



## Regular Town Council Meeting

Tuesday, January 13, 2026 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. SWEARING IN AND SEATING OF COUNCIL

1. Swearing In and Seating of Council Emily Burden and Fred Hamilton - Municipal Judge Clifford Bush III
2. Election of Mayor Pro Tempore

#### V. ADOPTION OF THE MINUTES

- [1.](#) Regular Meeting Minutes of 12/09/2025

#### VI. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

1. Beaufort County School District Character Student of the Month
2. Martin Luther King Jr. Proclamation - Mayor Larry Toomer
3. Annual Palmetto Bluff Development Agreement Update - Will Howard, South Street Partners
- [4.](#) Town of Bluffton Annual Development Agreement Update - Kevin Icard, Director of Growth Management

#### VII. PUBLIC COMMENT

#### VIII. COMMUNICATIONS FROM MAYOR AND COUNCIL

#### IX. WORKSHOP AGENDA ITEMS

#### X. PUBLIC HEARING & FINAL READING

- [1.](#) Consideration of an Ordinance to Amend the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards,

Section 5.15.8 Accessory Buildings (New) and Section(s) 5.15.5.A-E Maximum Lot Coverage (New). Second and Final Reading – Kevin Icard, Director of Growth Management

#### **XI. FORMAL AGENDA ITEMS**

- [1.](#) Authorization to Amend Contract #2025-49 for Historic District Sewer Phases 4, 5 and 6 Construction with Jordan Construction of Hilton Head Inc. by \$205,805 to Accommodate Unforeseen Field Conditions - Pat Rooney, Manager Capital Improvement Program

#### **XII. 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 Memoranda of Agreement Renewals for Various Matters Including Reimbursement of Waste Management Services at Calhoun Street Promenade Residences, Waste Management Services within Palmetto Bluff, and Joint Management Responsibilities at Eagle's Field - Chris Forster, Assistant Town Manager
- [4.](#) Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a portion of the Public Safety Cameras Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

#### **XIII. EXECUTIVE SESSION**

1. Discussions Relating to Proposed Land Acquisition in the Area within the Buckwalter PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])
2. Personnel Matters Regarding Town Council Appointments of Boards, Committees, and Commissions (Pursuant to Freedom of Information Act 30-4-70 [a][1])
3. Legal Advice Pertaining to an Appeal of a Decision Made by the Historic Preservation Commission (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

#### **XIV. ACTION FROM EXECUTIVE SESSION**

#### **XV. ADJOURNMENT**

**NEXT MEETING DATE: Tuesday, February 10, 2026**

*“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](mailto: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

December 09, 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 led by Mayor Toomer.

## IV. ADOPTION OF THE MINUTES

### 1. Regular Meeting Minutes of 11/13/2025

A motion made by Mayor Pro-tempore Wood, seconded by Councilmember Hamilton to approve the Regular Meeting Minutes of 11/13/2025.

All were in favor and the motion passed.

## V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

### 1. Presentation of Awards for Christmas Parade Winners - Mayor Larry Toomer

Mayor Toomer presented the award trophies for the Bluffton Christmas Parade.

The 2025 Bluffton Christmas Parade Winners:

Best Float: Outdoor Empire

Best Performance: May River High School Winter Cheer Team

State of Mind: Palmetto Pediatrics

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

Mayor Larry Toomer honored Sirene Pineda, a senior at Bluffton High School, for the character trait of courage/tolerance. Principal Matthew Hill accepted the award in Ms. Pineda's absence.

### 3. Don Ryan Center for Innovation Update - Paul Arvantides, CEO

Paul Arvantides, CEO of DRCI, provided an update for Don Ryan Center for Innovation's growing impact, noting that it has supported 105 program companies generating nearly \$28 million in revenue.

## VI. PUBLIC COMMENT

John Bartolo 194 Pinecrest Circle - Mr. Bartolo addressed council regarding the possible development in the Pinecrest neighborhood.

Lisa Sulka 37 Stock Farm Road - Mrs. Sulka addressed council with updates regarding public comments she had made at Strategic Planning workshop. She also spoke about contributing resources and saving the history of Bluffton.

Charlie Wetmore 48 Lawrence Street - Mr. Wetmore address council regarding the UDO edits to carports and the vote made by Planning Commission. He also expressed concerns regarding UDO guidelines that may or may not hinder growth.

Tony Presley 68 Pritchard Street - Mr. Presley expressed concerns regarding reoccurring issues with eBikes and the safety of community members.

## VII. COMMUNICATIONS FROM MAYOR AND COUNCIL

**Councilmember Frazier** shared her condolences with Councilmember Hamilton on the recent loss of his sister and commended town staff for the appearance of the town and the work involved.

**Mayor Pro Tempore Wood** recognized Larry Beckler, Director of Public Services, and Lyndee Simoneaux, Director of Events and Venues, for their outstanding work on town decorations, the Christmas tree lighting, and holiday events. He encouraged residents to support those in need during the holiday season through local nonprofit agencies.

**Councilmember Hamilton** expressed his appreciation for the support he received during this difficult time following the loss of his sister and wished everyone a Merry Christmas.

**Councilmember Burden** thanked staff for their contributions to the holiday festivities and wished everyone a Merry Christmas.

**Mayor Toomer** encouraged residents to visit New Riverside Barn Park in the evening to view the holiday display and shared a message of spreading love, peace, joy, and respect during the holiday season and beyond.

**Attorney Terry Finger** advised that the Hilton Head Island Deep Well Project has been named the 2025 PGA TOUR Charity of the Year.

## VIII. WORKSHOP AGENDA ITEMS

### IX. PUBLIC HEARING & FINAL READING

### X. FORMAL AGENDA ITEMS

1. Acceptance of the Presentation of the Town of Bluffton FY 2025 Audit by Mauldin and Jenkins, LLC - Natalie Majorkiewicz, Director of Finance

A motion was made by Councilmember Burden, seconded by Councilmember Hamilton to accept the Fiscal Year 2025 Audit for the Town of Bluffton presented by Mauldin & Jenkins, LLC and its inclusion in the Annual Comprehensive Financial Report for the year ending June 30, 2025.

All were in favor and the motion passed.

2. Consideration of Accommodations Tax Advisory Committee Funding Recommendations for Quarter Ending September 30, 2025 - Shannon Milroy, Budget & Procurement Manager

A. Congregation Beth Yam Requesting \$7,770.25

A motion was made by Mayor Pro-tempore Wood, seconded by Councilmember Burden to approve a \$7,770.25 grant to Congregation Beth Yam in support of the 2025 Hanukkah Celebration in Bluffton.

All were in favor and the motion passed.

B. Farmer's Market of Bluffton Requesting \$66,500.00

A motion was made by Councilmember Burden, seconded by Councilmember Hamilton to approve a \$66,500 grant to the Farmer's Market of Bluffton in support of the 2026 Market Season.

All were in favor and the motion passed.

C. Hilton Head Choral Society Requesting \$10,000.00

A motion was made by Councilmember Burden, seconded by Councilmember Frazier to approve a \$10,000 grant to the Hilton Head Choral Society in support of the Vienna Boys Choir Concerts.

All were in favor and the motion passed.

D. The New Bluffton Worship Requesting \$11,500.00

A motion was made by Mayor Pro-tempore Wood, seconded by Councilmember Frazier to approve a \$11,500 grant to the New Bluffton Worship to support the 2025 Christmas Eve Under the Stars event.

All were in favor and the motion passed.

E. May River Theatre Requesting \$49,764.00

A motion was made by Councilmember Hamilton, seconded by Mayor Pro-tempore Wood to approve a \$49,764.00 grant to the May River Theatre for Quarter Ending September 30, 2025.

All were in favor and the motion passed.

3. Approval to Authorize a Construction Contract with Hilton Head Landscapes, LLC for Site Development Construction of Buckwalter Place Park, Phases 3 and 4 (Fiscal Impact: \$1,071,496.54) - Pat Rooney, Manager of Capital Improvements Program

A motion was made by Councilmember Frazier, seconded by Councilmember Hamilton to approve authorizing the Town Manager to enter into a contract with Hilton Head Landscapes for the construction of Buckwalter Place Park, Phases 3 and 4 for a total fiscal impact of \$1,071,496.54, which includes a 10% contingency.

Town Council unanimously agreed and the motion passed.

4. Consideration of Public Art Committee Recommendation to Award a Public Art Commission at New Riverside Barn Park to Michael McLaughlin with a Fiscal Impact of \$58,000 – Chris Forster, Assistant Town Manager

A motion was made by Councilmember Frazier, seconded by Mayor Pro-tempore Wood, to approve the Public Art Committee Recommendation to Award the Public Art Commission at New Riverside Barn Park to Michael McLaughlin.

The recommendation was approved in a 3–2 vote.

Voting Yea: Toomer, Wood, Frazier

Voting Nay: Burden, Hamilton

5. Consideration of an Ordinance to Amend the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Section 5.15.8 Accessory Buildings (New) and Section(s) 5.15.5.A-E Maximum Lot Coverage (New). First Reading – Kevin Icard, Director of Growth Management

A motion was made by Mayor Pro-tempore Wood, seconded by Councilmember Frazier to approve on first reading of an amendment to the Town of Bluffton's Municipal Code of Ordinances Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards – Accessory Buildings as recommended by Planning Commission in addition of including Section 5.15.5. A through E as it relates to Maximum Lot Coverage.

All were in favor and the motion passed.

#### **XI. CONSENT AGENDA ITEMS**

A motion was made by Councilmember Hamilton, seconded by Councilmember Burden to approve item numbers 1-4 as submitted and pull item number 5 for updates to the 2026 Quarterly Workshop Meeting Schedule.

All agreed and the motion passed.

A motion was made by Mayor Pro-tempore Wood, seconded by Councilmember Frazier to adopt the 2026 Town Council Meeting Schedule as submitted and the 2026 Quarterly Workshop Meeting Schedule to reflect meeting dates of January 27, 2026, and October 27, 2026.

All agreed and the motion passed.

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 Pathway Pedestrian Safety Improvements Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience
4. Presentation of the Hilton Head Island Bluffton Chamber of Commerce FY26 Q1 Quarterly Report - Ariana Pernice, Hilton Head Island Bluffton Chamber of Commerce
5. Consideration of Adoption of the 2026 Town Council Meeting Schedule and 2026 Quarterly Workshop Meeting Schedule - Marcia Hunter, Town Clerk

#### **XII. EXECUTIVE SESSION**

A motion was made by Councilmember Hamilton, seconded by Councilmember Burden to enter Executive Session.

Town Council unanimously agreed.

1. Legal Advice Pertaining to an Appeal of a Decision Made by the Historic Preservation Commission (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
2. Discussions Relating to Proposed Land Acquisition in the Area within the Buckwalter PUD (Pursuant to SC Freedom of Information Act 30-4-70 [a] [2])

3. Discussion Relating to Proposed Contractual Matters Regarding Lease Agreements for Town Owned Property at 97 Progressive Street. (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
4. Legal Advice Pertaining to the Consideration of Condemnation of Property in Support of Pritchard Street for Light Pole Placement (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])

### **XIII. ACTION FROM EXECUTIVE SESSION**

A motion was made by Mayor Pro-tempore Wood, seconded by Councilmember Hamilton to authorize staff and town attorney to move forward with attempting to obtain an easement in support of the Pritchard Street light pole placement project and if an easement is not agreed, then to proceed with condemnation to pay a fair and reasonable price for the easement.

All were in favor and the motion passed.

### **XIV. ADJOURNMENT**

A motion was made by Councilmember Burden, seconded by Councilmember Frazier to adjourn the meeting at 8:12 PM.

All were in favor and the motion passed.

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Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

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

TOWN COUNCIL

STAFF REPORT  
Growth Management Department



MEETING DATE:	January 13, 2026
PROJECT:	Town of Bluffton Annual Development Agreement Update
PROJECT MANAGER:	Kevin Icard, AICP, Director of Growth Management

**BACKGROUND:** Each year, Town staff update the Development Agreement Summaries and the Build-Out Table to report on the number of dwelling units and commercial square footage constructed and occupied during the year. This information helps staff, elected officials, and citizens understand the pace and scale of growth within the Town and supports long-range planning, capital project forecasting, and decision-making.

The Summary (Attachment 1) provides the status of the Town of Bluffton’s Development Agreements through December 31, 2025, for the following Planned Unit Development (PUD) communities:

- Buckwalter
- Jones Estate
- New Riverside
- Palmetto Bluff
- Schultz Tract
- Village at Verdier (*Expiring Dec. 17, 2026*)

The Build-Out Table outlines the total allowed development rights for each PUD, summarizes new construction activity from January 1 through December 31, 2025, and provides cumulative construction totals to date. It also details the development rights that have been utilized, those that remain, and those that have been preserved, along with the current balance of development rights held in the Town’s Development Rights Bank. In addition, the table presents the estimated percentage of build-out for each PUD and the overall percentage of development rights utilized. This information provides a snapshot of progress toward full build-out and the remaining potential development capacity within each community.

Attachment 2 includes a Development Agreement Summary for each PUD. The summaries outline the acreage, permitted density, public dedications, amendment history, and include a map illustrating the location and boundaries of each development area. These summaries provide an at-a-glance reference to the fundamental terms of each Agreement and highlight any changes over time.

Together, the annual update, tables, and summaries offer a clear overview of growth trends, available development capacity, and the Town’s progress in implementing its Development Agreements. This information will support ongoing policy discussions and ensure continued transparency regarding growth within the Town of Bluffton.

**ATTACHMENTS:**

1. Town of Bluffton Annual Development Agreement Summary Through December 31, 2025
2. Development Agreement Summary October 2025
3. Permitted Density Summary October 2025



Development Agreement Building Permits vs. Utilized Development Rights Summary  
As Of October 31, 2025

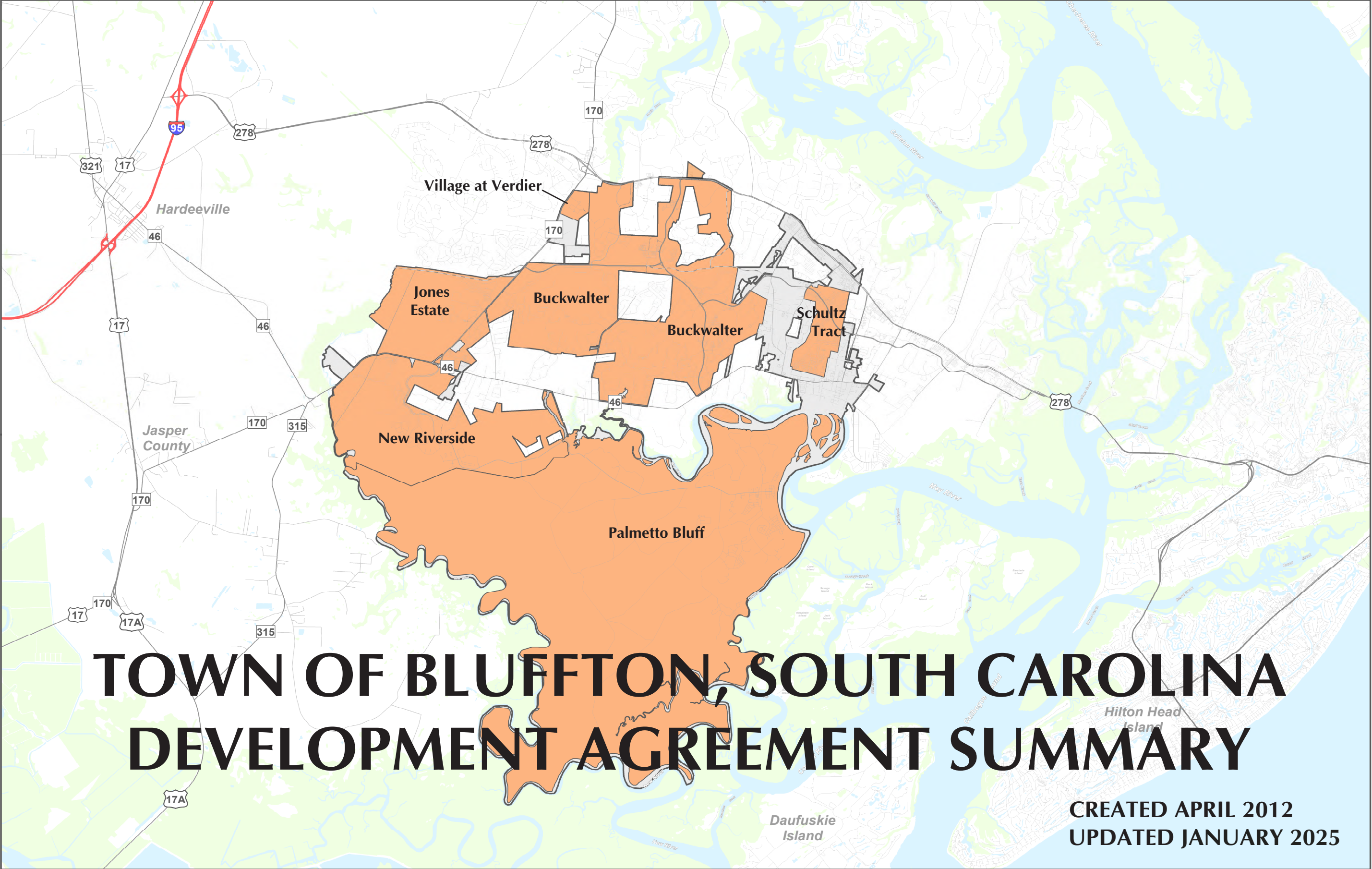
Development Agreement					Government Entity Holdings		New Construction Statistics January 1, 2025 Through December 31, 2025			Cumulative Statistics														
Name	Approval Date	Expiration Date <small>(Including Extensions and 9-Year Tolling Period Per SC Act 297 (2010) &amp; SC Act 112 (2013); Bluffton Village Development Agreement Expired October 17, 2024 and Therefore Removed From This Summary)</small>	Acres	Permitted Development Rights <sup>1</sup>	Purchased by the Beaufort County Rural and Critical Lands Program	Held by the Town of Bluffton in Development Rights Bank	Building Permits	Value of Construction	Certificate of Occupancy	Building Permits Issued	Remaining for Building Permit = <small>(Permitted Development Rights - Building Permits Issued - Purchased by RCLP - Held by the Town of Bluffton)</small>	Build-Out Percentages					Utilized Development Rights		Utilized Development Rights Developed Percentages					
												Development Rights Percentage Built-Out = <small>((Building Permits Issued + Purchased by BCRCLE + Held by TOB) / Permitted Development Right)</small>	Development Agreement Percentage Built-Out	Residential All Development Agreements Percentage Built-Out	Non-Residential All Development Agreements Percentage Built-Out	TOTAL All Development Agreements Percentage Built-Out	Utilized <sup>6</sup>	Remaining for Development = <small>(Permitted Development Rights - Utilized - Purchased by RCLP)</small>	Development Rights Percentage Utilized = <small>((Utilized + Purchased by BCRCLE + Held by TOB) / Permitted Development Right)</small>	Development Agreement Percentage Utilized	Residential All Development Agreements Percentage Utilized	Non-Residential All Development Agreements Percentage Utilized	TOTAL All Development Agreements Percentage Utilized	
Buckwalter	April 19, 2000	April 18, 2039	6,333	8,792 Residential DU	613 Residential DU <sup>1</sup>	115 Residential DU	176 Residential DU	\$ 54,230,906 Residential DU	27 Residential DU	6,064 Residential DU	2,000 Residential DU	77%	37%					5,832 Residential DU	2,232 Residential DU	75%	36%			
				300 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	\$ - Hotel Units	0 Hotel Units	300 Hotel Units	0%	0 Hotel Units						300 Hotel Units	0%					
				856.641 Acres Commercial	31.18 Acres Commercial <sup>3</sup>	1.21 Acres Commercial	261,338 SF Commercial	\$ 116,626,243 Commercial	4 Commercial	1,072,927 SF Commercial	556 Acres Commercial	32%						245 Acres Commercial	579 Acres Commercial	32%				
Jones Estate	June 21, 2000	June 20, 2039	1,885	2,516 Residential DU	0 Residential DU	0 Residential DU	71 Residential DU	\$ 34,308,328 Residential DU	76 Residential DU	2,174 Residential DU	342 Residential DU	86%	69%					2,369 Residential DU	147 Residential DU	94%	73%			
				131 Acres Commercial	0 Acres Commercial	0 Acres Commercial	0 SF Commercial	\$ - Commercial	3 Commercial	325,253 SF Commercial	64 Acres Commercial	51%						67 Acres Commercial	64 Acres Commercial	51%				
New Riverside	August 24, 2004	N/A	4,006	3,651 Residential DU <sup>2</sup>	0 Residential DU	0 Residential DU	260 Residential DU	\$ 111,422,597 Residential DU	193 Residential DU	3,187 Residential DU	464 Residential DU <sup>2</sup>	87%	65%	81%	32%	53%		3,380 Residential DU	271 Residential DU <sup>2</sup>	93%	67%	83%	33%	55%
				190 Acres Commercial	0 Acres Commercial	0 Acres Commercial	0 SF Commercial	\$ - Commercial	7 Commercial	74,900 SF Commercial	177 Acres Commercial	7%						18 Acres Commercial	172 Acres Commercial	9%				
				200 Acres Business Park <sup>4</sup>	200 Acres Business Park <sup>3</sup>	0 Acres Business Park	0 SF Business Park	\$ - Business Park	0 Business Park	0 SF Business Park	0 Acres Business Park <sup>4</sup>	100%						0 Acres Business Park	0 Acres Business Park <sup>4</sup>	100%				
Palmetto Bluff	November 23, 1998	November 22, 2057	19,217	4,000 Residential DU <sup>2,4</sup>	0 Residential DU	0 Residential DU	93 Residential DU	\$ 123,694,062 Residential DU	157 Residential DU	1,578 Residential DU	2,422 Residential DU <sup>2,4</sup>	39%	24%					1,866 Residential DU <sup>2,4</sup>	2,134 Residential DU <sup>2,4</sup>	47%	31%			
				180 Acres Commercial	0 Acres Commercial	0 Acres Commercial	0 SF Commercial	\$ - Commercial	7 Commercial	131,740 SF Commercial	155 Acres Commercial	8%						27 Acres Commercial	153 Acres Commercial	15%				
Schults Tract	November 23, 1998	November 22, 2057	620	1,263 Residential DU <sup>5</sup>	187 Residential DU <sup>3,5</sup>	189 Residential DU	0 Residential DU	\$ - Residential DU	0 Residential DU	821 Residential DU	66 Residential DU <sup>5</sup>	95%	84%					821 Residential DU	66 Residential DU <sup>5</sup>	95%	84%			
				230 Acres Commercial	0 Acres Commercial	0 Acres Commercial	1,208 SF Commercial	\$ 162,509 Commercial	3 Commercial	955,430 SF Commercial	64 Acres Commercial	72%						166 Acres Commercial	67 Acres Commercial	72%				
Village at Verdier	December 18, 2002	December 17, 2026	126	458 Residential DU	0 Residential DU	0 Residential DU	0 Residential DU	\$ - Residential DU	0 Residential DU	449 Residential DU	9 Residential DU	98%	39%					449 Residential DU	9 Residential DU	98%	39%			
				296,000 SF Commercial	0 SF Commercial	0 SF Commercial	0 SF Commercial	\$ - Commercial	0 Commercial	54,353 SF Commercial	241,647 SF Commercial	18%						54,353 SF Commercial	241,647 SF Commercial	18%				
				30,000 SF Civic	0 SF Civic	0 SF Civic	0 SF Civic	\$ - Civic	0 Civic	0 SF Civic	30,000 SF Civic	0%						0 SF Civic	30,000 SF Civic	0%				
TOTALS			32,187	20,680 Residential DU	800 Residential DU	304 Residential DU	600 Residential DU	\$ 323,655,894 Residential DU	453 Residential DU	14,273 Residential DU	5,607 Residential DU						14,717 Residential DU	4,859 Residential DU						
				300 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	0 Hotel Units	300 Hotel Units						0 Hotel Units	300 Hotel Units							
				1,588 Acres Commercial	31.18 Acres Commercial	1.21 Acres Commercial	262,546 SF Commercial	\$ 116,788,752 Commercial	24 Commercial	2,614,603 SF Commercial	1,050 Acres Commercial						525 Acres Commercial	1,034 Acres Commercial						
				200 Acres Business Park	200 Acres Business Park	0 SF Business Park	0 SF Business Park	0 Business Park	0 Business Park	0 SF Business Park	0 Acres Business Park						0 Acres Business Park	0 Acres Business Park						
				296,000 SF Commercial	0 SF Commercial	0 SF Commercial	0 SF Civic	0 Civic	0 Civic	0 SF Civic	241,647 SF Commercial						54,353 SF Commercial	241,647 SF Commercial						
				30,000 SF Civic	0 SF Civic	0 SF Civic				30,000 SF Civic						0 SF Civic	30,000 SF Civic							



Development Agreement Building Permits vs. Utilized Development Rights Summary  
As Of October 31, 2025

NOTES:

- <sup>1</sup> Community amenities such as clubhouses, equestrian facilities, pro shops, etc. as well as civic, institutional, church, and assisted living facilities with a Certificate of Need do not count against residential or commercial development rights.
- <sup>2</sup> New Riverside, LLC deposited 1,300 residential dwelling units on January 16, 2013, and may deposit an additional 764 residential dwelling units at its own discretion at a later date, into the Town's Development Rights Bank for future allocation outside of the critical areas of the May River Watershed Headwaters Restricted Area. Of the 1,300 residential dwelling units deposited, 1,080 may be withdrawn and transferred to the Palmetto Bluff Concept Land Use Plan which would increase Palmetto Bluff's allocated residential development rights from 2,920 to 4,000 residential dwelling units. The withdrawal and transfer to Palmetto Bluff occurred in December 2016.
- <sup>3</sup> These development rights were sold to Beaufort County as part of their Rural and Critical Lands Program. Therefore, it is most likely that these development rights will be preserved and reduce the remaining available.
- <sup>4</sup> The Palmetto Bluff Concept Plan provides that inns, hotels, bed & breakfasts, and associated ancillary uses such as conference centers, spas, restaurants, etc. count against residential development rights at a ratio of 1 room = 1/2 residential dwelling unit.
- <sup>5</sup> The Schults Tract Development Agreement initially established development rights for 1,600 residential dwelling units. The available residential development rights were reduced through 1) The extinguishment of 187 residential dwelling units as part of the transaction for Town of Bluffton and Beaufort County's co-purchase of Tract B-11; and 2) The transfer of 337 residential dwelling units to the Buckwalter Development Agreement, specifically Buckwalter Place, through a Transfer of Development Rights Permit.
- <sup>6</sup> Residential development rights are considered utilized upon the platting of a new single family lot or upon the issuance of a building permit for structures with multiple dwelling units such as condominiums, multi-family/apartment complexes, hotels, inns, bed & breakfasts, or dormitories. Commercial development rights are considered utilized upon the issuance of a building permit for a commercial structure.
- <sup>7</sup> These development rights are owned by the Town of Bluffton.



Development Agreement Overall Acreage, Density, and Dedication Summary

Development Agreement	Acres	Density		Public Dedications
		Residential Dwelling Units	Commercial/ Business Park/ Non-Residential/ Civic/ Hotel	
Buckwalter	6,333 Acres	8,852 Dwelling Units	<ul style="list-style-type: none"><li>• 858.641 Acres Commercial / Neighborhood Commercial</li><li>• 300 Hotel Units</li></ul>	<div>1) 29.1 acres for Municipal Use</div> <div>2) 3.77 acres for Municipal Affordable Housing Site</div> <div>3) 142.92 acres for Buckwalter Regional Park</div> <div>4) 155.49 acres of Right-of-Way for Buckwalter Pkwy, Bluffton Pkwy, Hampton Pkwy &amp;McCracken School Loop Rd</div> <div>5) 50’ Leisure Trail Easement adjacent to Buckwalter Pkwy and Bluffton Pkwy</div> <div>6) 120’ Right-of-Way for Future Hampton Pkwy</div> <div>7) 80’ Right-of-Way for Future Bluffton Pkwy Phase 5B</div> <div>8) 80’ Right-of-Way for Future North/South Connector Road from US 278 to Bluffton Pkwy Phase 5B</div>
Jones Estate	1,885 Acres	2,516 Dwelling Units	<ul style="list-style-type: none"><li>• 130.5 Acres Commercial / Neighborhood Commercial</li></ul>	<div>1) 102.67 acres for Linear Park and Trailhead Park</div> <div>2) 3-5 acres for Fire, Police or Emergency Service Site</div> <div>3) 25 acres for Public Elementary School Site</div> <div>4) 38 acres of Right-of-Way for SC Highway 170/46 Roundabout and SC Highway 170 Improvements</div> <div>5) 35 Foot Leisure Trail Easement adjacent to SC Highway 46 and SC Highway 170</div> <div>6) 120 Foot Right-of-Way for Future Bluffton Pkwy Westward Expansion</div>
Palmetto Bluff	19,217 Acres	4,000 Dwelling Units	<ul style="list-style-type: none"><li>• 180 Acres Commercial</li></ul>	<div>1) 43.84 acres for Jones Tract Park</div> <div>2) Two 5 acre Parcels for Fire, Police, or Emergency Service Sites</div> <div>3) 6 acre Donation for the Construction of a Stormwater BMP Pilot Project</div>
Schultz Tract	620 Acres	887 Dwelling Units	<ul style="list-style-type: none"><li>• 30 Acres Commercial</li><li>• 200 Acres Business Park</li></ul>	<div>1) 25 acres for Oscar Fraser Park</div> <div>2) 100 acres for Nature Preserve</div> <div>3) 35.212 acres of Right-of-Way for Bluffton Pkwy, Sheridan Park Extension, Pin Oak St, and Red Cedar St</div>
Village at Verdier	125.521 Acres	458 Dwelling Units	<ul style="list-style-type: none"><li>• 296,000 Square Feet Non-Residential</li><li>• 30,000 Square Feet Civic</li></ul>	<div>1) 1.5 acres for Civic Use</div> <div>2) 2.99 acres of Right-of-Way for SC Highway 170 Improvements</div> <div>3) 10’ Easement Adjacent to SC Highway 170 for Leisure Trail</div> <div>4) Non-Vehicular Public Access Easement to Okatie Regional Park</div>
New Riverside	4,006 Acres	3,651 Dwelling Units	<ul style="list-style-type: none"><li>• 182.71 Acres Commercial</li><li>• 200 Acres Business Park</li></ul>	<div>1) See Jones Estate Development Agreement for Public Dedications</div> <div>2) See Palmetto Bluff Development Agreement for Public Dedications</div>
TOTALS	32,187 Acres	20,364 Dwelling Units	<ul style="list-style-type: none"><li>• 1,781.851 Acres Commercial/ Business Park</li><li>• 296,000 Square Feet Commercial/ Non-Residential</li><li>• 300 Hotel Units</li><li>• 30,000 Square Feet Civic</li></ul>	

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# Jones Estate

## Development Agreement Summary

Initiating Town Ordinance: 2000-09

Execution and Anniversary Date: June 21, 2000

**Term:** Twenty years with option for two five-year extensions plus a nine-year tolling period (per SC Act No. 297, 2010 & SC Act No. 112, 2013) for a total term of thirty-nine (39) years

Expiration Date: June 20, 2039

Acreage: 1,885 acres

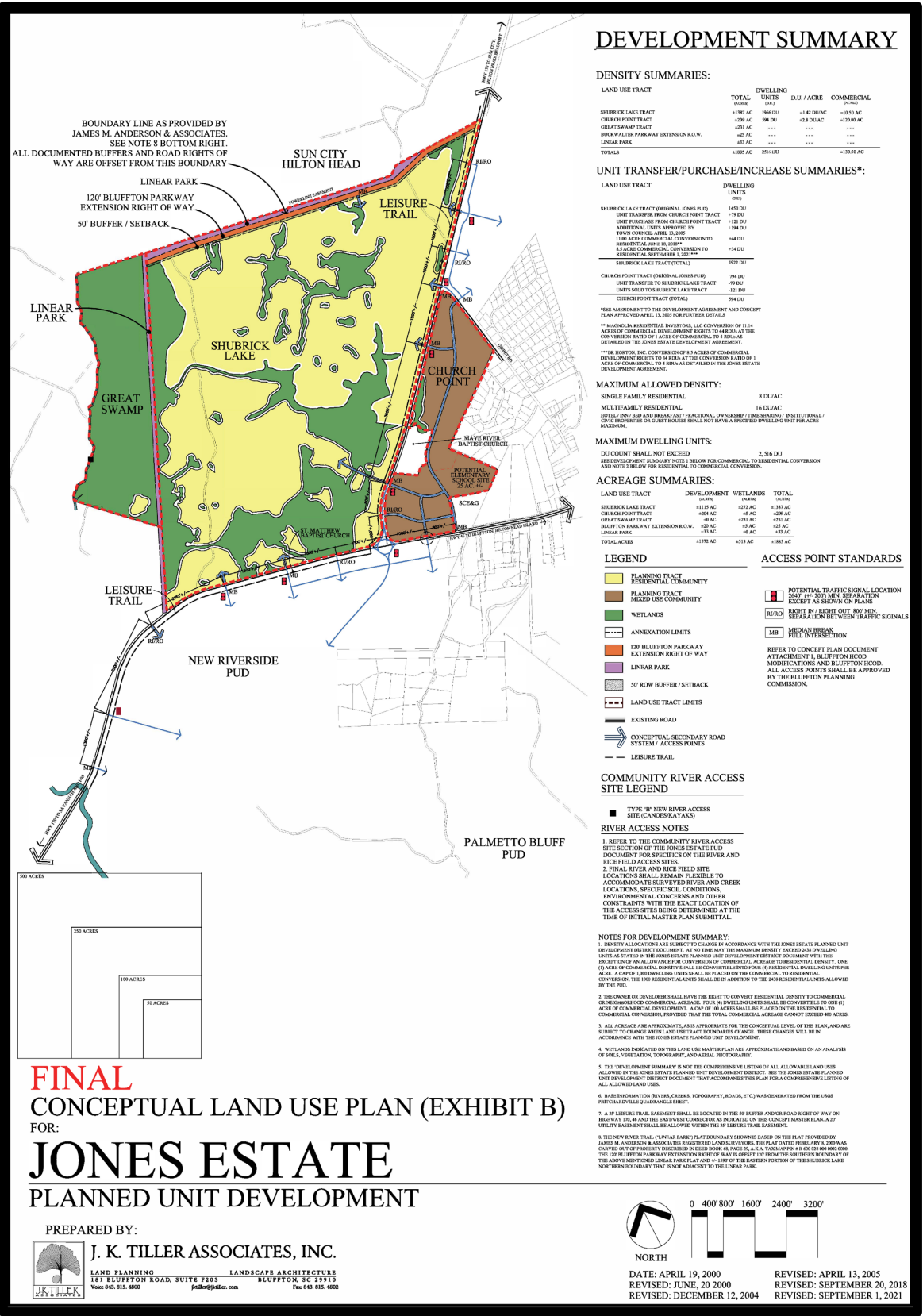
- Density:**
- 2,516 Dwelling Units
  - 130.5 acres Commercial/ Neighborhood Commercial

