD Development Plan Active Dan Frazier

Applicant: Witmer Jones Keefer Ltd. **Owner:** ABPAL, LLC

PLAN DESCRIPTION: A request by Daniel Keefer of Witmer Jones Keefer, Ltd., on behalf of James Atkins of ABPAL, LLC for approval of a Preliminary Development Plan. The project consists of subdividing the property into two building lots allocating space for the future accessory structures, parking, and associated infrastructure. The property is zoned Neighborhood General - Historic District (NC-HD) and consists of approximately 1.22 acres identified by tax map number R610 039 000 0274 0000 and located on the corner of Bruin Road and Pritchard Street.

STATUS: This item will be heard at the January 8, 2025 Development Review Committee meeting.

STATUS: The Applicant provided a resubmittal on February 7, 2025. The request is tentatively scheduled to be heard at the March 26, 2025 Planning Commission meeting.

PROJECT NAME:

OLD TOWN



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Active Cases					
Development Plan					
DP-09-24-019346	09/18/2024		Development Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: Pulte Group			
<p>PLAN DESCRIPTION: A request by John Paul Moore of Thomas and Hutton on behalf of Sam Bellock of Pulte Home Company for approval of a Preliminary Development Plan. The project consists of 70 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 26.0 acres identified by tax map number R610 044 000 0012 0000 located within the Midpoint of New Riverside Concept Master Plan.</p> <p>STATUS: This item was heard at the October 23, 2024 Development Review Committee meeting. Awaiting final development plan submittal.</p>					
PROJECT NAME:		MIDPOINT AT NEW RIVERSIDE			
DP-08-24-019315	08/30/2024		Development Plan	Active	Dan Frazier
Applicant: Pulte Group		Owner:			
<p>PLAN DESCRIPTION: A request by Sam Bellock of Pulte Home Company for the approval of a Preliminary Development Plan. The project consists of an amenity center, swimming pool, playground, pickle ball courts, and associated site infrastructure. The property is zoned New Riverside PUD and consists of approximately 3.1 acres identified by tax map number R610 044 000 0012 0000 and located at Mint Meadows and Sea Glass Lane within the Midpoint at New Riverside Master Plan.</p> <p>STATUS: This item was be heard at the October 9, 2024 Development Review Committee Meeting.</p>					
PROJECT NAME:		MIDPOINT AT NEW RIVERSIDE			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

DP-12-23-018802	12/27/2023	21 MAIDEN LANE	Development Plan	Active	Dan Frazier
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Applicant: Sturre Design & Development, LLC

Owner:

PLAN DESCRIPTION: A request by Nathan Sturre of Sturre Engineering on behalf of the property owner Hinton Vacation Properties, LLC, for approval of a preliminary development plan application. The project proposes the development of a thirteen (13) lot mixed-use subdivision containing eleven (11) single-family residential lots, two (2) mixed-use lots, common open space, and associated infrastructure. The properties are zoned Neighborhood General – Historic District (NG-HD) and consist of 3.58 acres identified by tax map numbers R610 039 00A 0042 0000 and R610 039 00A 042A 0000 located on the south side of May River Road west of Pritchard Street.

STATUS: Comments on the preliminary development plan were reviewed at the January 31, 2024, meeting of the DRC.

STATUS: The preliminary development plan was re-submitted on February 26, 2024. STATUS 02/28/24: The Applicant requested to withdraw the application as submitted and may provide a re-submittal in the future.

STATUS: Comments on the preliminary development plan resubmittal was reviewed at the May 1, 2024, meeting of the DRC. The Application was placed on the 5/22 Agenda for the Planning Commission. The Applicant withdrew the application from the agenda during the discussion to address PC Concerns.

Awaiting resubmittal for Planning Commission

STATUS: Pre-app held for new design 09/05/2024. Awaiting submittal for preliminary.

PROJECT NAME: OLD TOWN

DP-04-22-016574	04/07/2022	58 CALHOUN ST	Development Plan	Active	Dan Frazier
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Applicant: Ward Edwards, Inc. - USE THIS ACCOUNT

Owner: May River Montessori

PLAN DESCRIPTION: A request by Conor Blaney of Ward Edwards Engineering, on behalf of May River Montessori, Inc., for approval of a preliminary development plan. The project consists of the construction of a new classroom building adjacent to the existing May River Montessori facility. The property is zoned Neighborhood Center Historic District (NCE-HD) and consists of approximately 0.65 acres identified by tax map number R610 039 00A 0123 0000 located at 58 Calhoun Street.

STATUS: Development plan comments were reviewed at the 5/11/22 meeting of the DRC.

STATUS: At the June 22, 2022, Planning Commission meeting, the applicant requested "withdrawal of the application to provide additional information".

STATUS: The Applicant resubmitted on July 28, 2022.

STATUS: The preliminary development plan was approved with conditions at the September 28, 2022, Planning Commission meeting.

STATUS: Staff comments on the final development plan were heard at the February 1, 2023 meeting of the DRC. Awaiting resubmittal.

STATUS: Project is still active as of July 5, 2023. The applicant would like to obtain the Town's site development permit once the state land disturbance permit is obtained.

PROJECT NAME: OLD TOWN



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Active Cases

Development Plan

DP-10-24-019391 10/10/2024 Development Plan Active Dan Frazier

Applicant: Ward Edwards, Inc. - USE THIS ACCOUNT

Owner: Eric Zwilsky

PLAN DESCRIPTION: A request by Brad Buss of Ward Edwards Inc., on behalf of Eric Zwilsky of 1 Corinthians, LLC, for approval of a Preliminary Development Plan. The project consists of a 15,400 SF basketball-focused fitness facility with associated access, parking, utilities and stormwater infrastructure. The property is zoned General Mixed Use (GMU) and consists of approximately 6.0 acres identified by tax map numbers R610 031 000 0212 0000 and R610 031 000 0173 0000.

STATUS: This item was heard at the November 13, 2024 Development Review Committee meeting.

STATUS: This request has been added to the December 18, 2024 Planning Commission agenda.

STATUS: The Preliminary Development Plan was APPROVED. Awaiting final development plan submittal.

PROJECT NAME: WESTBURY PARK COMMERCIAL

DP-10-24-019407 10/18/2024 45 CAMP EIGHT ROAD Development Plan Active Dan Frazier

Applicant: Thomas & Hutton - USE THIS ACCOUNT

Owner: Palmetto Bluff Uplands, LLC / May River Forest, LLC

PLAN DESCRIPTION: Palmetto Bluff is continuing development with the Commissary Campus. The project is located within the Palmetto Bluff PUD at the southwestern corner of the Old Moreland Road and Laurel Oak Bay Road intersection, north of The Farm.

The project area includes parcels R614-045-000-0026-0000 and R614-046-000-0062-0000. The total project area is +/- 38.4 acres. The Project scope shall consist of general clearing, grading, water, storm, and sewer infrastructure, and parking areas to serve the commissary kitchen building, storage structure, and future development within the project area.

PROJECT NAME: PALMETTO BLUFF PHASE 1



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Active Cases					
Development Plan					
DP-09-22-017188	09/13/2022		Development Plan	Active	Dan Frazier
Applicant: Witmer Jones Keefer Ltd.		Owner:			
<p>PLAN DESCRIPTION: A request by Carey Levow of Crowne at Buck Island, Limited Partnership on behalf of the property owner, Buck Island Partners, LLC for approval of a preliminary development plan application. The project consists of an apartment complex containing 4 proposed 4 story multi-family buildings and associated open space, amenities, parking, and stormwater management. The property is zoned Light Industrial and consists of approximately 10.11 acres identified by tax map number R610 039 000 0180 0000 located at 412 Buck Island Road.</p> <p>STATUS: Staff comments on the preliminary development plan were reviewed at the October 19, 2022 meeting of the DRC.</p> <p>STATUS: The Applicant resubmitted on November 14, 2022.</p> <p>STATUS: The Preliminary Development Plan was approved at the December 14, 2022, Planning Commission. Awaiting final development plan submittal.</p>					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			
DP-03-24-019066	03/26/2024	9 BRUIN ROAD	Development Plan	Active	Dan Frazier
Applicant: Witmer Jones Keefer Ltd.		Owner: Eugene Marks			
<p>PLAN DESCRIPTION: A request by Jonathan Marsh of Witmer Jones Keefer, Ltd, on behalf of the property owner, Eugene Marks of JOHA LLC, for approval of a preliminary development plan. The project proposes the installation of site infrastructure including internal drive, access, parking, walks, utilities, drainage, and stormwater infrastructure to support one existing residential unit and the future development of three mixed-use commercial lots and two mixed-use carriage houses for a combined total square footage of +/- 19,100 SF. The property is zoned Neighborhood Commercial – Historic District (NC-HD) and consists of approximately 0.79 acres identified by tax map number R610 039 00A 0021 0000 located at the northeast corner of Bluffton Road and Bruin Road.</p> <p>Status: Staff comments on the preliminary development plan was heard at the May 1, 2024, meeting of the DRC.</p> <p>Status: The preliminary development plan application was approved at the June 26, 2024 Planning Commission agenda. Awaiting final development plan submittal.</p>					
PROJECT NAME:		OLD TOWN			



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Active Cases

Development Plan

DP-04-24-019111	04/30/2024	9220 EVAN WAY	Development Plan	Active	Dan Frazier
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Applicant: Breck Delaney **Owner:** CVS 75651 SC LLC

PLAN DESCRIPTION: A request by Shelbi D'Avignon on behalf of the property owner CVS 75651 SC LLC for review of a preliminary development plan. The project consists of an 11,286 SF retail, clinic and pharmacy with drive through, and associated infrastructure. The property is zoned Jones Estate Planned Unit Development and consists of approximately 1.911 acres identified by tax map number R610 036 000 0979 0000 located within the May River Crossing Master Plan.

STATUS: The preliminary development plan was reviewed at the June 5, 2024 DRC meeting.

STATUS: A Preliminary Development Plan resubmittal was provided on July 17, 2024.

STATUS: The Preliminary Development Plan will be considered at the 8/28/24 Planning Commission Meeting.

STATUS 8/29/24: The Preliminary Development Plan was APPROVED. Awaiting stormwater permit and final DP submittal.

PROJECT NAME:

DP-06-24-019190	06/18/2024	4 PARKSIDE DRIVE	Development Plan	Active	Dan Frazier
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Applicant: Joel Taylor **Owner:** Parcel C5 LLC

PLAN DESCRIPTION: A request by Joel C. Taylor of Tenet Healthcare, on behalf of Parcel C5 LLC, for approval of a Preliminary Development Plan. The project consists of a free-standing emergency department and medical offices in a single building to include approximately 50,250 SF. Proposed drives, parking, landscaping, utilities and supporting infrastructure. The property is zoned Buckwalter PUD and consists of approximately 10.9 acres identified by tax map numbers R610 022 000 1073 0000, R610 022 000 1081 0000, R610 022 000 1082 0000, R610 022 000 1084 0000 and located on the southeast corner of Buckwalter Parkway and Parkside Drive within the Buckwalter Commons. Status: The preliminary development plan application was heard at the July 24, 2024 meeting of the Development Review Committee. The application was resubmitted on July 31, 2024.

STATUS: The Preliminary Development Plan was approved at the 8/28/24 Planning Commission Meeting. Awaiting Final DP submittal.

STATUS: The Final Development Plan submittal was reviewed at the 1/15/25 Development Review Committee. A letter from Beaufort County stating that they are okay with the Town's approval of this development plan was submitted on 2/11/25.

STATUS 2/21/25: The Development Plan is Conditionally Approved. A Certificate of Occupancy will not be issued prior to the completion of the median extension and turn lane removal work at the Ludlow Street intersection. The Developer shall be responsible for constructing this work prior to the issuance of Certificate of Occupancy. This work is further described in the Beaufort County TIA approval letter included in the approved development set.