- Public Dedications:**
- 102.67 acres for Linear Park and Trailhead Park
  - 3-5 acres for Fire, Police or Emergency Service Site
  - 25 acres for Public Elementary School Site
  - 38 acres of Right-of-Way for SC Highway 170/46 Roundabout and SC Highway 170 Improvements
  - 35 Foot Leisure Trail Easement adjacent to SC Highway 46 and SC Highway 170
  - 120 Foot Right-of-Way for Future Bluffton Parkway Westward Expansion

### Amendment Summary:

**First Amendment:** Executed August 24, 2004 and enabled by Ordinance 2004-09  
**Second Amendment:** Executed October 18, 2004 and enabled by Ordinance 2004-10  
**Third Amendment:** Executed July 20, 2005 and enabled by Ordinance 2005-10  
**Fourth Amendment (Minor):** Executed October 23, 2018 for a by-right conversion of 11 acres of commercial development rights to 44 residential dwelling units  
**Fifth Amendment (Minor):** Executed January, 2022 for a by-right conversion of 8.5 acres of commercial development rights to 34 residential dwelling units  
**Sixth Amendment (Minor):** Executed June 14, 2025 for a by-right conversion of rights which were transferred to the New Riverside Concept Plan upon its creation of 7.29 acres of commercial development rights to 29 residential dwelling units and does not affect the Density permitted within the Jones Estate

**Additional Reference:**  
New Riverside



# Palmetto Bluff

## Development Agreement Summary

**Initiating Town Ordinance:** 1998-02

**Execution and Anniversary Date:** November 23, 1998

**Term:** Thirty-five years with option for three five-year extensions plus a nine-year tolling period (per SC Act No. 297, 2010 & SC Act No. 112, 2013) for a total term of fifty-nine (59) years

**Expiration Date:** November 22, 2057

**Acreage:** 19,217 acres

**Density:**

- 4,000 Dwelling Units
- 180 acres Commercial

**Public Dedications:**

- 43.84 acres for Jones Tract Park
- Two 5 acre Parcels for Fire, Police, or Emergency Service Sites
- 6 acres for the Construction of a Stormwater BMP Pilot Project

**Amendment Summary:**

**First Amendment:** Executed June 10, 2004 and enabled by Ordinance 2004-10

**Second Amendment:** Executed March 9, 2005 and enabled by Ordinance 2005-06

**Third Amendment:** Executed December 16, 2009 as an Administrative Amendment

**First Amendment to the Second Amendment:** Executed April 25, 2012 as an Administrative Amendment

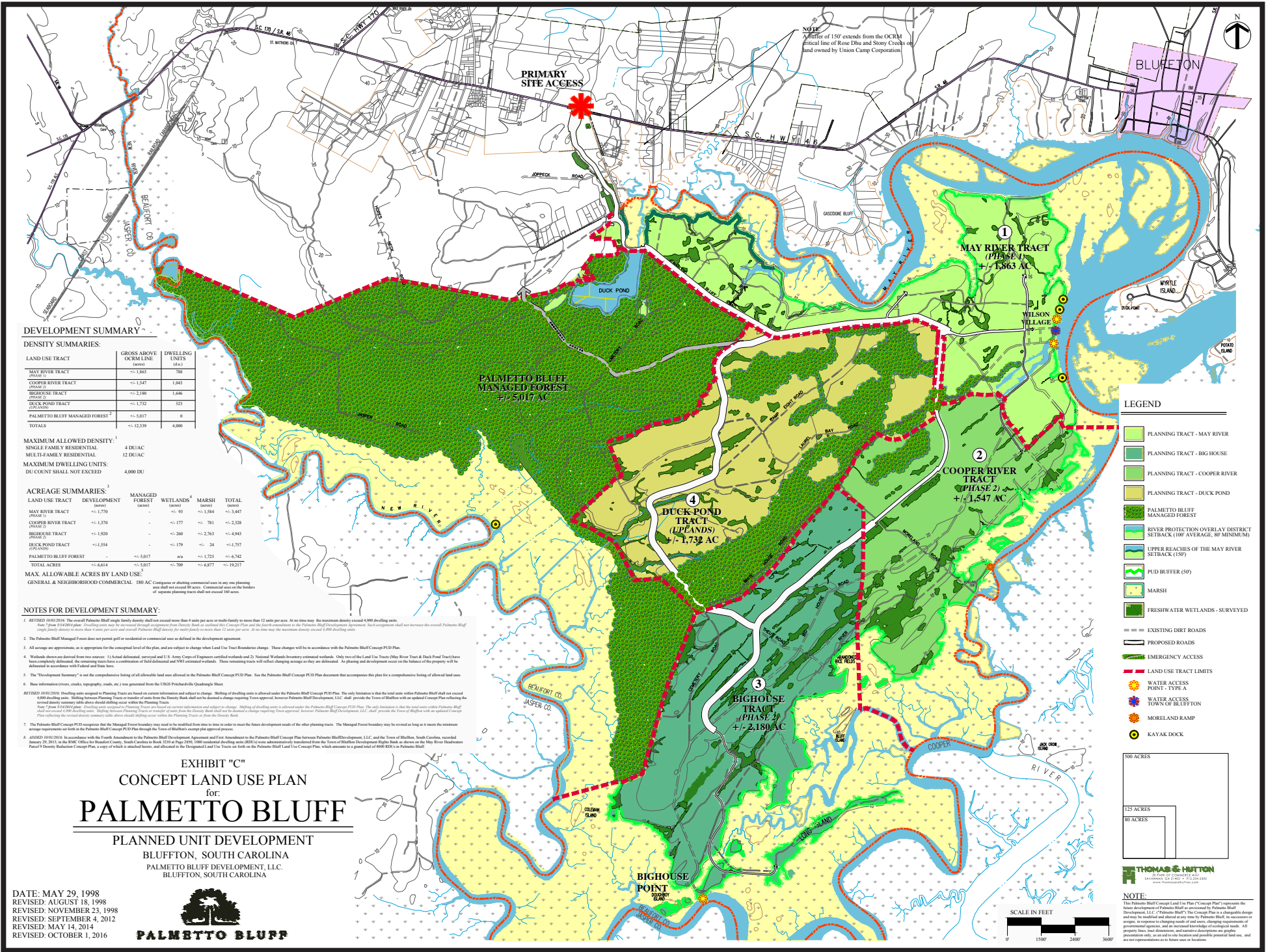
**Fourth Amendment:** Executed January 16, 2013 and Enabled by Ordinance 2012-16

**Addendum:** Executed December 5, 2016 as an Administrative Amendment

**Fifth Amendment:** Approved December 13, 2022 and enabled by Ordinance

**Additional Reference:**

New Riverside



CREATED APRIL 2012  
UPDATED DECEMBER 2022

# Schultz Tract

## Development Agreement Summary

**Initiating Town Ordinance:** 1998-02

**Execution and Anniversary Date:** November 23, 1998

**Term:** Thirty-five years with option for three five-year extensions plus a nine-year tolling period (per SC Act No. 297, 2010 & SC Act No. 112, 2013) for a total term of fifty-nine (59) years

**Expiration Date:** November 22, 2057

**Acreage:** 620 acres

**Density:**

- 1,263 Dwelling Units
- 30 acres Commercial
- 200 acres Business Park

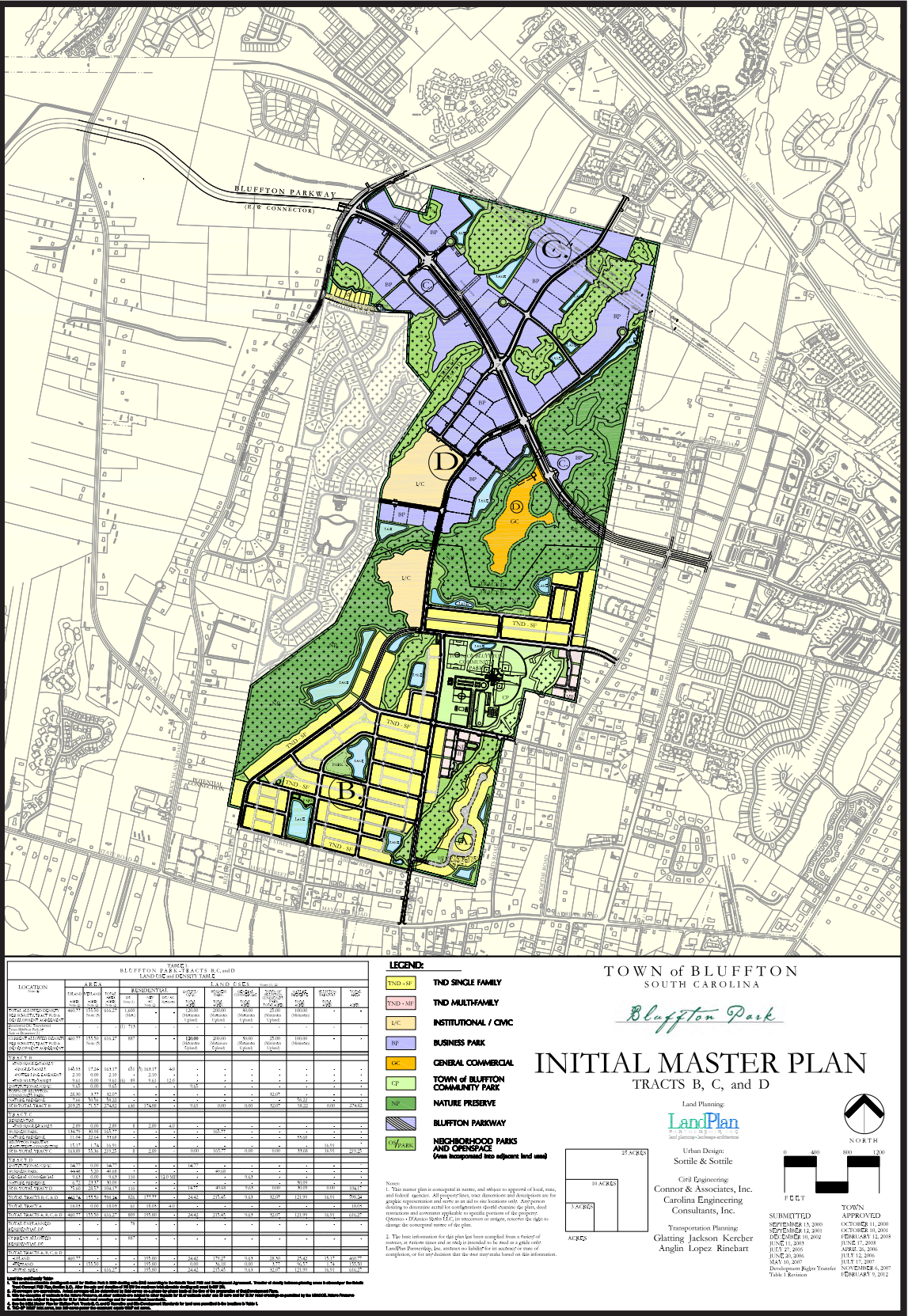
**Public Dedications:**

- 25 acres for Oscar Frazier Park
- 100 acres for a Nature Preserve
- 35.212 acres of Right-of-Way for Bluffton Parkway, Sheridan Park Extension, Pin Oak Street, and Red Cedar Street

**Amendment Summary:**

None

**Note:** 324 Residential Dwelling Units Transferred to the Buckwalter Development Agreement per Transfer of Development Rights Permit No. TD.07.10.001 on November 6, 2007.



CREATED APRIL 2012  
UPDATED JUNE 2019

# Village at Verdier

## Development Agreement Summary

**Initiating Town Ordinance:** 2002-12

**Execution and Anniversary Date:** December 18, 2002

**Term:** Five years with two five-year automatic extensions plus a nine-year tolling period (per SC Act No. 297, 2010 & SC Act No. 112, 2013) for a total term of twenty-four (24) years

**Expiration Date:** December 17, 2026

**Acreage:** 125.512 acres

### Density:

- 458 Dwelling Units
- 296,000 square feet Non-Residential
- 30,000 square feet Civic

### Public Dedications:

- 1.5 acres for Civic Use
- 2.99 acres of Right-of-Way for SC Highway 170 Improvements
- 10 Foot Easement Adjacent to SC Highway 170 for Leisure Trail
- Non-Vehicular Public Access Easement to Okatie Regional Park

### Amendment Summary:

**First Amendment:** Executed on May 23, 2011 and enabled by Ordinance 2011-05

**Second Amendment:** Ratified December 12, 2018 and enabled by Ordinance 2017-08

**Note:** By-Right Conversion of 108,000 Square Feet of Non-Residential to 54 Residential Dwelling Units Occurred on November 29, 2018



CREATED APRIL 2012  
UPDATED JUNE 2019

# New Riverside

## Concept Plan Summary

### Initiating Town Ordinances:

**Jones Estate Development Agreement First Amendment:**  
Executed on August 24, 2004 and enabled by Ordinance 2004-09

**Palmetto Bluff Development Agreement First Amendment:**  
Executed on August 24, 2004 and enabled by Ordinance 2004-09

**Total Acreage:** 4,006 acres

### Total Density:

- 3,651 Dwelling Units
- 190 acres Commercial
- 200 acres Business Park

**Note:** Addendum to the New Riverside PUD Concept Plan Development Agreement, December 5, 2016

### Applicable Development Agreement Initial Summary:

#### Jones Estate:

**Acreage:** 2,316 acres (Former Garvey Hall and Pritchard Station Tracts)

#### Density:

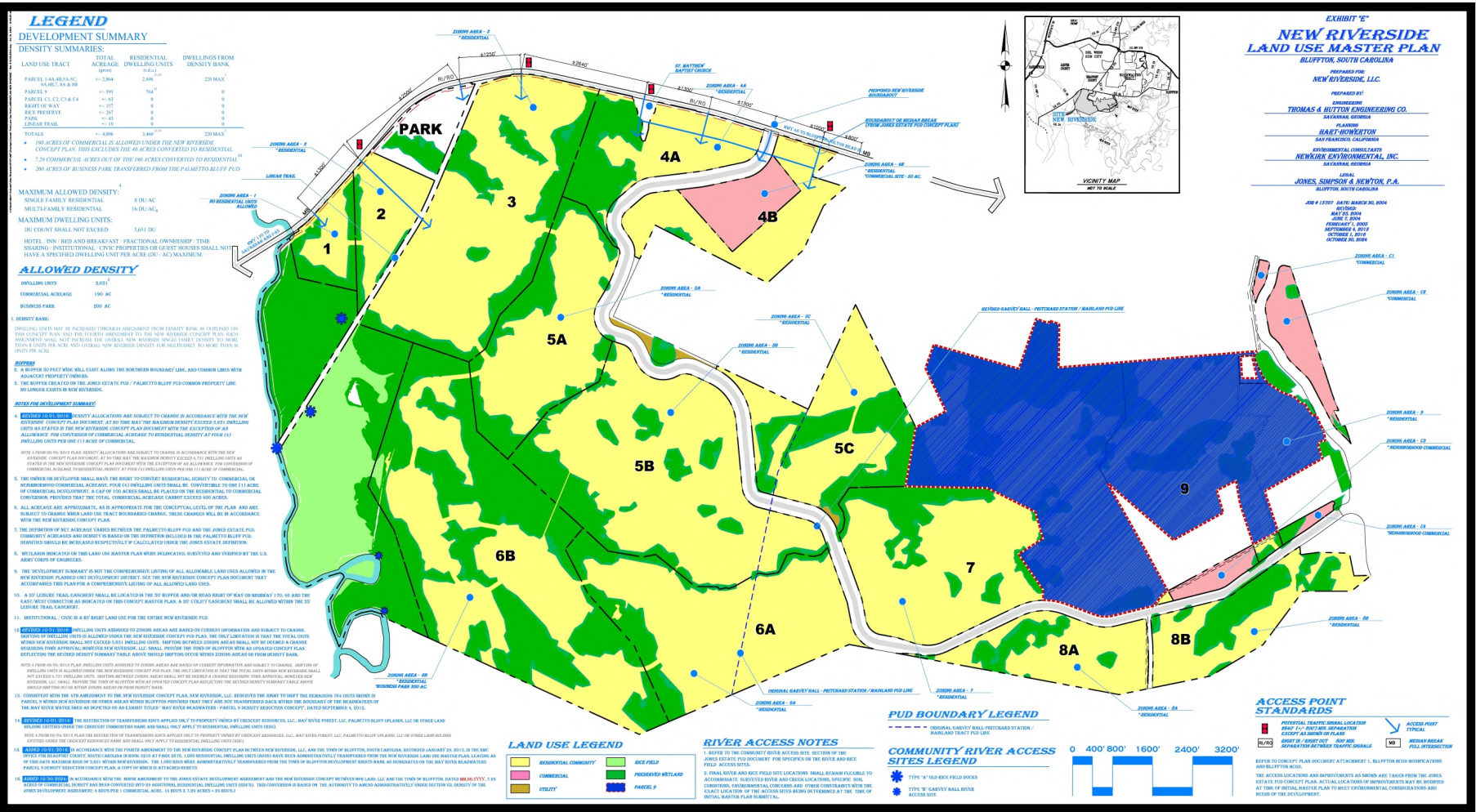
- 2,731 Dwelling Units
- 70 acres Commercial

#### Palmetto Bluff:

**Acreage:** 1,490 acres (Former Portions of the Mainland and Managed Forest Tracts)

#### Density:

- 2,000 Dwelling Units
- 120 acres Commercial
- 200 acres Business Park



### Amendment Summary:

**First Amendment:** Executed on March 9, 2005 and Enabled by Ordinance 2005-07

**Second Amendment:** Executed on June 8, 2005 and Enabled by Ordinance 2005-11

**Third Amendment (Minor):** Executed on December 16, 2009

**First Amendment to the First Amendment (Minor):** Executed on April 25, 2012

**First Amendment to the Second Amendment (Minor):** Executed on April 25, 2012

**Fourth Amendment:** Executed on January 16, 2013 and Enabled by Ordinance 2012-15

**Addendum:** Executed on November 10, 2016

**Fifth Amendment (Minor):** Executed December 18, 2018

**Sixth Amendment (Minor):** Executed June 14, 2025 for a by-right conversion of rights which were

transferred to the New Riverside Concept Plan upon its creation of 7.29 acres of commercial development rights to 29 residential dwelling units and does not affect the Density permitted within the Jones Estate

**Note:** As contemplated by the Fourth Amendment, 1,080 Dwelling Units from the New Riverside Concept Plan which Were Deposited in the Town of Bluffton Development Rights Bank were Withdrawn and Transferred Back into the Palmetto Bluff Concept Plan on November 10, 2016

**CREATED APRIL 2012**  
**UPDATED OCTOBER 2025**

# Town of Bluffton

## Approved/Entitled Development Rights Summary

DEVELOPMENT TRACT	PROJECT INFORMATION
<b>Bluffton Old Town Historic District - 640 Acres</b>	600 Parcels (Approximately)
Calhoun Street Promenade - 7.84 Acres	Mixed Use - 82,176 Sq. Feet (Maximum Building Footprint); 64 DU (Maximum)
Legacy Commons - 1.239 Acres	14,600 Sq. Feet Commercial
Magnolia Village - 3.45 Acres	36,400 Sq. Feet Commercial
May River/Goethe Road Subdivision - 2.316 Acres	12 Mixed-Use Lots, 2 Commercial Lots
Old Village Square - 1.73 Acres	19,100 Sq. Feet Commercial
Stock Farm - 20 Acres	Mixed Use - 51 DU (Maximum)
Tabby Roads - 13.51 Acres	Mixed Use - 52 DU (Maximum)
<b>Bluffton Village PUD - 29.31 Acres</b>	38 DU; 212,750 Sq. Feet Commercial/Civic/Multi-Family
Bluffton Library	25,000 Sq. Feet Civic
Bluffton Post Office	18,650 Sq. Feet Civic
Commercial/Office/MF	169,100 Sq. Feet
The Residence at Bluffton Village	38 DU
<b>Buck Island/Simmons ville Annexation - 1,142 Acres</b>	473 Parcels (Approximately)
Beaufort County Drop Off Site - 10.02 Acres	10.02 Acres Civic
Belfair Towne Village PUD - 35.484 Acres	35.484 Acres Commercial
Bible Missionary Baptist Church - 5 Acres	5 Acres Religious
Bluffton Commons - 48.53 Acres	48.53 Acres Commercial
Bluffton Eagles Community Ballfield - 14.01 Acres	14.01 Acres Civic
Bright Commercial Subdivision - 7.6 Acres	7.6 Acres Commercial
Corporate Plaza at Belfair - 9.38 Acres	9.38 Acres Commercial

# Town of Bluffton

## Approved/Entitled Development Rights Summary

Section VI. Item #4.

DEVELOPMENT TRACT	PROJECT INFORMATION
<b>Buck Island/Simmons ville Annexation Continued</b>	
Hallmark Vista View Apartments - 49.3 Acres	88 DU
Hamilton Grove - 24.804 Acres	85 DU
Island Packet - 7.93 Acres	7.93 Acres Commercial
New Hope Village - 4.093 Acres	14 DU
Old Carolina Golf Course PUD - 171 Acres	254 DU
Plantation Business Park - 34.45 Acres	34.45 Acres Commercial
Resort Services - 20.24 Acres	20.24 Acres Light Industrial
Sheridan Park - 77.46 Acres	77.46 Acres Commercial
Southeastern Property Development PUD - 6.88 Acres	87,800 Sq. Feet Commercial
Walgreen's Office Community - 5.97 Acres	5.97 Acres Commercial
Westbury Park Commercial - 24.808 Acres	24.808 Acres Commercial

<b>Buckwalter PUD - 6,333 Acres</b>	8,852 DU; 858.641 Acres Commercial; 300 Hotel Units
Baynard Park - 200.49 Acres	310 DU
Beaufort Memorial Micro Hospital - 12.852 Acres	12.852 Acres General Commercial
Boys and Girls Club - 2.18 Acres	2.18 Acres Civic Use
Brightwater at Hampton Lake - 104.4 Acres	600 DU; 10 Acres Neighborhood Commercial
One Hampton Lake Apartments - 63.8 Acres	306 DU
Benton House of Bluffton Assisted Living - 7.5 Acres	59 Beds/Institutional Use
Buckwalter Commons Phase 1 Master Plan - 472.56 Acres	---
Berkley Place (Parcel C3) - 22.86 Acres	16.53 Acres General Commercial
LiveWell Terrace/Beaufort Memorial Hospital - 10.09 Acres	120 RDU; Up to 6,000 Sq. Feet Office
Lord of Life Lutheran Church (Parcel C6A) - 8.486 Acres	8.486 Acres Religious Use

# Town of Bluffton

## Approved/Entitled Development Rights Summary

Section VI. Item #4.

DEVELOPMENT TRACT	PROJECT INFORMATION
<b>Buckwalter PUD Continued</b>	
Buckwalter Commons Phase 1 Master Plan Continued	---
Parker's Gas Station (Parcel 11A) - 1.8 Acres	1.8 Acres General Commercial
Pinellas Drive (Parcels C2A & C2B) - 24.417 Acres	16.797 Acres General Commercial
Stockade Self Storage Facility (Parcel 11B) - 10.123 Acres	10.123 Acres General Commercial
Townes At Buckwalter (Parcel C7) - 26.89 Acres	209 DU
Vineyard Bluffton Assisted Living (Parcel C1A) - 10.123 Acres	96 Beds/Institutional Use
Washington Square (Parcel C4) - 34.8 Acres	138 DU; 14.1 Acres General Commercial
Weniger Plastic Surgery (Parcel C1) - 2.03 Acres	2.03 Acres General Commercial
Buckwalter Crossroads - 99.2 Acres	70.6 Acres General Commercial
Buckwalter Business Park - 20 Acres	20 Acres General Commercial
Buckwalter Place - 94 Acres	716 DU; 67.08 Acres General Commercial
Crosland-Reed - 58.88 Acres	58.85 Acres General Commercial
Cross Outreach Ministries - 78 Acres	105 DU; 78 Acres Civic/Institutional Use
Hampton Hall - 1,019 Acres	1,024 DU
Hampton Lake - 1,329 Acres	1,815 DU; 20 Acres Neighborhood Commercial
Hilton Head Christian Academy - 27.78 Acres	27.78 Acres Civic/Institutional Use
Lawton Station - 275 Acres	500 DU
Lowcountry Community Church - 17.09 Acres	17.09 Acres Religious Use
Mystic Bluff Apartments - 43.63 Acres	248 DU
Okatie Bluffs - 21.922 Acres	150 DU; 5.9 Acres General Commercial
Parcel 10B - 45.065 Acres	Memory Care Assisted Living Facility
Parkside - 57.47 Acres	108 DU
Pine Ridge - 136.6 Acres	311 DU

# Town of Bluffton

## Approved/Entitled Development Rights Summary

Section VI. Item #4.

DEVELOPMENT TRACT	PROJECT INFORMATION
<b>Buckwalter PUD Continued</b>	
Pinecrest - 429 Acres	489 DU
Rose Dhu Creek Plantation - 294 acres	118 DU
Saint Gregory the Great - 61.093 Acres	150 DU; 10.65 Acres Neighborhood Commercial
Shell Hall - 120.7 Acres	251 DU
The Elle Apartments - 45.07 Acres	252 DU
The Farm at Buckwalter - 187.02 Acres	555 DU
<b>Hidden Lakes PUD - 111.69 Acres</b>	190 DU
<b>Jones Tract PUD - 1,885 Acres</b>	2,516 DU; 130.5 Acres Commercial
Cypress Ridge - 1,412.19 Acres	1,888 DU; 19 Acres Commercial
Four Seasons at Carolina Oaks - 541 Acres	400 RDU
Palmetto Point Commercial - 37.95 Acres	37.95 Acres Commercial
Palmetto Pointe Townes - 16.747 Acres	107 DU
May River Crossing - 32.47 Acres	32.47 Acres Commercial
Villages at Palmetto Pointe - 102.91 Acres	312 DU
<b>Kent Estates PUD - 111.69 Acres</b>	69,000 Sq. Feet Non-Residential
NHC Healthcare (3035 Okatie Highway) - 19.75 Acres	315 Beds (Utilizing 69,000 Sq. Feet Non-Residential)

# Town of Bluffton

## Approved/Entitled Development Rights Summary

Section VI. Item #4.

DEVELOPMENT TRACT	PROJECT INFORMATION
<b>New Riverside PUD - 4,006 Acres</b>	3,651 DU; 182.71 Acres Commercial; 200 Acres Business Park
Alston Park - 112 Acres	270 DU
Beaufort County School District May River High School - 224.51 Acres	224.51 Acres Civic/Institutional
Heritage at New Riverside - 365.85 Acres	905 DU
Lakes at New Riverside - 244.2 Acres	509 DU
Midpoint at New Riverside - 253.45 Acres	567 DU
New River Forest - 79.87 Acres	113 DU
New Riverside Village - 35.5 Acres	17.71 Acres Commercial; 374 DU
Southern Oaks at New Riverside - 181 Acres	343 DU
The Haven at New Riverside - 349 Acres	500 DU
The Landings - 98.75 Acres	240 DU
<b>Other Areas</b>	
121, 127, & 129 Burnt Church Road - 2.49 Acres	2 DU; 1,136 Sq. Feet Commercial
163 Bluffton Road - 2 Acres	18,000 Sq. Feet Commercial
Beaufort County School District Campus at Buckwalter - 95.84 Acres	95.84 Acres Civic/Institutional
Bluffton Towne Center (27 Dr Mellichamp Road) - 1.22 Acres	15,271 Sq. Feet Commercial
Cahill's Market - 27.35 Acres	1,788 Sq. Feet Commercial; 26.35 Acres Agricultural
Giddy-Up Subdivision (Ulmer Road) - 1.67 Acres	5 DU
JC's Cove - 18.79 Acres	6 DU; 5,150 Sq. Feet Commercial
Kirk's Bluff Townhomes (Goethe Road) - 4.62 Acres	38 DU
Pinewood (Drayson Circle) - 18.4 Acres	33 DU
SCE&G Laydown Yard (81 May River Road) - 14.32 Acres	14.32 Acres Utility
The Walk (129 Burnt Church Road) - 20 Acres	50 DU

# Town of Bluffton

## Approved/Entitled Development Rights Summary

Section VI. Item #4.

DEVELOPMENT TRACT	PROJECT INFORMATION
<b>Palmetto Bluff PUD - 19,217 Acres</b>	4,000 DU; 180 Acres Commercial
Campell Compound - 10 Acres	10 DU
Phase 1 - 3,126 Acres	732 DU; 40 Acres Commercial
Phase 2 - 7,339 Acres	2,035 DU; 110 Acres Commercial
Uplands Tract - 1,750 Acres	150 DU; 30 Acres Commercial
<b>Shults Tract PUD - 616.278 Acres</b>	887 DU; 30 Acres General Commercial; 200 Acres Business Park
Bluffton Park - 598.378 Acres	826 DU; 30 Acres General Commercial; 200 Acres Business Park
Brendan Woods - 17.9 Acres	61 DU
<b>Tulifinny PUD - 43.31 Acres</b>	1 DU per Acre; 6,000 Sq. Feet Non-Residential per Acre
<b>Village at Verdier PUD - 125.512 Acres</b>	458 DU; 296,000 Sq. Feet Non-Residential; 30,000 Sq. Feet Civic
Encompass Health - 5.923 Acres	45,000 Sq. Feet Non-Residential
25 Pearce Road Office - 0.576 Acre	4,900 Sq. Feet Non-Residential
39 Pearce Road Office - 0.58 Acre	4,900 Sq. Feet Non-Residential
Extended Stay America - 3.496 Acres	120 Rooms (Utilizing 60 DU)
Seagrass Station - 55 Acres	139 DU
Crowne at 170 Apartments - 20.929 Acres	250 DU
<b>Wellstone PUD - 42.28 Acres</b>	206 DU

# TOWN COUNCIL

## STAFF REPORT Growth Management Department



MEETING DATE:	January 13, 2026
PROJECT:	Consideration of an Ordinance to Amend the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Section 5.15.8 Accessory Buildings (New) and Section 5.15.5. A-E Maximum Lot Coverage. Second Reading
PROJECT MANAGER:	Kevin Icard Director of Growth Management

**REQUEST:** The UDO Administrator requests that Town Council approve on second reading certain text amendments to the Town of Bluffton’s Municipal Code of Ordinances, Chapter 23, Unified Development Ordinance, Article 5 – Design Standards, Section 5.15.8 – Accessory Buildings and Section(s) 5.15.5.A-E Maximum Lot Coverage.

**CHANGES FROM FIRST READING:** At the December 9, 2025, Town Council meeting, Town Council voted to approve the proposed changes to the UDO Sections 5.15.8 and 5.15.5 related to Accessory Buildings and Maximum Lot Coverage, with the changes to increase the maximum footprint to 600 SF and to remove the language ‘at a minimum of 20 feet’ from bullet point #3 under characteristics.

Since the first reading, staff have made changes to the language which are reflected in Attachment 1, under Exhibit A.

**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.”

**PLANNING COMMISSION RECOMMENDATION:** At the October 22, 2025, Planning Commission meeting, Commissioner Howard made a motion to recommend approval of the amendments to the Town of Bluffton Code of Ordinances Chapter 23 – Unified Development Ordinance, as submitted by Town Staff with the exception of the Maximum Lot Coverage being proposed.

**BACKGROUND:** On August 12, 2025, Town Council held a workshop to consider potential amendments to the Town of Bluffton Code of Ordinances, Chapter 23, Unified Development Ordinance (UDO), Article 5 – Design Standards: Accessory Buildings & to add Maximum Lot Coverage in the 5 zoning districts in Old Town. Council directed Staff to provide additional opportunities for the Planning Commission (PC) to review and offer feedback prior to further action.

Workshops on this topic were previously held with both the Planning Commission and the Historic Preservation Commission; however, no clear consensus emerged due to varied perspectives. In April 2025, staff facilitated a Town Council workshop during which Council provided general direction to guide future standards.

In response, staff developed a proposal to establish clear and practical regulations for carports as a distinct building type. The intent is to create flexible, context-sensitive standards that support neighborhood character, particularly within the Historic District, while ensuring functionality and compatibility with existing development patterns.

The proposal outlines considerations related to overall intent, design and compatibility, functionality and use, lot and zoning factors, and construction standards. Key elements include regulating scale and placement to ensure carports remain subordinate to principal structures, allowing flexibility for different lot configurations, encouraging screening where appropriate, and requiring compliance with applicable building codes.