PROJECT NAME:



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Active Cases					
Development Plan					
DP-01-25-019535	01/13/2025		Development Plan	Active	Dan Frazier
Applicant: R. Stewart Design, LLC		Owner: Olympia Rymko			
<p>PLAN DESCRIPTION: A request by Randolph Stewart , on behalf of Olympia Rymko for approval of a Preliminary Development Plan application. The project consists of lots, each with one mixed use building and one carriage house with associated infrastructure. The property is zoned Neighborhood Center - Historic District and consists of approximately 0.29 acres identified by tax map numbers R610 039 00A 0254 0000 and R610 039 00A 0385 0000 located on the northeast corner of Boundary Street and Green Street.</p> <p>STATUS: This item will be heard at the February 19, 2025 Development Review Committee meeting.</p>					
PROJECT NAME:		OLD TOWN			
DP-06-24-019163	06/06/2024	87 SIMMONSVILLE ROAD	Development Plan	Active	Dan Frazier
Applicant: Carolina Engineering Consultants, Inc.		Owner: One Bluff Park LLC			
<p>PLAN DESCRIPTION: A request by David Karlyk, PE of Carolina Engineering, on behalf of One Bluff Park for approval of a Preliminary Development Plan. The project consists of constructing a 4,265 sq. ft. automated car wash with associated parking and infrastructure. The property is zoned Shultz PUD and consists of approximately 1.49 acres identified by tax map number R610 031 000 1691 0000 and located at the northeast corner of Bluffton Parkway and Simmonsville Road within the Bluffton Park Master Plan.</p> <p>STATUS: The preliminary development plan was heard at the Development Review Committee meeting on July 17, 2024. A resubmittal was provided on July 22, 2024.</p> <p>STATUS: The Preliminary Development Plan was approved at the 8/28/24 Planning Commission Meeting. Awaiting final DP submittal.</p>					
PROJECT NAME:		BUCK ISLAND/SIMMONSVILLE			



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Active Cases

Development Plan

DP-06-22-016804	06/01/2022	6201 JENNIFER CT	Development Plan	Active	Dan Frazier
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Applicant: Witmer-Jones-Keefer, Ltd.

Owner: Michael Bradley Holdings, LLC

PLAN DESCRIPTION: A request by Witmer Jones Keefer, Ltd for approval of a preliminary development plan application. The project proposes the construction of a ±50,000 SF two-story building that includes a +/-20,000 square foot production brewery, and a +/-30,000 square foot space allocated to restaurant tenants, retail tenants, business offices, and a tasting room. The property is zoned Neighborhood Core (NC), identified by tax map numbers R610 039 000 0021 0000, R610 039 000 0756 0000, and R610 039 000 0757 0000 and located on three existing lots on Jennifer Court at the intersection of Buck Island Road and May River Road.

STATUS UPDATE: Staff comments were heard at the July 6 meeting of the DRC.

STATUS UPDATE: The application was approved with conditions at the August 24, 2022, Planning Commission meeting.

STATUS UPDATE: Staff comments on the final development plan were heard at the November 30, 2022 meeting of the DRC.

STATUS UPDATE: Final development plans were resubmitted on December 7, 2023.

STATUS UPDATE: Staff provided the applicant with comments on the final development plan re-submittal on December 22, 2023.

STATUS: Awaiting resubmittal.

PROJECT NAME: BUCK ISLAND/SIMMONSVILLE

DP-03-24-019067	03/26/2024	2800 MAY RIVER CROSSING	Development Plan	Active	Dan Frazier
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Applicant: Ryan Lyle

Owner: First Chatham Bank

PLAN DESCRIPTION: A request by Ryan Lyle of Davis & Floyd, Inc on behalf of Russell Baxley of Beaufort Memorial Hospital for approval of a preliminary development plan. The project consists of the construction of a 5,000 SF medical office building with associated parking and pedestrian access. The property is zoned Jones Estate Planned Unit Development and consists of approximately 1.37 acres identified by tax map number R610 036 000 3212 0000 and located within the May River Crossing Master Plan.

Status: Staff comments on the preliminary development plan were heard at the May 1, 2024, meeting of the DRC. Resubmittal was made 5/14/24 for June 26, 2024 Planning Commission consideration.

Status: The preliminary development plan application was conditionally approved at the June 26, 2024 Planning Commission meeting. Awaiting final development plan submittal.

PROJECT NAME: May River Crossing



Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

Section XI. Item #1.

Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-08-23-018338	08/01/2023	1 JCS COVE	Development Plan	Active	Dan Frazier
Applicant: Sturre Design & Development, LLC		Owner: James Saba			
<p>PLAN DESCRIPTION: A request by Nathan Sturre of Sturre Engineering on behalf of the property owner James Saba, for approval of a preliminary development plan application. The project proposes the construction of a 2,786 SF recreation building to serve the six (6) single family residences at JC's Cove. The property is zoned Agriculture (AG) and consists of 1.53 acres identified by tax map number R610 039 000 1129 0000 located on the south side of May River Road approximately 1,200 feet east of Buck Island Road.</p> <p>STATUS: Staff comments on the preliminary development plan was reviewed at the September 6, 2023 meeting of the DRC.</p> <p>STATUS: The preliminary development plan was heard at the September 27, 2023, Planning Commission meeting. Conceptual COFA was heard at the 2/21/24 DRC meeting. Awaiting final development plan submittal.</p>					
PROJECT NAME:		JC'S COVE			
DP-09-24-019351	09/19/2024	45 CAMP EIGHT ROAD	Development Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: Palmetto Bluff Uplands, LLC / May River Forest, LLC			
<p>PLAN DESCRIPTION: A request by Drew Lonker of Thomas and Hutton on behalf of May River Forest, LLC for approval of a Preliminary Development Plan. The project consists of 59 single family residential lots and associated infrastructure. The property is zoned Palmetto Bluff Planned Unit Development and consists of approximately 80.1 acres identified by tax map number R614 045 000 0026 0000, R610 045 000 0576 0000, R614 046 000 0062 0000, R614 046 000 0401 0000 located at the intersection of Old Moreland Road and Laurel Oak Bay Road within the Palmetto Bluff Tract Master Plan.</p> <p>STATUS: This item was heard at the October 23, 2024 Development Review Committee Meeting. Awaiting final development plan submittal.</p>					
PROJECT NAME:		PALMETTO BLUFF PHASE 1			
DP-07-24-019259	07/30/2024	1W WHITEHOUSE PLANTATION ROAD	Development Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: Will Howard			
<p>PLAN DESCRIPTION: A request by Drew Lonker of Thomas & Hutton, on behalf of Palmetto Bluff Uplands, LLC for approval of a Preliminary Development Plan. The project scope consists of general clearing, installation of water and sewer utilities, a sanitary sewer pump station, dry utilities, storm drainage infrastructure and a asphalt roadway to serve the proposed 12 single-family residential lots. The property consists of approximately 27.35 acres identified by tax map numbers R614 045 000 0024 0000 and R614 046 000 0062 0000 and located within the Palmetto Bluff PUD.</p> <p>STATUS: This item was heard at the September 4, 2024 Development Review Committee meeting. Awaiting resubmittal.</p>					
PROJECT NAME:					



Growth Management Application Update Report

Town of Bluffton
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Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan

Public Project

DP-12-23-018739	12/05/2023	3829 OKATIE HWY HIGHWAY	Development Plan	Active	Dan Frazier
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Applicant: Town of Bluffton

Owner: Town of Bluffton

PLAN DESCRIPTION: A request by Constance Clarkson on behalf of the Town of Bluffton for approval of a public project. The project consists of surface improvements to the New River Linear Trail, construction of a pier at the southern trail terminus and restroom facilities at the trailhead parking lot. The properties are zoned Jones Estate Planned Unit Development and New Riverside Planned Unit Development and consists of approximately 42.7 acres identified by tax map numbers R610 028 000 0018 0000, R610 035 000 0016 0000 and R614 035 000 0011 0000, and located within the Cypress Ridge Master Plan and Heritage at New Riverside Master Plan.
STATUS: Comments for the public project were reviewed at the January 3, 2024, meeting of the DRC. Awaiting resubmittal.
STATUS 03/15/24: The project manager is negotiating an easement agreement with Central Electric and Santee Cooper.
STATUS 08/28/24: Awaiting easement agreement. Projected end of September.

PROJECT NAME:

DP-10-24-019422	10/30/2024	72 BRIDGE ST STREET	Development Plan	Active	Dan Frazier
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Applicant: Kathleen Duncan

Owner: Town of Bluffton

PLAN DESCRIPTION: A request by Kathleen Duncan of J.K. Tiller Associates, on behalf of the Town of Bluffton, for the approval of a Public Project. The project proposes the redevelopment of the Sarah Riley Hooks Cottage. The property is identified by tax map numbers R610 039 00A 159B 0000, R610 039 00A 159A 0000, and R610 039 00A 0159 0000, consists of 0.948 acres and is located at 76 Bridge Street in the Neighborhood General Historic District.
STATUS: This item will be heard at the November 27, 2024 Development Review Committee meeting.
STATUS: Meadors, Inc. provided architectural drawings for the demolition of the Contributing Resource and the construction of a new structure using as much historic material as possible will be heard for comment only at the February 5, 2025 Historic Preservation Commission meeting.

PROJECT NAME: OLD TOWN



Growth Management Application Update Report

Town of Bluffton
Department of Growth Management
Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

Attachment

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Development Plan					
DP-11-24-019435	11/04/2024	74 BRIDGE ST STREET	Development Plan	Active	Dan Frazier
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: A request by Constance Clarkson on behalf of the Town of Bluffton for the approval of a Public Project application. The project consists of roadway, sidewalk, parking and drainage improvements in the Bridge Street right-of-way in Old Town Bluffton. STATUS: This item was heard at the December 18, 2024 Development Review Committee meeting.					
PROJECT NAME:		OLD TOWN			
DP-10-23-018587	10/19/2023	800 BUCKWALTER PARKWAY	Development Plan	Active	Dan Frazier
Applicant: Wood and Partners, Inc.		Owner: Town of Bluffton			
PLAN DESCRIPTION: A request by Eric Walsnovich of Wood + Partners, Inc, on behalf of the property owner, Town of Bluffton, for approval of a public project. The project proposes the construction of four new soccer fields; a new restroom building; renovations to the existing restroom building; new parking areas, driveways and sidewalks; storm water management facilities; associated utilities; lighting; site furnishings and landscaping. The property is zoned Buckwalter Planned Unit Development and consists of approximately 142.9 acres identified by tax map number R610 038 000 0053 0000 located within the Buckwalter Recreation Center Master Plan. Status: Comments on the public project were reviewed at the November 15, 2023, meeting of the DRC. Status 4/15/24: The applicant has submitted for Stormwater Permit and it is currently under review.					
PROJECT NAME:					
DP-08-24-019296	08/20/2024	22 WATER ST STREET	Development Plan	Active	Dan Frazier
Applicant: Town of Bluffton		Owner: Town of Bluffton			
PLAN DESCRIPTION: A request by Charles Savino on behalf of the Town of Bluffton for approval of a Public Project. The project consists of the installation of sewer mains and sewer lateral for parcels within the Old Town Bluffton Historic District. The project also includes connection of a dwelling to the sewer main. The work areas are located in the ROW of Water Street, Green Street, Lawrence Street, and will include encroachments into Boundary Street. STATUS: This item was heard at the September 18, 2024 Development Review Committee Meeting. STATUS 2/12/25: Resubmittal provided. Only awaiting NPDES Approval prior to Public Project Approval.					
PROJECT NAME:		OLD TOWN			



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Office of Planning and Community Development
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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Total Development Plan Cases: 34

Development Plan Amendment

NA

DPA-02-25-019598	02/18/2025	15 TOWNE DR DRIVE	Development Plan Amendment	Active	Dan Frazier
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Applicant: Dynamic Engineering Consultants, PC

Owner: Jane Cooper LLC

PLAN DESCRIPTION: JP Morgan Chase Bank wishes to renovate the subject site into Chase Bank with a drive-through ATM. The site is located within the Belfair Planned Unit Development which is within the Highway Corridor Overlay District (HCO).

PROJECT NAME: BELFAIR TOWNE VILLAGE

DPA-11-24-019439	11/06/2024	5 LAWTON ST STREET	Development Plan Amendment	Active	Dan Frazier
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Applicant: Maria Drawdy

Owner: James Jeffcoat

PLAN DESCRIPTION: A request by Maria Drawdy on behalf of James and Michele Jeffcoat Revocable Trust for approval of a Development Plan Amendment. The project consists of the demolition of the existing storage shed and construction of an accessory dwelling unit with associated parking, landscaping, and infrastructure. The property is zoned Neighborhood Center - Historic District identified by tax map number R610 039 00A 0093 0000.

STATUS: This Development Plan Amendment application was heard at the November 13, 2024, meeting of the DRC.

STATUS: A DPA Resubmittal was received on November 21, 2024.

PROJECT NAME: OLD TOWN



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20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Development Plan Amendment

DPA-09-22-017226 09/23/2022 Development Plan Amendment Active Dan Frazier

Applicant: Tabby Road HOA **Owner:** Tabby Road HOA

PLAN DESCRIPTION: A request by Tabby Roads HOA for approval of a development plan amendment application. The project consists of closing the Tabby Shell Road entrance from Burnt Church Road. The property is identified by tax map number R610 039 000 1235 0000 and is zoned Neighborhood General -HD.