**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.

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

*Finding.* The proposed carport amendments support best planning practices by regulating size, placement, and materials to maintain neighborhood character and manage stormwater impacts.

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	October 22, 2025	✓
Step 2. Town Council – 1st Reading	December 9, 2025	✓
Step 3. Town Council Meeting – Final Reading and Public Hearing	January 13, 2026	✓

**STAFF RECOMMENDATION:** Staff recommends approval of the updated Exhibit A in Attachment 1.

**ATTACHMENTS:**

1. Ordinance & Proposed Amendments

ORDINANCE NO. 2026 – \_\_\_\_\_

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, SECTION 5.15.8 ACCESSORY BUILDINGS AND SECTION 5.15.5. A-E TO ADD MAXIMUM LOT COVERAGE**

**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, Section 5.15.8 to Add Accessory Buildings and Section 5.15.5 A-E to add Maximum Lot Coverage.

**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, Article 5 – Design Standards, Section 5.15.8 to Add Accessory Buildings and Section 5.15.5 A-E to add Maximum Lot Coverage 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 \_\_\_\_\_, 2026.

This Ordinance was read and passed on First Reading on December 9, 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 \_\_\_\_\_, 2026.

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

\_\_\_\_\_  
Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

This Ordinance was passed at Second and Final Reading held \_\_\_\_\_, 2026.

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

\_\_\_\_\_  
Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

**EXHIBIT A**

**PROPOSED UNIFIED DEVELOPMENT ORDINANCE CHANGES**

**Section 5.15.8.R. Carports**

**General:** Residential Detached Accessory Structure

**Size Range:** Maximum 600 SF, however, cannot exceed maximum lot coverage based on principal building type

**Maximum Footprint:** 600 SF

**Height:** No taller than the principal structure or 18 feet, whichever is less.

**Characteristics:**

- A detached or an attached accessory structure.
- Only one carport permitted per lot.
- Placement in rear of lot or behind the front plane of the principal structure.
- Must be of same general character as primary structure.
- Solid walls are not permitted. No more than two (2) sides may be enclosed with louvered or horizontal panels or siding.
- Columns, posts and roof material shall be consistent with residential character.
- Roof must have a minimum pitch of 4:12.
- Limited electrical service is permitted. No internal plumbing is permitted.
- Not permitted on commercial or mixed-use lots.

### Section 5.15.5.A Neighborhood Core Historic District

Neighborhood Core Building Type Requirements:	Front Build-to Zone	Lot Width Lot Width	Frontage Requirement	Setback ( <i>from rear property line</i> )	Side Setback ( <i>from side property lines</i> )	Height ( <i>in stories</i> )	Maximum Lot Coverage
Main Street Building	10'-20'	50'-100'	70% - 90%	25'	5'	2-3	<u>80%</u>
Commercial Cottage	10'-15'	50'-75'	40% - 70%	25'	8'	1-1.5	<u>80%</u>

<b>Live-Work Sideyard</b>	10'-15'	50'-65'	50% - 75%	25'	5'	2-2.5	<b><u>80%</u></b>
<b>Duplex</b>	10'-15'	55'-70'	N/A	25'	5'	2-3	<b><u>75%</u></b>
<b>Triplex</b>	10'-15'	70'-100'					<b><u>75%</u></b>
<b>Mansion Apartment House</b>	10'-25'	60'-80'	N/A	25'	5'	2-2.5	<b><u>70%</u></b>
<b>Civic Building</b>	10'-25'	N/A	N/A	N/A	5'	2.5	<b><u>80%</u></b>
<b>Carriage House</b>	See Sec. 5.15.8.F. for placement and other requirements			5'	5'	1-2	
<b>Additional Building Types</b>	10'-25'	50'-100'	TBD by UDO Admin.	25'	5'	2-3	<b><u>80%</u></b>

## Section 5.15.5.B Neighborhood Center Historic District

<b>Neighborhood Center Building Type Requirements:</b>	<b>Front Build-to Zone</b>	<b>Lot Width</b>	<b>Frontage Requirement</b>	<b>Setback (from rear property line)</b>	<b>Side Setback (from side property lines)</b>	<b>Height (in stories)</b>	<b>Maximum Lot Coverage</b>
<b>Main Street Building</b>	10'-25'	50'-80'	75% - 90%	25'	8'	2-2.5	<u><b>80%</b></u>
<b>Commercial Cottage</b>	10'-20'	50'-60'	50% - 70%	25'	8'	1-1.5	<u><b>80%</b></u>
<b>Live-Work Sideyard</b>	5'-10'	50'-60'	40% - 75%	25'	8'	1.5-2.5	<u><b>80%</b></u>
<b>Duplex</b>	10'-15'	55'-70'	N/A	25'	8'	1.5-2.5	<u><b>75%</b></u>
<b>Triplex</b>	10'-15'	70'-100'					<u><b>75%</b></u>
<b>Mansion Apartment House</b>	10'-25'	60'-80'	N/A	25'	10'	2-2.5	<u><b>70%</b></u>
<b>Main Street Building</b>	10'-25'	50'-80'	75% - 90%	25'	8'	2-2.5	<u><b>65%</b></u>
<b>Carriage House</b>	See Sec. 5.15.8.F. for placement and other requirements			5'	5'	1-2	<u><b>65%</b></u>
<b>Cottage</b>	10'-15'	50'-60'	N/A	25'	8'	1-1.5	<u><b>65%</b></u>
<b>Medium House</b>	5'-15'	50'-60'	N/A	25'	8'	1-2	<u><b>65%</b></u>
<b>Village House</b>	10'-15'	50'-60'	N/A	25'	8'	2-2.5	<u><b>65%</b></u>
<b>Sideyard House</b>	10'-15'	50'-65'	N/A	25'	8'	2-2.5	<u><b>65%</b></u>
<b>Vernacular House</b>	10'-20'	60'-80'	N/A	25'	10'	1.5	<u><b>65%</b></u>
<b>Civic Building</b>	10'-25'	N/A	N/A	N/A	8'	2	<u><b>80%</b></u>
<b>Additional Building Types</b>	10'-25'	50'-100'	TBD by the UDO Admin	25'	8'	1-2.5	<u><b>80%</b></u>

## Section 5.15.5.C Neighborhood General Historic District

<b>Neighborhood General Building Type Requirements :</b>	<b>Front Build-to Zone</b>	<b>Lot Width</b>	<b>Frontage Requirement</b>	<b>Setback (from rear property line)</b>	<b>Side Setback (from side property lines)</b>	<b>Height (in stories)</b>	<b>Maximum Lot Coverage</b>
<b>Carriage House</b>	See Sec. 5.15.8.F. for Placement and other requirements.			5'	5'	1-2	
<b>Live-Work Sideyard</b>	10'-20'	50'-100'	N/A	25'	10'	1-2.5	<b><u>60%</u></b>
<b>Commercial Cottage</b>	10'-20'	50'-100'	N/A	25'	10'	1-1.5	<b><u>60%</u></b>
<b>Bungalow Court</b>	10'-20'	60'-100'	N/A	25'	15'	1-1.5	<b><u>65%</u></b>
<b>Cottage</b>	10'-20'	50'-60'	N/A	25'	10'	1-1.5	<b><u>60%</u></b>
<b>Medium House</b>	10'-20'	50'-60'	N/A	25'	10'	1-2	<b><u>60%</u></b>
<b>Village House</b>	10'-20'	50'-65'	N/A	30'	15'	2-2.5	<b><u>60%</u></b>
<b>Sideyard House</b>	10'-15'	50'-65'	N/A	30'	5'	2	<b><u>60%</u></b>
<b>Vernacular House</b>	10'-20'	60'-100'	N/A	30'	15'	1.5	<b><u>60%</u></b>
<b>Center Hall House</b>	15'-25'	70'-100'	N/A	30'	15'	2-2.5	<b><u>60%</u></b>
<b>Civic Building</b>	10'-35'	N/A	N/A	N/A	10'	2	<b><u>80%</u></b>
<b>Additional Building Types</b>	10'-20'	50'-100'	N/A	25'	10'	1-2.5	<b><u>70%</u></b>

## Section 5.15.5.D Neighborhood Conservation Historic District

<b>Neighborhood Conservation Building Type Requirements :</b>	<b>Front Build-to Zone</b>	<b>Lot Width</b>	<b>Frontage Requirement</b>	<b>Setback (from rear property line)</b>	<b>Side Setback (from side property lines)</b>	<b>Height (in stories)</b>	<b>Maximum Lot Coverage</b>
<b>Carriage House</b>	See. Sec. 5.15.8.F for placement and other requirements			5'	5'	1-2	
<b>Cottage</b>	10'-20'	50'-60'	N/A	30'	10'	1-1.5	<b><u>60%</u></b>
<b>Medium House</b>	10'-20'	50'-70'	N/A	30'	10'	1-2	<b><u>60%</u></b>
<b>Village House</b>	10'-20'	50'-70'	N/A	30'	10'	2-2.5	<b><u>60%</u></b>
<b>Vernacular House</b>	15'-25'	60'-100'	N/A	30'	10'	1.5	<b><u>60%</u></b>
<b>Center Hall House</b>	20'-35'	80'-100'	N/A	30'	15'	2-2.5	<b><u>60%</u></b>
<b>Civic Building</b>	15'-40'	N/A	N/A	N/A	10'	1.5	<b><u>80%</u></b>
<b>Additional Building Types</b>	10'-35'	50'-100'	N/A	30'	10'	1 - 2.5	<b><u>70%</u></b>

### Section 5.15.5.E Riverfront Edge Historic District

<b>Riverfront Edge Building Type Requirements :</b>	<b>Riverfront Build-to Zone</b>	<b>Lot Width</b>	<b>Frontage Requiremen t</b>	<b>Setbac k (from rear propert y line)</b>	<b>Side Setback (from side propert y lines)</b>	<b>Height (in stories )</b>	<b>Maximum Lot Coverage</b>
<b>Carriage House</b>	See Sec. 5.15.8.F. for placement and other requirements	N/A	N/A	5'	10	1-2	
<b>Cottage</b>	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥60'	N/A	20'	10'	1-1.5	<b><u>50%</u></b>
<b>Vernacular House</b>	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥75'	N/A	20'	20'	1.5	<b><u>50%</u></b>
<b>Center Hall House</b>	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥75'	N/A	20'	20'	2-2.5	<b><u>50%</u></b>
<b>River House</b>	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥75'	N/A	20'	20'	1.5-2	<b><u>50%</u></b>
<b>Civic Building</b>	15'-50'	≥60'	N/A	N/A	15'	1.5	<b><u>80%</u></b>
<b>Additional Building Types</b>	≥150' Perpendicular to, and in a horizontal plane from, the OCRM line	≥60'	N/A	20'	20'	1-2.5	<b><u>50%</u></b>

TOWN COUNCIL



STAFF REPORT  
Projects and Watershed Resilience Department

MEETING DATE:	January 13, 2026
PROJECT:	Authorization to Amend Contract #2025-49 for Historic District Sewer Phases 4, 5 and 6 Construction with Jordan Construction of Hilton Head Inc. by \$205,805 to Accommodate Unforeseen Field Conditions (Fiscal Impact: \$205,805.00)
PROJECT MANAGER:	Pat Rooney, Capital Improvements Program Manager

**REQUEST:** Town Staff requests Town Council authorize the Town Manager authority to spend no more than \$205,805.00 in addition to the contract authorization with Jordan Construction of Hilton Head, Inc. to complete construction of Phases 4, 5, and 6 of Historic District Sewer Extension and Connection Projects. The total fiscal impact including changes orders and contingency is \$1,069,589.90 (Attachment 2) and within the approved budget established for Fiscal Year (FY) 2026 and illustrated on the attached Project Data Sheets (Attachments 3a-c).

**BACKGROUND:** Historic District Sewer Phases - 4, 5 and 6 include sewer extensions and connections within and adjacent to the Lawrence, Green and Water Streets Rights of Way (ROW). The projects are part of the May River Watershed Action Plan, the 2024-2025 Strategic Plan and the FY 2026 Consolidated Budget. Contract #2025-49 with Jordan Construction of Hilton Head Inc. was approved by Town Council in April 2025 and construction began in July.

As project construction progressed, modifications to the initial design became evident. A breakdown of the additional Scope of Work includes:

- Sewer main line modifications:
  - Relocation of an unknown water line on Water Street to accommodate proposed sewer line.
  - Added two manholes and realigned the proposed main sewer line on Green Street to accommodate future Boundary Street Streetscape drainage outfall.
- Residential connection modifications:
  - Three (3) additional Pump Stations at residential structures unable to provide gravity flow to the service connections at the street.
  - Two (2) additional service connections to properties with multiple septic tanks servicing accessory units not known at the time of design.

- Additional work to repair unknown hardscape features on private property to accommodate service connections and decommissioning of existing septic tanks.

Many of these changes are for conditions encountered on private properties. The conditions were discovered once town staff obtained the right-of-entry from all property owners and the contractor was able to fully access and assess the properties and determine the specific details required for each connection. Each connection is unique and it is difficult to anticipate all the variations and challenges that may occur during the design phase.

**NEXT STEPS:** Upon Town Council approval, the Town Manager will execute a change order to authorize the contractor to move forward with the additional scope of work to complete the sewer connections and septic system abandonment. The contractor is ready to begin this work as soon as the change order is approved and BJWSA provides the Permit to Operate.

**SUMMARY:** The FY2026 Budget approval for HD Sewer Phases 4, 5, and 6 construction was \$1,740,094.00. The original contract amount plus contingency and this change order request is proposed to be \$1,069,589.90 and within the FY26 Budget approved by Town Council.

Additionally, this project is funded in part by the United States Environmental Protection Agency. The Town received \$529,850.00 in grant funding through the South Carolina Department of Environmental Services (SCDES) as part of their 319 Grant Program for this project. These funds will assist with sewer connection costs for the project as well as effectuate the goal of the May River Action Plan to improve water quality in the May River.

**ATTACHMENTS:**

1. Presentation
2. Spending Authorization Detail
3. Project Data Sheets
  - a. Phase 4
  - b. Phase 5
  - c. Phase 6
4. Proposed Motion



# **Authorization to Amend Contract #2025-49 for Historic District Sewer Phases 4, 5 and 6 Construction with Jordan Construction of Hilton Head, Inc. by \$205,805.00 to Accommodate Unforeseen Field Conditions**

Presentation to Town Council

Patrick Rooney, Capital Improvement Program Manager

Department of Projects & Watershed Resilience

January 13, 2026

# Project Location

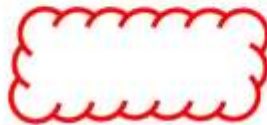
HD Sewer Map



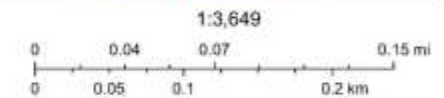
Section XI. Item #1.



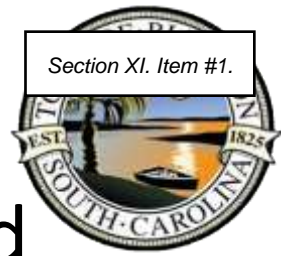
## DESCRIPTION LEGEND



Approximate  
Limits of  
Proposed Work  
( See Above)



# Background



- Approximately 1.74 million dollars was allocated and approved in the Fiscal Year 2026 Budget for construction of the Historic District Sewer Phases 4, 5, & 6 project.
- The Town received \$529,850.00 in 319 grant funding through SCDES to help with connection costs of the project and to assist with improved water quality in the May River.
- On April 8, 2025, Town Council authorized the Town Manager to execute a contract for construction with Jordan Construction. The Fiscal Impact amount approved for the project, including contingency, was \$863,784.90.

# Background



- Construction commenced in July 2025, and Town Staff began to obtain Rights of Entry from each property owner for service connections.
- Once Rights of Entry were obtained, the Contractor and Town Staff were able to fully evaluate the unique circumstances of each residential connection and assess any construction obstacles and actual costs.

# Background

## Breakdown of the additional Scope of Work:

- Sewer main line modifications:
  - Relocation of an unknown water line on Water Street to accommodate proposed sewer line extension.
  - Added two (2) manholes and realigned the proposed main sewer line on Green Street to accommodate future Boundary Street Streetscape drainage outfall.
- Additional Pump Stations (3) from residential structures unable to provide gravity flow to the service connections at the street.
- Additional service connections (2) for properties with multiple septic tanks not known at the time of design but discovered during construction.
- Additional work to existing hardscape features required on private property to connect sewer and decommission existing septic tanks.

# Request



- Staff requests Town Council authorize the Town Manager to execute a change order of \$205,805.00 above the original contract authorization amount.
- This amount includes a contingency allowance of \$50,932.90 to cover any additional changes that may arise to complete construction. This is a not to exceed contingency request.
- The total fiscal impact is \$1,069,589.90 and is within the budgets for the respective projects for Fiscal Year 2026.

# Next Steps



- Following Council approval, the Town Manager will initiate the Change Order with the contractor to complete the remaining project connections.
- Submit project for permit to operate via BJWSA and SCDES.
- Operation of new lines are anticipated to commence in Spring of 2026.



# **QUESTIONS &** **DISCUSSION**

# Proposed Motion




- *“I move to **Approve (Deny or Approve as Amended)** authorizing the Town Manager to amend Contract #2025-49 for Historic District Sewer 4, 5, and 6 Construction with Jordan Construction of Hilton Head Inc. by \$205,805.00 to accommodate unforeseen field conditions.”*


## Spending Authorization Detail


**Spending Authorization Detail**

The breakdown for the proposed spending request is as follows:

- **Total Spending Request: \$1,069,589.90**
  - Base Contract Amount Approved: \$785,259.00
  - Initial Contingency Approved: \$78,525.90
  - Total Initial Spending Authorization: \$863,784.90
  - Proposed Additional Spending Request: \$205,805.00
  - Not to Exceed Authorization plus Request: \$1,069,589.90
  
- **Total Approved FY 26 Construction Budgets for All Projects: \$1,740,094.00**  
**(Attachments 3a-c for details)**
  - a) Lawrence Street = \$578,839.00
  - b) Green Street = \$516,779.00
  - c) Water Street = 644,476.00

Capital Improvements Program Project Data Sheet									
<b>Project Name</b>	Historic District Sewer Extension Phase 4					<b>Project #</b>	S0005		
<b>Program Type</b>	Stormwater & Sewer	<b>Project Manager</b>	Charles Savino			<b>Start to End</b>	FY2021 - FY2026		
<b>Project Scope</b>					<b>Project Photo or Map</b>				
<p>Historic District Sewer Extension - Phase 4 along Lawrence Street between the intersection of Boundary Street and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 450 linear feet of 8" gravity sewer and common force mains. The project will provide service to five parcels. This project has been partially funded by the United States Environmental Protection Agency and made possible by the South Carolina Department of Health and Environmental Control.</p>									
<b>Project Budget</b>									
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	5,862	-	-	-	-	-	-	-	5,862
Construction	-	575,760	174,000	578,839	-	-	-	-	752,839
Other	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 5,862</b>	<b>\$ 575,760</b>	<b>\$ 174,000</b>	<b>\$ 578,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 758,701</b>
<b>Project Funding Sources</b>									
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
SWU GO Bond	\$ 5,862	\$ 38,828	\$ -	\$ 180,290	\$ -	\$ -	\$ -	\$ -	\$ 186,152
Hospitality Tax	-	536,932	4,840	395,470	-	-	-	-	400,310
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 5,862</b>	<b>\$ 575,760</b>	<b>\$ 4,840</b>	<b>\$ 575,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 586,462</b>
<b>Strategic Focus Area &amp; Guiding Principle</b>					<b>Project Status</b>				
<p><b>Infrastructure</b>  <i>Guiding Principle #3 Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.</i>  <i>May River &amp; Surrounding Rivers and Watersheds</i>  <i>Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie / Colleton and New Rivers and their watersheds.</i>  <i>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i></p>					<p>Planning and design in coordination with BJWSA was completed in FY24 and construction will begin in FY25.</p>				
<b>Project Origination</b>					<b>Project Performance Measures</b>				
FY19-20 Strategic Plan.					Remove residences from septic and extend public sanitary sewer.				
<b>General Fund Operations &amp; Maintenance (O&amp;M) Costs</b>									
	Description	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<p><b>Method for Estimating Costs:</b> Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. Town O&amp;M costs are expected to be zero; BJWSA takes over operations &amp; maintenance upon system acceptance.</p>									

Capital Improvements Program Project Data Sheet									
<b>Project Name</b>	Historic District Sewer Extension Phase 5					<b>Project #</b>	S0006		
<b>Program Type</b>	Stormwater & Sewer	<b>Project Manager</b>	Charles Savino			<b>Start to End</b>	FY2021 - FY2025		
<b>Project Scope</b>					<b>Project Photo or Map</b>				
<p>Historic District Sewer Extension - Phase 5 along Green Street between the intersection of Boundary Street and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 400 linear feet of 8" gravity sewer main, grinder pumps and force mains, and the abandonment of septic tanks where present. The project will provide service to five parcels. This project has been partially funded by the United States Environmental Protection Agency and made possible by the South Carolina Department of Health and Environmental Control.</p>									
<b>Project Budget</b>									
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Adopted Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	4,902	-	-	-	-	-	-	-	4,902
Construction	-	523,920	340,000	516,779	-	-	-	-	856,779
Other	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 4,902</b>	<b>\$ 523,920</b>	<b>\$ 340,000</b>	<b>\$ 516,779</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 861,681</b>
<b>Project Funding Sources</b>									
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Adopted Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
SWU GO Bond	\$ 4,902	\$ 523,920	\$ 340,000	\$ 133,086	\$ -	\$ -	\$ -	\$ -	\$ 477,988
Hospitality Tax	-	-	-	50,834	-	-	-	-	50,834
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 4,902</b>	<b>\$ 523,920</b>	<b>\$ 340,000</b>	<b>\$ 183,920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 528,822</b>
<b>Strategic Focus Area &amp; Guiding Principle</b>					<b>Project Status</b>				
<p><b>Infrastructure</b>  <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>  <b>May River &amp; Surrounding Rivers and Watersheds</b>  <i>Guiding Principle #1 Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.</i>  <i>Guiding Principle #2 Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</i></p>					<p>Planning and design in coordination with BJWSA was completed in FY24 and construction to begin in FY25.</p>				
<b>Project Origination</b>					<b>Project Performance Measures</b>				
1) FY19-20 Strategic Plan, and 2) May River Watershed Action Plan.					Remove residences from septic and extend public sanitary sewer.				
<b>General Fund Operations &amp; Maintenance (O&amp;M) Costs</b>									
	Description	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<p><b>Method for Estimating Costs:</b> Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. Town O&amp;M costs are expected to be zero; BJWSA takes over operations &amp; maintenance upon system acceptance.</p>									

Capital Improvements Program Project Data Sheet									
<b>Project Name</b>	Historic District Sewer Extension Phase 6					<b>Project #</b>	S0007		
<b>Program Type</b>	Stormwater & Sewer	<b>Project Manager</b>	Charles Savino			<b>Start to End</b>	FY2021 - FY2026		
<b>Project Scope</b>					<b>Project Photo or Map</b>				
<p>Historic District Sewer Extension - Phase 6 along Water Street (East &amp; West) between Huger Cove and Heyward Cove, consists of planning, ghost road and easement acquisition, appraisals, legal fees, engineering design and construction of 500 linear feet of 8" gravity sewer main, grinder pumps and force mains, and the abandonment of septic tanks where present. The project will provide service to six parcels. This project has been partially funded by the United States Environmental Protection Agency and made possible by the South Carolina Department of Health and Environmental Control.</p>									
<b>Project Budget</b>									
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	11,272	-	-	-	-	-	-	-	11,272
Construction	-	646,200	444,500	644,476	-	-	-	-	1,088,976
Other	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 11,272</b>	<b>\$ 646,200</b>	<b>\$ 444,500</b>	<b>\$ 644,476</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100,248</b>
<b>Project Funding Sources</b>									
	Prior Years' Expended	FY2025 Revised Budget	FY2025 Estimate	FY2026 Proposed Budget	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Project Forecast
SWU Go Bond	\$ 11,272	\$ 42,037	\$ 444,500	\$ 167,722	\$ -	\$ -	\$ -	\$ -	\$ 623,494
Hospitality Tax	-	195,600	-	33,978	-	-	-	-	33,978
SWU Fees	-	408,563	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 11,272</b>	<b>\$ 646,200</b>	<b>\$ 444,500</b>	<b>\$ 201,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 657,472</b>
<b>Strategic Focus Area &amp; Guiding Principle</b>					<b>Project Status</b>				
<p><i>Infrastructure</i>  <b>Guiding Principle #3</b> Establish long term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.  <i>May River &amp; Surrounding Rivers and Watersheds</i>  <b>Guiding Principle #1</b> Support initiatives, such as the May River Watershed Action Plan, to improve water quality of the May, Okatie/Colleton and New Rivers and their watersheds.  <b>Guiding Principle #2</b> Seek collaboration and partnerships that protect and improve the May, Okatie/Colleton and New Rivers and their watershed.</p>					<p>Planning and design in coordination with BJWSA was completed in FY24 and construction to begin in FY25.</p>				
<b>Project Origination</b>					<b>Project Performance Measures</b>				
1) FY19-20 Strategic Plan, and 2) May River Watershed Action Plan.					Remove residences from septic and extend public sanitary sewer.				
<b>General Fund Operations &amp; Maintenance (O&amp;M) Costs</b>									
	Description	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast	Total Forecast		
Operations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance		-	-	-	-	-	-		
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<p><b>Method for Estimating Costs:</b> Construction cost estimates are based on current unit price information for nearby sewer projects and quantities based on the completed construction documents. Town O&amp;M costs are expected to be zero; BJWSA takes over operations &amp; maintenance upon system acceptance.</p>									

**Authorization to Amend Contract #2025-49 for Historic District Sewer Phases 4, 5 and 6 Construction with Jordan Construction of Hilton Head Inc. by \$205,805 to Accommodate Unforeseen Field Conditions (Fiscal Impact: \$205,805.00)**

Proposed Motion

"I move to **Approve (*Deny or Approve as Amended*)** authorizing the Town Manager to amend Contract #2025-49 for Historic District Sewer Phases 4, 5, and 6 construction with Jordan Construction of Hilton Head Inc. by \$205,805.00 to accommodate unforeseen field conditions."



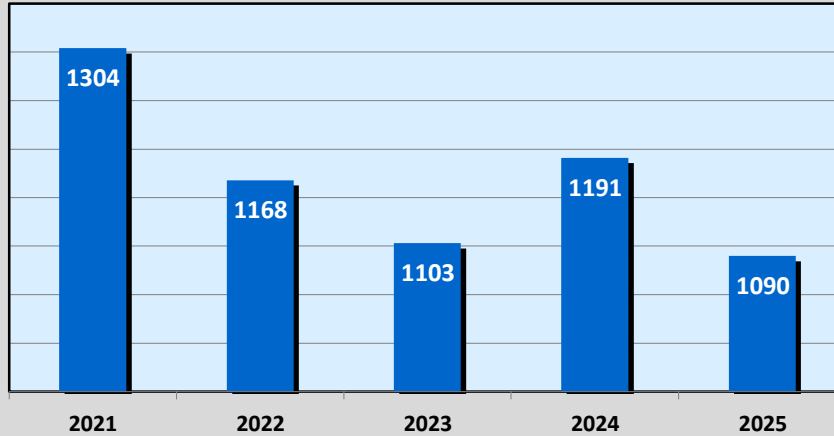
STATISTICAL INFORMATION

# BLUFFTON POLICE DEPARTMENT

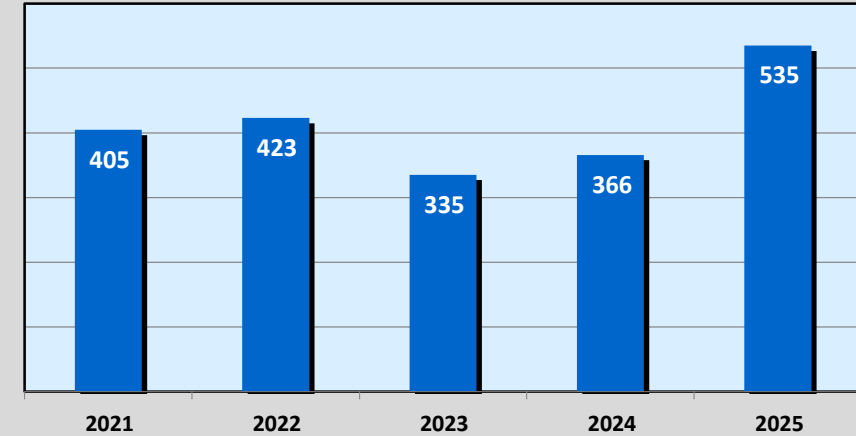
December 31, 2025

Presented by Chief Joseph Babkiewicz

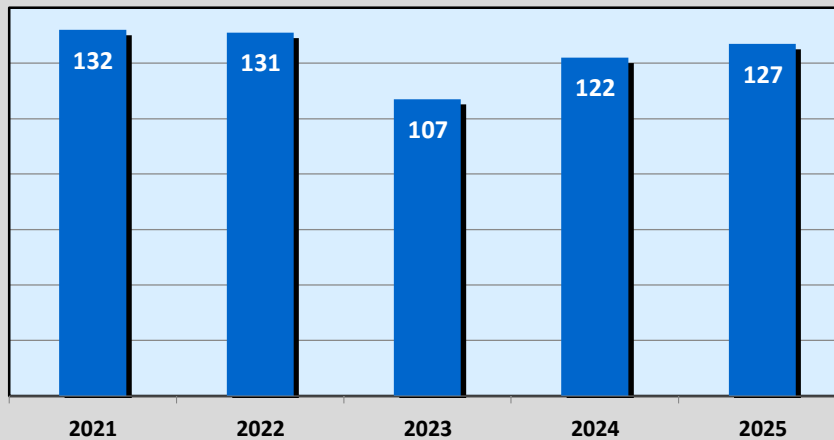
## December Calls for Service Comparison



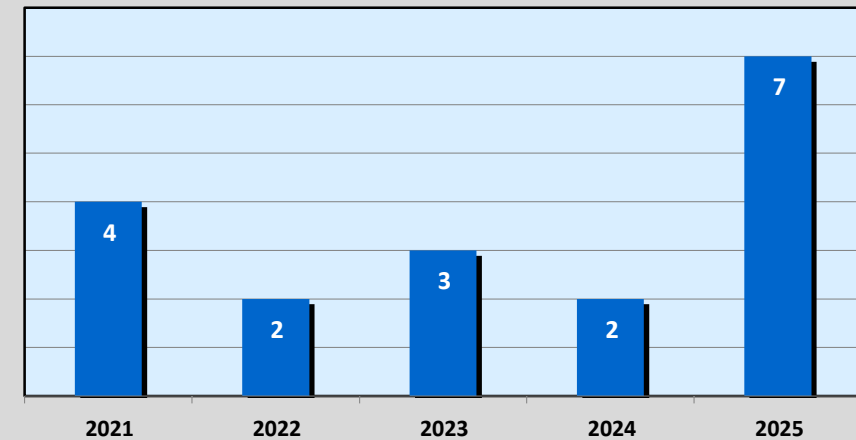
## December Traffic Citation Comparison



## December Collision Comparison



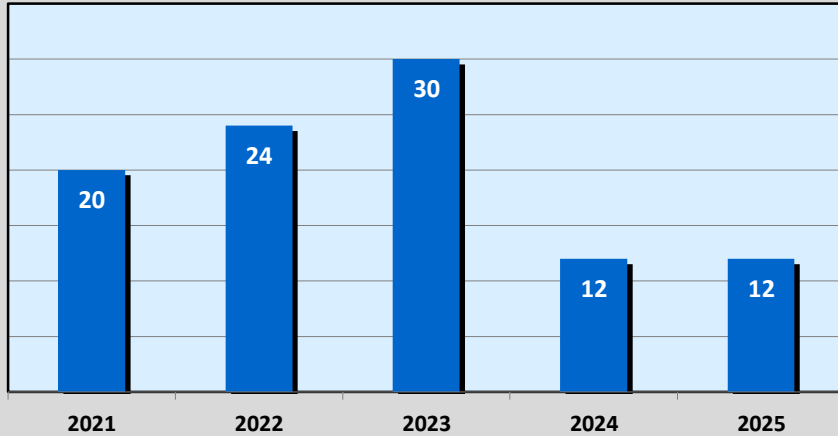
## December Burglary Comparison



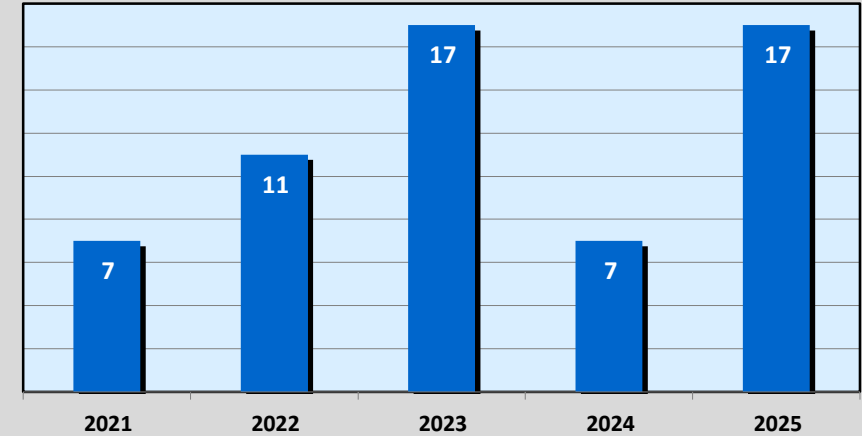
# DEPARTMENT HIGHLIGHTS

Section XII. Item #1.