Status: This item is on the October 26, 2022 DRC Meeting agenda.

Status 11-29-22: Revisions are required. Waiting on revisions to be submitted.

Status 1-9-23: Plans have been conditionally approved by the Town of Bluffton. The Town requires approval from SCDOT and BJWSA for the road closing prior to issuing Final Approval. SCDOT has issued their encroachment permit. Waiting on BJWSA approval.

PROJECT NAME: TABBY ROADS PHASE 1

Total Development Plan Amendment Cases: 3

Master Plan

NA



Growth Management Application Update Report

Town of Bluffton
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Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
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Active Cases

Master Plan

MP-04-22-016566	04/06/2022		Master Plan	Active	Dan Frazier
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Applicant: Village Park Communities, LLC

Owner: Village Park Communities, LLC

PLAN DESCRIPTION: A request by Dan Keefer of Witmer Jones Keefer, LTD, on behalf of Village Park Communities, LLC, for approval of Alston Park Phase 3 Master Plan. The project consists of a maximum of 76 dwelling units, park/open spaces and related infrastructure. The subject property, comprised of 2 parcels totaling approximately 63 acres, is identified by Beaufort County 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 within the New Riverside PUD.

STATUS: Initial Master Plan comments were reviewed at the 5/11/22 meeting of the DRC.

STATUS: The Initial Master Plan request received a recommendation of approval at the February 22, 2023, Planning Commission meeting.

STATUS 04/01/24: The Holly Hill Lane Plat is being recorded. A community meeting is tentatively scheduled for May 1, 2024. The application will advance to Town Council once the plat is recorded and the community meeting has been held.

STATUS 5/14/24: A community meeting was held.

STATUS 11/22/24: The Holly Hill Lane Subdivision Plat was approved by the Town (SUBD-10-24-019402) and recorded (PB BK 165 Pgs 1-5).

STATUS 12/9/24: The application was updated based on the minor parcel line adjustments related to the Holly Hill Lane Subdivision Plat.

STATUS: The application is scheduled to be heard at the 2/11/25 Regular Town Council Meeting.

PROJECT NAME: ALSTON PARK

MP-01-25-019524	01/03/2025		Master Plan	Active	Dan Frazier
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Applicant: Thomas & Hutton - USE THIS ACCOUNT

Owner: University Investments LLC

PLAN DESCRIPTION: A request by Jake Reed of University Investments, LLC, for approval of an Initial Master Plan application. The project will be developed in accordance with the standards set forth in the Buckwalter PUD Concept Plan and exact locations of buildings, roads, open space, and associated infrastructure may vary at the time of Development Permit applications based on market conditions and environmental constraints. The property is zoned Buckwalter PUD and consists of approximately 114.55 acres identified by tax map numbers R610 029 000 0611 0000, R610 029 000 2343 0000, R610 029 000 2344 0000, R600 029 000 2410 0000, R600 029 000 2487 0000, R600 029 000 0014 0000, and R600 029 000 2484 0000 and located at the southwest corner of the intersection of Buckwalter Parkway and Bluffton Parkway. STATUS: This Initial Master Plan application was heard at the February 12, 2025 Development Review Committee meeting. Awaiting resubmittal.

PROJECT NAME:

Total Master Plan Cases: 2



Growth Management Application Update Report

Town of Bluffton
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20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
General					
SUB-09-24-019356	09/23/2024	154 CAROLINA OAKS AVE AVENUE	Subdivision Plan	Active	Dan Frazier
Applicant: Thomas and Hutton		Owner: K Hovnanian Four Seasons			
PLAN DESCRIPTION: A request by TJ Behm of Thomas & Hutton, on behalf of Steven Baker of K. Hovnanian Homes for approval of a Subdivision application. The project consists of creating 50 single-family lots out of one existing parcel, identified by tax map number R614 028 000 0002 0000, with associated right-of-way and common areas. The property is zoned Jones Estate PUD and consists of approximately 39.463 acres located west along Carolina Oaks Ave and South along Brandywine Lane. STATUS: This item will be heard at the October 30, 2024 Development Review Committee meeting.					
PROJECT NAME:		Four Seasons at Carolina Oaks			
SUB-09-24-019348	09/18/2024	97 GOETHE RD ROAD	Subdivision Plan	Active	Dan Frazier
Applicant: Pearce Scott Architects		Owner: Clifford Bush, III			
PLAN DESCRIPTION: A request by Pearce Scott Architects, on behalf of Clifford Bush, III, for approval of a Subdivision application. The project consists of subdividing 0.28 acres to create a Western parcel, 0.11 acres, and an Eastern Parcel, 0.17 acres. The property is zoned Residential General and consists of approximately 0.28 acres identified by tax map number R610 039 000 040B 0000. STATUS: This item will be heard at the October 2, 2024 Development Review Committee Meeting.					
PROJECT NAME:		Schultz/Goethe			
SUB-09-24-019334	09/12/2024		Subdivision Plan	Active	Dan Frazier
Applicant: Thomas & Hutton		Owner: LSSD New Riverside, LLC			
PLAN DESCRIPTION: A request by Tyler Vaughn of Thomas and Hutton, on behalf of LSSD New Riverside, LLC, for approval of a subdivision application. The project consists of the subdivision to create 83 single-family lots with associated right of way and common areas for Phase 9 of Heritage at New Riverside. The property is zoned New Riverside PUD and consists of approximately 26.9 acres identified by tax map numbers R614 035 000 1362 0000 and R614 035 000 1318 0000 and located West of the HWY46/170 intersection within the Heritage at New Riverside Master Plan. STATUS: This item will be heard at the October 16, 2024 Development Review Committee Meeting.					
PROJECT NAME:		HERITAGE AT NEW RIVERSIDE PHASE 8 & 9			



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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-01-25-019541	01/15/2025		Subdivision Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: K Hovnanian Four Seasons			
PLAN DESCRIPTION: A request by Thomas Brehm of Thomas & Hutton on behalf of Steven Baker of K. Hovnanian Homes for approval of a Subdivision application. The project consists of creating 51 single-family lots with associated right-of-way and common areas within Four Seasons at Carolina Oaks. The property is identified by tax map number R614 028 000 0002 0000 and consists of approximately 62.9 acres. The property is zoned Jones Estate PUD. STATUS: This item will be heard at the February 19, 2025 Development Review Committee meeting.					
PROJECT NAME:		Four Seasons at Carolina Oaks			
SUB-01-25-019559	01/27/2025	2703W BIG HOUSE PLANTATION RD	Subdivision Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: Palmetto Bluff Uplands, LLC / May River Forest, LLC			
PLAN DESCRIPTION: A request by Drew Lonker of Thomas & Hutton on behalf of Palmetto Bluff Uplands, LLC for approval of a Subdivision application. The project consists of the subdivision of the pump station and creation of a relocatable access and utility easement to the site. The pump station site and relocatable easement are 0.057 acres and 0.201 acres, respectively. The property is zoned Palmetto Bluff PUD identified by tax map number R614 057 000 0001 0000 and located on Rockrose Road. STATUS: The request will be heard at the March 5, 2025 meeting of the DRC.					
PROJECT NAME:		PALMETTO BLUFF			
SUB-08-24-019301	08/26/2024		Subdivision Plan	Active	Dan Frazier
Applicant: Thomas and Hutton		Owner: K Hovnanian Four Seasons			
PLAN DESCRIPTION: A request by TJ of Thomas and Hutton, on behalf of Steven Baker of K Hovnanian Homes for approval of a Subdivision application for the Lakes at New Riverside Phase 5. The project consists of the construction of 103 single family residential units lots with associated right-of-way and common areas. The property is zoned New Riverside Planned Unit Development and consists of approximately 31.017 acres identified by tax map numbers R610 044 000 04430 0000 through R610 044 000 0560 0000 and located within Parcel 9 of the New Riverside Concept Master Plan. STATUS: This item will be heard at the October 2, 2024 Development Review Committee meeting.					
PROJECT NAME:		NEW RIVERSIDE -PARCEL 9			



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Office of Planning and Community Development
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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-12-24-019504	12/18/2024	28 WHARF ST STREET	Subdivision Plan	Active	Dan Frazier
Applicant: JRA Holdings LLC		Owner: JRA Holdings LLC			
PLAN DESCRIPTION: A request by David Meeder, on behalf of JRA Holdings, LLC for approval of a subdivision application. The project consists of creating two lots from the existing single lot. The property is zoned Neighborhood General - Historic District identified by tax map number R610 039 00A 0182 0000 and consists of 0.27 acres located at 28 Wharf Street within the Old Town Bluffton Historic District.					
PROJECT NAME:		OLD TOWN			
SUB-01-25-019555	01/23/2025		Subdivision Plan	Active	Dan Frazier
Applicant: Thomas & Hutton		Owner: Pulte Group			
PLAN DESCRIPTION: A request by JP Moore of Thomas and Hutton, on behalf of John Gering of Pulte Homes Company for approval of a subdivision application. The project consists of the subdivision of Parcel 6A to create 46 single-family lots with associated right of way and common areas. The property is zoned New Riverside PUD and consists of approximately 19.0 acres identified by tax map number R610 044 000 0012 0000 and located at the intersection of Midpoint Boulevard and Scarlet Sage Drive within the Midpoint at New Riverside Master Plan. STATUS: This item will be heard at the February 26, 2025 Development Review Committee meeting.					
PROJECT NAME:		MIDPOINT AT NEW RIVERSIDE			
SUB-10-24-019408	10/21/2024		Subdivision Plan	Active	Dan Frazier
Applicant: Thomas & Hutton - USE THIS ACCOUNT		Owner: K Hovnanian Four Seasons			
PLAN DESCRIPTION: A request by TJ Behm of Thomas and Hutton, on behalf of Steven Baker of K Hovnanian Homes for approval of a Subdivision application for the Lakes at New Riverside Phase 6. The project consists of the construction of 41 single family residential units with associated right-of-way and common areas. The property is zoned New Riverside Planned Unit Development identified by tax map numbers R610 044 000 04430 0000 through R610 044 000 0560 0000 and located within Parcel 9 of the New Riverside Concept Master Plan. STATUS: This item was heard at the November 27, 2024 Development Review Committee meeting.					
PROJECT NAME:		NEW RIVERSIDE -PARCEL 9			



Growth Management Application Update Report

Town of Bluffton
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Office of Planning and Community Development
20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-01-25-019561	01/28/2025	8241 PINELLAS DR DRIVE	Subdivision Plan	Active	Dan Frazier
Applicant: Jennifer Tosky		Owner: Pinellas Park LLC			
PLAN DESCRIPTION: A request by Jen Tosky for the approval of a Subdivision application. The project consists of creating two lots from the existing single lot. The property is zoned Buckwalter PUD identified by tax map number R610 022 000 1143 0000 and consists of approximately 1.5 acres within the Buckwalter Commons Master Plan. STATUS: This item will be heard at the February 26, 2025 Development Review Committee meeting.					
PROJECT NAME:		BUCKWALTER COMMONS			
SUB-08-24-019309	08/29/2024		Subdivision Plan	Active	Dan Frazier
Applicant: Ward Edwards, Inc.		Owner: Millstone Management LLC			
PLAN DESCRIPTION: A request by Adrien Dannemiller of Okatie Bluffs Owner LLC, on behalf of Parcel 8, LLC for approval of a Subdivision application. The application consists of subdividing Parcel B-1, approximately 21.68 acres, into six (6) parcels, including access easements, to support the development of Venture at Okatie Bluffs (DP-10-23-018564). The property is zoned Buckwalter Planned Unit Development identified by tax map number R610 028 000 0921 0000 and located within the Parcel B-1 Master Plan. STATUS: This item will be heard at the October 2, 2024 Development Review Committee meeting.					
PROJECT NAME:		Buckwalter			
SUB-09-24-019370	09/30/2024	84 B SHULTS RD ROAD	Subdivision Plan	Active	Dan Frazier
Applicant: Miguel Zuniga		Owner: Cleven Bush			
PLAN DESCRIPTION: A request by Miguel Antonio Zuniga on behalf of Cleven Bush for approval of a Subdivision application. The project consists of creating two (2) lots out of one (1) existing lot, identified by tax map number R610 039 000 0153 0000, with associated access easement. The property is zoned Residential General and consists of approximately 0.51 acres located west of Goethe Road. STATUS: This item will be heard at the October 30, 2024 Development Review Committee Meeting.					
PROJECT NAME:		SHULTZ TRACT			



Growth Management Application Update Report

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Case Number	Application Date	Property Address	Plan Type	Plan Status	Plan Mgr
Active Cases					
Subdivision Plan					
SUB-02-25-019578	02/04/2025	149 SIMMONSVILLE RD ROAD	Subdivision Plan	Active	Dan Frazier
Applicant: Jason Frazier		Owner: Benjamin & Leah Frazier			
PLAN DESCRIPTION: Applicant is wanting to subdivide into 3 lots.					
PROJECT NAME: BUCK ISLAND/SIMMONSVILLE					

Total Subdivision Plan Cases: 13
Total Active Cases: 86
Total Plan Cases: 86



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

To: Town Council
From: Stephen Steese, Town Manager
Date: March 3, 2025

Town Operations / Community Meetings

- The Town officially opened the Welcome Center February 3rd. The event was well attended and thank you to everyone who attended and coordinated the event. The Center has been popular with locals and visitors alike. Many locals who have been watching the renovations have dropped in to tour the home.
- We are preparing for community stakeholder discussions as part of the feasibility study for a Performing Arts Center which will be held on March 25th and 26th.
- Pinecrest POA met at Town Hall and the Mayor attended to address their concerns over development that has been proposed to the community driving range. He advised they have no development rights and the steps they would have to go through to be able to do anything.
- Councilman Wood and staff met with some residents from New Riverside area that wanted to share some concerns related to approved Alston Park Phase III Initial Master Plan.
- Staff met with Dominion to discuss some transmission line upgrades they are continuing into the town limits. They will be upgrading the transmission lines that run from 170 to Burnt Church Road along or near the Buckwalter Parkway.
- Town Hall was closed on February 17th in observance of Presidents Day.

Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tempore / Manager meetings.
- Mayor Toomer and Staff met with Council to discuss some potential interconnectivity items. Thank you all for your input and guidance.
- Councilwoman Frazier, Councilman Wood, and staff attended Sgt. Frazier's promotion.
- Mayor and Council members Wood, Hamilton, and Burden attended the joint Council-LECAC meeting Thursday to hear the report from CPSM.

Updates and Miscellaneous Information

- We have put out new banners for Black History Month on the light posts and across Boundary Street. The banners were designed by local artist Randell Chambers in partnership between the Public Art Committee and MLK Jr. Observance Committee.
- The FY 25-26 Department Budget meetings were held.
- The New Riverside Park celebration occurred on February 22nd.
- The Town held their Black History Month Luncheon on February 27th.

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	September 12, 2023
PROJECT:	Consideration of a Resolution Authorizing the Town Manager to Finalize an Encroachment Agreement Necessary to Complete the Approved New River Linear Trail Project
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

REQUEST: Town Council approve a Resolution (Attachment 1) authorizing the Town Manager to finalize an Encroachment Agreement (Attachment 2) between the Town of Bluffton and Central Electric Power Cooperative, Inc. ("Central Electric") and South Carolina Public Service Authority ("Santee Cooper") over 3.2 miles of real property owned by Town of Bluffton at Tax Map No. R614 035 000 0011 0000 and R610 028 000 0018 0000. The agreement is necessary to complete the approved New River Linear Trail project improvements, a portion of which will be situated in the power line right of way easement along the trail.

As part of the Encroachment Agreement negotiations, the Town and Central Electric will simultaneously enter into a Letter of Agreement (Attachment 3) in which Central Electric will provide the Town with a one-time cost-sharing contribution in the amount of \$412,700. This amount will be applied to the construction and future maintenance of the three (3) bridges along the trail.

BACKGROUND: On June 23, 1992, Central Electric Power Cooperative was granted an easement along the New River Linear Trail to construct and maintain electric transmission lines. The Town is requesting to encroach onto a portion of the easement for the purpose of completing bridge improvements and installing the proposed 10-foot paved path from the New River to the boundary line of Sun City Hilton Head.

NEXT STEPS: Should Town Council desire to approve the Resolution, the following next steps will be implemented:

1. Execute Encroachment Agreement and Letter of Agreement
2. Record Encroachment Agreement

SUMMARY: Consideration of a proposed Resolution related to authorizing the Town Manager to finalize an Encroachment Agreement with Central Electric and Santee Cooper.

ATTACHMENTS:

1. Resolution
2. Draft Encroachment Agreement
3. Draft Letter of Agreement
4. Proposed Motion

RESOLUTION

A RESOLUTION AUTHORIZING TOWN MANAGER TO FINALIZE AN ENCROACHMENT AGREEMENT NECESSARY TO COMPLETE THE APPROVED NEW RIVER LINEAR TRAIL PROJECT

WHEREAS, the Town of Bluffton is pursuing pathway, bridge and pier improvements at the New River Linear Trail in support of the strategic focus to promote healthy and quality lifestyles for its diverse citizenry; and,

WHEREAS, to complete the Project, the Town needs to encroach onto portions of the utility easement interests of Central Electric Power Cooperative from the New River to Sun City Hilton Head, Encroachment Agreement attached hereto as Exhibit “A” (the “Agreement”) and accompanying Letter of Agreement attached hereto as Exhibit “B” (the “Letter”); and,

WHEREAS, Town Council desires to authorize the Town Manager to execute such documents and to expend such funds as are necessary to finalize the Agreement and Letter and, to the extent necessary, to ratify the Town Manager’s actions related to the same.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA, AS FOLLOWS:

1. The Town Council hereby authorizes the Town Manager to finalize the Agreement and Letter necessary to complete the approved New River Linear Trail project improvements and approves the Agreement and Letter in substantially the form attached hereto as Exhibit “A” and Exhibit “B”.

2. The Mayor, Town Manager, and Town Clerk are each hereby authorized to execute any and all documents necessary to effect the Agreement and Letter, including, without limitation, the acceptance and recordation of the above-referenced Agreement with the Office of the Register of Deeds for Beaufort County, South Carolina. The Town Manager is hereby authorized to pay such reasonable costs of the transaction as may be necessary.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION. SIGNED, SEALED AND DELIVERED AS OF THIS ____ DAY OF _____, 2025.

Larry Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

EXHIBIT “A” (THE AGREEMENT)

EXHIBIT “B” (THE LETTER)

PRELIMINARY

PREPARED BY AND AFTER
RECORDING, RETURN TO:

Santee Cooper
One Riverwood Drive
PO Box 29461
Moncks Corner, SC 29461-6101

PIN#: R614 035 000 0011 0000
R610 028 000 0018 0000

LINES:
LIMEHOUSE TAP 115kV (JA8X013)

AUTHORITY DRAWINGS:
5631-D02-5002

PROPERTY OWNER:
THE TOWN OF BLUFFTON

ENCROACHMENT AGREEMENT

THIS ENCROACHMENT AGREEMENT (the "Agreement") is made as of this ____ day of _____, 2025 by and between **THE TOWN OF BLUFFTON**, a South Carolina municipal corporation ("TOB"), and by and between **CENTRAL ELECTRIC POWER COOPERATIVE, INC.**, a South Carolina non-profit entity formed pursuant to South Carolina Code Section 33-49-10, et. Seq., ("Central") and by and between the **SOUTH CAROLINA PUBLIC SERVICE AUTHORITY**, a body corporate and politic organized and existing under the laws of the State of South Carolina ("Santee Cooper").

RECITALS

WHEREAS, TOB is the owner of that certain piece, parcel or tract of land as described on Exhibit A attached hereto and identified as Beaufort County Parcel Identification Numbers # R614 035 000 0011 0000 and # R610 028 000 0018 0000 (Collectively, the "Property").

WHEREAS, Central is the grantee under that certain power line right of way easement affecting the Property as recorded in the Beaufort County SC, Register of Deeds office in Deed Book 27797 at Pages 2187 to 2195 (W.K. Jones, Juanita J. Bradford, C.J. Jones, Barbara J. Bailey, Lillian R. Stephenson, Dorthy R. Zetterower, Christopher C. Ryals)(the "Right of Way").

WHEREAS, Santee Cooper manages and oversees the Right of Way through a coordination agreement with Central and maintains the subject transmission lines and associated easements.

WHEREAS, TOB request permission to install a ten-foot (10') heavy duty paved asphalt pathway for three and two-tenths miles (3.2 miles), three thirty-eight foot (38') by twelve foot (12') timbered bridges, two five-foot (5') concrete sidewalks, removeable bollards, rolled curbing at the Heritage Parkway Connection, a thirteen-foot (13') by ten-

foot (10') timbered pier connection, a six-foot earthen trail connection, and temporary silt fencing across and adjacent to the Right of Way (collectively, the "Encroachment"), as shown on the drawings prepared by Barrier Island Engineering & Consulting, LLC entitled "New River Trail Phase 1 – New River Trial Kep Map – Sheet C5" dated December 20, 2023 – revised January 24, 2024 and "New River Trail Phase 1 – Site Plan – New River Fishing Pier – Sheet C6" dated December 20, 2023 – revised January 24, 2024 attached as Exhibit B and Exhibit C.

NOW, THEREFORE, in consideration of the premises and the mutual covenants set forth in this Agreement, the parties hereto, and their successors and assigns, agree as follows:

1. Santee Cooper and Central hereby grant their consent to TOB to construct and maintain the Encroachment within the Right of Way, at TOB's sole cost and expense. The parties agree that the Encroachment is located on the Property between Santee Cooper TEFIS Numbers #116271 to #116220. No Encroachment will come within fifty feet (50') of any pole, guy, or anchor except for the hereby approved Encroachment.
2. TOB, its successors-in-title and/or assigns hereby agrees and acknowledges that, other than the Encroachment permitted herein and also as described in the recorded Right of Way, no additional Encroachment shall be allowed within the bounds of the Right of Way, including, but not limited to, any structures, facilities or installations, to include sheds and fences, benches, wooden fixtures, emergency call boxes, lighting installations, utility and wastewater infrastructure, storage, trailers, elevation changes or any encroachment without the written consent of Santee Cooper and Central, which shall not be unreasonably withheld.
3. Notwithstanding anything to the contrary in this Agreement, no installations or fixtures are or will be permitted in or near the Right of Way that interfere with Central's transmission line, the operations or maintenance thereof, or that create a violation of any applicable code, ordinance, regulation or law, including the National Electric Safety Code. For the avoidance of doubt, the pier must not be covered, and any railings along the pier and associated means of access must be removable.

TOB acknowledges that the construction and maintenance of the Encroachment shall not raise the ground elevation within the Right of Way to such an extent as to violate the clearance requirements set forth by the National Electrical Safety Code and Santee Cooper. **The original grade will be restored following construction.** TOB shall not impede access to any pole, guy or anchor at any time during construction or maintenance. TOB shall not stockpile or store any equipment or materials within the edges of the Right of Way. Prior to commencing any construction activities on the bridge, the Contractor shall coordinate scheduling with Santee Cooper to ensure that access remains unobstructed at all times.

4. In the event TOB has either (i) not started construction on the herein authorized Encroachment within one (1) year from the date of this Agreement, or (ii) if TOB has not completed the authorized Encroachment within two (2) years from the date of this Agreement, then this Agreement shall be null and void and of no further consequence.
5. TOB shall notify Santee Cooper's encroachment supervisor at (843) 761-8000 ext. 5918 and Santee Cooper's transmission crew supervisor at (843) 761-8000 ext. 5454, at least two (2) weeks prior to construction within the Right of Way, except in the event of an emergency. TOB shall notify Santee Cooper's encroachment supervisor at (843) 761- 8000 ext. 5918 upon completion of the Encroachment.
6. In the event additional utilization of the Right of Way is needed by Santee Cooper or Central, Santee Cooper or Central shall provide written notification to TOB of the need for additional utilization, and TOB shall relocate or modify the Encroachment within ninety (90) days, at TOB's sole cost and expense.
7. TOB will be responsible for locating all underground utilities prior to commencement of work. If, during trenching or boring operations, TOB severs any transmission counterpoise (ground wire running parallel within the Right of Way), TOB will leave the severed ends exposed above ground, mark the location with flagging, and notify the Santee Cooper transmission crew supervisor at (843) 761-8000 ext. 5454. Any utilities to serve any permitted installation or fixture within the Right of Way must be located outside of the Right of Way or at the outermost 5' (five feet) of the Right of Way.
8. Santee Cooper and Central shall not be responsible for any property damage to the Encroachment caused by any work Santee Cooper or Central performs within the Right of Way except damages caused by gross negligence or willful misconduct of Santee Cooper, Central or their respective agents, employees or contractors. In the event TOB wishes to replace any part of the Encroachment that have been removed or disrupted, TOB shall obtain Santee Cooper's and Central's written consent, and, if so granted, shall perform such work at TOB's sole cost and expense and shall diligently pursue any necessary work in an expedient manner so as to not disrupt Santee Cooper's or Central's ability to traverse or utilize the Right of Way.
9. All occupancy or use of any part of the Right of Way by TOB or permitted by TOB shall be at the sole risk, cost and expense of TOB, and TOB will be solely responsible for any and all costs and expenses associated with the design, construction, installation, maintenance, and/or replacement of the Encroachment, including all bridges and any other structures associated therewith. TOB shall not assign or in any way alienate any rights or privileges granted in this Agreement without the prior written consent of Santee Cooper and Central. All costs to maintain the transmission lines shall be at the sole costs of Santee Cooper and

Central. Central may install or cause to be installed equipment or fixtures to restrict access to its facilities in the Right of Way.