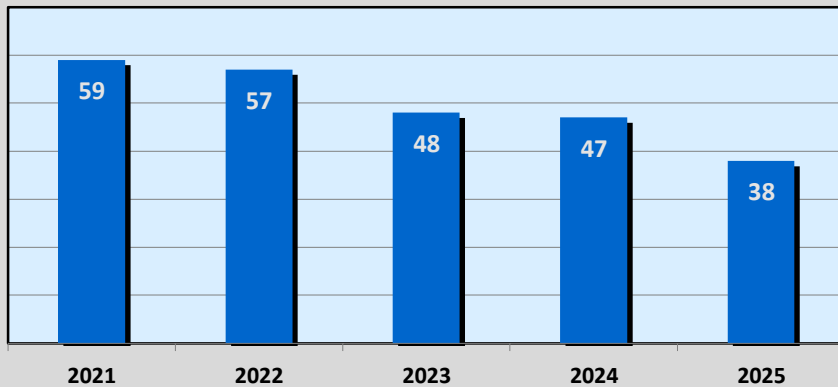
## December Theft Comparison



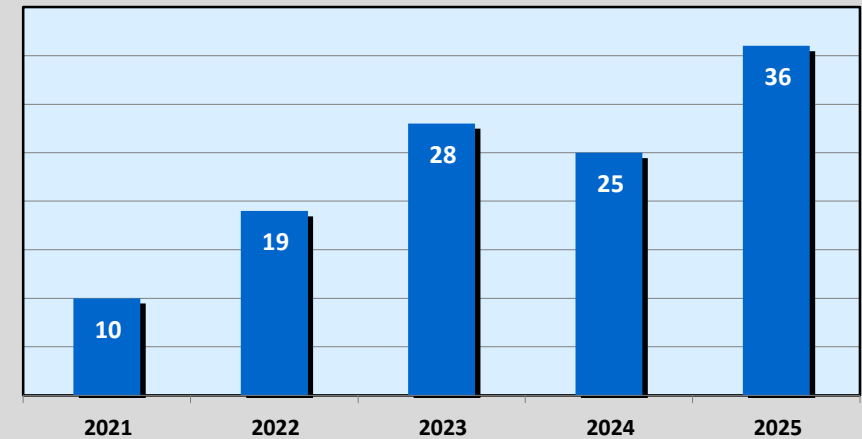
## December Assault Comparison



## December Domestic Calls for Service Comparison



## December Arrest Comparison



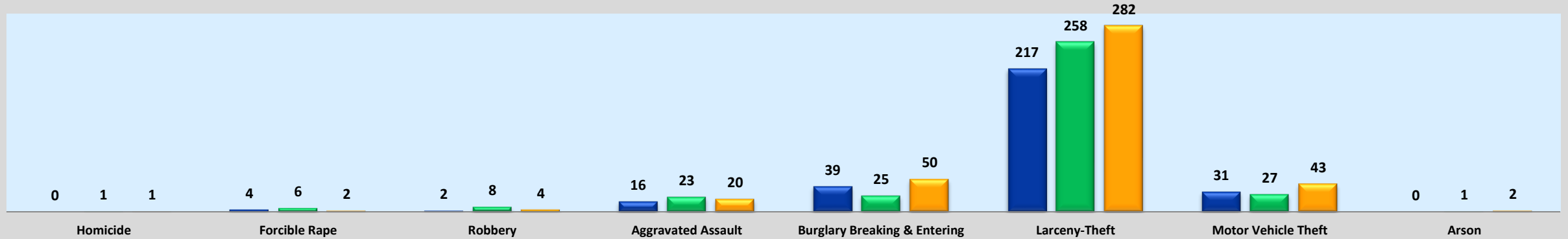
# DEPARTMENT HIGHLIGHTS

Section XII. Item #1.

Year-to-Date  
December

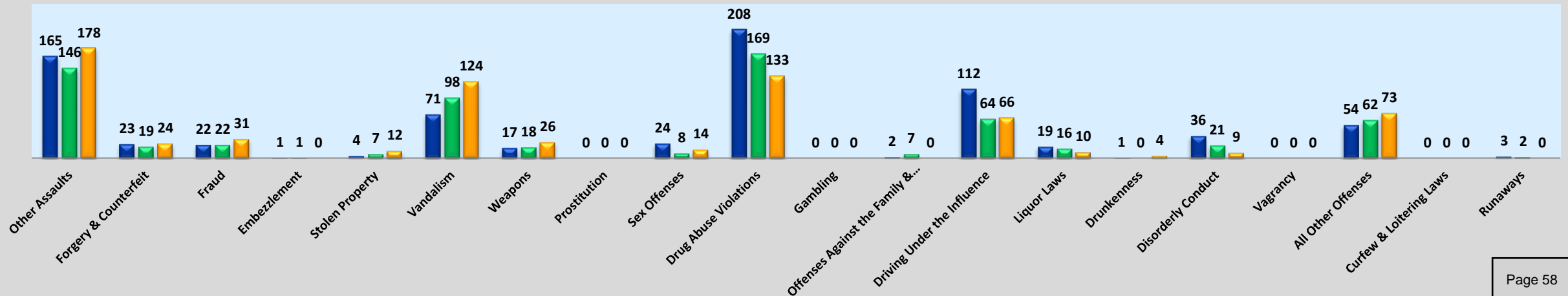
## Part I Crimes

■ 2025 ■ 2024 ■ 2023

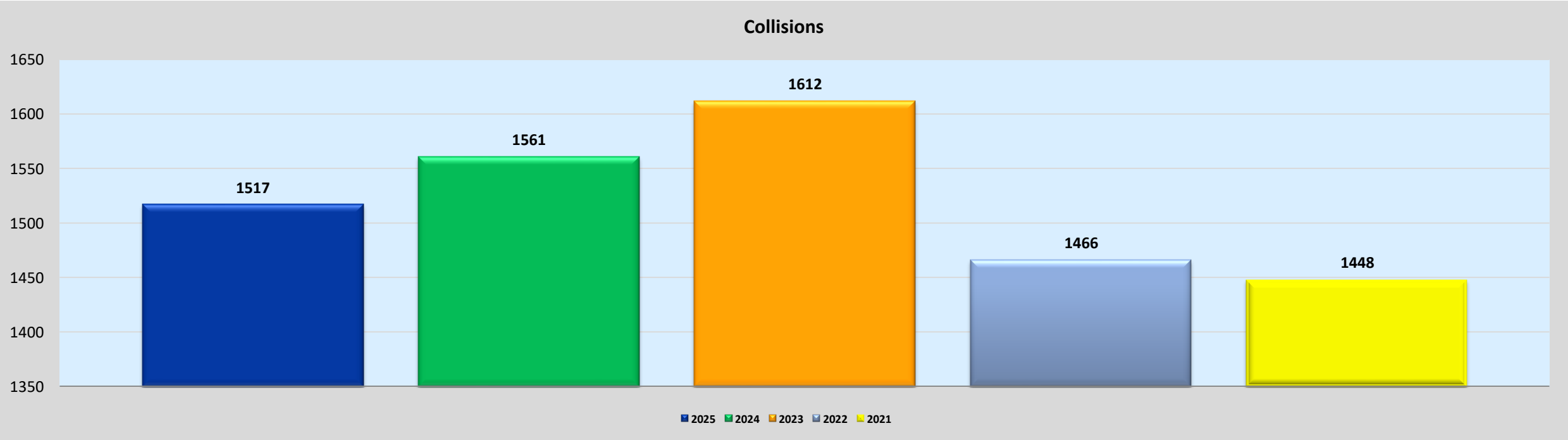


## Part II Crimes

■ 2025 ■ 2024 ■ 2023



Year-to-Date  
December



## **Law Enforcement Advisory Committee**

- No meeting

## **Meetings Attended by Chief Joseph Babkiewicz**

**Every Wednesday** – Senior Staff Communications Meeting

**Every Friday** – Men's Meeting @ Bible Missionary Baptist Church

**Dec 1<sup>st</sup>** – Attend Applicant PAT testing

**Dec 2<sup>nd</sup>** – Command Staff meeting

**Dec 2<sup>nd</sup>** – End of Phase meeting – Recruit Polo

**Dec 2<sup>nd</sup>** – Attend Grand Opening/Ribbon Cutting Ceremony @ Nom Nom Poke Shop

**Dec 3<sup>rd</sup>** – End of Phase meeting – Recruit Sandoval

**Dec 3<sup>rd</sup>** – Leadership Presentation

**Dec 3<sup>rd</sup>** – Meeting with Town Manager

**Dec 3<sup>rd</sup>** – End of Phase meeting – Recruit Carter

**Dec 4<sup>th</sup>** – Chief of Police for a Day

**Dec 4<sup>th</sup>** – Attend Ribbon Cutting Celebration – Novant Health

**Dec 5<sup>th</sup>** – Attend Annual TOB Tree Lighting Ceremony

**Dec 6<sup>th</sup>** – Annual TOB Christmas Parade

**Dec 8<sup>th</sup>** – Attend Ribbon Cutting Celebration – Hasseman Marketing

**Dec 9<sup>th</sup>** – Meeting with Mayor and Town Manager

**Dec 9<sup>th</sup>** – Attend Grand Opening/Ribbon Cutting Ceremony – Radici Italian Chophouse

**Dec 9<sup>th</sup>** – Town Council meeting

**Dec 10<sup>th</sup>** – Attend meeting with Finance

**Dec 10<sup>th</sup>** – BPD Christmas Party

**Dec 11<sup>th</sup>** – Attend Command Staff and Human Resource meeting

**Dec 12<sup>th</sup>** – Attend Grand Opening/Ribbon Cutting Celebration for F45 Training

## **Meetings Attended by Chief Joseph Babkiewicz cont.**

- Dec 13<sup>th</sup>** – Attend Annual Shop with A Cop
- Dec 15<sup>th</sup>** – Attend December Wellness Committee meeting
- Dec 15<sup>th</sup>** – AT & T First Net @ Town Hall
- Dec 15<sup>th</sup>** – Attend CIP meeting
- Dec 16<sup>th</sup>** – Attend Ribbon Cutting Ceremony – MRHS Career & Technical Education Bldg.
- Dec 17<sup>th</sup>** – Attend December Birthday & Anniversary Celebration
- Dec 17<sup>th</sup>** – Attend Budget Kick-Off meeting
- Dec 17<sup>th</sup>** – Bluffton Self Help Toy drop off
- Dec 22<sup>nd</sup>** – Attend Budget Entry training
- Dec 23<sup>rd</sup>** – Attend Applicant PAT testing
- Dec 23<sup>rd</sup>** – Attend Shop with a Cop (2 kids)
- Dec 24<sup>th</sup>** – Executive Level Command Staff meeting
- Dec 29<sup>th</sup>** – Attend CIP meeting
- Dec 29<sup>th</sup>** – End of Phase meeting – Recruit Sandoval

Commendations -

None

Complaints -

None

Police Department Demographics as of December 31, 2025

DEPARTMENT	Black	Hispanic	Other	White	Grand Total
Female	2	3	1	17	23
Male	8	5	3	36	53
Grand Total	10	8	4	53	76

SWORN OFFICERS	Black	Hispanic	Other	White	Grand Total
Female	1	1		9	11
Male	7	5	3	34	49
Grand Total	8	6	3	43	60

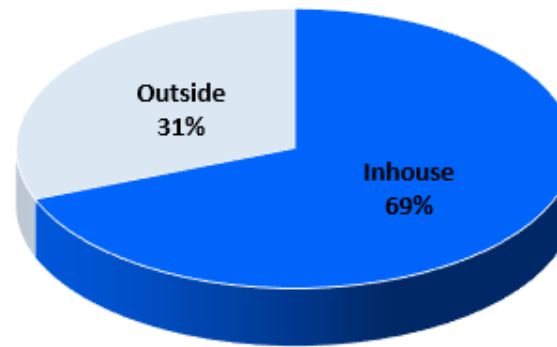
## December Officer Training

### In-House

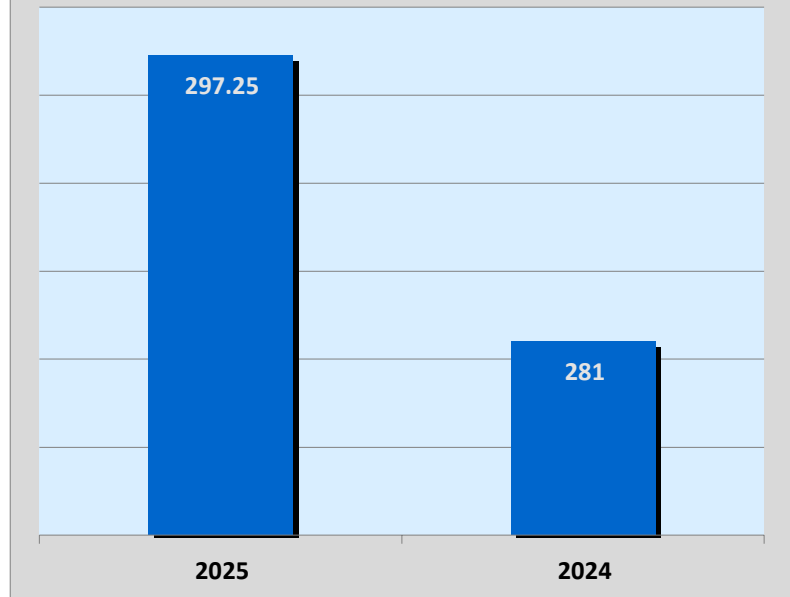
Line-Up 2025 May-June - 1 Officer  
Officer Liability - 1 Officer  
Foundations in Ethics for Law Enforcement - 19 Officers  
Temporary Holding Facilities - 1 Officer  
Airborne and Bloodborne Pathogens - 14 Officers  
Hazmat First Responder Awareness (FRA) Level 1 - 21 Officers  
Interacting with the Mentally Ill as a First Responder - 20 Officers  
Taser 10 Operator Course - 9 Officers  
CDV - Annual DV 2024 - Back to Basics - 1 Officer  
CDV - Annual DV 2025 - Cultural Humility - 2 Officers  
Less Lethal Shotgun PowerPoint - 8 Officers  
Less Lethal Shotgun PowerPoint/Qualification - 11 Officers  
Less Lethal Shotgun Qualification - 4 Officers  
OC/Baton - 11 Officers

### Outside

Simmunition Instructor Course - 1 Officer  
IPTM Background Investigator Course - 1 Office  
Graykey G200 Course - 1 officer

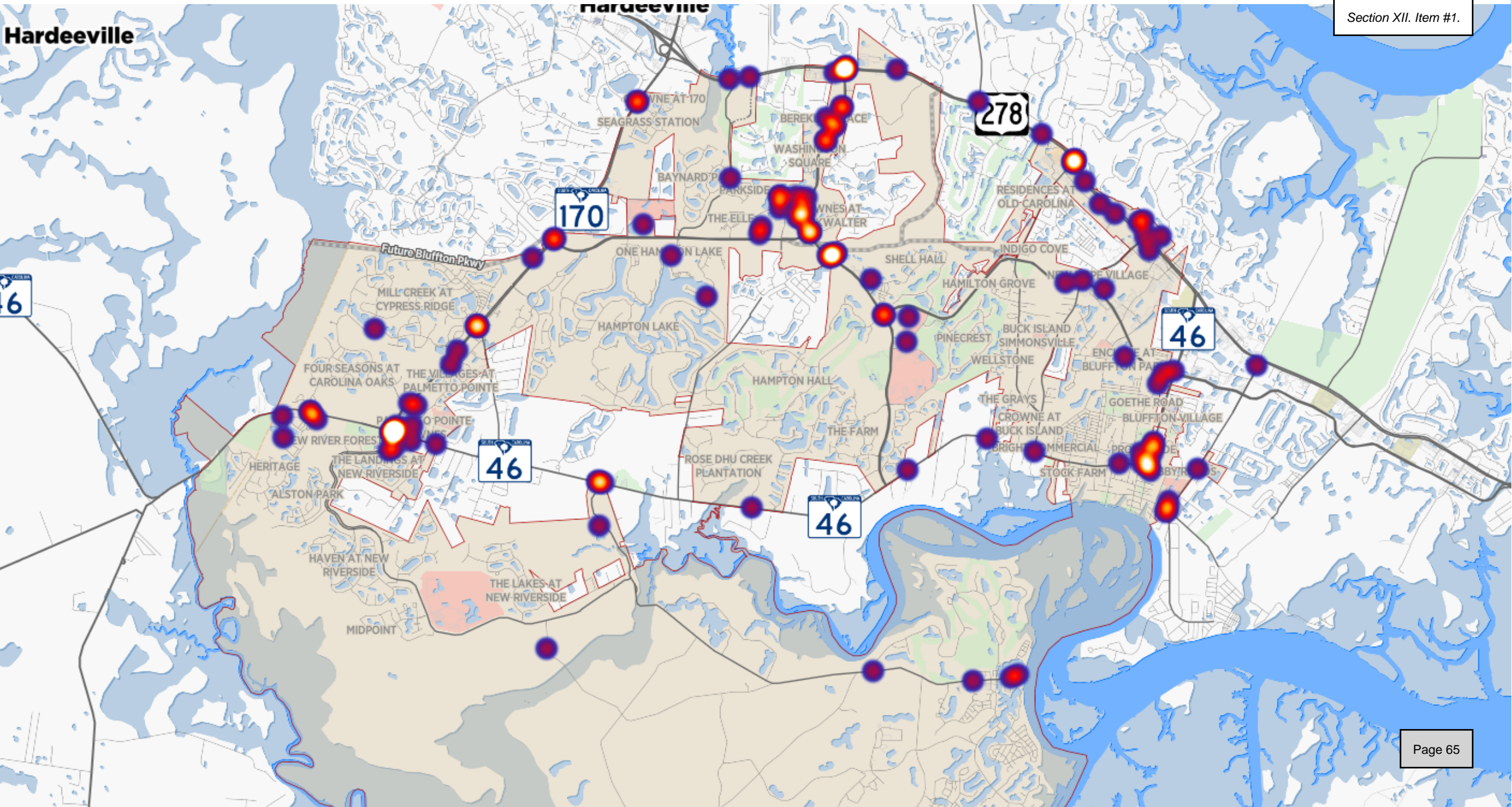


December 2025 / 2024 Training Hours  
Comparison



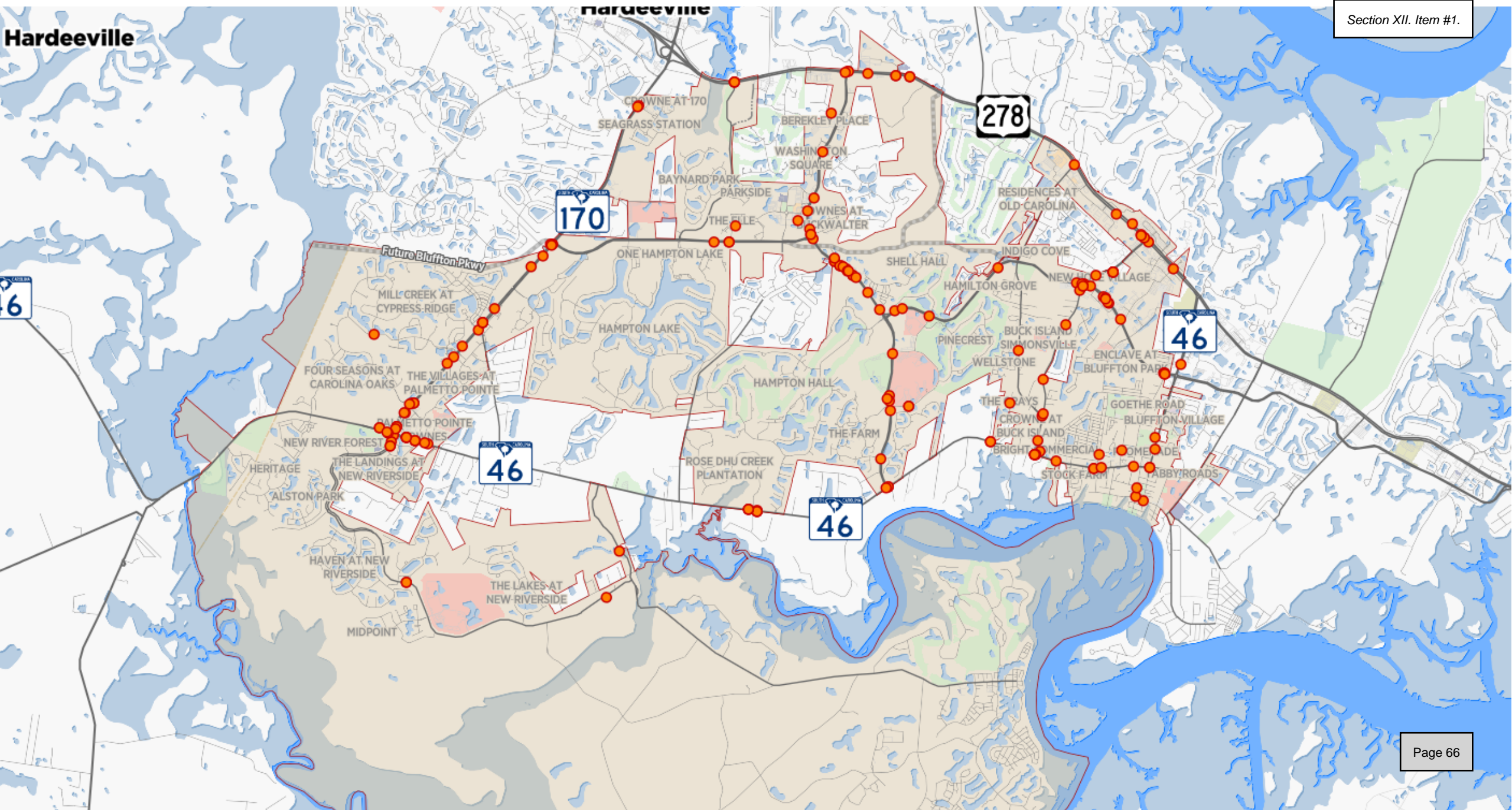
# COLLISIONS (127) December 2025

Section XII. Item #1.



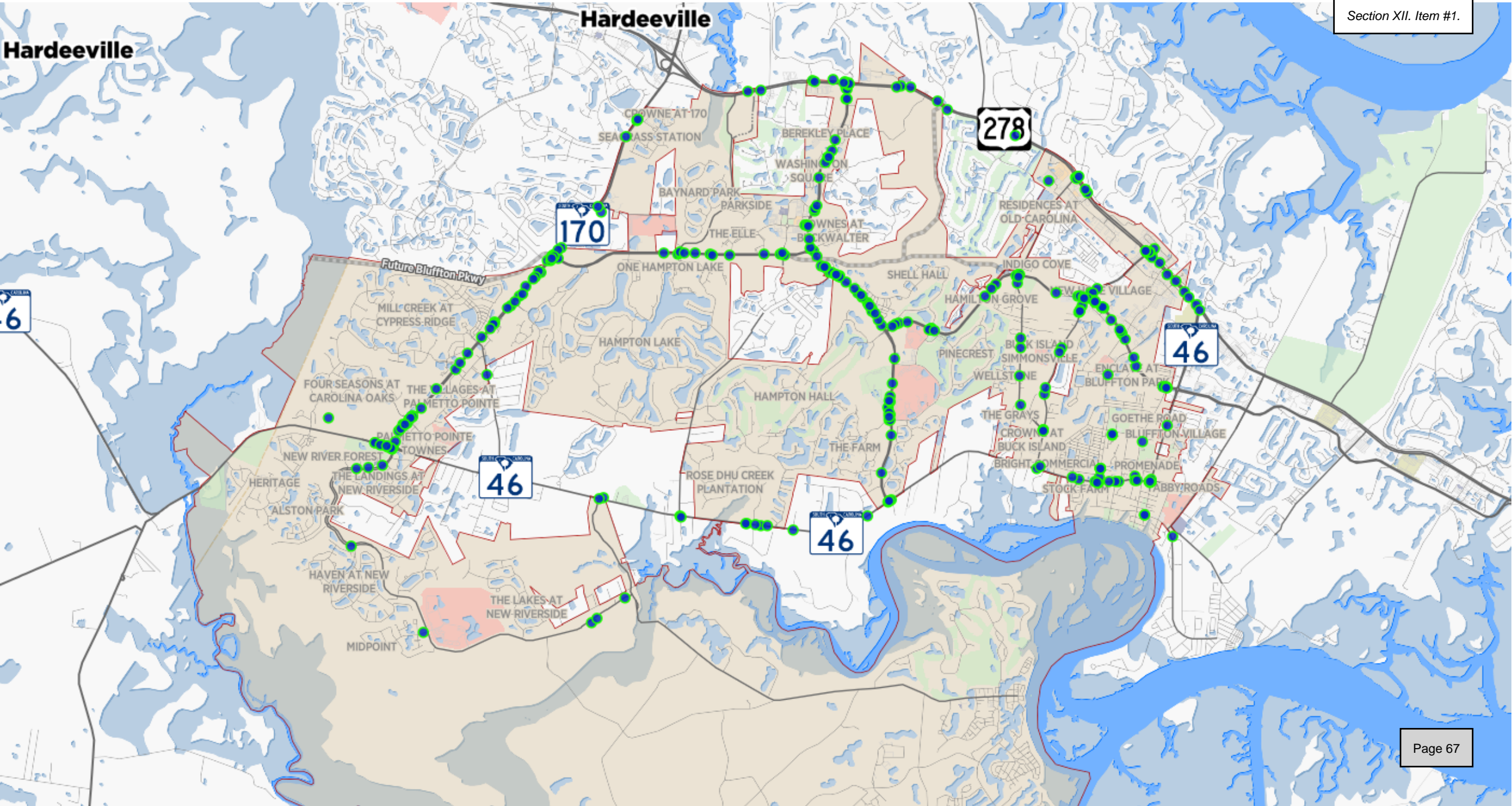
## CITATIONS ISSUED (171) December 2025

*Section XII. Item #1.*



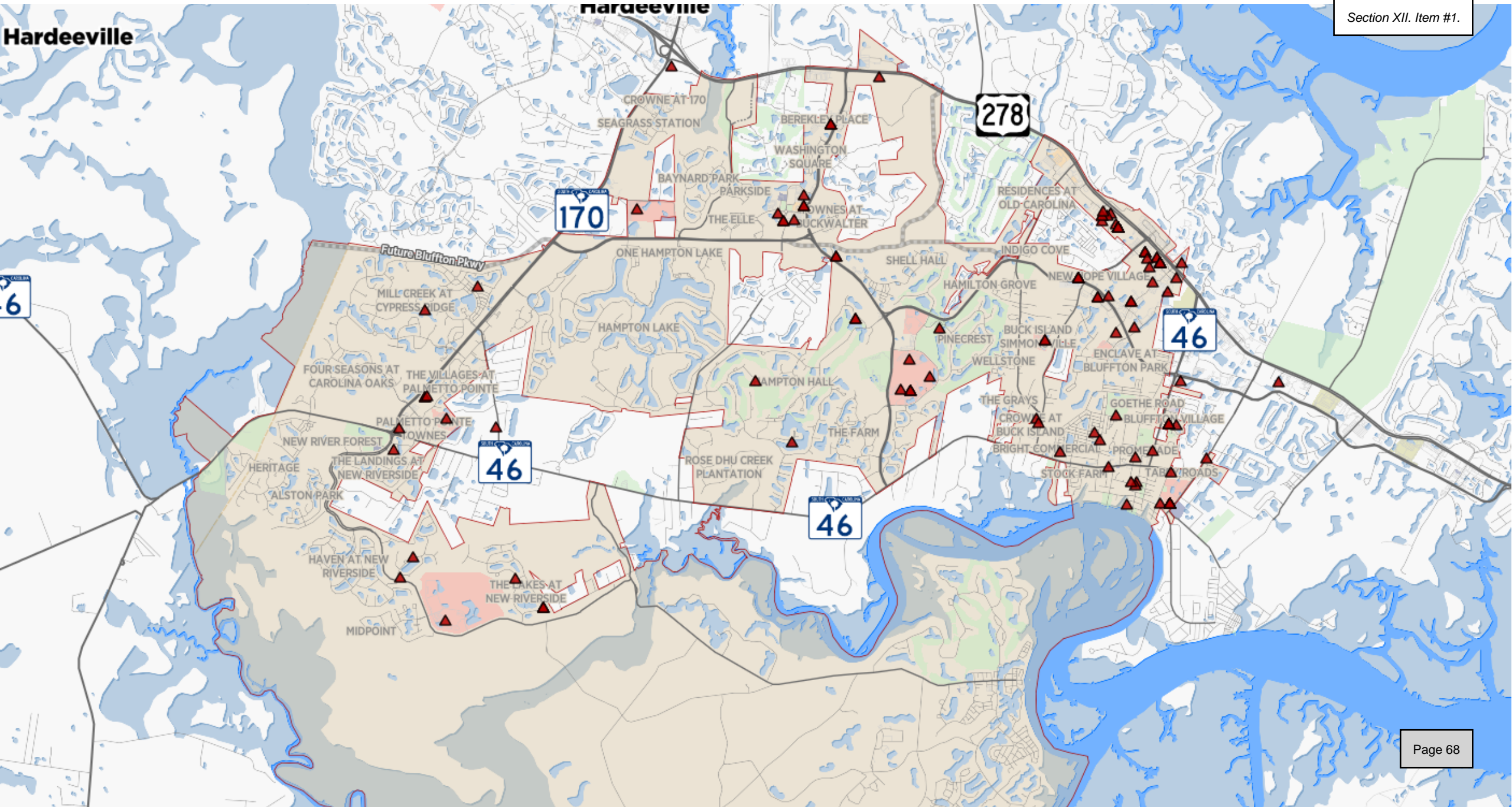
# WARNINGS ISSUED (364) December 2025

Section XII. Item #1.



# #1 CALL TYPE – Activated Alarms (143) December 2025

Section XII. Item #1.



Section XII. Item #1.



CALLS FOR SERVICE TOP 10 CALL TYPES	
Activated Alarm	143
Case Follow Up	108
911 Hang-Up	95
Accident	84
Disturbance	78
Reckless Driving	41
Assist Motorist	39
Noise Complaint	38
Suspicious Vehicle	36
Domestic	36

**TOTAL CALLS FOR SERVICE: 1086**

**AVERAGE PER DAY: 36**

PRO-ACTIVE PATROLS	
Extra Patrol - Business	1619
Extra Patrol - Residence	521
Traffic Stop	459
Traffic Enforcement	11

UNIFORM TRAFFIC CITATIONS TOP 10 VIOLATIONS	
Driving Without a SC License – 1 <sup>st</sup> Offense	30
Operating Vehicle While License/Registration Expired	25
Driving Under Suspension; License not Suspended for DUI – 1 <sup>st</sup> Offense	21
Possession of 28G (1oz) or Less of Marijuana – 1 <sup>st</sup> Offense	11
Speeding; More Than 15 But Less Than 25 MPH Over the Speed Limit	10
Permitting or Operating Vehicle Which Is Not Registered and Licensed	7
Failure to Return License Plate and Registration Upon Loss of Insurance – 1 <sup>st</sup> Offense	7
Driving Under Suspension; License Not Suspended for DUI – 2 <sup>nd</sup> Offense	6
DUI; 1 <sup>st</sup> Offense ; Refused Test	5
Speeding; Greater Than 25 MPH Over the Speed Limit	5

**TOTAL CITATIONS ISSUED: 171**

**AVERAGE PER DAY: 6**

UNIFORM TRAFFIC WARNINGS TOP 10 VIOLATIONS	
Speeding	74
Vehicle License Violation	67
Defective Equipment	65
Other	50
Improper Lane Use	27
Disregarding Stop Sign	19
Changing Lanes Unlawfully	15
Improper Lights	12
Improper Turn	11
Disregarding Traffic Signal	6

**TOTAL WARNINGS ISSUED: 364**

**AVERAGE PER DAY: 12**

CRIMINAL INVESTIGATIONS	
Cases Assigned	25
Incident Reports	0
Supplemental Reports	46
Cases Closed	12
Arrests Made	3
Arrest Warrants	2
Juvenile Petitions	0
Bond Court	5
Case Call Outs	6
Search Warrants	2
Prelims/Grand Jury	1

**Case Call Outs:**

None

**Mental Health Advocate:**

CIT: 0

Referrals - 7

Follow Ups - 28

Supplemental Reports - 15

**Victim Advocate:**

Case Call Outs: 2

Incident Reports: 0

Case Closed: 4

Bond Court: 3

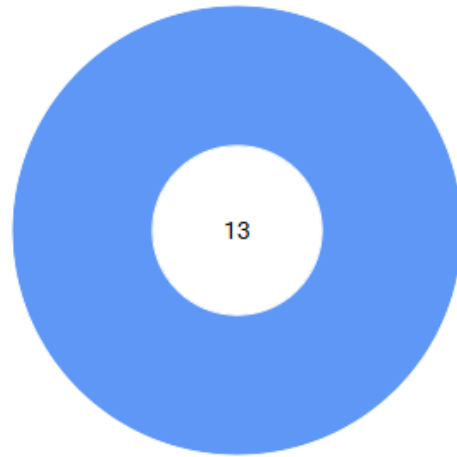
Supplemental Reports: 10

ICAC Cases Assigned: 5

# COMMUNITY SERVICE ASSISTANTS

Section XII. Item #1.

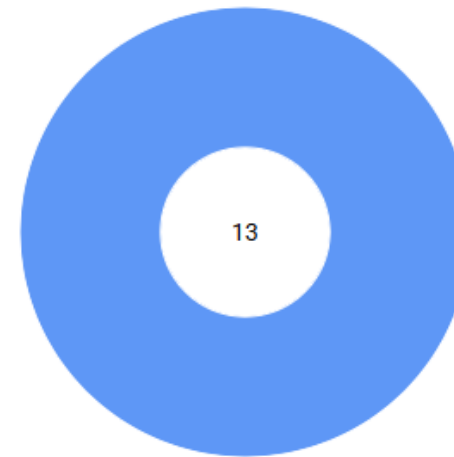
Tickets By Status Last 30 Days



Total Count: 13

As of 12/30/2025, 12:00:00 AM

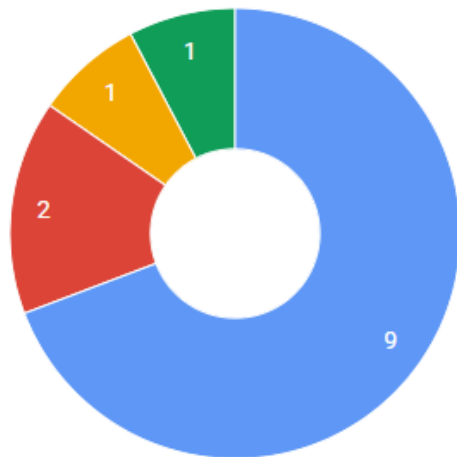
Tickets By Officer Last 30 Days



Total Count: 13

As of 12/30/2025, 12:00:00 AM

Tickets By Location Last 30 Days



Total Count: 13

As of 12/30/2025, 12:00:00 AM

Tickets By Violation Last 30 Days

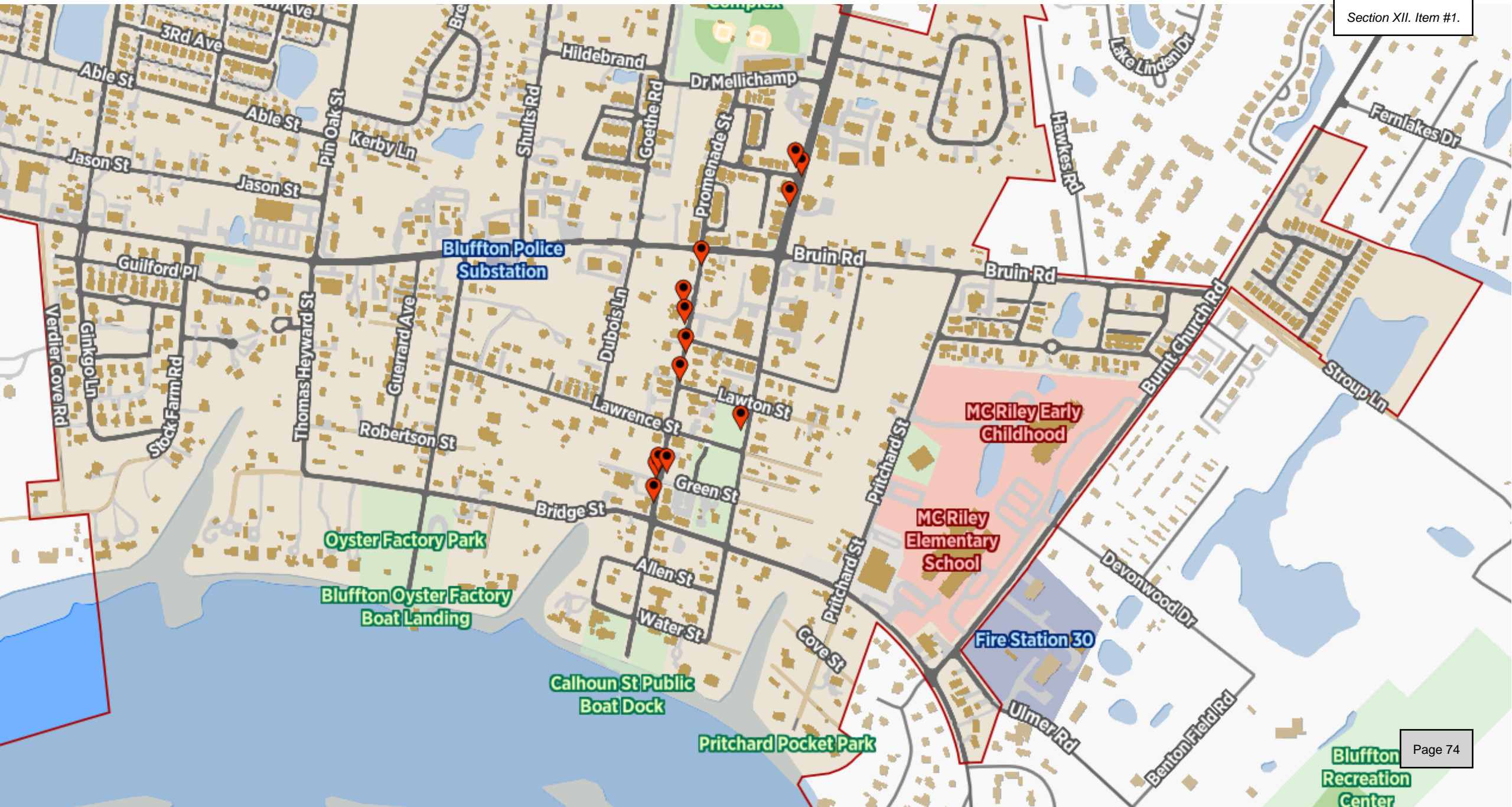


Total Count: 13

As of 12/30/2025, 12:00:00 AM

## DOWNTOWN CITATIONS (13) – December 2025

Section XII. Item #1.



## **Code Enforcement:**

William Bonhag

- Multiple business advertisement signs removed various location throughout Bluffton.
- Issued several NOV's for business license HTAX and ATAX

## **Complaints / Property Checks / Follow-ups / Ordinance Letters**

- Issued 41 NOV's for failure to renew 2025 business licenses
- Kristy Carge and I met with Matt Cunningham on 11/4/25 to review his Bridge Collective operation as he needs to obtain a commercial Business license for his 1st floor businesses that are in operation, along with his second-floor apartment rentals. Matt's due date is January 15th, 2026 due to the taxes owed.
- Sidney Holland from Building Safety identified a roofing company conducting business at 58 Wyndham Drive w/o a business license. Upon visiting the location on Wednesday 11/19/25, Carlos Lopez stated he was in charge and their company is St. Judes Roofing LLC, turns out this is false as they are supposedly working under the general contractor's license (Serene Construction). Summons were issued to Carlos Lopez for working w/o a BL or LLR. Contractor told Sidney they are employees. Court date is 12/9/25. Mr. Lopez appeared in court and presented his recent employee statement at the same time as a relations applied for a BL. This will not get approved as they cannot obtain a SC LLR due to legal status.

### **1 Able Street**

- Complaint filed with Kristy Carge regarding work being conducted at this location at all hours.
- Met with the property and business owner Veronica Jimenez for Talikas Trim Inc. that is licensed at 11 Sugary Drive not 1 Able Street.
- Stop work Decal was placed on the house until all permits are obtained for the construction work being done.
- NOV was issued for NO BL at this location resulting in all construction materials and equipment needs to be removed due to Residential Zoned area.
- Returning to site by Wednesday 11/12/25 to review progress.
- As of 12/11/25 no permits or change of BL address have occurred.

### **Simmons Road Power Line Section/Santee Cooper**

- The complaint was made by Bridgete Frazier due to cars and trucks parking, dumping and working from this area.
- Contact was made with Santee Cooper (property owner) and I am working with Matt Evans to have this location cleaned up and dirt piles removed. 2 weeks are being allocated for this area, unless it may be earlier as they are placing fences on both ends of their property with gates locked.
- 5/21/25 contacted Matt Evans from Santee, an estimate obtained by Santee for fencing for \$32,000, which was forwarded to his administrators.
- 8/7/25 l/m for Matt regarding the pending site review for cleanup, along with fencing status.
- As of 12/11/2025, still pending actions of Santee Cooper, an abandoned delivery box truck is on site.

## Code Enforcement continued:

### The Lakes at New Riverside

- Karen Macmillan / Sentry Management Weds. 9/24/25 filed a complaint.
- Construction workers park on Wylie Court and walk through the woods.
- Also, I'm told that workers have parked on Wylie Ct. to walk through the common area to reach the construction site.
- Karen stated there is No trespassing sign at the entrance of the community. They are parked all over the place on Wylie, and they are not sure if the Board wants no parking signs everywhere. They are also still using the easement to just pull into the area from the Lakes.
- This matter is being addressed by Dan Frazier and Codes.
- In the same area down the street a complaint regarding loud pump noises at night was handled by this officer and was addressed by Bill Morris of Thompson Turner to alleviate the noise.

### 98 Fording Island Road

- 9/8/25 while conducting property inspections this lot has started to accumulate illegal dumping on this site. Jodie Pitman/ assistant property manager was notified due to Lisa Fort no longer is with Harris Teeter.
- Jodie Pitman promptly responded to me and shall have this site cleaned and secured so no further dumping should occur.
- Jodie informed me that their contractor shall commence cleaning on 9/23/25 weather permitting and looks to be completed by 9/26/25. Inspection of this site will be conducted upon my return from vacation 10/6/25.
- As of 10/8 site was cleaned and now pending entrance secured, Jodie from Harris Teeter is diligently working with me on this matter.
- Case re-opened 11/4/25 due to further dumping and site unsecured at this time. Working with Jodie Pitman to resolve this matter from Harris Teeter. Sent another email 11/17/25 to Jodie for action.
- As of 12/1/25 site cleaned and secured with No Trespassing signs posted as well.

### 20 Twin Oaks Drive

- Fence blocking emergency vehicles to be removed by Friday August 1,2025
- HJ Stucco company uses it as construction yard. The fence was removed though posts remain with wire attached that need to be removed for emergency vehicles allowing them to pass through. Fire investigator Jason Lee and I shall be attending to this matter week of 9/22.
- All equipment and materials to be removed by August 25. Per NOV issued.
- The owner of HJ Stucco has used a resident address of 234 Buck Island Road which does not exist at the time of his business license submittal.
- This matter is now pending his response to Sharon White as of 9/17/25.
- Sharon White from licensing is sending an email for response by owner 10/8/25. Delivering a NOV 11/5/25 for compliance by 11/12/25, pending compliance. Monitoring this section for moving all equipment and products.

## Code Enforcement continued:

### 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.
- Property cleaned up, now pending information from Vicky Smalls and Rob Currall Building Official as to their next move regarding this structure.
- 12/26/25 This property is Heirs property, until this property is settled in court no actions can move forward.

COMMUNITY ACTION TEAM	
Attended Bluffton Community Kitchen (Campbell AME Church)	Attended Bluffton Farmers Market on Thursdays
Attended Christmas Tree Lightning (Martin Family Park)	Covered Bluffton Town Municipal Court security on Tuesdays
Assisted with the annual Town of Bluffton Christmas Parade	Conducted Traffic enforcement in the May River Rd area
Hosted Hot Chocolate with students at May River Montessori	Bluffton PD Policy Review
Attended Cross Schools Family Chapel Day	Police Substation Walk-ins December: 3
Attended Feast of our Lady of Guadeloupe (St. Gregory the Great Church)	Covered the following schools due to SRO training:
Attended May River Montessori Winter Concert	May River High
Attended "Shop with a Cop" Bluffton PD/Bluffton Schools/Bluffton Wal-Mart	Pritchardville Elementary
Covered May River High School Basketball	River Ridge Academy
Covered May River High School Wrestling	Bluffton Early Childhood Center
Attended "Live Nativity Display" Bluffton United Methodist Church	MC Riley Early Childhood Center
Attended "Temple Oseh Shalom" Lowcountry Presbyterian Church	Red Cedar Elementary
Attended "LCC Christmas Experience" Lowcountry Community Church	Respond to Calls for Service @ Dubois Park
Follow up: Pine Ridge Subdivision	Respond to Calls for Service @ 25 Boundary Street
Attended Town Council Meeting at Bluffton Municipal Court	

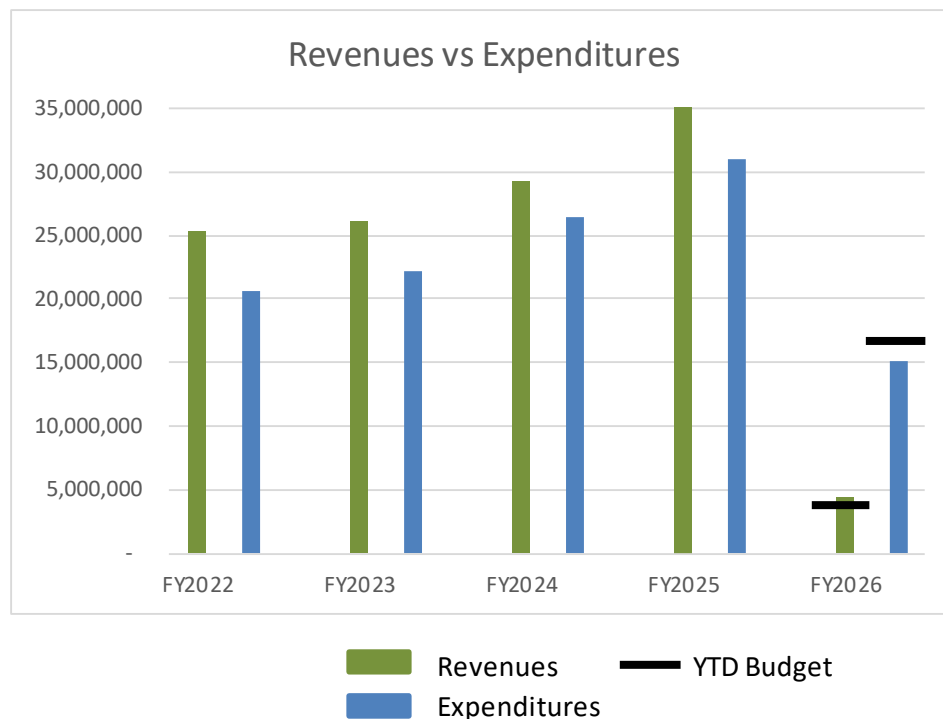
**TOWN COUNCIL  
STAFF REPORT  
Finance & Administration Department**



<b>MEETING DATE:</b>	January 13, 2026
<b>PROJECT:</b>	Consent Agenda: Year-to-date Financial Report
<b>PROJECT MANAGER:</b>	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 FY2026 year-to-date (YTD) through November 2025. Revenues have been higher than expenditures for the last four full years.



FY2026 YTD through November shows General Fund total revenues above the total budgeted amount with Building Safety Permits showing the largest impact. Total expenditures for November are below the total budget. Executive is showing over for the month due to new initiatives and annual obligations paid earlier than in the prior year.

**FY26 General Fund Financial Overview**

Revenues		Expenditures
\$4,450k	<i>YTD</i>	\$15,077k
140.1%	<i>% of Budget</i>	89.7%
\$3,177k	<i>YTD Budget</i>	\$16,800k

**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 November 30, 2025**

Section XII. Item #1.

	Month of November 2025					Year-to-Date through November 30, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
<b>Revenues</b>										
<b>Property Taxes</b>	\$ 213,634	\$ 377,325	\$ 163,691	\$ 228,085	\$ 149,240	\$ 535,543	\$ 732,713	\$ 197,170	\$ 571,436	\$ 161,277
<b>Licenses &amp; Permits</b>										
Business Licenses	67,654	60,280	(7,374)	56,650	3,630	504,031	372,831	(131,200)	416,166	(43,335)
MASC Telecommunications	-	-	-	-	-	302	16	(286)	295	(279)
MASC Insurance Tax Collection	-	-	-	-	-	1,563	205	(1,358)	1,362	(1,157)
Franchise Fees	264,075	283,312	19,237	237,406	45,906	577,667	510,846	(66,821)	519,328	(8,482)
Building Safety Permits	180,209	210,629	30,420	124,964	85,665	1,109,755	1,456,731	346,976	468,317	988,414
Application Fees	5,825	3,700	(2,125)	3,488	212	37,965	30,480	(7,485)	22,734	7,746
Total Licenses & Permits	517,763	557,921	40,158	422,508	135,413	2,231,283	2,371,109	139,826	1,428,202	942,907
<b>Grants and Entitlements</b>	45,941	102,469	56,528	102,469	-	454,005	569,285	115,280	353,650	215,635
<b>Intergovernmental</b>	-	-	-	-	-	-	-	-	-	-
<b>Service Revenues</b>	48,463	52,064	3,601	33,665	18,399	343,282	267,377	(75,905)	233,091	34,286
<b>Fines &amp; Fees</b>	6,936	6,329	(608)	6,903	(574)	45,551	73,045	27,493	45,336	27,709
<b>Interest Income</b>	65,545	88,464	22,919	22,168	66,296	284,333	380,650	96,317	96,162	284,488
<b>Miscellaneous Revenues</b>	11,741	13,203	1,462	60,829	(47,626)	327,900	55,753	(272,147)	318,790	(263,037)
<b>Total Revenues</b>	<u>910,023</u>	<u>1,197,775</u>	<u>287,751</u>	<u>876,627</u>	<u>321,148</u>	<u>4,221,897</u>	<u>4,449,932</u>	<u>228,035</u>	<u>3,046,667</u>	<u>1,403,265</u>
 <b>Other Financing Sources</b>	5,650	-	(5,650)	-	-	5,650	-	(5,650)	-	-
<b>Transfers In</b>	84,267	-	(84,267)	130,306	(130,306)	84,267	-	(84,267)	130,306	(130,306)
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>89,917</u>	<u>-</u>	<u>(89,917)</u>	<u>130,306</u>	<u>(130,306)</u>	<u>89,917</u>	<u>-</u>	<u>(89,917)</u>	<u>130,306</u>	<u>(130,306)</u>
 <b>Total Revenues and Other Financing Sources</b>	<u>\$ 999,940</u>	<u>\$ 1,197,775</u>	<u>\$ 197,834</u>	<u>\$ 1,006,933</u>	<u>\$ 190,842</u>	<u>\$ 4,311,814</u>	<u>\$ 4,449,932</u>	<u>\$ 138,118</u>	<u>\$ 3,176,973</u>	<u>\$ 1,272,959</u>
 <b>Expenditures</b>										
Building Safety	\$ 62,063	\$ 59,768	\$ (2,295)	\$ 71,464	\$ (11,696)	\$ 315,184	\$ 290,351	\$ (24,833)	\$ 362,925	\$ (72,574)
Communications	48,721	23,810	(24,911)	29,153	(5,343)	266,670	144,969	(121,701)	159,564	(14,595)
Customer Service	19,416	15,339	(4,077)	21,852	(6,513)	94,656	92,085	(2,571)	106,534	(14,449)
Economic Development	33,293	33,957	664	33,293	664	234,337	198,918	(35,419)	234,337	(35,419)
Events & Venues	-	54,797	54,797	51,454	3,343	-	250,690	250,690	334,449	(83,759)
Executive	121,477	168,409	46,932	136,348	32,061	629,949	753,068	123,119	707,064	46,004
Finance & Administration	85,214	93,412	8,198	100,142	(6,730)	440,575	482,964	42,389	517,756	(34,792)
Human Resources	69,347	52,391	(16,956)	82,401	(30,010)	245,083	281,322	36,239	291,219	(9,897)
Information Technology	116,099	102,095	(14,004)	139,177	(37,082)	1,025,312	1,005,437	(19,875)	1,229,125	(223,688)
Municipal Court	117,359	36,973	(80,386)	122,550	(85,577)	233,905	185,224	(48,681)	244,252	(59,028)
Municipal Judges	7,993	8,101	108	8,260	(159)	41,015	38,688	(2,327)	42,383	(3,695)
Planning & Community Development	99,082	91,682	(7,400)	120,128	(28,446)	515,778	572,347	56,569	625,334	(52,987)
Police	737,027	746,473	9,446	824,091	(77,618)	3,743,761	3,707,671	(36,090)	4,337,509	(629,838)
Project Management	56,835	62,928	6,093	62,976	(48)	280,929	295,553	14,624	311,282	(15,729)
Public Services	229,016	286,380	57,364	284,429	1,951	1,008,543	1,132,855	124,312	1,252,571	(119,716)
Town Council	11,828	11,886	58	20,072	(8,186)	58,367	56,558	(1,809)	99,047	(42,489)
Town Wide	349,389	344,879	(4,510)	434,143	(89,264)	1,565,340	1,587,873	22,533	1,945,055	(357,182)
<b>Total Expenditures</b>	<u>2,164,159</u>	<u>2,193,280</u>	<u>29,121</u>	<u>2,541,933</u>	<u>(348,653)</u>	<u>10,699,404</u>	<u>11,076,573</u>	<u>377,169</u>	<u>12,800,406</u>	<u>(1,723,833)</u>
 <b>Other Financing Uses</b>										
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	4,000,000	4,000,000	4,000,000	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,000,000</u>	<u>4,000,000</u>	<u>4,000,000</u>	<u>-</u>
 <b>Total Expenditures and Other Financing Uses</b>	<u>\$ 2,164,159</u>	<u>\$ 2,193,280</u>	<u>\$ 29,121</u>	<u>\$ 2,541,933</u>	<u>\$ (348,653)</u>	<u>\$ 10,699,404</u>	<u>\$ 15,076,573</u>	<u>\$ 4,377,169</u>	<u>\$ 16,800,406</u>	<u>\$ (1,723,833)</u>



Town of Bluffton  
Actual Versus Budget  
For Period Ending November 30, 2025

Section XII. Item #1.

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	Month of November 2025					Year-to-Date through November 30, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
<b>Revenues</b>										
Stormwater Utility Fee	\$ 16,642	\$ 44,760	\$ 28,118	\$ 15,186	\$ 29,574	\$ 35,262	\$ 49,316	\$ 14,054	\$ 32,177	\$ 17,139
Licenses & Permits										
NPDES Plan Review Fee	15,500	2,400	(13,100)	16,667	(14,267)	44,475	17,545	(26,930)	47,824	(30,279)
NPDES Inspection Fee	24,650	21,500	(3,150)	22,141	(641)	125,550	150,375	24,825	112,769	37,606
Total Licenses & Permits	40,150	23,900	(16,250)	38,808	(14,908)	170,025	167,920	(2,105)	160,593	7,327
Total Revenues	56,792	68,660	11,868	53,994	14,666	205,287	217,236	11,949	192,770	24,466
Other Financing Sources	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources & Transfers In	-	-	-	-	-	-	-	-	-	-
Total Revenues and Other Financing Sources	\$ 56,792	\$ 68,660	\$ 11,868	\$ 53,994	\$ 14,666	\$ 205,287	\$ 217,236	\$ 11,949	\$ 192,770	\$ 24,466
<b>Expenditures</b>										
Watershed Management	\$ 141,219	\$ 191,907	\$ 50,688	\$ 401,188	\$ (209,281)	\$ 493,100	\$ 928,749	\$ 435,649	\$ 1,400,843	\$ (472,094)
Total Expenditures	141,219	191,907	50,688	401,188	(209,281)	493,100	928,749	435,649	1,400,843	(472,094)
Other Financing Uses										
Transfers Out to Capital Improvements Program Fund	-	-	-	-	-	-	-	-	-	-
Transfers Out to General Fund	-	-	-	-	-	-	-	-	-	-
Transfer Out to Debt Service	65,525	61,400	(4,125)	64,806	(3,406)	65,525	61,400	(4,125)	64,806	(3,406)
Contribution to Fund Balance	-	-	-	-	-	-	-	-	-	-
Total Transfers	65,525	61,400	(4,125)	64,806	(3,406)	65,525	61,400	(4,125)	64,806	(3,406)
Total Expenditures and Other Financing Uses	\$ 206,744	\$ 253,307	\$ 46,563	\$ 465,993	\$ (212,686)	\$ 558,625	\$ 990,149	\$ 431,524	\$ 1,465,649	\$ (475,500)



**Town of Bluffton**  
**Actual Versus Budget**  
**For Period Ending November 30, 2025**

Section XII. Item #1.

	Month of November 2025					Year-to-Date through November 30, 2025				
	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)	FY 2025	FY 2026	More/(Less)	Budget	Over / (Under)
<b>Revenues</b>										
<b>Property Taxes</b>										
Real & Personal Property Tax (TIF)	\$ (98)	\$ 105,973	\$ 106,071	\$ (96)	\$ 106,069	\$ 955	\$ 106,239	\$ 105,284	\$ 933	\$ 105,306
GO Bond Debt Service Property Tax	10,512	19,676	9,164	11,042	8,634	23,265	38,765	15,500	24,439	14,326
Total Property Tax	10,414	125,649	115,235	10,947	114,702	24,220	145,004	120,784	25,372	119,632
<b>Licenses &amp; Permits</b>										
Municipal Improvement District Fee	2,666	8,097	5,431	2,638	5,459	2,816	8,172	5,356	2,786	5,386
<b>Interest Income</b>	7,322	2,222	(5,100)	4,724	(2,502)	48,466	14,890	(33,576)	31,269	(16,379)
<b>Miscellaneous Revenues</b>	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<u>20,402</u>	<u>135,968</u>	<u>115,566</u>	<u>18,309</u>	<u>117,659</u>	<u>75,502</u>	<u>168,066</u>	<u>92,564</u>	<u>59,427</u>	<u>108,639</u>
<b>Other Financing Sources</b>	-	-	-	-	-	-	-	-	-	-
<b>Transfers In</b>	65,525	61,400	(4,125)	61,400	-	65,525	61,400	(4,125)	61,400	-
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>65,525</u>	<u>61,400</u>	<u>(4,125)</u>	<u>61,400</u>	<u>-</u>	<u>65,525</u>	<u>61,400</u>	<u>(4,125)</u>	<u>61,400</u>	<u>-</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 85,927</u>	<u>\$ 197,368</u>	<u>\$ 111,441</u>	<u>\$ 79,709</u>	<u>\$ 117,659</u>	<u>\$ 141,027</u>	<u>\$ 229,466</u>	<u>\$ 88,439</u>	<u>\$ 120,827</u>	<u>\$ 108,639</u>
<b>Expenditures</b>										
<b>Series 2014 TIF Bonds Debt Service</b>										
Principal	\$ 896,386	\$ 919,815	\$ 23,429	\$ 919,815	\$ -	\$ 896,386	\$ 919,815	\$ 23,429	\$ 919,815	\$ -
Interest	23,429	11,866	(11,563)	11,866	-	23,429	11,866	(11,563)	11,866	-
<b>Series 2022 TIF Bonds Debt Service</b>										
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-	-	-	-	-
<b>Series 2020 GO Bonds Debt Service</b>										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	61,025	54,650	(6,375)	54,650	-
<b>Series 2020A GO Bonds Debt Service</b>										
Principal	-	-	-	-	-	-	-	-	-	-
Interest	65,525	61,400	(4,125)	61,400	-	65,525	61,400	(4,125)	61,400	-
<b>Miscellaneous</b>	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<u>985,340</u>	<u>993,081</u>	<u>7,741</u>	<u>993,081</u>	<u>-</u>	<u>1,046,365</u>	<u>1,047,731</u>	<u>1,366</u>	<u>1,047,731</u>	<u>-</u>
<b>Other Financing Uses</b>										
Transfers Out to Capital Improvements Program Fund	1,400,000	-	(1,400,000)	2,776,358	(2,776,358)	1,400,000	-	(1,400,000)	2,776,358	(2,776,358)
<b>Total Transfers</b>	<u>1,400,000</u>	<u>-</u>	<u>(1,400,000)</u>	<u>2,776,358</u>	<u>(2,776,358)</u>	<u>1,400,000</u>	<u>-</u>	<u>(1,400,000)</u>	<u>2,776,358</u>	<u>(2,776,358)</u>
<b>Total Expenditures and Other Financing Uses</b>	<u>\$ 2,385,340</u>	<u>\$ 993,081</u>	<u>\$ (1,392,259)</u>	<u>\$ 3,769,439</u>	<u>\$ (2,776,358)</u>	<u>\$ 2,446,365</u>	<u>\$ 1,047,731</u>	<u>\$ (1,398,634)</u>	<u>\$ 3,824,089</u>	<u>\$ (2,776,358)</u>



**Town of Bluffton**  
**Budget and Actual - Capital Improvement Program Fund**  
**For Period Ending November 30, 2025**

	YTD Estimated	Adopted Budget	Budget Amendments and Transfers	Revised Budget	Actual vs Budget Difference	Actual as % of Budget
<b>Economic Development</b>						
Buckwalter Place Multi-County Commerce Park Phase 2	\$ 3,800	\$ 1,514,455	(505,391)	\$ 1,009,064	\$ 1,005,264	0.4%
<b>Total Economic Development</b>	<b>3,800</b>	<b>1,514,455</b>	<b>(505,391)</b>	<b>1,009,064</b>	<b>1,005,264</b>	<b>0.4%</b>
<b>Facilities</b>						
Town Hall Improvements	-	-	14,380	14,380	14,380	0.0%
Squire Pope Carriage House	22,221	-	51,805	51,805	29,584	42.9%
Law Enforcement Center Facility Improvements	-	195,000	(36,076)	158,924	158,924	0.0%
Sarah Riley Hooks Cottage	311,982	1,162,350	435,401	1,597,751	1,285,769	19.5%
Town Facilities ADA Compliance Plan	-	100,000	-	100,000	100,000	0.0%
New Riverside Barn Park Event Lawn Pavilion - NEW	227,571	111,500	960,000	1,071,500	843,929	21.2%
New Riverside Barn Park Public Service Building - NEW	5,691	99,000	-	99,000	93,309	5.7%
Public Service Building Expansion & Watershed Facility - NEW	-	201,000	-	201,000	201,000	0.0%
Oscar Frazer Park Pavilion - NEW	-	-	195,000	195,000	195,000	0.0%
<b>Total Facilities</b>	<b>567,465</b>	<b>1,868,850</b>	<b>1,620,510</b>	<b>3,489,360</b>	<b>2,921,895</b>	<b>16.3%</b>
<b>Housing</b>						
Affordable Housing Project	277,098	740,816	489,580	1,230,396	953,298	22.5%
<b>Total Housing</b>	<b>277,098</b>	<b>740,816</b>	<b>489,580</b>	<b>1,230,396</b>	<b>953,298</b>	<b>22.5%</b>
<b>Information Technology Infrastructure</b>						
Community Safety Cameras Phase 6	1,850	139,200	-	139,200	137,350	1.3%
Network Improvements	14,356	35,000	26,712	61,712	47,356	23.3%
<b>Total Parks</b>	<b>16,206</b>	<b>174,200</b>	<b>26,712</b>	<b>200,912</b>	<b>184,706</b>	<b>8.1%</b>
<b>Land</b>						
Land Acquisition	4,885,901	9,709,302	3,960,000	13,669,302	8,783,401	35.7%
<b>Total Land</b>	<b>4,885,901</b>	<b>9,709,302</b>	<b>3,960,000</b>	<b>13,669,302</b>	<b>8,783,401</b>	<b>35.7%</b>
<b>Parks</b>						
Park Improvements	15,123	60,000	65,000	125,000	109,877	12.1%
Oyster Factory Park	103,593	973,502	-	973,502	869,909	10.6%
New Riverside Park/Barn Site	138,664	2,142,000	(1,322,399)	819,601	680,937	16.9%
New River Trail	603,687	3,661,787	1,247,733	4,909,520	4,305,833	12.3%
Buckwalter Place Park Improvements	33,755	1,350,859	91,585	1,442,444	1,408,689	2.3%
Buck Island - Simmonsville Neighborhood Park - NEW	-	198,500	-	198,500	198,500	0.0%
Public Art	43,308	100,000	141,440	241,440	198,132	17.9%
New Riverside Barn Park Phase 2 Trail & Disc Golf - NEW	6,226	135,000	-	135,000	128,774	4.6%
<b>Total Parks</b>	<b>944,356</b>	<b>8,621,648</b>	<b>223,359</b>	<b>8,845,007</b>	<b>7,900,651</b>	<b>10.7%</b>
<b>Roads</b>						
Pathway Pedestrian Safety Improvements	125,467	460,235	115,182	575,417	449,950	21.8%
Calhoun Street Streetscape	13,467	427,230	89,593	516,823	503,356	2.6%
Wharf Street Lighting	-	69,500	175,060	244,560	244,560	0.0%
Boundary Street Lighting	-	-	23,224	23,224	23,224	0.0%
Boundary Street Streetscape	7,910	3,359,250	(464,038)	2,895,212	2,887,302	0.3%
Townwide Wayfinding Signage System	-	-	72,238	72,238	72,238	0.0%
Historic District Overhead Power Conversion	-	74,000	(13,200)	60,800	60,800	0.0%
Ghost Roads	228	376,000	(53,784)	322,216	321,988	0.1%
Washington Square Connector	1,750	-	261,940	261,940	260,190	0.7%
<b>Total Roads</b>	<b>148,822</b>	<b>4,766,215</b>	<b>206,215</b>	<b>4,972,430</b>	<b>4,823,608</b>	<b>3.0%</b>
<b>Stormwater and Sewer</b>						
Sewer Connections Policy	35	459,046	150,189	609,235	609,200	0.0%
Historic District Sewer Extension Phase 4	101,646	575,760	3,079	578,839	477,193	17.6%
Historic District Sewer Extension Phase 5	139	183,920	332,859	516,779	516,640	0.0%
Historic District Sewer Extension Phase 6	109,931	201,700	442,776	644,476	534,545	17.1%
Bridge Street Streetscape	30,318	1,593,313	118,040	1,711,353	1,681,035	1.8%
Comprehensive Drainage Plan Improvements	-	84,500	121,500	206,000	206,000	0.0%
May River Action Plan Impervious Restoration/Water Quality Project	-	-	15,000	15,000	15,000	0.0%
Stoney Crest Campground/Old Palmetto Bluff Rd	962,603	1,352,432	-	1,352,432	389,829	71.2%
Pritchard Street Drainage Improvements	23,239	1,224,366	1,318,634	2,543,000	2,519,761	0.9%
<b>Total Stormwater and Sewer</b>	<b>1,227,911</b>	<b>5,675,037</b>	<b>2,502,077</b>	<b>8,177,114</b>	<b>6,949,203</b>	<b>15.0%</b>
<b>Total CIP Expenditures</b>	<b>\$ 8,071,559</b>	<b>\$ 33,070,523</b>	<b>\$ 8,523,062</b>	<b>\$ 41,593,585</b>	<b>\$ 33,522,026</b>	<b>19.4%</b>



Town of Bluffton  
Special Revenue Accounts  
For Period Ending November 30, 2025

Section XII. Item #1.