10. No party shall assume any liability or responsibility for any claims or actions arising as a result of the actions or omissions of the other within the limitations of applicable law, including but not limited to the S.C. Tort Claims Act.
11. TOB acknowledges responsibility for the torts of TOB and TOB's representatives in the same manner and to the same extent as a private individual under like circumstances, subject to the limitations upon liability and damages, and exemptions from liability and damages, contained in the South Carolina Tort Claims Act (the "Act"), codified at section 15-78-10 to -220 of the South Carolina Code , as the Act may be amended from time to time and to the extent permitted by law.
12. TOB shall install and maintain conspicuous signage along the Right of Way, including on the pier and associated means of access, for the purpose of communication and prohibiting activities, including but not limited to, warnings regarding the potential hazards associated with public use of or near the Right of Way. The content and placement of such signage shall be subject to the approval of Santee Cooper and Central. TOB agrees to enforce the prohibition of any prohibited activities and to install bollards at its sole cost and expense, removable by Central and Santee Cooper, to prevent public use of motorized vehicles within the Right of Way. TOB further agrees to install trail sponsorship signs at the request of Central.
13. Santee Cooper and Central only grant consent to construct and maintain the Encroachment in the Right of Way to the extent Santee Cooper and Central have rights to the Right of Way. Santee Cooper and Central make no warranty whatsoever as to its title or rights to the Right of Way.
14. The exercise of any rights or privileges conferred by this Agreement shall constitute acceptance of the terms of this Agreement. Moreover, the persons executing this Agreement hereby warrant that they are duly authorized to execute this Agreement on behalf of the parties and have the full authority to bind the parties to this Agreement.
15. **TOB agrees to caution all persons associated with the construction or maintenance of the Encroachment of the very high voltage associated with the overhead transmission lines within the Right of Way. No booms, cranes or other equipment shall be brought closer than OSHA's standards to the energized conductor.**
16. **TOB agrees to provide a copy of this Agreement to all persons associated with the construction or maintenance of the Encroachment. Any material breach of this Agreement by TOB shall subject TOB the loss of the rights granted within this Agreement, provided that TOB is given written notice of**

said breach and provided a reasonable opportunity to cure such breach, said cure period not to exceed thirty (30) days.

17. Santee Cooper and Central reserve all rights they may have in and to the Right of Way by virtue of conveyance, statute, regulation, law, or equity.
18. **Beginning on the date of execution of this Agreement and continuing for the duration of TOB's use, occupancy or maintenance of the Encroachment, TOB, its successors-in title and/or assigns shall maintain or cause to be maintained in full force and effect a policy of general tort liability insurance made in connection with the Encroachments with at least a \$1,000,000 per occurrence minimum coverage limit. Santee Cooper and Central shall be named as a certificate holder on such insurance policy. TOB agrees to provide or cause to be provided to Santee Cooper or Central, upon written request, a certificate of insurance evidencing the insurance policy is in full effect.**
19. **TOB EXPRESSLY ACKNOWLEDGES THAT USE OF ANY PORTION OF THE RIGHT OF WAY BY MEMBERS OF THE GENERAL PUBLIC IS AT THEIR OWN RISK. BY ENTERING INTO THIS AGREEMENT, SANTEE COOPER and CENTRAL DO NOT ASSUME ANY DUTY TO OR FOR THE BENEFIT OF THE GENERAL PUBLIC FOR DEFECTS IN THE LOCATION, DESIGN, INSTALLATION, MAINTENANCE, OR REPAIR OR ANY STRUCTURES ASSOCIATED THEREWITH; FOR UNSAFE CONDITIONS WITHIN THE RIGHT OF WAY CAUSED BY THE ENCROACHMENTS; OR FOR THE FAILURE TO INSPECT FOR OR WARN AGAINST POSSIBLY UNSAFE CONDITIONS; OR TO CLOSE THE ENCROACHMENT OR ANY STRUCTURES ASSOCIATED THEREWITH TO PUBLIC ACCESS WHEN UNSAFE CONDITIONS MAY BE PRESENT. FURTHERMORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, TOB EXPRESSLY ACKNOWLEDGES AND ACCEPTS THE OBLIGATION TO KEEP THE ENCROACHMENT AND ALL STRUCTURES ASSOCIATED THEREWITH IN GOOD WORKING ORDER WHICH IS SAFE FOR PUBLIC USE AT ALL TIMES. NOTWITHSTANDING THE FOREGOING, NOTHING WITHIN THIS AGREEMENT SHALL BE DEEMED OR IS INTENDED TO BE FOR THE BENEFIT OF THE GENERAL PUBLIC OR ANY MEMBER THEREOF. THIS AGREEMENT IS FOR THE SOLE BENEFIT OF THE PARTIES HERETO AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS.**
20. TOB agrees not to plant any vegetation within the Right of Way without prior written consent from Santee Cooper and Central .
21. The easements, rights and obligations hereunder shall create mutual benefits and servitudes running with the land. This Agreement shall bind and inure to the benefit of the parties hereto, their respective successors and assigns. The singular number includes the plural and the masculine gender includes the feminine and neuter.

22. This Agreement shall be governed by the laws of the State of South Carolina. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which, together, shall constitute one and the same instrument. This Agreement supersedes any and all prior agreements, either written or verbal, and represents the total understanding between the parties.

Signatures will appear on the following pages

<p>Signed, sealed and delivered in the presence of:</p> <p>Print Name: _____ Witness #1 _____</p> <p>Print Name: _____ Witness #2 _____</p>	<p>CENTRAL ELECTRIC POWER COOPERATIVE, INC, a South Carolina non-profit entity formed pursuant to South Carolina Code Section 33-49-10, et. seq.,</p> <p>By: _____</p> <p>Name: Chris Ware</p> <p>Its: Vice President, Engineering & Engineering Services</p>
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STATE OF SOUTH CAROLINA)

COUNTY OF RICHLAND)

Personally appeared before me the undersigned witness who being duly sworn deposes and says that he/she saw the within named Central Electric Power Cooperative, Inc. by, Chris Ware, its Vice President, Engineering & Engineering Services, sign, seal, and as its act and deed deliver the foregoing instrument for the uses and purposes therein mentioned, and that he/she, together with _____ (witness #2), the other witness subscribed above, witnessed the execution thereof. Witness is not a party to or a beneficiary of the transaction.

 (Witness #1 sign here)

Sworn to and subscribed before
 me this the _____ day of
 _____, 2025.

 Notary Public

 Print Name Notary Public
 Notary Public for _____
 My Commission Expires: _____
 [NOTARIAL STAMP-SEAL]

<p>Signed, sealed and delivered in the presence of:</p> <p>_____</p> <p>Print Name: _____</p> <p>Witness #1 _____</p> <p>_____</p> <p>Print Name: _____</p> <p>Witness #2 _____</p>	<p>THE TOWN OF BLUFFTON, a body politic formed pursuant to the laws of the State of South Carolina</p> <p>By: _____</p> <p>Name: Stephen Steese</p> <p>Its: Town Manager</p>
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STATE OF _____)

COUNTY OF _____)

Personally appeared before me the undersigned witness who being duly sworn deposes and says that he/she saw the within named The Town of Bluffton by Stephen Steese, its Town Manager, sign, seal, and as its act and deed deliver the foregoing instrument for the uses and purposes therein mentioned, and that he/she, together with _____ (witness #2), the other witness subscribed above, witnessed the execution thereof. Witness is not a party to or a beneficiary of the transaction.

(Witness #1 sign here)

Sworn to and subscribed before
me this the _____ day of
_____, 2025.

Notary Public

Print Name Notary Public
Notary Public for _____
My Commission Expires: _____
[NOTARIAL STAMP-SEAL]

<p>Signed, sealed and delivered in the presence of:</p> <p>Print Name: _____ Witness #1 _____</p> <p>Print Name: _____ Witness #2 _____</p>	<p>SOUTH CAROLINA PUBLIC SERVICE AUTHORITY, a body corporate and politic organized and existing under the laws of the State of South Carolina</p> <p>By: _____ Name: Michael R. Johnson Its: Director, Transmission Operations</p>
---	--

STATE OF SOUTH CAROLINA)

COUNTY OF BERKELEY)

Personally appeared before me the undersigned witness who being duly sworn deposes and says that he/she saw the within named South Carolina Public Service Authority, by, Michael R. Johnson, its Director, Transmission Operations, sign, seal, and as its act and deed deliver the foregoing instrument for the uses and purposes therein mentioned, and that he/she, together with _____ (witness #2), the other witness subscribed above, witnessed the execution thereof. Witness is not a party to or a beneficiary of the transaction.

 (Witness #1 sign here)

Sworn to and subscribed before
 me this the _____ day of
 _____, 20__.

 Notary Public

 Print Name Notary Public

Notary Public for South Carolina

My Commission Expires: _____
 [NOTARIAL STAMP-SEAL]

Exhibit A

Property Legal Description

All those certain parcels or tracts of land lying, being and situate in the Town of Bluffton, Beaufort County, South Carolina, according to a survey by James M. Anderson & Associates dated February 8, 2000 and recorded in Plat Book 75, Page 93, Beaufort County, South Carolina records, said tracts being designated as Tract "A" and Tract "B" on Sheet 7 of 8 of said survey. Said property being more particularly described as follows:

TRACT A:

To find the Point of Beginning, begin at that certain Geodetic Survey Monument stamped "Pritchard No. 1 1932", thence North 40 degrees 10 minutes 25 seconds East a distance of 5,088.01 feet to an iron pipe on the westerly right-of-way of South Carolina Highway #170 (50 foot right-of-way); thence along the lands now or formerly of Del Webb Communities, Inc. South 88 degrees 48 minutes 52 seconds West a distance of 1,622.12 to an iron pipe and the Point of Beginning. Thence along the lands now or formerly of Del Webb Communities, Inc. North 88 degrees 48 minutes 52 seconds West a distance of 831.02 feet to a concrete monument; thence along the lands now or formerly of Del Webb Communities Inc. South 52 degrees 33 minutes 43 seconds West a distance of 294.63 feet to an iron pipe; thence continuing along the lands now or formerly of Del Webb Communities, Inc. North 80 degrees 18 minutes 36 seconds West a distance of 3,489.00 feet to an iron pipe; thence continuing along the lands now or formerly of Del Webb Communities Inc. North 80 degrees 20 minutes 33 seconds West a distance of 3,138.44 feet to an iron pipe; thence along the lands now or formerly of New River Farms, L.P. et al. South 23 degrees 39 minutes 32 seconds West a distance of 6,851.83 feet to a concrete monument; thence along the lands now or formerly of Furman E. Jordan, Jr. and Terry W. Jordan South 23 degrees 39 minutes 32 seconds West a distance of 2,207.10 to an iron rebar; thence along the lands of the Central Electric Power Coop. North 78 degrees 15 minutes 35 seconds East a distance of 122.68 feet to an iron rebar; thence along the lands now or formerly of New River Farms, L.P. et al. North 23 degrees 39 minutes 32 seconds East a distance of 8,828.28 feet to an iron pipe; thence along the lands now or formerly of New River Farms, L.P. et al. North 84 degrees 03 minutes 01 seconds East a distance of 1,066.63 feet to an iron pipe; thence along the lands now or formerly of New River Farms, L.P. et al. North 80 degrees 20 minutes 39 seconds East a distance of 5,517.24 feet to an iron pipe; thence continuing along the lands now or formerly of New River Farms, L.P. et al. North 74 degrees 06 minutes 22 seconds East a distance of 1,112.99 feet to an iron pipe and the Point of Beginning. Said tract consisting of 41.00 acres, more or less.