FY2026														Original Estimate
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13	YTD
Revenues														
State Accommodations Tax	512	616	659	542	280,235									282,564
Local Accommodations Tax	2,117	164,745	133,309	118,983	195,878									615,032
Hospitality Tax	4,562	336,180	358,387	355,891	379,408									1,434,428
Total Revenues	7,191	501,541	492,355	475,416	855,521	-	-	-	-	-	-	-	-	2,332,024

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	290,058	673	664	174,809	549	435,462	1,180,999
Local Accommodations Tax	2,700	60,640	138,169	122,416	194,338	192,218	129,925	55,057	93,013	177,747	230,699	217,123	191,598	1,805,643
Hospitality Tax	8,468	281,963	305,218	314,531	351,835	411,775	348,925	294,270	311,950	420,178	370,020	422,794	392,612	4,234,539
Total Revenues	12,739	344,433	444,946	438,364	817,251	604,690	479,482	639,385	405,636	598,589	775,528	640,466	1,019,672	7,221,181

FY2026 VS FY2025 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13
Revenues													
State Accommodations Tax	(1,059)	(1,214)	(900)	(875)	9,157								(898,435)
Local Accommodations Tax	(583)	104,105	(4,860)	(3,433)	1,540								(1,190,611)
Hospitality Tax	(3,906)	54,217	53,169	41,360	27,573								(2,800,111)
Total Revenues	(5,548)	157,108	47,409	37,052	38,270	-	-	-	-	-	-	-	(4,889,157)

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

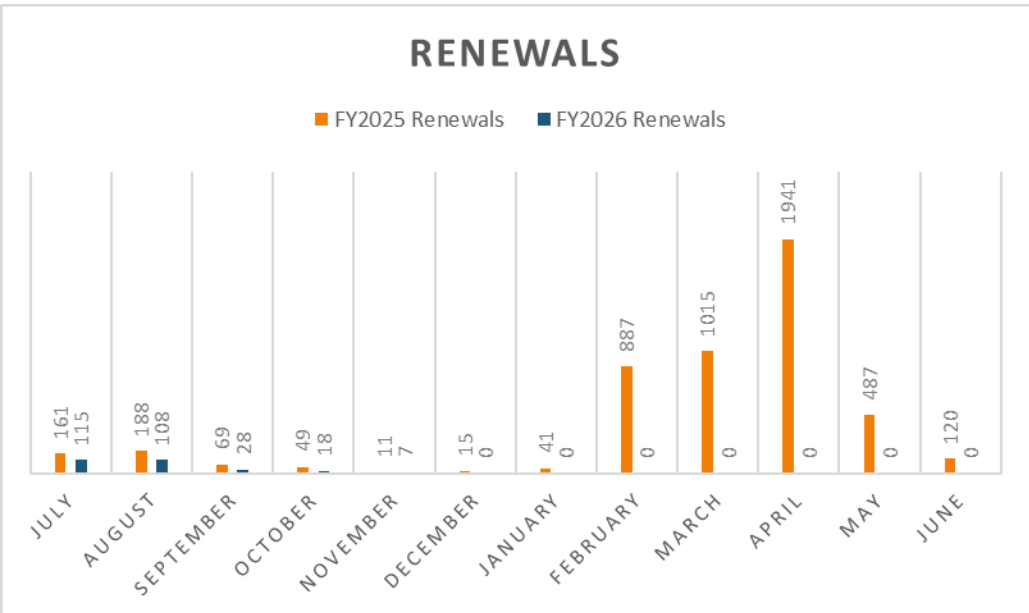
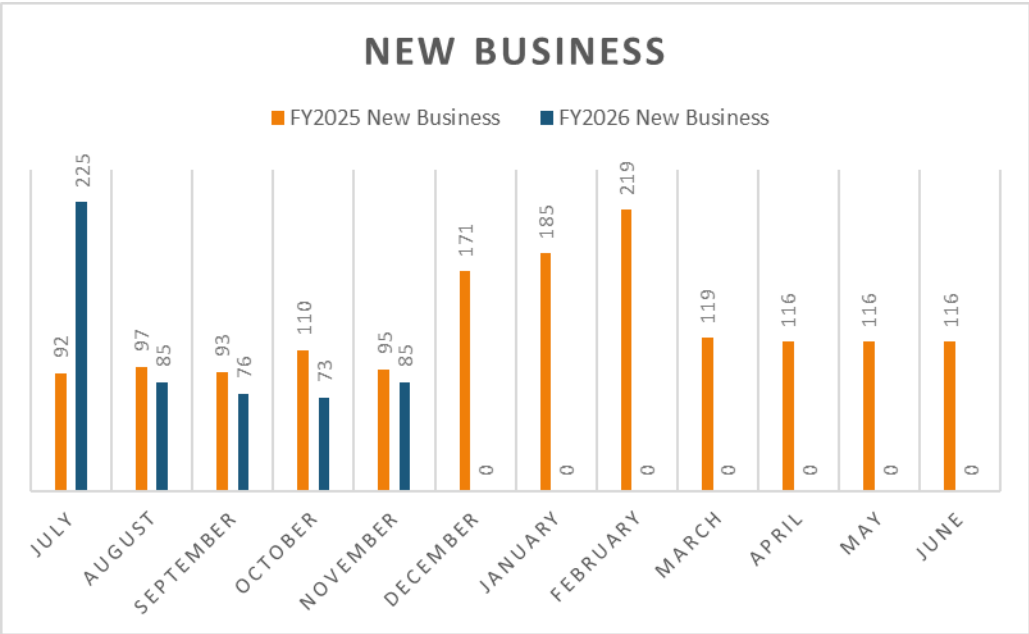
FY2025 VS FY2024 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13
Revenues													
State Accommodations Tax	38	109	(404)	(236,136)	269,305	(1,309)	(248,453)	288,201	(1,368)	(160,686)	172,941	(1,021)	(21,624)
Local Accommodations Tax	(2,851)	(91,496)	30,108	(2,469)	17,727	20,941	12,057	(15,703)	3,014	(5,430)	20,570	30,950	(78,239)
Hospitality Tax	(46,044)	(58,472)	23,118	31,483	(4,082)	61,999	(36,768)	71,212	(2,337)	36,935	(22,340)	(309)	46,654
Total Revenues	(48,857)	(149,859)	52,822	(207,122)	282,950	81,631	(273,164)	343,710	(691)	(129,181)	171,171	29,620	(53,209)

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

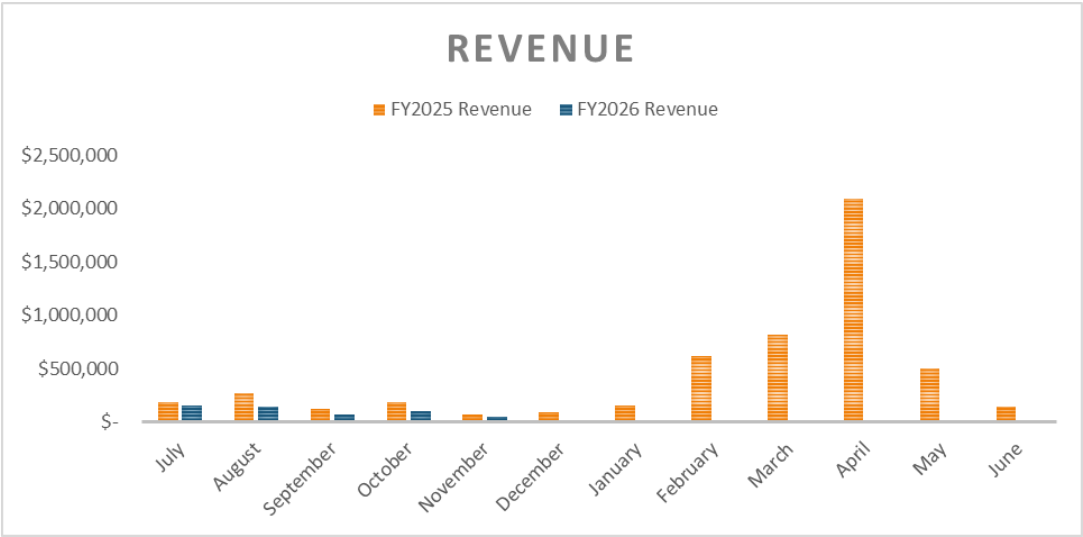
FY2024 VS FY2023 (more / (less))													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Period 13
Revenues													
State Accommodations Tax	1,133	1,253	1,454	(18,588)	990	1,109	19,804	941	886	16,067	480	104	(27,749)
Local Accommodations Tax	4,937	(21,467)	(18,807)	(12,632)	23,670	13,203	3,229	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 FY2026 through November total 820 (544 new business and 276 renewals) compared to FY2025’s total of 965 (487 new business and 478 renewals).



Business license renewals reflect a decrease of 36% or 4 and revenue collections decreased 44% or \$9,832 for the month of November when compared to last year as more businesses renewed timelier this year. Business license revenue generated through permits decreased by 14% or \$6,177.



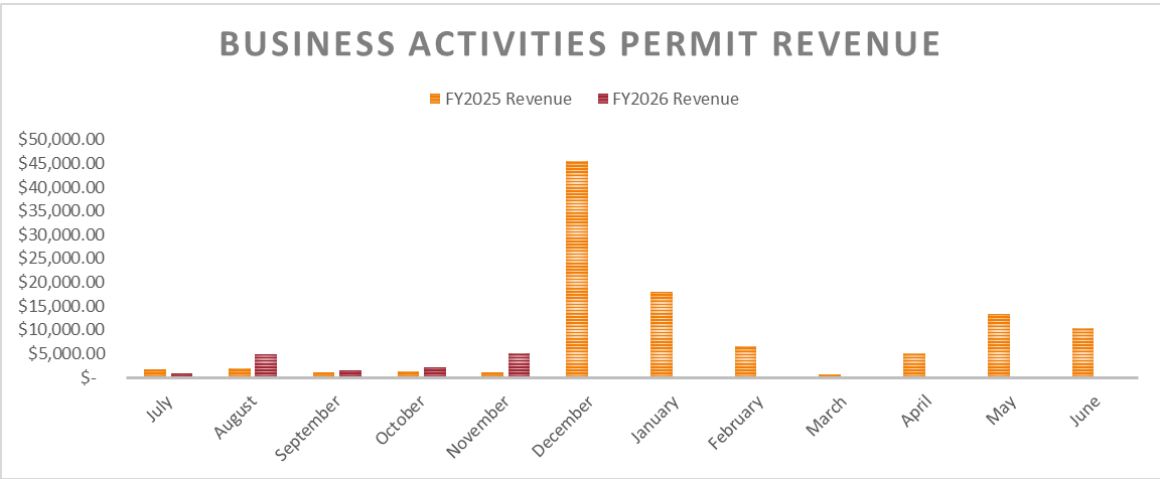
The amended ordinance that went into effect January 1<sup>st</sup>, 2019 included additional incentives for new businesses and businesses with multiple locations within the Town. For the 2025 business license renewals, there were five hundred, nineteen (519) renewals eligible for an incentive.

Incentive	Number of Businesses	Gross Income Deducted	Total Incentive Amount
10%	196	\$ 4,844,151	\$ 7,250
20%	229	8,218,746	56,973
40%	185	13,954,412	94,8241
CAP	13	266,898,685	367,573
2+	300	9,923,607	12,618
Grand Total	923	303,839,601	\$ 539,235

Rate Class	Number of Businesses	Total Incentive Amount
1	141	\$ 144,035
2	24	3,564
3	48	2,699
4	106	87,335
5	55	52,852
7	498	12,072
8.1	48	218,918
8.6	1	138
9.3	2	17,622
Grand Total	923	\$ 539,235

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
  - Four (4) MVPs issued in November
  - Forty-four (44) are compliant
  - Zero are non-compliant
  - Two (2) are in-process
  - There are forty-six (46) identified Mobile Vending businesses
- Short-Term Rental Permit (STRP): \$325 for a calendar year
  - Twelve (12) STRPs issued in November
  - Two hundred and fifty-seven (257) STRPs are compliant with a permit
  - Twenty-two (22) are non-compliant
  - Ten (10) are in-process
  - There are two hundred and eighty-nine (289) 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
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	\$ 1,348,000.00	none	\$ 1,348,000.00	9/30/2024	3/9/2024	3/31/2026
FY23 State and Local Cybersecurity Grant Program	Federal	23SLCGP14	cybersecurity project	IT	Active	\$ 79,500.00	\$ 15,900.00	\$ 95,400.00	6/18/2025	6/1/2025	5/31/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	Federal	Agreement A47118	4829, Helene	Exec	Active	\$ 99,209.56	none; state match	\$ 113,773.84	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	Federal	Agreement 6882F6	4835, Debby	Exec	Active	\$ 70,517.87	none; state match	\$ 92,554.69	4/18/2025	9/29/2024	until FEMA closes

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	10/15/2026
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
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	6/15/2026
State of South Carolina and Subrecipient Public Assistance Funding - Hurricane Helene	State	Agreement A47118	4829, Helene	Exec	Active	\$ 14,564.28	none	see Federal project	4/15/2025	9/29/2024	until FEMA closes
State of South Carolina and Subrecipient Public Assistance Funding - Tropical Storm Debby	State	Agreement 6882F6	4835, Debby	Exec	Active	\$ 22,036.82	none	see Federal project	4/18/2025	9/29/2024	until FEMA closes
School Safety Program FY26 (School Resource Officer)	State	SR-018-C0702-26	continued funding for six SROs in FY26	Police	Active	\$ 540,346.00	none	\$ 540,346.00	7/28/2025	7/1/2025	6/30/2026
Palmetto Pride Tree Grant	Local/Non-Profit	none	Tree grant for 257 trees	Public Works	Active				9/30/2025	10/1/2025	9/30/2026
Sarah Riley Hooks Cottage Restoration	Local	25S-015-06102025	ATAX award for Sarah Riley Hooks Cottage	CIP	Active	\$ 257,304.00	\$ 600,000.00	\$ 857,680.00	7/16/2025	6/1/2025	5/31/2026

\$ 8,148,776.53

Hazard Mitigation Grant Program	Federal		Historic District drainage	Watershed	pre-app approved 5/5/25; full application due 8/29/25	\$ 287,625.00	\$ 95,875.00	\$ 383,500.00			
National Coastal Resiliency Fund	private non-profit but this money is primarily Federal.		Planning Assessment for Wetlands Mitigation	Watershed	full application due 7/18/25; determination by 12/2025; awards between March and June 2026.	\$ 124,793.00	\$ -	\$ 145,058.00			
Land and Water Conservation Fund	Federal		New Riverside Barn Park Phase 2	CIP	pre-app filed 9/11; full app due 12/5	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00			

	Bluffton Police Department Benevolence Fund		As of November 2025 Mayor's Stay Safe Bluffton Scholarship Fund		Town of Bluffton Parks & Public Art Fund	
	FY through		FY through		FY through	
	Nov. 2025	Nov. 2025	Nov. 2025	Nov. 2025	Nov. 2025	Nov. 2025
Beginning Balance	\$ 140,155.34	\$ 139,272.80	\$ 29,508.65	\$ 25,473.25	\$ 3,982.13	\$ 3,945.09
Contributions & Investment Activity						
Contributions to Fund	\$ -	\$ 100.00	\$ 1,377.83	\$ 5,292.28	\$ -	\$ 14.08
Interest & Dividend Income	53.42	903.35	11.47	172.45	1.53	10.82
Investment Income & Losses	164.80	621.63	35.41	126.27	4.68	18.35
Total Contributions & Investment Activity	218.22	1,624.98	1,424.71	5,591.00	6.21	43.25
Expenses						
Distributions - Grants	-	-	-	-	-	-
Distributions - Program Expenses	-	-	-	-	-	-
Fees - Administrative & Investment	0.11	524.33	-	99.31	-	-
Fees - Credit Card Processing	-	-	32.24	63.82	-	-
Total Expenses	0.11	524.33	32.24	163.13	-	-
Net Change to Fund Balance	\$ 218.11	\$ 1,100.65	\$ 1,392.47	\$ 5,427.87	\$ 6.21	\$ 43.25
Pending Contributions						
Total Pending Contributions		\$ -		\$ -		\$ -
Pending Expenses						
Total Pending Expenses		-		-		-
Projected Ending Balance		\$ 140,373.45		\$ 30,901.12		\$ 3,988.34

## TOWN COUNCIL



## STAFF REPORT

## Human Resources Department

<b>MEETING DATE:</b>	January 13, 2026
<b>PROJECT:</b>	December 2025 Activity Report
<b>PROJECT MANAGER:</b>	Anni Evans, Director of Human Resources

**Human Resources Summary:****New Hire: 1****Richard Cowles**

Crossing Guard

Start date: December 11, 2025

Department: Police Department

**Winter Interns: 2**

Angelina Cardone

Start date: December 11, 2025

Department: Police

Zoe Stevenson

Start date: December 11, 2025

Department: Events and Venues

**Exits: 1**

Stacy Ducharme

Title: PT Communications Coordinator

Exit date: December 9, 2025

Department: Communications

**Jobs posted:**

Police Officer

Police Recruit

Winter Interns

PT Garvin Garvey Docent

Chief Building Inspector

Chief Building Official

Watershed Management Div Mgr (internal)

Crossing Guard

PT Welcome Center Assistant Coordinator

Stormwater Technician

PT GIS Analyst and Code Enforcement

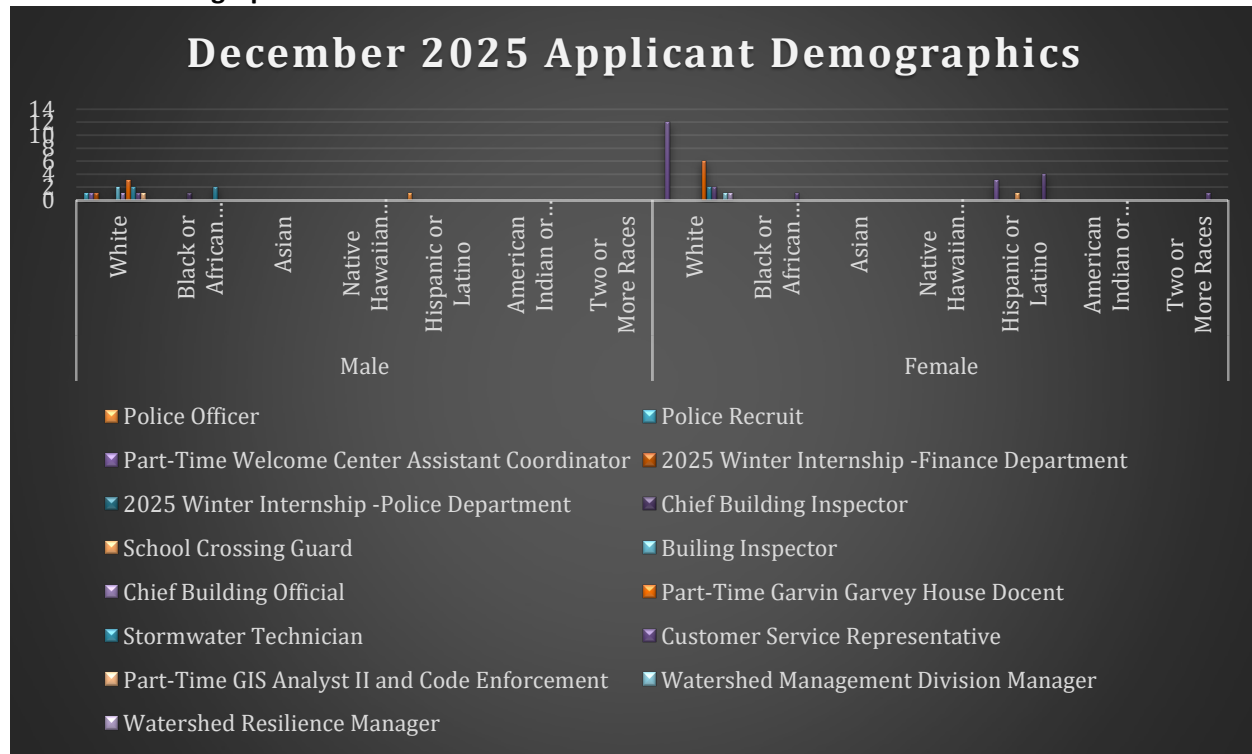
Watershed Resilience Manager (internal)

Customer Service Representative

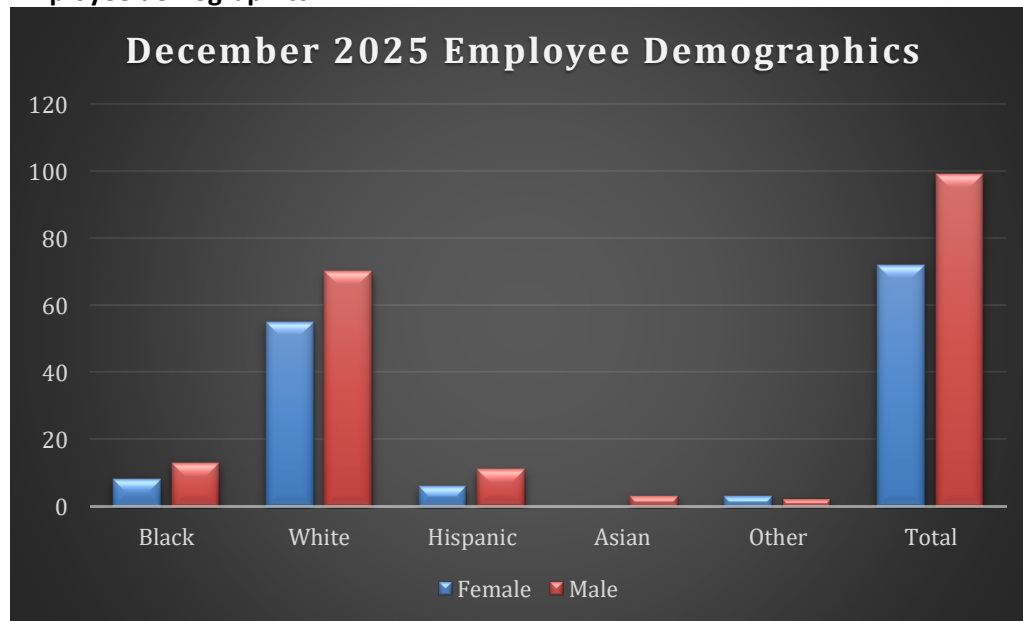
- Birthday/Anniversary Celebration – 12/17/25 Cookie exchange and hot cocoa bar
- Holiday door decorating contest
  - Winner = Public Services!
- December Wellness Events:
  - Email campaigns for:
    - 25 Days of Self Care
    - 25 Days of Kindness
    - Toy Safety Awareness Month

- SCDEW Career Fair: 12/3
- TRS Event @ Parris Island: 12/10
- Position Control project w/ Finance: meeting #2 12/18/25

#### Candidate demographics:



#### Employee demographics:



## TOWN COUNCIL

**STAFF REPORT**  
**Municipal Court Department**


<b>MEETING DATE:</b>	January 13, 2026
<b>PROJECT:</b>	November Activity Report
<b>PROJECT MANAGER:</b>	Lisa Cunningham, Clerk of Court

**Court Summary**

Town of Bluffton Municipal Court convenes every Tuesday morning. In November 2025 a total of four morning sessions. The Municipal Court currently has 270 cases pending which is a combination of 203 criminal/traffic cases, 23 jury trial requests, and 44 defendants enrolled in alternative programs.

**Indigent Defense cases**

Town of Bluffton currently contracts with the Law Office of Carol Miller to provide Indigent Defense Counsel to all defendants who meet the Annual Federal Poverty Guidelines. Year to date our Indigent Defense Attorney has 24 pending as of November 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 15 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 19 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 2 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 8 active participants. PTI is a program for first-time offenders charged with non-violent crimes all charges are accepted in the program except for Driving Under Influence (DUI) or Driving under Unlawful Alcohol Concentration (DUAC). Program cost \$350.00 plus the cost of online driving class, counseling and/or drug testing.

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



# Town of Bluffton Municipal Court

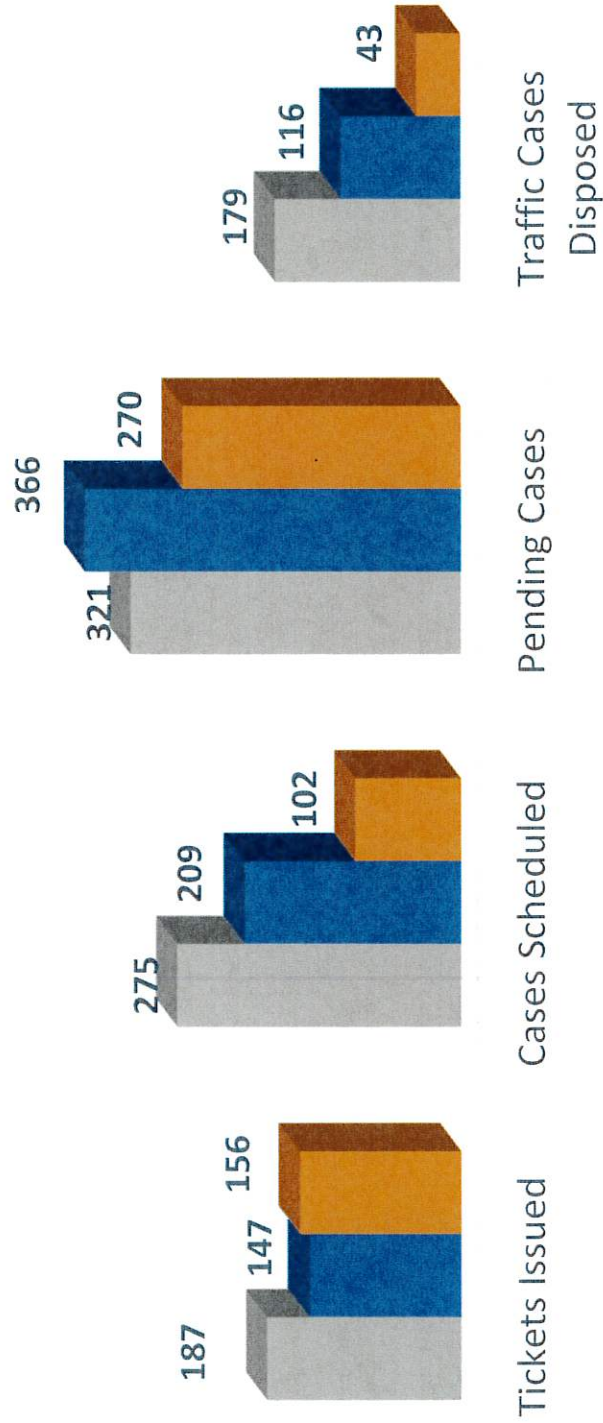
## Statistics for November 2025

Presented by:  
Lisa Cunningham, Clerk of Court



# Town of Bluffton Municipal Court

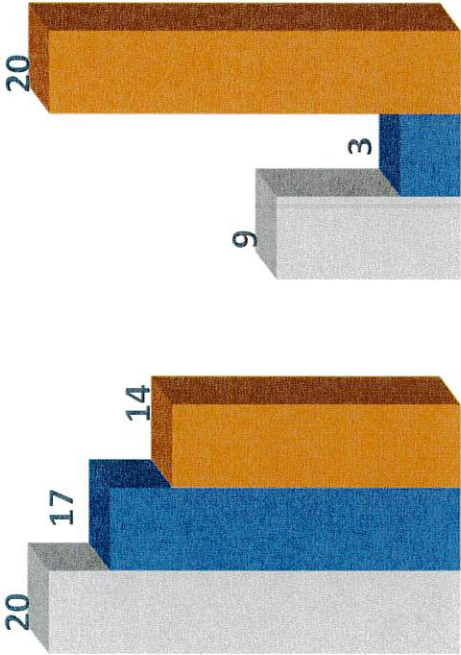
■ November 2023   ■ November 2024   ■ November 2025





# Town of Bluffton Municipal Court

■ November 2023   ■ November 2024   ■ November 2025



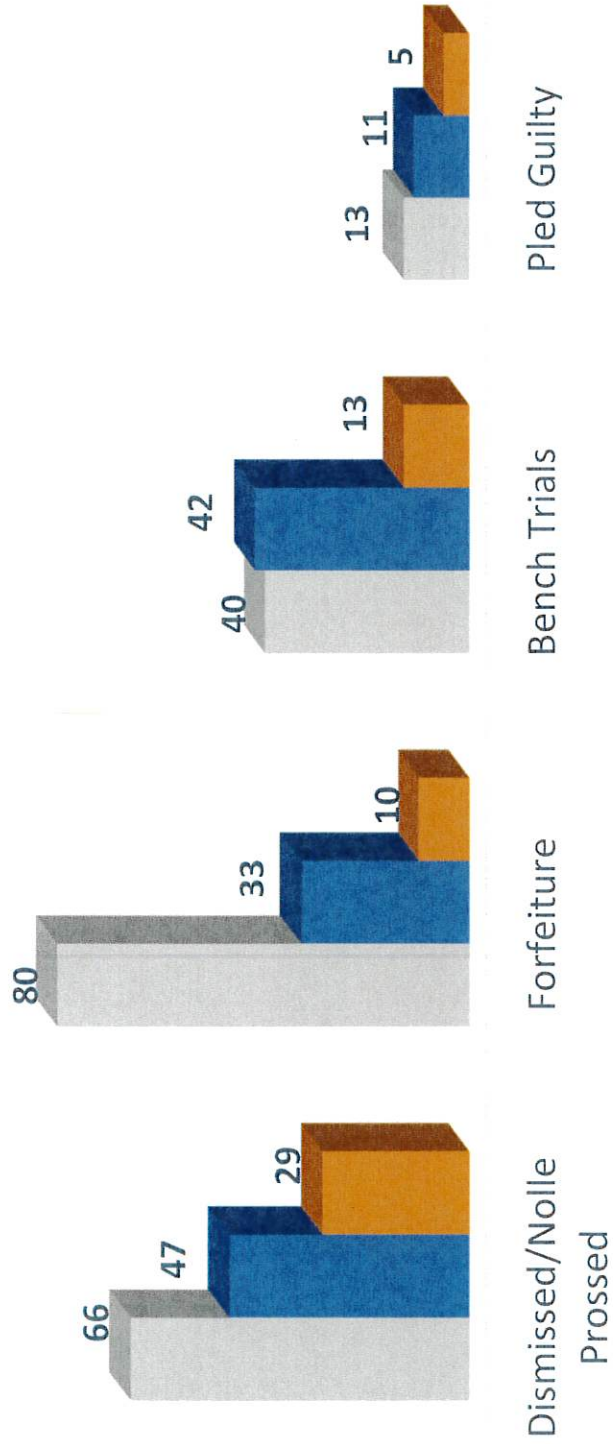
Criminal Cases  
Disposed

Warrants Issued



# Town of Bluffton Municipal Court

■ November 2023   ■ November 2024   ■ November 2025





# 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

<b>MEETING DATE:</b>	January 13, 2026
<b>SUBJECT:</b>	Projects and Watershed Resilience Department Monthly Report
<b>PROJECT MANAGER:</b>	Kimberly Washok-Jones, Department Director

**CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE****Administrative Update**

- Preparing budgets for FY27 Operating expenses and CIP project data sheets.

**FACILITIES****1. Law Enforcement Center Facility Improvements**

- No activity - pending Council direction from Creech's space needs analysis study.

**2. Sarah Riley Hooks Cottage**

- Framing and roofing are **complete**. MEP sub-ups are underway.
- Completed Site Development CD's and posted RFP solicitation.
- **Next Steps:**
  - Continue cottage reconstruction through FY26.
  - Bids for site development close on 1/21/26 and TC contract approval in February 2026.

**3. New Riverside Barn Park – Public Services Building**

- Architectural Plans, Site Development Plans and easements are **complete**.
- **Next Steps:**
  - Complete structural design and permitting in FY26.
  - Prepare bid solicitations in Spring 2026 for building and site development construction.

**4. New Riverside Barn Park – Event Lawn Pavilion**

- Vertical construction is underway.
- **Next Steps:**
  - Construction is planned to be completed in February 2026.

**5. Public Services Expansion and New Watershed Facility**

- Obtained wetland surveys to determine developable land for expansion.

**HOUSING****1. Town of Bluffton Affordable Housing Project – The May**

- WorkForce State of Mind partnership to construct 12 units at 1095 May River Rd.
- WorkForce State of Mind states construction to be complete in the 1<sup>st</sup> quarter of 2026.
- **Next Steps:**
  - Staff reviews applications for payment.

**PARKS****1. Park Improvements**

- DuBois Park swing/shade and turf replacement **complete**.
- **Next Steps:**
  - Prepare final design of a second pavilion at Oscar Frazier Park.

**2. Oyster Factory Park**

- Bids received for pavilion repairs.
- Architect working on CDs of restroom expansion.
- **Next Steps:**
  - Execute contract for pavilion post replacement.
  - Complete plans and bid packages for the restroom expansion.

**3. Oscar Frazier Park**

- Splash Pad warranty repairs **complete**.
- **Next Steps:**
  - Resurface perimeter deck at Splash Pad.