TRACT B:

To find the Point of Beginning, begin at an iron rebar at the intersection of the southwestern most point of Tract A and the northerly right-of-way of South Carolina State Highway #46, said iron rebar being 2,207.10 feet on bearing South 23 degrees 39 minutes 32 seconds West from a concrete monument located at the intersection of the boundary line of lands now or formerly of Furman E. Jordan, Jr. and Terry W. Jordan and New River Farms, L.P. et al., on the westerly right-of-way of an abandoned Seaboard Railroad line; thence South 23 degrees 39 minutes 32 seconds West across the right-of-way of SC State Highway #46 a distance of 184.02 feet to a 22" Oak Tree and the Point of Beginning, said Point of Beginning being offset by an iron rebar on bearing South 23 degrees 39 minutes 32 seconds West a

Exhibit A (Continued)

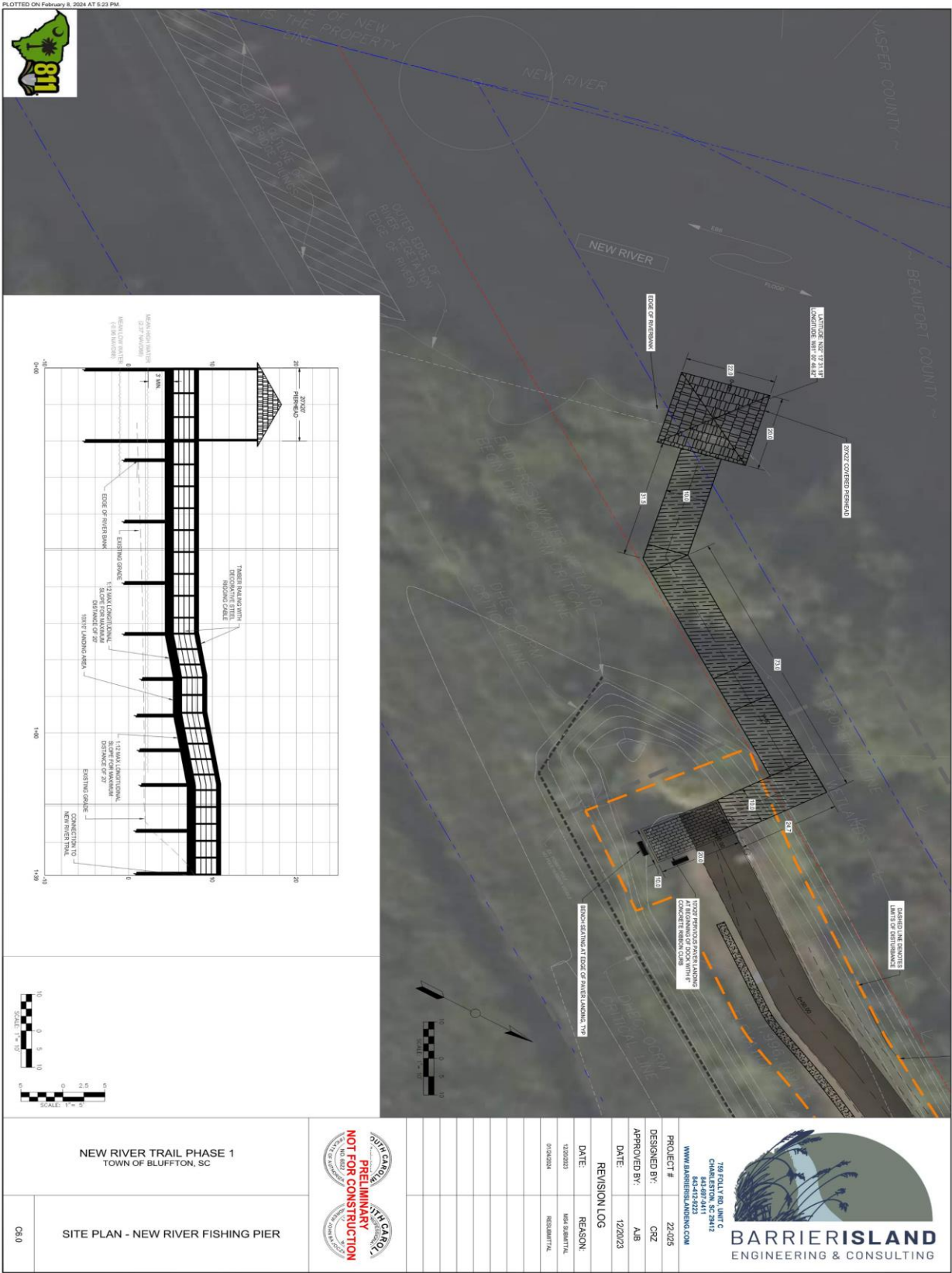
distance of 2.50 feet. Thence along the lands now or formerly of New River Farms, L.P. et al. South 23 degrees 39 minutes 32 seconds West a distance of 2,349.47 feet to a rebar; thence continuing along the lands now or formerly of New River Farms, L.P. et al. South 25 degrees 46 minutes 37 seconds West a distance of 322.71 feet to an iron rebar; thence continuing along the lands now or formerly of New River Farms, L.P. et al. South 30 degrees 45 minutes 23 seconds West a distance of 299.82 feet to an iron rebar; thence along the lands now or formerly of New River Farms, L.P. et al. South 33 degrees 01 minutes 31 seconds West a distance of 5,039.68 feet to a point in the center of the New River, said point being offset by an iron pipe on bearing South 33 degrees 01 minutes 31 seconds West a distance of 230.00 feet; thence along the center line of the New River South 13 degrees 07 minutes 40 seconds East a distance of 138.66 feet to a point, said point being offset by an iron pipe on bearing North 33 degrees 01 minutes 31 seconds East a distance of 320.00 feet; thence along the lands now or formerly of New River Farms, L.P. et al. North 33 degrees 01 minutes 31 seconds East a distance of 5,137.72 feet to an iron rebar; thence continuing along the lands now or formerly of New River Farms, L.P. et al. North 30 degrees 45 minutes 23 seconds East a distance of 306.15 feet to an iron rebar; thence continuing along the lands now or formerly of New River Farms, L.P. et al. North 25 degrees 46 minutes 37 seconds East a distance of 328.90 feet to an iron rebar; thence North 23 degrees 40 minutes 10 seconds East a distance of 2,385.89 feet to an iron rebar; thence continuing along the lands now or formerly of New River Farms, L.P. et al. and the boundary traverse North 23 degrees 39 minutes 32 seconds East a distance of 36.80 feet to an iron rebar; thence continuing South 78 degrees 15 minutes 35 seconds West a distance of 123.22 feet to the 22" oak tree and the Point of Beginning. Said tract consisting of 18.6 acres, more or less.

Derivation: This being the same property conveyed to The Town of Bluffton by New River Farms, L.P., Holly Branch Farms, L.P., Jones Associates, L.P., The Barbara J. Bailey Limited Partnership, Dorthy R. Zetterower, Lillian R. Stephenson and Christopher C. Ryals dated December 11, 2000 and recorded on February 02, 2001 in Book 1367 at Page 1632 in the Beaufort County Register of Deeds Office.

PIN#: R614 035 000 0011 0000

R610 028 000 0018 0000 Exhibit B





DRAFT

March __, 2025

Stephen Steese
Town Manager
Town of Bluffton
PO Box 386
20 Bridge Street
Bluffton, SC 29910

RE: Letter Agreement regarding contribution for the Town of Bluffton's New River Trail

Dear Mr. Steese:

The purpose of this letter is to reduce to writing certain understandings between the Town of Bluffton (the "Town") and Central Electric Power Cooperative, Inc. ("Central"). As we have discussed, upon the Town's execution of this Letter Agreement acknowledging and agreeing to the terms contained herein, and the execution and recording of the Encroachment Agreement attached hereto as Attachment 1 and incorporated by reference, Central intends to make a one-time, lump sum contribution, as described below, to assist the Town with construction and maintenance work on the three bridges on the Town's New River Trail.

The following are additional terms and conditions relating to Central's contribution:

1. Central agrees to provide a one-time, up-front contribution of Four Hundred and Twelve Thousand, Seven Hundred and Twenty Dollars (\$412,720.00) (the "Contribution") payable to the Town within thirty (30) days after the Town executes this Letter Agreement and records the fully executed Encroachment Agreement. The Town agrees to use the Contribution for bridge strengthening, repair or replacement. Central may request an accounting of these expenditures at any time.
2. The Town acknowledges and agrees that it is solely responsible for the ownership, design, construction, installation, inspection, maintenance, and/or replacement of the Encroachment (as that term is defined in the Encroachment Agreement), including the bridges all and any other structures associated therewith. The Town shall construct the bridges in accordance with design plans attached [to the Encroachment Agreement / hereto as Attachment 2 and incorporated by reference].
3. The Town's point of contact for any communication related to the subject matter of this Letter Agreement is set forth in its acknowledgement and acceptance below. Central's point of contact is as follows:

Todd Berrian
Director of Right of Way Services

Central Electric Power Cooperative, Inc.
20 Cooperative Way
Columbia, SC 29210
(803) 888-1022
tberrian@cepci.org

Please denote the Town’s acknowledgement and acceptance of these terms and conditions by executing where indicated on the following page.

Sincerely yours,

William C. (Chris) Ware, P.E.
Vice President, Engineering & Engineering Services
Central Electric Power Cooperative, Inc.

Acknowledged, agreed and accepted with due authority this ____ day of March, 2025 by the Town of Bluffton, South Carolina.

By: _____
Stephen Steese
Its: Town Manager

If other than the signatory above, the Town’s point of contact for communications relating to the subject matter of this Letter Agreement is as follows:

Name: _____
Address: _____

Phone: _____
Email: _____

[Attachments follow]

Attachment 4
Proposed Motion

Consideration of a Resolution Authorizing the Town Manager to Finalize an Encroachment Agreement Necessary to Complete the Approved New River Linear Trail Project.

Proposed Motion

*"I move to **Approve (Approve, Deny, or Approve as Amended)** a Resolution authorizing the Town Manager to finalize an Encroachment Agreement and Letter of Agreement necessary to complete the approved New River Linear Trail Project."*

TOWN COUNCIL

STAFF REPORT

Projects and Watershed Resilience Department



MEETING DATE:	March 11, 2025
PROJECT:	Consideration of a Proposed Lighting Agreement with Dominion Energy for the Sarah Riley Hooks Cottage Project (Fiscal Impact \$35,080.85 over a 10-year term)
PROJECT MANAGER:	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

REQUEST: Town Staff requests that Town Council authorize the Town Manager to execute a Lighting Agreement (Attachment 1) with Dominion Energy to install and maintain four (4) property lights at the Sarah Riley Hooks Cottage project. The fiscal impact is comprised of two parts. An upfront facility charge of \$34,645.25 and an annual electricity cost of \$435.60. Both are within the approved budget limit for Fiscal Year 2025, illustrated on the attached Project Data Sheet (Attachment 2). By paying the facility charges upfront, the Town saves approximately \$11,870.35 over the duration of the agreement. The term of the Lighting Agreement is ten years with a total fiscal impact of \$35,080.85. Due to the multi-year commitment and initial capital outlay, staff is bringing the agreement before Council.

BACKGROUND: The proposed new lights will provide lighting around the cottage and within the property boundaries. The proposed lights are LED, shepherds hook style fixture that will match the existing streetlight style throughout the Historic District.

NEXT STEPS:

1. Following Town Council approval of this Agreement, the Town Manager will execute a contract with Dominion Energy.
2. Staff will coordinate the installation of the necessary conduit.
3. Upon receipt of the poles and fixtures (eight to ten weeks from execution of the Agreement), Dominion Energy will schedule the installation of the lights in conjunction with the streetscape construction schedule.

SUMMARY: This project originated from the Town of Bluffton's FY 2021-2022 Strategic Plans. It is supportive of the following guiding principles of the Town:

- Community Quality of Life Focus Area, Guiding Principal #1: Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.

- Infrastructure Focus Area, 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.

Consistent with the above Guiding Principles, Staff is requesting Town Council authorize the Town Manager to execute the Lighting Agreement with Dominion Energy to install and maintain site lighting for the Sarah Riley Hooks Cottage project.

ATTACHMENTS:

1. Lighting Agreement
2. Project Data Sheet
3. Proposed Motion

LIGHT EMITTING DIODE (LED) LIGHTING AGREEMENT
TOWN OF BLUFFTON
SARAH RILEY HOOKS COTTAGE
BRIDGE ST
BLUFFTON, SC

THIS AGREEMENT (“Agreement”) is entered into and **effective this 24TH day of January, 2025**, by and between **TOWN OF BLUFFTON** (“Customer”) and Dominion Energy South Carolina, Inc. ("Company"), a South Carolina corporation. Customer and Company may be referred to individually as “Party” or collectively as “Parties”.

In consideration of the mutual covenants and agreements herein contained, the same to be well and truly kept and performed, the sums of money to be paid, and the services to be rendered, the Parties hereto covenant and agree with each other as follows, namely:

ARTICLE I

LIGHTING SERVICE: Company shall provide lighting service from dusk (one half (1/2) hour after sunset) to dawn (one half (1/2) hour before sunrise) each night during the Agreement period for a total of approximately four thousand (4000) hours of lighting per year. Customer agrees that lighting provided is ornamental in nature and is not designed for security or public safety. Company does not guarantee lighting level for security or public safety purposes. Customer agrees that lighting is not designed in accordance with the Illuminating Engineering Society (IES) recommended maintained luminance and illumination values for roadways and area lighting.

ARTICLE II

RATE AND MONTHLY FACILITY CHARGE: Customer shall be billed an energy charge for both the LED fixture and the pole mounted receptacle usage in accordance with Company’s “General Service”, Rate 9, attached hereto and incorporated herein by reference, which is currently **\$0.12707 per kwh**. The energy charge is calculated on an unmetered basis. The LED fixture usage is estimated based on the manufacturer’s specified input wattage. The pole mounted receptacle usage is based on estimated yearly usage equalized for a monthly charge. The Company reserves the right to meter one or more of the LED luminaires and/or pole mounted receptacles. Based on the above, Customer’s **monthly lighting energy charges shall be \$13.55 per month for LED fixtures and \$6.86 for pole mounted receptacle** plus a **Basic Facilities Charge (BFC) of \$8.25 per month**, plus a **Distributed Energy Resource Program charge (“DER Charge”) of \$7.64**. The energy charge and the BFC are subject to change upon periodic review and approval by the Public Service Commission of South Carolina (PSC), in the manner prescribed by law.

Fixture Type	Input Watts	Qty	Converted Kwh	Rate 9	Total Energy Charge (\$)
LED Shepherd - L - 80W	80	4	106.67	\$0.12707	\$13.55
Receptacle	150	4	54	\$0.12707	\$6.86
				Total	\$20.41

Energy Charge	\$20.41
Basic Facilities Charge	\$8.25
DER Charge (DER)	\$7.64
Total Energy, BFC, and DER	\$36.30

Customer will also be charged a monthly facility charge in accordance with Rate 9 in the amount of **1.6%** of the total project cost per month as of the effective date of this Agreement. The Customer agrees to pay the Company a continuing monthly facility charge in the amount of **\$387.63 (1.6% times \$24,227.00)**. The monthly facility charge will not change during the term of the Agreement.

Customer has requested and Company has agreed to bill Customer in advance for the facility charge in order to **eliminate** the monthly facility charge for the contract term. To **eliminate** the monthly facility charge, Customer will make a one-time advanced payment in the amount of **\$34,645.25** which was adjusted to present value.

Customer's initial monthly lighting charges for this project will total **\$36.30** plus S.C. sales tax and all other applicable fees.

Rate	Item	Total
9	Total Energy Charge, BFC, and DER	\$36.30
	Monthly Facility Charge	\$0.00
	Total Monthly Lighting Charges	\$36.30

Additionally, this Agreement and all services rendered hereunder are subject to Company's "General Terms and Conditions" as approved by the PSC as they may now exist or may be amended in the future. The "General Terms and Conditions" as they currently exist are made a part of this Agreement as attached.

ARTICLE III

AID-TO-CONSTRUCTION: Customer has requested, and Company has agreed to install facilities. The installation cost does meet the 4 to 1 ratio and therefore no aid to construction is required for this project.

CONDUIT: Customer agrees to provide and install all two (2) inch schedule 40 gray electrical PVC lighting conduit and pole bases to Company specification. Company shall assume no responsibility for repairs to or replacement of damaged conduit.

ARTICLE IV

INSTALLATION AND MAINTENANCE: Customer is responsible for locating and marking all facilities (irrigation, water, sewer, drainage, etc.) in areas where digging will take place if not part of the Palmetto Utility Protection Service (PUPS). Company is not responsible for any damage to Customer owned utilities such as irrigation, sewer, cable, water taps, etc. that have not been located or have been mis-located. Customer is responsible for obtaining all applicable authorizations and permissions from any governmental entities related to luminaires,

poles, and/or related equipment. Customer is also responsible for compliance with, and informing Company of, any governmental ordinances as they may relate to lighting. Customer is responsible for and will pay to Company any and all costs associated with the removal, relocation or exchange of luminaires, poles and/or related equipment that are determined to be non-compliant by governmental entities. **Company agrees to install underground wiring and appurtenances for FOUR (4) LED Shepherd - L - 80W luminaires mounted on FOUR (4) 15MH SiteLink Shepherd poles. This lighting installation will be located at Sarah Riley Hooks Cottage Bluffton , South Carolina as detailed on Company drawing .** The delivery voltage to these fixtures shall be 120v. At all times, Company will maintain ownership of LED luminaires and poles. The Customer must notify the Company of any non-functioning or mal-functioning lights. Company will not be responsible for any landscape or pavement replacement that may be necessary as a result of the Company installing and/or performing maintenance on the lighting facility. Customer will maintain a reasonable working distance around LED luminaires and poles.

Customer Initial/Date

ARTICLE V

REPLACEMENT AND MAINTENANCE: Company shall perform all ordinary replacement and maintenance due to normal wear and tear on the equipment and appurtenances. This shall include the replacement of conductor and electrical connections. Non-standard equipment replacement may be delayed until such equipment can be ordered and delivered to Company. Company shall retain ownership of poles located on Customer's premises.

In the event of accidental damage or vandalism, Company shall bill Customer and hold Customer responsible for all extraordinary replacement and maintenance work that is not recovered by Company from third parties tortfeasors.

If Customer elects, for any reason, to require removal or relocation of Company facilities, Customer is required to reimburse Company for all costs incurred by Company as a result of such removal or relocation. If action is taken by a governmental entity that requires the removal or relocation of Company's facilities, Customer is required to reimburse Company for all costs incurred by Company as a result of such removal or relocation.

ARTICLE VI

TERM: This Agreement shall continue for the full initial term of **ten (10) years** and continues thereafter from year to year until terminated by at least thirty (30) days prior written notice by either Party to the other of its intention to terminate.

ARTICLE VII

TERMINATION FOR DEFAULT BY CUSTOMER: The occurrence of any one or more of the following events by Customer shall constitute a default by Customer: 1) bankruptcy; 2) non-payment; 3) dissolution of business entity; 4) discontinuation of access; or 5) unauthorized modification of equipment. In the event of default, Company reserves the right to terminate this Agreement. Should Customer terminate prior to the end of the initial term of this Agreement, an early termination charge outlined in Article VIII shall apply.

ARTICLE VIII

EARLY TERMINATION CHARGE: Should Customer terminate this Agreement for any reason, either during the initial term or any extension thereof, unless waived as provided for herein, Customer shall pay to Company a

termination charge excluding fuel for the remainder of the contract term; plus the sum of the original cost of the installed equipment, less accumulated depreciation through the effective termination date, plus removal and disposal costs, plus environmental remediation costs, less any applicable salvage values, the total cost of which shall not be less than zero. Company may waive a portion or all of the termination charge where (1) a successor agreement is executed prior to termination of this Agreement, (2) Customer is able to furnish Company with satisfactory evidence that a successor customer will occupy the premises within a reasonable time and contract for substantially the same service facilities, or (3) the facilities for serving have been fully depreciated.

ARTICLE IX

LIMITATION OF LIABILITY: THE PARTIES AGREE, AS AN ESSENTIAL CONDITION OF THIS AGREEMENT, THAT COMPANY SHALL HAVE NO LIABILITY TO CUSTOMER OR TO ANY THIRD PARTY AS A RESULT OF THE SERVICES PROVIDED HEREUNDER OR COMPANY'S INSTALLATION, OPERATION, MAINTENANCE, OR REMOVAL OF THE LUMINAIRES, POLES, CONDUCTORS OR OTHER APPURTENANCES ASSOCIATED WITH THE LIGHTING FACILITIES EXCEPT TO THE EXTENT OF COMPANY'S NEGLIGENCE. CUSTOMER AGREES TO INDEMNIFY COMPANY IN THE EVENT THAT A THIRD PARTY SHOULD BRING A CLAIM AGAINST COMPANY ARISING OUT OF THE SERVICES PROVIDED HEREUNDER OR COMPANY'S INSTALLATION, OPERATION, MAINTENANCE, OR REMOVAL OF THE LUMINAIRES, POLES, CONDUCTORS OR OTHER APPURTENANCES ASSOCIATED WITH THE LIGHTING FACILITIES REGARDLESS OF THE FAULT OR NEGLIGENCE OF COMPANY.

IN NO EVENT WILL COMPANY BE LIABLE FOR INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE LIABILITY OF COMPANY SHALL IN NO EVENT EXCEED THE AMOUNT PAID BY CUSTOMER TO COMPANY UNDER THIS AGREEMENT DURING THE TWELVE MONTHS PRECEDING THE EVENT WHICH GIVES RISE TO THE UNDERLYING CLAIM.

ARTICLE X

WARRANTIES: COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY TYPE, EXPRESS OR IMPLIED, EXCEPT AS SPECIFICALLY STATED IN THIS AGREEMENT. WITHOUT LIMITING THE FOREGOING, COMPANY EXPLICITLY DISCLAIMS ANY WARRANTY REGARDING THE SERVICES PROVIDED HEREUNDER OR COMPANY'S INSTALLATION, OPERATION, MAINTENANCE, OR REMOVAL OF THE LUMINAIRES, POLES, CONDUCTORS OR OTHER APPURTENANCES ASSOCIATED WITH THE LIGHTING FACILITIES REGARDING THE SUITABILITY, PRACTICALITY, VIABILITY, OR FUNCTIONALITY OF THE PRODUCTS AND SERVICES PROVIDED HEREUNDER, EXCEPT AS SPECIFICALLY STATED HEREIN. COMPANY SPECIFICALLY DOES NOT WARRANT THAT THE PRODUCTS OR SERVICES WILL INCREASE SAFETY OR REDUCE THE POSSIBILITY OF CRIMINAL ACTIVITY. THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY DISCLAIMED.

ARTICLE XI

RIGHT OF WAY: Customer hereby grants Company free access and right of way to maintain install and remove any and all luminaires, poles, conductors and other appurtenances associated with the lighting facilities contained within this Agreement.

ARTICLE XII

CUSTOMER MODIFICATIONS: No modifications to luminaires, poles or related equipment may be made by Customer without prior written approval from Company. Company assumes no liability if luminaires, poles or related equipment are modified in any manner by Customer.

ARTICLE XIII

GENERAL TERMS AND CONDITIONS: This Agreement and all services rendered hereunder are subject to Company's General Terms and Conditions for Electric Service as approved by the PSC as they may now exist or may be amended in the future. The General Terms and Conditions for Electric Service as they currently exist or may be amended in the future are part of this Agreement. A copy of the General Terms and Conditions for Electric Service as they currently exist are attached hereto.

ARTICLE XIV

ASSIGNMENT: No assignment of this Agreement, in whole or in part by Customer, will be made without the prior written consent of Company (and shall not relieve the assigning Party from liability hereunder), which consent will not be unreasonably withheld or delayed.

ARTICLE XV

AMENDMENT: This Agreement may not be amended except by written agreement signed by an authorized representative of each Party.

ARTICLE XVI

REPRESENTATION: Each Party to the Agreement represents and warrants that it has full and complete authority to enter into and perform its respective obligations under this Agreement. Any person who executes this Agreement on behalf of either Party represents and warrants that he or she has full and complete authority to do so and that such represented Party shall be bound thereby.

ARTICLE XVII

COVENANTS: This Agreement is an entire contract, each stipulation thereto being a part of the consideration for every other, and the terms, covenants, and conditions thereof inure to the benefit of and bind the successors and assigns of each of the Parties hereto, as well as the Parties themselves.

ARTICLE XVIII

ENTIRE UNDERSTANDING: This Agreement contains the entire understanding of the Parties and supersedes all prior oral or written representation(s) concerning the subject matter hereof.

ARTICLE XIX

NON-STANDARD EQUIPMENT: These luminaires and/or poles are considered non-standard (non-stock) equipment, and Customer accepts that replacements will not be readily available (six weeks typical delivery time) and may not be exact duplicates of originals.

TOWN OF BLUFFTON

By: _____
(Print Name): TOWN OF BLUFFTON
Title: _____
Date: _____


DOMINION ENERGY SOUTH CAROLINA, INC.