**4. New Riverside Barn Park – Phase 2 Trails & Disc Golf**

- Engineering Design and permitting for the Phase 2 trails is **complete**.
- Preliminary design of disc golf course is **complete**.
- **Next Steps:**
  - Prepare solicitation for Phase 2 trails in March 2026 with construction in Summer 2026.
  - Review disc golf course stakeout on 1/14/2025 and adjust as needed for final design.

**5. New River Linear Trail**

- BPD enforcing no trespassing until construction is completed in summer 2026.
- Bridge 3 construction is **complete**.
- **Next Steps:**
  - Construction of bridges 1 and 2 to be completed January 2026.
  - Four Seasons boardwalk connection construction to begin in January 2026.

**6. Buckwalter Place Park Improvements**

- Hilton Head Landscape has begun construction of Phase 2 and 3 site improvements.
- **Next Steps:**
  - Public Art Committee considering options.
  - Demolition started.
  - Submittals and permitting in progress for pavilions, shade sails, outlet pedestals, etc.

**STORMWATER & SEWER****1. Historic District Sewer Extension Phases 4 through 6 – Lawrence, Green and Water Streets**

- Main line sewer construction and as-builts for HD Sewer are **complete**.
- **Next Steps:**
  - BJWSA continues testing of system to obtain a permit to operate from DES.
  - Complete Pump Stations and service connections.

**2. Comprehensive Drainage Plan Improvements**

- Draft Engineering Report for Crooked Cove review **completed** and comments provided.
- **Next Steps:**
  - Guerrard Cove Engineering Report submittal.
  - Develop scope for Rose Dhu Creek drainage area.
  - SCEMD HMCP Grant Application for Huger/Verdier Cove Watershed Study pending.

**3. May River Watershed Action Plan Impervious Restoration Water Quality Projects**

- Preliminary Design of the 9 participating sites **complete**.
- 15 additional sites concept plan development near completion.
- **Next Steps:**
  - Finalize Impervious Restoration Program Policy Document.
  - Collaborate with Director of Procurement for BCSD and private owners' agreement to construct impervious restoration projects at school sites.

**4. Stoney Creek/Palmetto Bluff Sewer Partnership**

- BJWSA is the Project Manager as RIA-SCIIP grant recipient; updates can be found [here](#).

**ROADS****1. Pathway Pedestrian Safety Improvements**

- **Completed** Historic District for ADA compliance; May River Road RRFB SCDOT encroachment permits and pavement markings.
- New Riverside easement donation approved at 12/9/25 Town Council.
- **Next Steps:**
  - Installation of May River Road RRFBs scheduled for January 2026.
  - The design of Bluffton Road crosswalk and bumpout designs at State of Mind and Dr. Mellichamp for SCDOT review continues.
  - New Riverside Rd. crossing design awaiting developer and POA approval.
  - Phase 3 additional design of 30 locations continues. Working with SROs and school officials for crossings near schools.

**2. Bridge Street Streetscape**

- **Completed** lighting plan, IT fiber conduit connection to Town Hall, and Montessori and Bluffton Telephone easements.
- Streetscape and lighting easements all donated and **completed**.
- Clarified SCDOT right of way conflict.
- **Next Steps:**
  - IFB 2026-26 bid opening on 2/5/2026.

**3. Calhoun Street Streetscape**

- Preliminary engineering design is 65% complete and plans submitted to agencies for review and approval.
- **Next Steps:**
  - Continue easement negotiations with May River Road property owners for main transmission line for underground power.
  - Continue to coordinate underground power layout and modifications with Dominion Energy and CDDC Design.
  - Prepare easement acquisition plats for Phase 1 in FY26 and begin easement acquisition.
  - Phased construction planned to begin in FY27 pending budget approval and acquisition of all required easements.

**4. Boundary Street Lighting**

- Dominion **completed** street lighting, awaiting final invoice from Dominion Energy.

**5. Boundary Street Streetscape**

- Engineering design is 80% complete and submitted to agencies for review.
- Submitted SCDES permit amendment moving Lawrence St. drainage outfall to Green St.
- **Next Steps:**
  - Continue coordinating with Dominion Energy to obtain underground power layout and

facility locations.

- Continue with engineering re-design and permitting for Green St. outfall.
- Prepare easement exhibits, appraisals and continue easement negotiations.
- Construction planned to be bid in FY26, subject to acquisition of required easements and permitting.

#### 6. Ghost Roads

- Surveying and easement exhibits are **complete**.
- Bridge, Pritchard, Colcock, Water, Pope and Allen Streets' Quit Claim Deeds **complete**.
- **Next Steps:**
  - TC and legal's determination is the Town owns all Ghost Roads. No further action is necessary.

#### 7. Pritchard Street Drainage Improvements

- Preconstruction meeting was held with Gulf Stream Construction Inc. and issued Notice to Proceed for construction.
- Construction anticipated early January 2026.
- **Next Steps:**
  - All easements for construction have been acquired, except for one which is progressing through condemnation proceedings.

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## **WATERSHED MANAGEMENT UPDATE**

### **Administrative Update**

- Results are pending for SCDES's MS4 program audit for NPDES permit compliance.
  - Stormwater Technician position interview completed.
1. **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***
  2. **May River Watershed Action Plan Implementation Summary – *Attachment 2, 2a, and 2b***
    - Pet Waste Station Program is open to Bluffton residents and property owners. Staff highlighted this program via email with the Town's HOA/POA contacts.
    - May River headwaters stormwater model calibration continues.
    - SCDES collected shellfish harvesting samples on 12/16/25. Microbial Source Tracking (MST) samples were taken with regulatory samples. Results are pending.
    - MST Sampling Program targets potential fecal sources from human, dog, deer, horse, and bird waste.
      - Samples are collected for five (5) wet and dry weather events for each subwatershed.
      - Staff completed all dry sampling events for the coves. Additional samples will only be collected during qualifying wet weather conditions. No samples were collected during this reporting period because there were no qualifying rainfall events.
  3. **Resiliency**
    - Staff coordinated with the Director of Compliance and Contracts for posting a Resilience Plan RFQu. The bid closed on 12/18/25 with 10 submittals which are under review. Contract award anticipated for March 2026 Council approval.
    - Furman University's Sustainability Practicum Class Final report with recommendations to be delivered.
    - SECOORA to install a tidal elevation meter and educational signage at the Calhoun Street dock.
    - Wetlands and Resiliency Ordinances:
      - McCormick Taylor and Center for Watershed Protection continue wetland and resilience work.
      - Revised ordinance discussion with Town Council Workshop at January 2026.
      - Reviews continue for Wetland Mapping Tool and its accompanying memorandum.
      - Drafted a wetland waiver policy document to provide internal guidance and review criteria.

### **Municipal Separate Storm Sewer System (MS4) Program Update**

1. **MS4 Minimum Control Measure (MCM) - #1 Public Education and Outreach, and MCM – #2 Public Participation and Involvement**
  - Information on the new Pet Waste Station Program will be in the Winter Newsletter.
  - Creating handouts for various business categories to include as part of the business license renewal process.
  - The next Watershed Action Plan Advisory Committee meeting will be held 01/22/26. – ***Attachment 3***
2. **MS4 MCM – #3 Illicit Discharge Detection and Elimination**
  - E. coli Concentrations Trend Map – ***Attachment 4a***
  - Monthly, Microbial Source Tracking (MST) Map – ***Attachment 4b***
  - Illicit Discharge Investigations – ***Attachment 4c***

- 3. MS4 MCM – #4 Construction Site Stormwater Runoff Control – Attachment 5**
- 4. MS4 MCM – #5 Stormwater Plan Review and Related Activity – Attachment 6**
- 5. MS4 MCM – #6 Good Housekeeping (Staff Training/Education)**
- 6. MS4 MCM – #6 Good Housekeeping (Ditch, Drainage and Roadside Maintenance)**
  - Public Services performed weekly street sweeping on Calhoun St., Highway 46, Bruin Rd., May River Rd., Pin Oak St., and curbs/medians on Simmonsville and Buck Island Rds.
  - Performed ditch inspections.
    - Buckwalter ditch (917 LF)
    - 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 Rds., Goethe Rd., Shults Rd., Jason and Able Sts., Whispering Pine Rd., May River Rd., and Eagles Field.
- 7. Citizen Request for Watershed Management Services & Activities – Attachment 7**

### **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
  - a. Cumulative Microbial Source Tracking (MST) Results for Targeted Sampling
  - b. Targeted MST Sampling Sites Map
3. MS4 Minimum Control Measures #1 and #2 – WAPAC Agenda
4. MS4 Minimum Control Measure #3 – Illicit Discharge Detection and Elimination
  - a. *E. coli* Concentrations Trend Map
  - b. Monthly Microbial Source Tracking Trend Map – All Sources
  - c. 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 Request for Watershed Management Services and Activities Map
8. CIP Master Project Schedules

Section XII. Item #1.

	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	13.0	2.0	130.0	23.0	7.8	4.5	170.0	4.0	4.5	4.5	49.0	4.5	6.1	2.0	79.0	46.0	13.0	4.5	33.0	4.5
October	23.0	33.0	49.0	70.0	46.0	23.0	17.0	170.0	13.0	17.0	13.0	70.0	23.0	33.0	2.0	70.0	11.0	2.0	11.0	79.0	14.0	6.8	17.0	13.0
September	540.0	23.0	33.0	31.0	350.0	13.0	240.0	49.0	350.0	13.0	13.0	7.8	170.0	7.8	7.8	14.0	79.0	17.0	22.0	33.0	33.0	13.0	130.0	2.0
August	23.0	23.0	33.0	220.0	23.0	49.0	23.0	49.0	11.0	6.8	23.0	79.0	13.0	13.0	49.0	79.0	17.0	23.0	49.0	33.0	11.0	2.0	13.0	7.8
July	920.0	350.0	31.0	70.0	49.0	920.0	31.0	79.0	95.0	70.0	32.0	350.0	130.0	49.0	32.0	130.0	23.0	33.0	33.0	21.0	46.0	17.0	32.0	11.0
June	13.0	14.0	7.8	170.0	4.5	7.8	7.8	170.0	11.0	23.0	6.8	110.0	2.0	13.0	4.5	49.0	1.8	33.0	2.0	23.0	9.3	13.0	2.0	6.8
May	4.5	23.0	27.0	33.0	4.5	33.0	22.0	170.0	4.0	17.0	23.0	79.0	1.8	13.0	17.0	21.0	1.8	33.0	7.8	49.0	2.0	21.0	4.0	4.5
April	4.5	170.0	49.0	NS	4.5	130.0	17.0	NS	1.8	110.0	17.0	NS	2.0	70.0	4.0	NS	1.8	NS	11.0	NS	1.8	7.8	23.0	NS
March	33.0	23.0	49.0	240.0	23.0	49.0	31.0	46.0	2.0	17.0	11.0	23.0	4.5	17.0	4.5	7.8	2.0	17.0	22.0	13.0	2.0	17.0	4.5	4.0
February	23.0	540.0	49.0	33.0	31.0	350.0	49.0	49.0	17.0	240.0	11.0	79.0	22.0	240.0	22.0	79.0	2.0	33.0	7.8	13.0	11.0	33.0	11.0	17.0
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	47.0	28.0	30.0	30.0	42.0	18.0	17.0	16.0	18.0	14.0	16.0	14.0	15.0	9.0	9.0	10.0	16.0	9.0	8.0	10.0	9.0
** Truncated 90th Percentile	192.0	211.0	187.0	169.0	91.0	152.0	163.0	200.0	72.0	77.0	79.0	73.0	54.0	71.0	74.0	67.0	41.0	44.0	47.0	64.0	32.0	26.0	38.0	37.0

NS = No Sample

**SCDES Regulatory Requirements:**

Geometric Mean ≤ 14

90th Percentile ≤ 43

**\*\* Town staff calculations utilizing SCDES statistics**

Note:

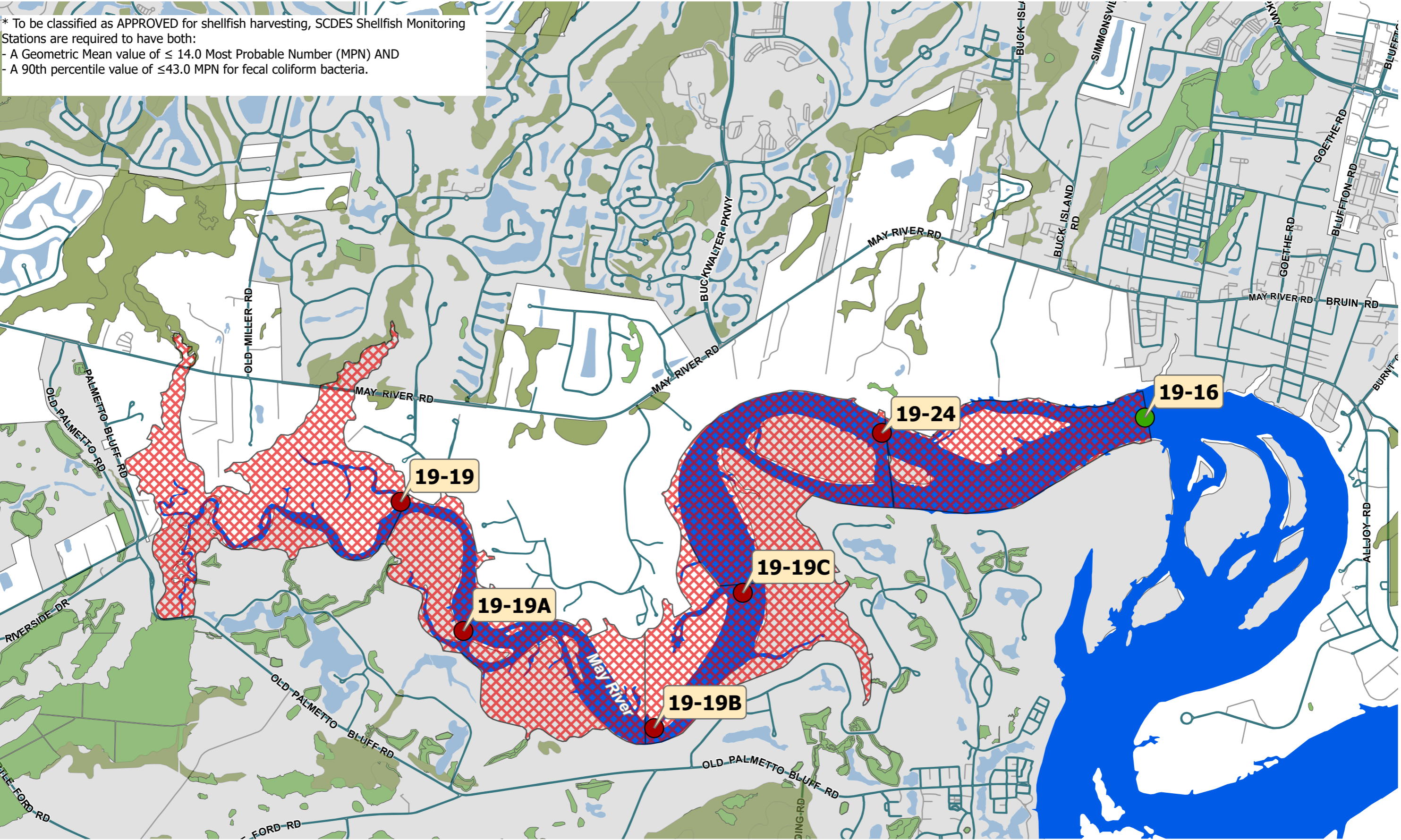
December 2024 ends the data collection period for 2025 shellfish harvesting season.

December 2025 ends the data collection period for 2026 shellfish harvesting season.

2024 fecal coliform data is part of the 2025 classification data collection period.

2025 fecal coliform data is part of the 2026 classification data collection period.

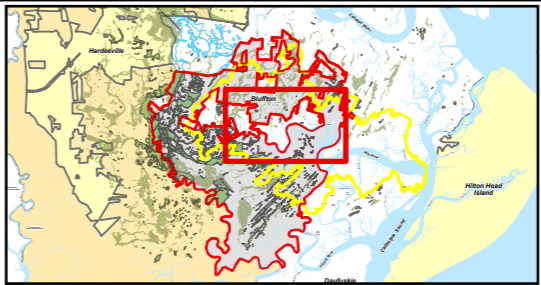
\* To be classified as APPROVED for shellfish harvesting, SCDES Shellfish Monitoring Stations are required to have both:  
- A Geometric Mean value of  $\leq 14.0$  Most Probable Number (MPN) AND  
- A 90th percentile value of  $\leq 43.0$  MPN for fecal coliform bacteria.



- Town Bluffton Jurisdiction
- Beaufort County Jurisdiction
- Restricted 2025/2026 Shellfish Season
- Water
- Wetlands
- Open Shellfish Monitoring Station
- Closed Shellfish Monitoring Station
- Streets

# SCDES SHELLFISH HARVESTING STATUS Town of Bluffton

Beaufort County, SC  
Date: 9/17/2025 9:28 AM



## May River Watershed Action Plan Update & Modeling Report (MRWAP) 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 3.46x10<sup>13</sup> 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 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>

## 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
  - $2.99 \times 10^{14}$  FC reduction for the Full SWRv (entire sub-basin drainage area catchment).
  - $2.53 \times 10^{14}$  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, engineering, and preliminary designs for the 8 original sites is **complete**.
    - 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.**
- Next Steps:
  - Finalize Impervious Restoration Program Policy Document.
  - Continue to collaborate with Director of Procurement for an agreement with BCSD and Private Owners to construct impervious restoration projects at school sites.

## **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**

- Site evaluations at the 15 sites have been completed.
- 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**
- Next Steps:
  - Finalize Concept designs and proposed SWrv/Water quality benefit.

### **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.

### **Task 3: MRWAP Impervious Restoration Policy Documents Update**

- Impervious Restoration Program Policy Document Draft submitted and under review. Fee-in-Lieu Program Policy Document - Adopted into the FY26 Master Fee Schedule at the July 2025 Town Council Meeting.
- As Adopted:
  - 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
<b>Fee-In-Lieu (FIL)</b> 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).	\$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
  - Obtained approval for proposed improvements with Beaufort County School District and Beaufort County on pool operation impacts.
  - Street lighting agreement with Dominion approved.
  - IFB posted July 29, 2025. Bids received and bid evaluation complete. Apparent responsive and responsible low bid determined to be Gulf Stream Construction Company, Inc.
  - Town Council authorized Construction Contract at the October Town Council meeting.
  - Conducted stormwater education and outreach with MC Riley Elementary teacher and students. Bluffton Today article in November about this outreach.
  - Town Manager entered a contract with Gulf Stream Construction Company, Inc. to initiate work on the Pritchard Street Streetscape Project.
  - Preconstruction meeting was held with Gulf Stream Construction and Notice to Proceed for Construction issued. Administrative construction start items in process and on-site construction anticipated early 2026.
- **Pritchard Street Next Steps**
  - All easements for construction have been acquired, except one which is pending condemnation proceedings.

## **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:**

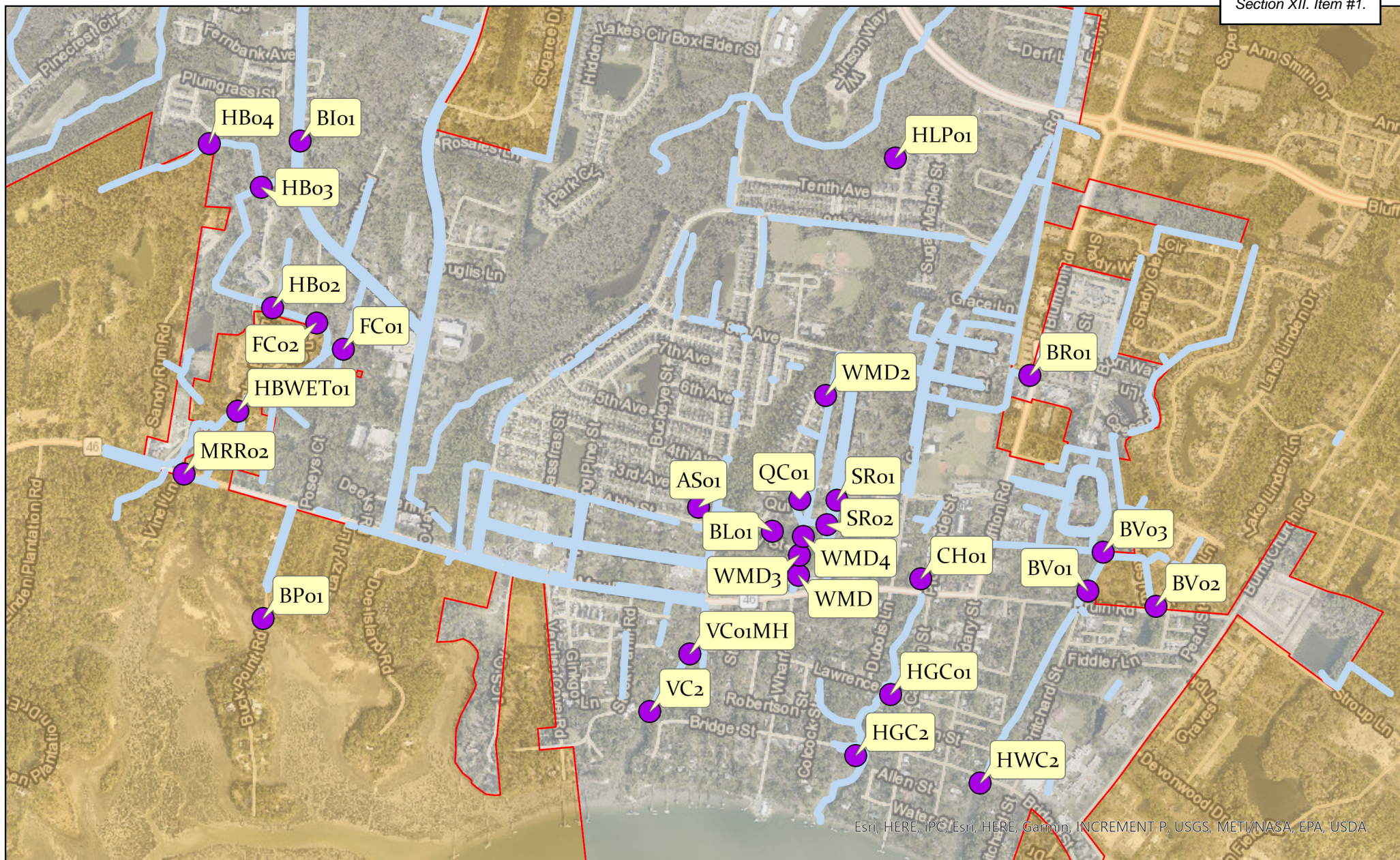
- 5.1.1 In-House Microbial Source Tracking:
  - Staff have collaborated with Dr. Tye Pettay and the USCB Microbial Source Tracking (MST) Laboratory to develop new markers for tracking fecal contamination in the May River Watershed. The primary goal is to identify the sources of bacteria and establish effective mitigation plans. The human genetic marker remains the main focus of the Town's MST sampling program, as it poses the greatest risk to human health.

- With the introduction of the new MST markers, Town staff have initiated a targeted MST sampling program, starting with the Crooked Cove subwatershed. The Town has now expanded this program into the Heyward, Huger, and Verdier Cove subwatersheds. The MST Program examines multiple potential sources of contamination, including human, dog, deer, horse, and bird waste. Staff are collecting samples during five (5) wet weather events and five (5) dry weather events to characterize each subwatershed.
  - All five (5) dry weather events have been completed for these subwatersheds, leaving only the wet weather events to be collected. Staff continue to focus on interpreting the MST results and developing new educational initiatives before transitioning the MST targeted sampling program to additional subwatersheds.
- 5.1.2 Future (New) Bacteria Monitoring Locations & 5.1.3 Future (New) Water Flow Monitoring Locations
  - The contract for work associated with the calibration of the Town's May River Watershed Action Plan model has been executed.
  - Staff have provided all Town Water Quality Program data to the consultant team. The first set of deliverables associated with this project are expected in early 2026.
  - The Town has Fiscal Year 2026 (FY26) funding for this work.

			Summary of All Targeted Microbial Source Tracking Marker Results To-Date									
			Human		Dog		Bird		Deer		Horse	
Sub-basin	Sampling Location	Location Description	Human (Number Times Detected/ Number Times Analyzed)	Percent of the Time Human Detected at Sampling Location	Dog (Number Times Detected/ Number Times Analyzed)	Percent of the Time Dog Detected at Sampling Location	Bird (Number Times Detected/ Number Times Analyzed)	Percent of the Time Bird Detected at Sampling Location	Deer (Number Times Detected/ Number Times Analyzed)	Percent of the Time Deer Detected at Sampling Location	Horse (Number Times Detected/ Number Times Analyzed)	Percent of the Time Horse Detected at Sampling Location
SCDES May River Sheltfish Stations	19-19	May River at First Dock in Headwaters past Bluff	5/81	6.17%	2/16	12.50%	6/16	37.50%	3/17	17.65%	0/11	0.00%
	19-19A	Unnamed Tributary near SW corner of Gascoigne Bluff	3/79	3.80%	5/15	33.33%	4/14	28.57%	3/15	20.00%	0/11	0.00%
	19-19B	Bend in May River nearest the high bluff of Palmetto Bluff	4/78	5.13%	5/14	35.71%	3/12	25.00%	1/13	7.69%	1/10	10.00%
	19-19C	First Unnamed Tributary leading from Gascoigne Bluff	4/79	5.26%	2/13	15.38%	3/11	27.27%	1/12	8.33%	0/9	0.00%
	19-24	May River at Southern End of Crane Island	1/79	1.27%	2/17	11.76%	1/2	50.00%	0/9	0.00%	0/9	0.00%
Crooked Cove	HB04	Wetland area behind The Gray's Apartments	2/5	40.00%	1/5	20.00%	0/5	0.00%	5/5	100.00%	0/5	0.00%
	BI01	Buck Island Road Ditch	0/10	0.00%	6/10	60.00%	0/10	0.00%	6/10	60.00%	0/10	0.00%
	HB03	Wetland area behind The Gray's Apartments	1/7	14.29%	3/7	42.86%	0/7	0.00%	4/7	57.14%	1/7	14.29%
	HB02	Entrance to The Gray's Apartments	3/9	33.33%	5/9	55.56%	0/9	0.00%	3/9	33.33%	0/9	0.00%
	FC02	Frierson's Circle	2/10	20.00%	6/10	60.00%	3/10	30.00%	4/10	40.00%	0/10	0.00%
	HBWET01	Wetland area at Vista View Apartments	3/10	30.00%	3/10	30.00%	1/10	10.00%	3/10	30.00%	0/10	0.00%
	MRR02	Drainage ditch next to Cahill's	1/10	10.00%	8/10	80.00%	0/10	0.00%	4/10	40.00%	0/10	0.00%
	FC01	Frierson's Circle	1/9	11.11%	1/9	11.11%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	BP01	Buck Point Road	0/5	0.00%	4/5	80.00%	0/5	0.00%	1/5	20.00%	0/5	0.00%
Heyward Cove	BR01	Drainage ditch near Taylor's Warehouses on Bluffton Rd	2/9	22.22%	4/9	44.44%	0/9	0.00%	0/9	0.00%	0/9	0.00%
	BV01	Drainage ditch at the intersection of Bruin Rd and Pritchard St	1/9	11.11%	5/9	55.56%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	BV02	Drainage ditch at intersection of Hawkes Rd and Pritchard St	1/9	11.11%	2/9	22.22%	0/9	0.00%	0/9	0.00%	0/9	0.00%
	BV03	Drainage ditch at the end of Hawkes Rd	0/9	0.00%	5/9	55.56%	0/9	0.00%	1/9	11.11%	0/9	0.00%
	HWC2	Heyward Cove overpass on Bridge St	4/6	66.67%	6/6	100.00%	1/6	16.67%	1/6	16.67%	0/6	0.00%
Huger Cove	HGC01	Drainage ditch on Lawrence St	4/9	44.44%	6/9	66.67%	1/9	11.11%	0/9	0.00%	0/9	0.00%
	CH01	Ditch that connects behind the promenade to May River Rd	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	HGC2	Huger Cove overpass on Bridge St	3/6	50.00%	5/6	83.33%	0/6	0.00%	0/6	0.00%	0/6	0.00%

Section XII, Item #1.

Verdier Cove	HLP01	Pond on Honey Locust Ave	0/7	0.00%	2/7	28.57%	0/7	0.00%	0/7	0.00%	0/7	0.00%
	SR01	Drainage ditch off Shultz Rd	0/4	0.00%	1/4	25.00%	0/4	0.00%	0/4	0.00%	0/4	0.00%
	SR02	Drainage ditch that leads from Shultz Rd to the ditch behind the Watershed Management Division	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	AS01	Pond at corner of Able St and Pin Oak St	0/7	0.00%	1/7	14.29%	0/7	0.00%	1/7	14.29%	0/7	0.00%
	WMD	Drainage ditch adjacent to Watershed building	5/6	83.33%	1/6	16.67%	3/6	50.00%	1/6	16.67%	0/6	0.00%
	WMD2	Bginning of drainage ditch running behind the Watershed building	0/3	0.00%	1/3	33.33%	0/3	0.00%	2/3	66.67%	0/3	0.00%
	WMD3	Middle of drainage ditch running behind the watershed building	2/2	100.00%	0/2	0.00%	1/2	50.00%	1/2	50.00%	0/2	0.00%
	WMD4	Middle of drainage ditch running behind the watershed building	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%	0/1	0.00%
	VC01MH	Verdier Cove outfall on Thomas Heyward St	0/7	0.00%	2/7	28.57%	0/7	0.00%	1/7	14.29%	0/7	0.00%
	VC2	Kayak dock in Stock Farm	0/3	0.00%	1/3	33.33%	0/3	0.00%	0/3	0.00%	0//3	0.00%
	BL01	Manhole in front of 12 and 14 Brenden Ln	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%
	QC01	Manhole in front of 6 and 8 Quinn St	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%	0/2	0.00%



Esri, HERE, IPC, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

## Legend

Targeted MST  
Sampling Locations

Targeted MST Sampling  
Locations

Drainage Channels

Jurisdiction

BEAUFORT COUNTY

BLUFFTON

# Town of Bluffton Targeted MST Sampling Locations



# TOWN OF BLUFFTON

## MAY RIVER WATERSHED ACTION PLAN

### ADVISORY COMMITTEE

### 2026 Meeting Schedule

MEETING DATES
January 22, 2026
April 23, 2026
July 23, 2026
October 22, 2026

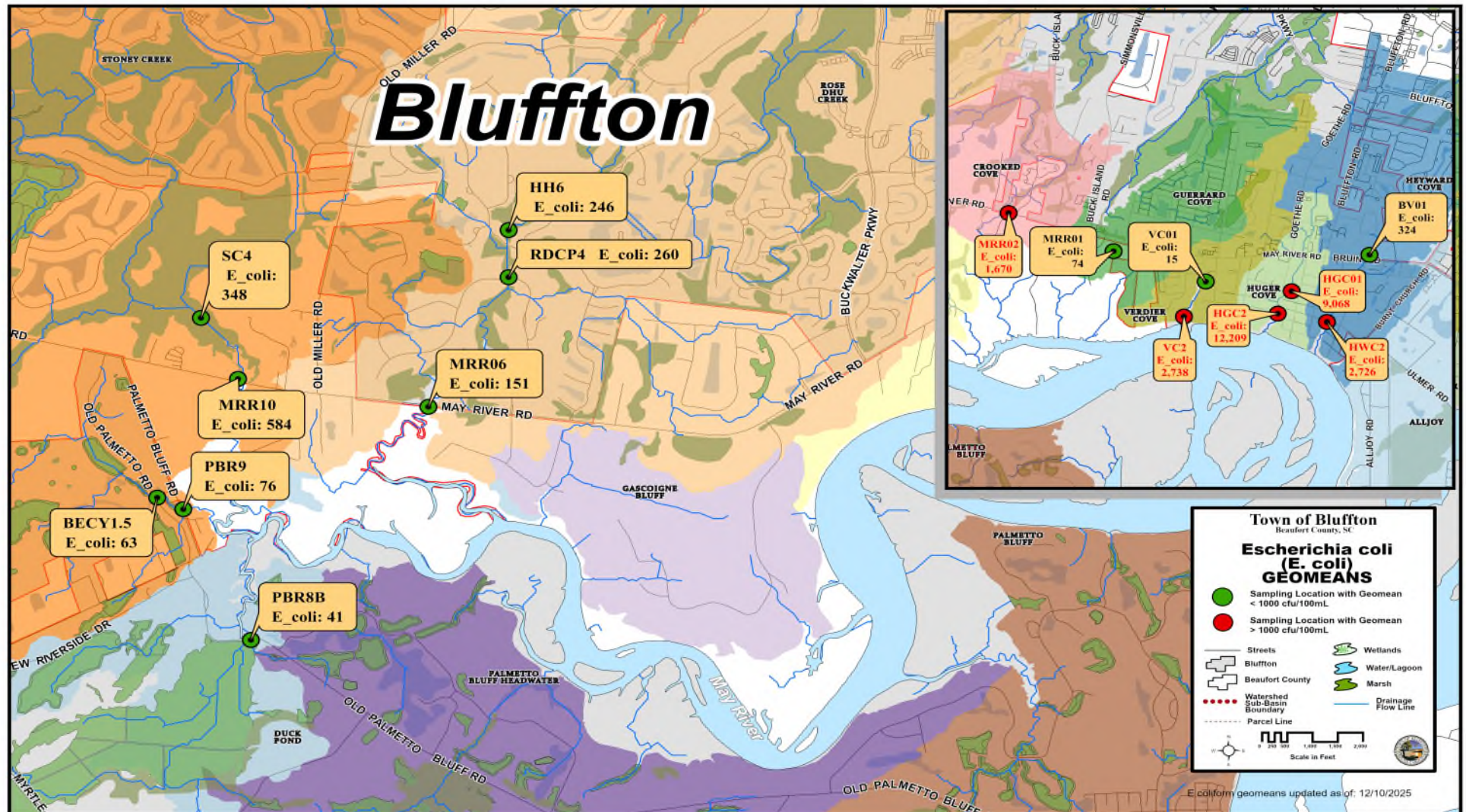
REGULAR MEETINGS ARE HELD QUARTERLY THE 4th THURSDAY AT 3:00 P.M.