By: _____
(Print Name): Robert Garvin
Title: Manager-Outdoor Lighting
Authorized Representative
Date: _____

DS
ML

DS
RG

Contract Number (LMS): SF00486015

Capital Improvements Program Fund Project Data Sheet									
Project Name	Sarah Riley Hooks Cottage						Project #	F0004	
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, conceptual master and preservation plans were completed in FY 23 to determine the highest and best public use of the land and cottage. Final plans are underway for the cottage rehabilitation and site development improvements.</p>									
Project Budget									
	Prior Years' Expended	FY2024 Revised Budget	FY2024 Estimate	FY2025 Proposed Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Project Forecast
Planning	\$ 15,510.00	\$ 47,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,510
Design	107,466	154,215	126,000	65,000	-	-	-	-	298,466
Construction	373.82	163,217	-	1,336,432	-	-	-	-	1,336,806
Other	-	-	-	10,000.00	-	-	-	-	10,000
Total	\$ 123,350	\$ 364,432	\$ 142,000	\$ 1,411,432	\$ -	\$ -	\$ -	\$ -	\$ 1,676,782
Project Funding Sources									
	Prior Years' Expended	FY2024 Revised Budget	FY2024 Estimate	FY2025 Proposed Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	Total Project Forecast
Hospitality Tax	\$ 26,465	\$ 45,680	\$ 183,000	\$ 893,215	\$ -	\$ -	\$ -	\$ -	\$ 1,102,680
CIP Fund Balance	-	-	-	518,217	-	-	-	-	518,217
									-
									-
Total	\$ 26,465	\$ 45,680	\$ 183,000	\$ 1,411,432	\$ -	\$ -	\$ -	\$ -	\$ 1,620,897
Strategic Focus Area & Guiding Principle					Project Status				
<p><i>Community Quality of Life</i> <i>Guiding Principle #1: Preserve and enhance the historic and cultural identity/resources that reflect the values and traditions of our community. We support and promote cultural activities that reflect our historic legacy.</i></p> <p><i>Infrastructure</i> <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>Sarah Riley Hooks Cottage construction documents and permitting to be complete in FY24. The cottage reconstruction is planned to begin in FY25, subject to budget approval. Site work will follow cottage construction and will begin in FY26.</p>				
Project Origination					Project Performance Measures				
FY 2021-2022 Strategic Plan					The purchase of this parcel aligns with the Strategic Plan Guiding Principles to preserve significant open space and environmental resources within the Town.				
General Fund Operations and Maintenance (O&M) Costs									
	Description	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 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.									

**Attachment 3
Proposed Motion**

Consideration of a Proposed Lighting Agreement with Dominion Energy for the Sarah Riley Hooks Cottage Project (Fiscal Impact – \$35,080.85 over a 10-year term)

Proposed Motion

*“I move to **approve (Approve, Deny, or Approve as Amended)** authorizing the Town Manager to enter into a lighting agreement with Dominion Energy for the Sarah Riley Hooks Cottage Project for a fiscal year impact of \$35,080.85 over a ten-year term.”*

TOWN COUNCIL

STAFF REPORT
Executive Department


MEETING DATE:	March 11, 2025
PROJECT:	Consideration of an Ordinance and Ratification of an Easement Over Certain Real Property owned by the Town of Bluffton, Identified as Beaufort County Tax Map No. R610 039 000 0498 0000, in favor of Dominion Energy South Carolina, Inc. to Provide Service to 1095 May River Road.
PROJECT MANAGER:	Heather Colin, Assistant Town Manager

REQUEST:

Town Council approve First Reading of an Ordinance authorizing the granting and transfer of a permanent utility easement (Attachment 1) to Dominion Energy of South Carolina Inc. over a portion of real property owned by the Town of Bluffton at 1095 May River Road (Tax Map No. R610 039 000 0498 0000).

BACKGROUND:

On April 10, 2018, Town Council approved a Resolution to acquire 1095 May River Road. In 2019 a Request for Proposals for the development of affordable housing on certain Town owned property, which included 1095 May River Road as a possible site, to further the Town's affordable housing initiatives in accordance with the Town's adopted Strategic Plan. A Master Agreement for the Development of Affordable Housing, as amended, was awarded to Workforce State of Mind, LCC and executed on August 4, 2022, with a subsequent Addendum executed on August 8, 2023, for the development of 1095 May River Road.

Dominion Energy has requested that the Town grant it a utility easement across a portion of the property for the purpose of installing utilities to serve the twelve planned townhomes.

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

NEXT STEPS:

Should Town Council desire to approve First Reading of the proposed Ordinance, the following next steps will be implemented:

1. Town Council approves Second and Final Reading of the proposed Ordinance
2. Town Manager executes Easement
3. Recording of Easement

SUMMARY:

Consideration of a proposed Easement related to Town owned property at 1095 May River Road in favor of the Dominion Energy of South Carolina Inc.

ATTACHMENTS:

1. Ordinance with Draft Easement
2. Proposed Motion

ORDINANCE NO. _____

TOWN OF BLUFFTON, SOUTH CAROLINA

AN ORDINANCE AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER AN EASEMENT PROVIDING A NON-EXCLUSIVE PERMANENT UTILITY EASEMENT TO DOMINION ENERGY OF SOUTH CAROLINA INC. OVER CERTAIN REAL PROPERTY OWNED BY THE TOWN OF BLUFFTON CONSISTING OF A PORTION OF PARCEL R610-039-000-0498-0000

WHEREAS, the Town of Bluffton, South Carolina, (the “*Town*”) presently owns one parcel of approximately 1.78 acres located in the Town of Bluffton, Beaufort County, South Carolina, commonly known and identified as 1095 May River Road and assigned Tax Map No. R610-039-000-0498-0000 (the “*Property*”); and,

WHEREAS, Dominion Energy of South Carolina (“*Dominion Energy*”) has requested that the Town grant it a utility easement across a portion of the Property for the purpose of installing utilities to serve the twelve planned townhomes; and,

WHEREAS, Town Staff has worked diligently with Dominion Energy to locate an appropriate easement path across the Property that ensures a minimal impact to the Property itself; and,

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

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

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

SECTION 1. EXECUTION AND DELIVERY OF EASEMENT. The Town Council hereby authorizes the transfer and conveyance of the necessary easements over the Property and hereby authorizes the Town Manager to execute the Easement in substantial form to the one attached hereto as EXHIBIT “A”.

SECTION 2. AUTHORIZATION FOR ADDITIONAL ACTIONS. The Mayor, Town Manager, and Town Clerk are each hereby authorized to execute any and all documents necessary to consummate the transfer and conveyance of the easements on the

Property from the Town, including, without limitation, the delivery and recordation of the Easement with the Office of the Register of Deeds for Beaufort County, South Carolina. The Town Manager is hereby authorized to pay such reasonable costs of the transaction as may be necessary.

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

DONE, RATIFIED AND ENACTED this ____ day of _____, 2025.

This Ordinance was read and passed at first reading on _____, 2025.

Larry Toomer, Mayor
Town of Bluffton, South Carolina

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

This Ordinance was read and passed at second reading on _____, 2025.

Larry Toomer, Mayor
Town of Bluffton, South Carolina

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina

INDENTURE, made this _____ day of _____, 2025 by and between **The Town of Bluffton, a South Carolina municipal corporation**, hereinafter called "Grantor" (whether singular or plural), and the **DOMINION ENERGY SOUTH CAROLINA, INC.**, a South Carolina corporation, having its principal office in Cayce, South Carolina, hereinafter called "Grantee".

WITNESSETH:

That, in consideration of the sum of One Dollar (\$1.00) received from Grantee, Grantor, owning a tract or development known as **May River Road Townhomes** situate in the County of **Beaufort**, State of South Carolina, shown on a certain plat or various plats filed or to be filed in the office of the public records of said County and generally described as follows: Being a tract or lot of land containing **1.78** acres, more or less, and being the same lands conveyed to Grantor by deed of **KGB 1934 LTD, CO**, dated or recorded **07/25/2018**, and filed in the Register of Deeds office for **Beaufort** County in Deed Book **3686** at Page **2292**.

All that certain piece, parcel or lot of land situate, lying and being in Bluffton Township, and identified as Tract 4 on that certain plat recorded in Plat Book 73 at Page 26. The easement is for the Grantee's facilities more fully shown on DESC Drawing #85447 and any revisions made thereof and is being made a part hereof, by reference only and will be as the Grantee's facilities are actually installed. A signed DESC Drawing by the Grantor will be authorization for the Grantee to install/extend its facilities in the future.

TMS: **R610 039 000 0498 0000**

The Grantor hereby grants and conveys to Grantee, its successors and assigns, the right, privilege and authority, from time to time, to enter upon, construct, extend, inspect, operate, replace, relocate, repair and perpetually maintain upon, over, under, along, across and through any and all property shown on the plat of land referred to above, and upon, over, under, along, across and through any and all streets, alleys, roads or other public ways or places of said development now existing or hereafter laid out, an overhead or underground electric line or lines consisting of any or all of the following: poles, conductors, lightning protective wires, municipal, public or private communication lines, cables, conduits, pad mounted transformers, guys, push braces and other accessory apparatus and equipment deemed by Grantee to be necessary or desirable, together with the right of ingress, egress and access to and from such rights of way, across and upon the lands of Grantor, as may be necessary or convenient for the purposes connected therewith.

Together also with the right to lay, construct, maintain, operate, repair, alter, replace and remove pipe lines, together with valves, tieovers and appurtenant facilities for the transportation of gas, oil petroleum products or any other liquids, gases or substances which can be transported through a pipe line.

Together also with the right, from time to time, to install guy wires upon lots in said development, to overhang lots with conductors, cross arms and service wires with the right (but not the obligation) from time to time to trim, cut or remove trees, underbrush and other obstructions that are within, over, under or through a strip of land ("Easement Space") extending Fifteen (15) feet on each side of any pole lines and Five (5) feet on each side of any underground wires or pipe lines and within, over, under or through a section of land extending Twelve (12) feet from the door side(s) of any pad mounted transformers, elbow cabinets, switchgears or other devices as they are installed; provided, however, any damage to the property of Grantor (other than that caused by trimming, cutting or removing) caused by Grantee in maintaining or repairing said lines, shall be borne by Grantee; provided further, however, that Grantors agree for themselves, their successors and assigns, not to build or allow any structure to be placed on the premises in such a manner that any part thereof will exist within the applicable above specified Easement Space, and in case such structure is built, then Grantor, or such successor and assign as may be in possession and control of the premises at the time, will promptly remove the same upon demand of Grantee herein. Grantor further agrees to maintain minimum ground coverage of thirty six (36) inches and maximum ground coverage of fifty four (54) inches over all underground primary electric lines. Grantor further agrees to maintain minimum ground coverage of twenty four (24) inches and maximum ground coverage of forty two (42) inches over all underground pipe (gas) lines.

The words "Grantor" and "Grantee" shall include their heirs, executors, administrators, successors and assigns, as the case may be.

IN WITNESS WHEREOF, Grantor has caused this indenture to be duly executed the day and year first above written.

WITNESS:

[SIGNATURE TO FOLLOW]

For: The Town of Bluffton, a South Carolina municipal corporation

1st Witness

By: _____(SEAL)

Stephen Steese, ICMA-CM

Town Manager
Title

2nd Witness

ACKNOWLEDGMENT

STATE OF SOUTH CAROLINA)
)
COUNTY OF **Beaufort**)

The foregoing instrument was acknowledged before me, the undersigned Notary, and I do hereby certify that the within named Stephen Steese, ICMA-CM as Town Manager for **The Town of Bluffton, a South Carolina municipal corporation** personally appeared before me this day and that the above named acknowledged the due execution of the foregoing instrument.

Sworn to before me this _____ day of _____, **2025**

Signature of Notary Public State of SC

My commission expires: _____

Print Name of Notary Public

**RIGHT OF WAY GRANT TO
DOMINION ENERGY SOUTH CAROLINA, INC.**

Line: **1095 MAY RIVER RD TOWNHOMES**

County: **Beaufort**

R/W File Number: **27569**

Grantor(s): **The Town of Bluffton, a South Carolina municipal corporation**

Return to: **DESC, C/O Right of Way Dept., 81 May River Road, Bluffton, SC 29910**

Attachment 2
Proposed Motion

Consideration of an Ordinance and Ratification of an Easement Over Certain Real Property owned by the Town of Bluffton, Identified as Beaufort County Tax Map No. R610 039 000 0498 0000, in favor of Dominion Energy South Carolina, Inc. to Provide Service to 1095 May River Road.

Proposed Motion

"I move to approve the first reading of an Ordinance authorizing the Town Manager to execute an Easement providing an easement over certain real property owned by the Town of Bluffton, located at 1095 May River Road, in favor of Dominion Energy of South Carolina for the purpose of installing utilities to serve the twelve planned townhomes."