**Please Note:**

Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.

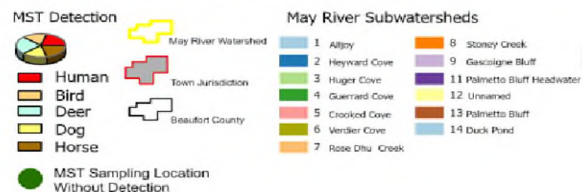
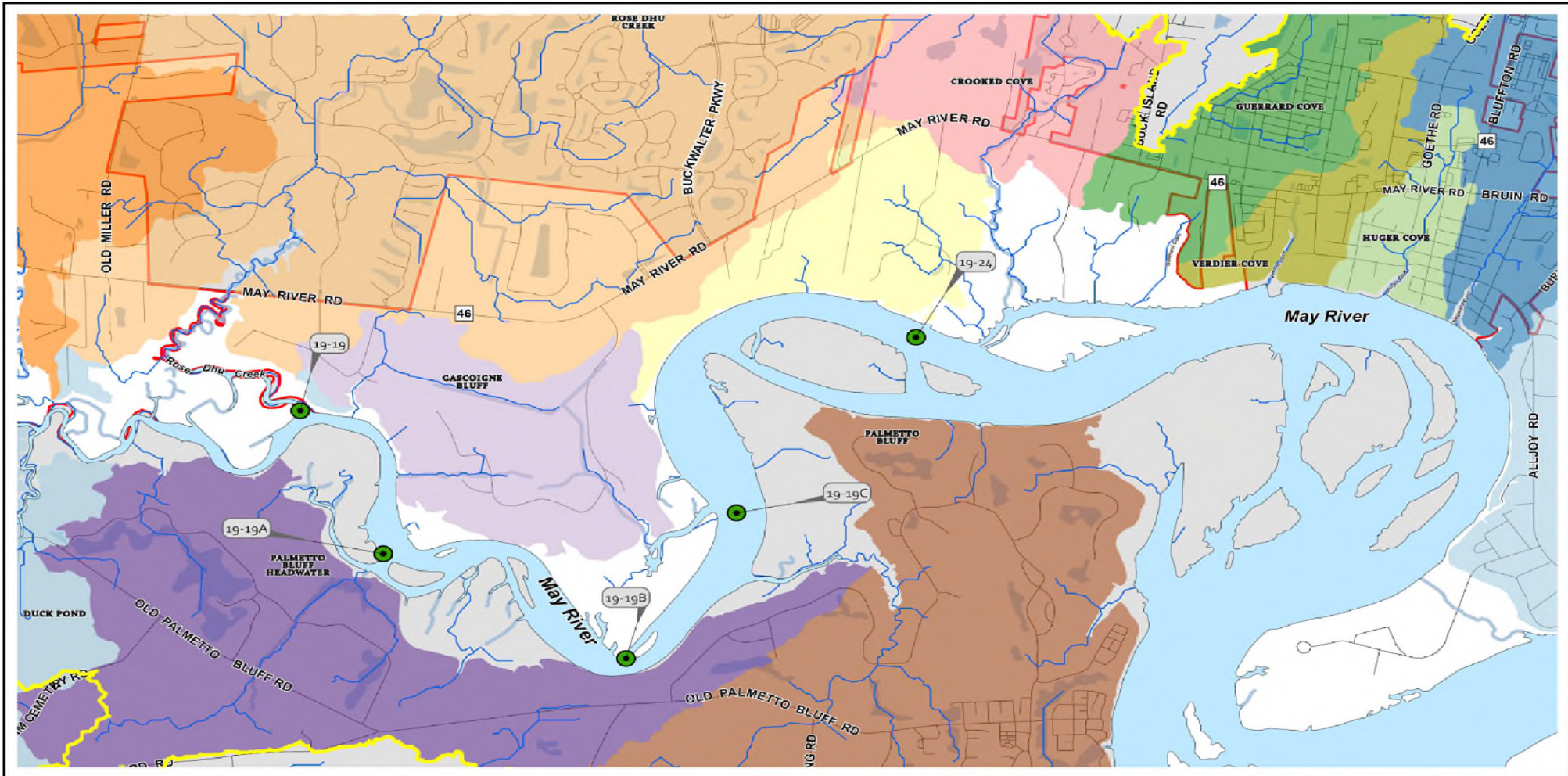
APPROVED

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



	USCB Water Quality Samples	Microbial Source Tracking Samples	MS4 Quarterly Samples Collected
FY 2026 YTD Totals	1240	182	9

# MS4 Minimum Control Measure #3 – IDDE: Microbial Source Tracking (MST) Map – By Markers Sources



## MICROBIAL SOURCE TRACKING (MST) LOCATIONS

Sampling Results for the Previous Reporting Period

Town of Bluffton  
Beaufort County, SC

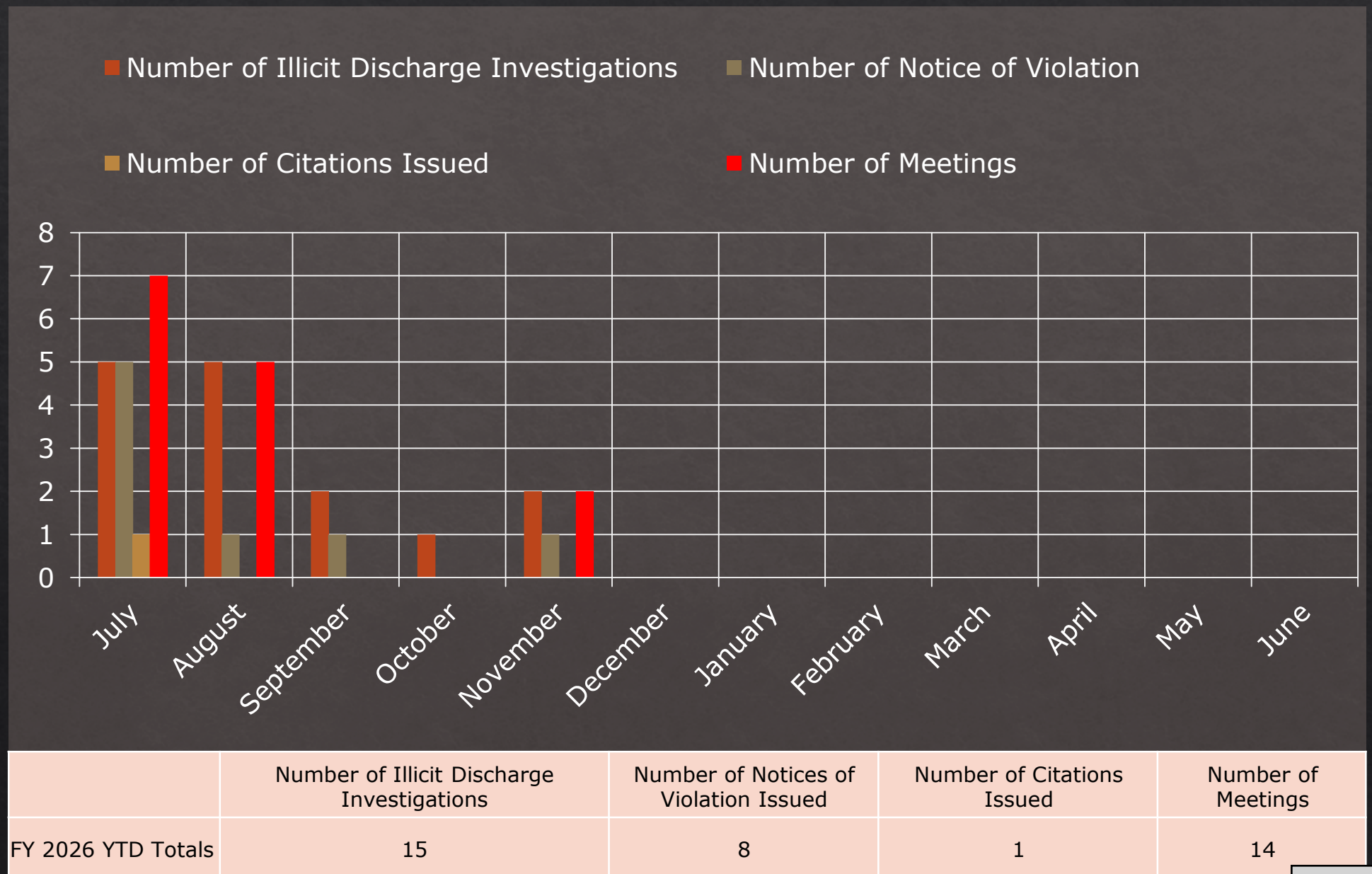


Updated Date: 12/10/2025

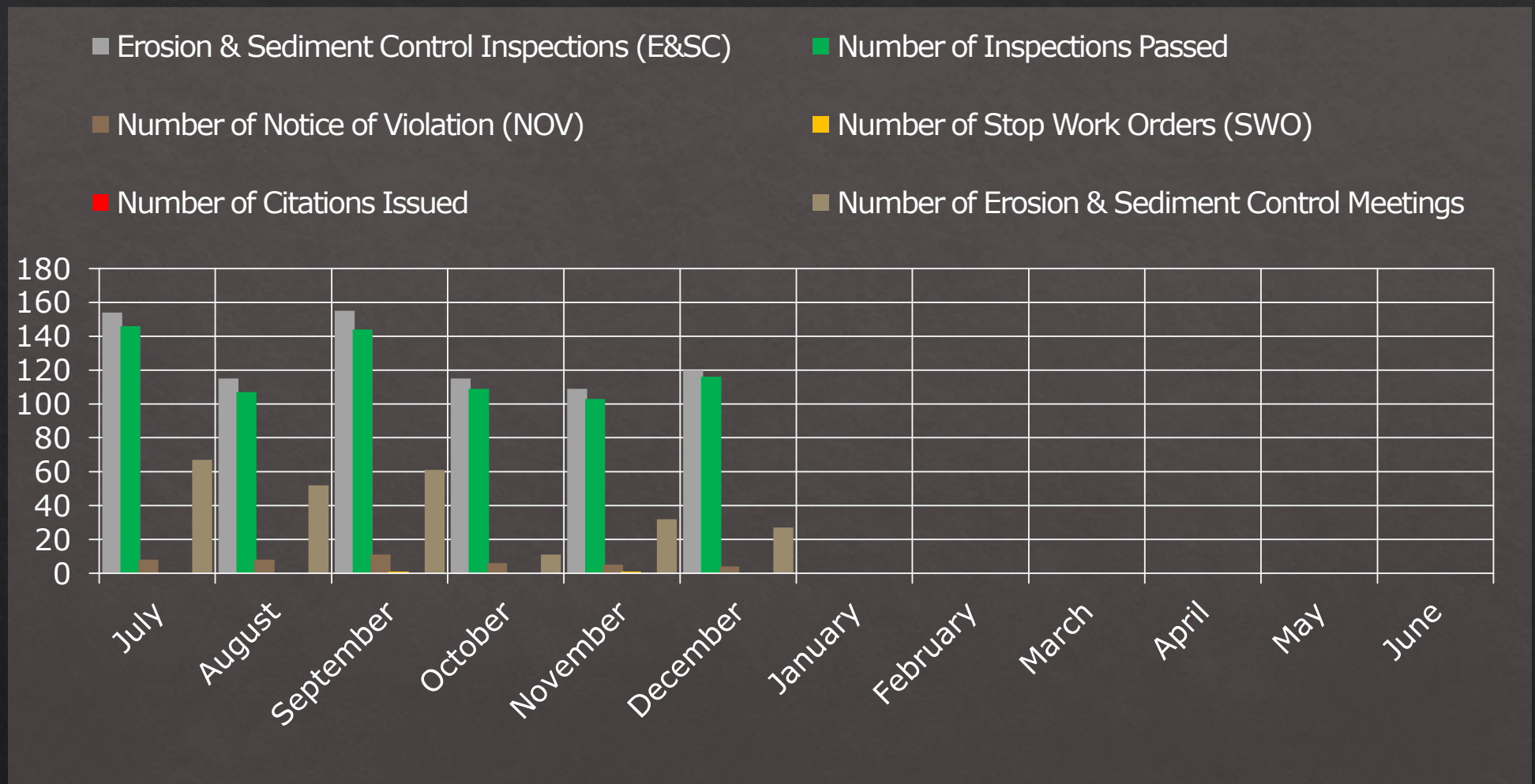


No samples were collected during the current reporting period because there were no qualifying rainfall event.

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

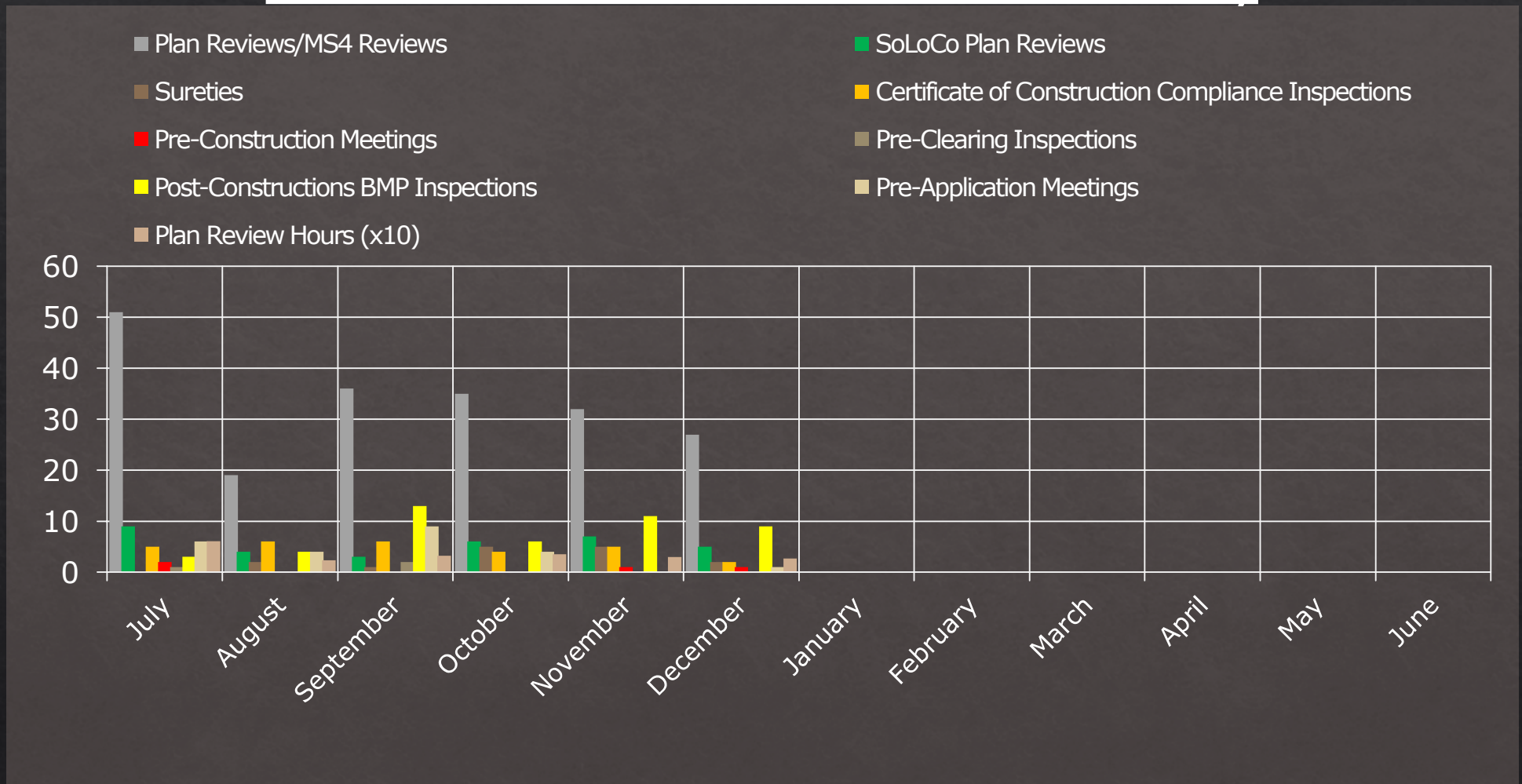


## MS4 Minimum Control Measure #4 - Construction Site Stormwater Runoff Control



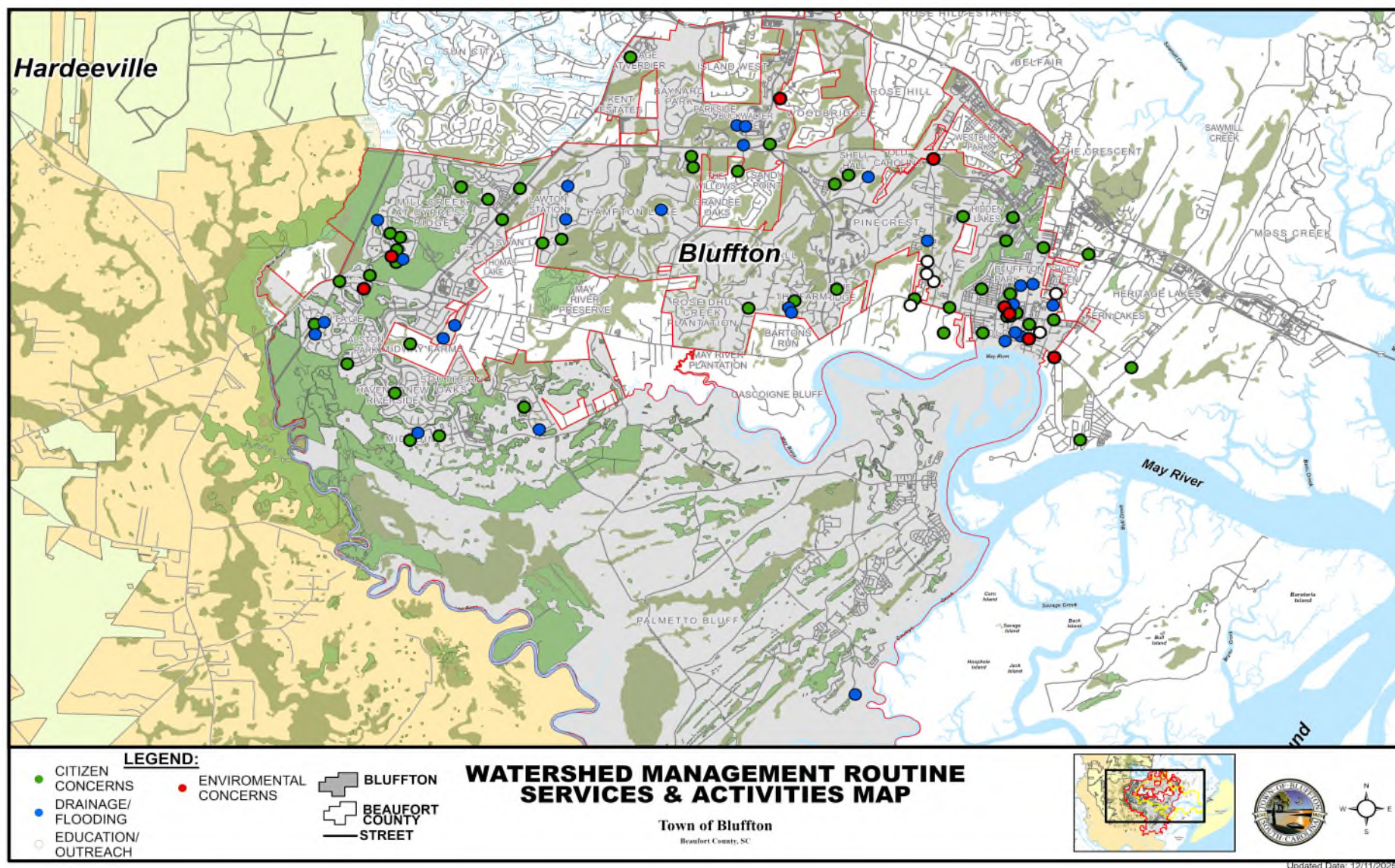
	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of NOVs Issued	Number of SWO Issued	Number of Citations Issued	Number of E&SC Meetings
FY 2026 YTD Totals	768	725	42	2	0	250

# 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 2026 YTD	200	34	15	28	4	3	46	24	207 Hrs.

# Citizen Request for Watershed Mngt. Services & Activities Map



Number of Citizen Requests Investigated

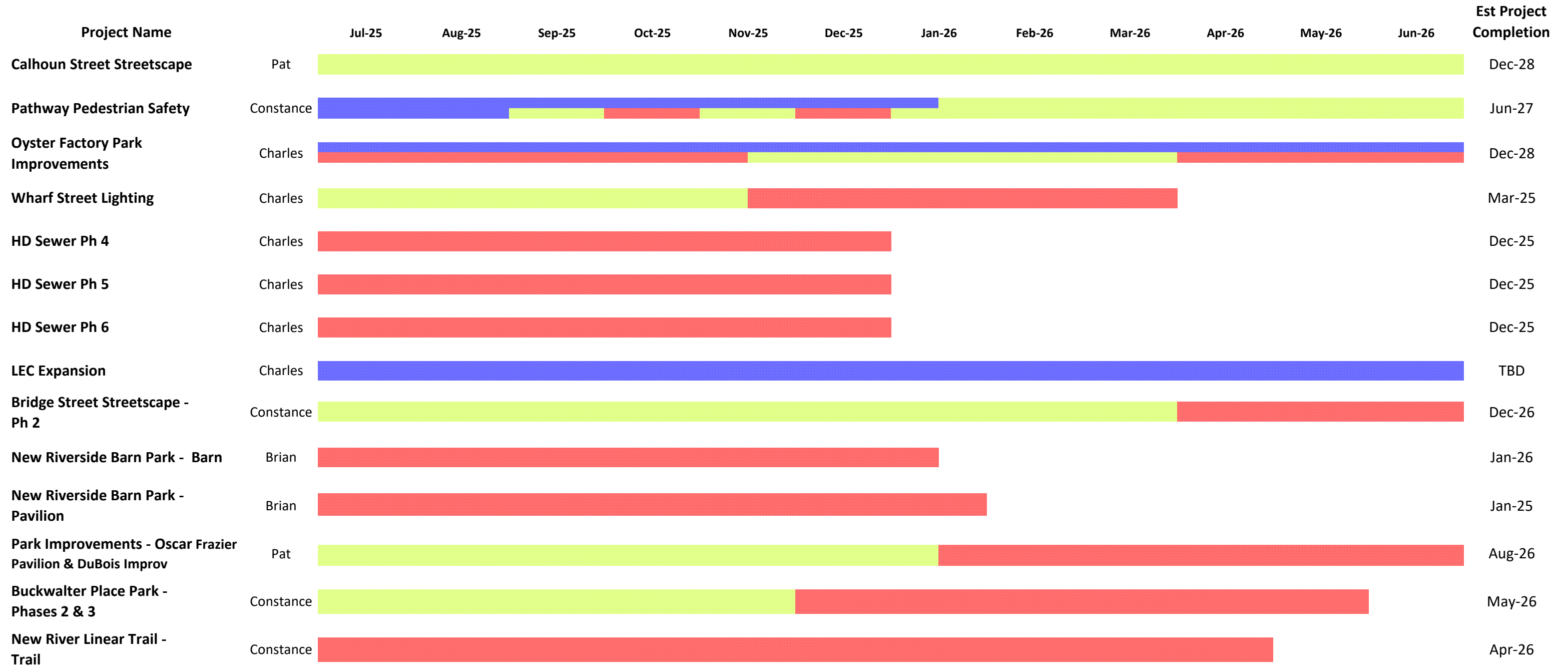
Number of Meetings

FY 2026 YTD Totals

61

27

FY26  
CIP Master Project Schedule



Planning\*

Design\*\*

Construction\*\*\*

\*Planning includes surveying, environmental and cultural investigations, initial master planning and other due diligence reports and studies.

\*\*Design includes conceptual, preliminary and final design, construction documents, permitting, easement acquisition and bidding.

\*\*\*Construction includes contracts, geotechnical reports, all horizontal and vertical construction, construction administration, as-builts and final closeout.

\*SUBJECT TO CHANGE\*

FY26  
CIP Master Project Schedule

Project Name		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Project Completion	
Ghost Roads	Mark													TBD	
Boundary Street Streetscape	Charles														TBD
Comprehensive Drainage - Crooked & Guerrard Coves	Dan													Feb-26	
Sarah Riley Hooks Cottage & Civil Design	Pat														Jun-26
Stoney Crest Campground/ Old Palmetto Bluff Road	Kim													Jun-26	
Pritchard Street Drainage	Dan													Aug-26	
Affordable Housing	Mark														TBD
Buckwalter Place Commerce Park	Mark													TBD	
New Riverside Barn Park - Public Services Building	Brian													Jun-27	
New Riverside Barn Park - Phase 2 Trails & Disc Golf	Pat														Jun-27
Buck Island/Simmons ville Neighborhood Park	Pat														Mar-27
Watershed & Public Services Building Renovation	Mark														Jun-28
Public Safety Cameras	Tracye														Jun-26

Planning\*

Design\*\*

Construction\*\*\*

\*Planning includes surveying, environmental and cultural investigations, initial master planning and other due diligence reports and studies.

\*\*Design includes conceptual, preliminary and final design, construction documents, permitting, easement acquisition and bidding.

\*\*\*Construction includes contracts, geotechnical reports, all horizontal and vertical construction, construction administration, as-builts and final closeout.

## TOWN COUNCIL STAFF REPORT

### Public Services Department



<b>MEETING DATE:</b>	January 13, 2026
<b>SUBJECT:</b>	Public Services Department Monthly Report
<b>DIRECTOR:</b>	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, Evercore Park.
4. **ADDITIONAL ACTIVITIES**
  - Installed Christmas decorations
  - Tested all lights on decorations
  - Installed set lights and decorated tree in Martin Family Park

- HVAC unit at LEC IT Closet repaired
- Repaired hall door at Town Hall
- Adjusted door and lock at DRCI
- Mounted TV monitor at DRCI
- Cleared roof and yard at Police Substation
- Set parking sign for this year's Employee of the Year
- Cleaned up and redistributed supplies from Christmas Tree lighting & Parade
- Built storage racks in Conex boxes for storage of decorations for when they are removed
- Extended fence area at PS yard for storage container
- Graded the following roads in Old Town, Green, Bridge, Oyster Factory Park, Pritchard, Town Hall Lot & Lawton St.
- Added new shelving and rearranged 2nd floor storage at Public Services Bldg.
- Finished storage racks in Conex boxes for storage of decorations.
- Set storage container at PS yard
- Furniture Set-Up at Welcome Center
- Handicap Decking and Newel post repair at the RCC
- Electrical started to new Connex
- Gutters cleaned at the RC
- Replaced "landing" Pads at Oscar Frazier at Bottom of Slides
- Fence installed and lot Graded in Service Yard(Generator side)
- Preparation for Additional Fencing at Rear of Service Yard
- Wall mounted sink at RCC pavilion restroom was torn off wall and destroyed. Replaced with new
- Town Closed Wednesday & Thursday for Christmas

## 5. PREPPING FOR SPECIAL AND CIVIC EVENTS

- Set-up & support for following events:
  - Farmers Market- Martin Family Park
  - Prepped & Supported TOB Tree Lighting, Santas Workshop and Movie, Martin Family Park
  - Prepped & Supported TOB Christmas Parade
  - Prepped for Santa visit at Welcome Center
  - Assisted with set-up of PD Christmas Party
  - Prepped for Chanukah Festival at Buckwalter Place Park
  - Prepped for Santa Run, Martin Family Park
  - Prepped for Community Hanukkah event Martin Family Park
  - Prepped for Christmas Eve Under the Stars (Oyster Factory Park, 6 pm – 8 pm)

## 6. EQUIPMENT AND MAINTENANCE REPAIR

- Replaced fuel pump on Kubota mower
- Service on mulch attachment for skid steer
- All Chainsaws were PM'd (including chain sharpening, new filters, filled with mixed gas and Chain oil and new spark plugs.

- Department Holiday Luncheon

## 7. TRAINING

- Staff completed weekly training topics
- Cross training on heavy equipment. Cinthia Mendieta & Abdiel Maldonado

## 8. BEAUTIFICATION COMMITTEE

- No December Meeting

## 9. ATTACHMENTS

- **Public Services Monthly Cost Report – (Below)**

### Public Services Monthly Cost Reports – August 2025 *(Cost Includes Labor & Equipment)*

ASSETS AND EVENTS	COST
FACILITIES	\$3101.00
PARKS	\$11,959.00
ROADS AND TRAILS	\$5606.00
SPECIAL EVENTS	\$1950.00



## Director's Report – Don Ryan Center for Innovation (DRCI)

December 2025

### Overview:

December marked the close of a high-impact year at DRCI. With strong momentum across strategic initiatives, the month included multiple diligence meetings, continued expansion of AI exploration, and progress in partnership and economic development efforts. Significant attention was given to evolving our STARTUP and GROWTH programs and preparing for increased visibility and capacity in 2026. The team also finalized key website development tasks and participated in leadership and community-facing events.

### Entrepreneur Program Update

#### STARTUP Companies

Our STARTUP pipeline continues to grow, with new diligence meetings and program milestones achieved.

- **OPFOB**
- **Part of the Family**
- **AMA Private Dining**
- **Lisa Sulka Consulting**
- **Bright Beginnings Academy**
- **Diversity Nursing Academy (Hardeeville)**
- **Amia Marcell**
- **Garage Experts**
- **Belleau Woods Tavern (HEROES)**

Continued work on potential commercial kitchen and office locations for AMA Private Dining (8241 Pinellas Drive) and Part of the Family (10 William Pope Drive)

Held STARTUP diligence meetings with:

- The Pottery Studio by Magpie Ceramics
- Stephanie Banton

#### **GROWTH Companies:**

Supporting established businesses in their expansion efforts remains a priority for DRCI.

- **Bluffton Electric**
- **Delta Roofing**
- **Nexus Business Technology**
- **D'Flavor Custom Cakes**

#### **THRIVE Companies**

Ongoing long-term work with established Growth companies

- **Universal Bookkeeper**
- **Beachside Tire**
- **Noble Hearts Human Resources**
- **HardeeGreens (Hardeeville)**

#### **Mentor Program**

##### **Mentorship Network:**

- Held end-of-year strategic meeting with six of DRCI's top mentors to review evolution of STARTUP and GROWTH programs

#### **Economic Development Update**

- Continued work with Startup Companies AMA Private Dining and Part of the Family on physical locations for their business expansions
- Participated in economic development conversation with Hampton County officials and stakeholders
- COVE ribbon cutting meeting and walkthrough/punch list review
- Walkthrough of 97 Progressive Street for potential tenant alignment
- Meeting with SC DEW representative Alisa Paykos-Theurer

- SCA check presentation with DRCI

### Operations, Events and Meetings:

- Final submission of SC Relentless Challenge Grant
- Recording for Converge Conference campaign
- Delivered keynote address on Leadership Accountability at Beaufort Memorial Hospital Leadership Development Institute (100+ attendees including CEO Russell Baxley)
- AI presentation at Palmetto Dunes
- Continued website development work with contractor team
- Internal strategic updates to support 2026 expansion
- Continued work on AI platform proposals (Gov.ai, Prophecy.gov, MadisonAI)
- Ongoing collaboration with Furman University for AI training programs
- Meeting with Rob Hickernell regarding in-person AI training and implementation strategies

### Partnerships

#### Key Collaborations:

- **Hardeeville:** Quarterly meeting with Hardeeville City Manager Josh Gruber
- **Beaufort County Economic Development Corporation:** Ongoing collaboration on multiple impactful projects including collaboration. Attended board meeting.
- **Greater Bluffton Chamber:** Participated in numerous ribbon cuttings, showcasing the growth and expansion of local businesses and attended. Working on 2026 lunch and learn schedule for the GBCC and represented DRCI at their monthly Member Benefits Meeting
- **Hilton Head – Bluffton Chamber:** Attended several ribbon cuttings and networking events
- **Hispanic Business Association of the Lowcountry:** Ongoing membership, Paul Arvantides is a member of the HBA Lowcountry Partnerships Committee.
- **Beaufort County Airport Board:** David Nelems is a member of this Board
- **Furman University:** Ongoing collaboration through Strategic AI Program; exploring expanded offerings
- **Beaufort County School District:** AI Roundtable
- **USCB:** Met with Lawrence Shao – Department Chair of Business, Hospitality, and Communication Studies – to explore future partnerships



# GROWTH MANAGEMENT UPDATE

January 13, 2026

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

- a. **Planning Commission:** December 17, 2025, cancellation notice attached. Next meeting scheduled for Wednesday, January 28, 2026.
- b. **Historic Preservation Commission:** December 3, 2025, meeting agenda attached. Next meeting scheduled for Wednesday, January 7, 2026.
- c. **Board of Zoning Appeals:** December 2, 2025, meeting agenda attached. Next meeting scheduled for Tuesday, January 6, 2026.
- d. **Development Review Committee:** December 3 & 10, 2025, meeting agendas attached. December 17 & 31, 2025, cancellation notice attached. Next meeting scheduled for Wednesday, January 7, 2026.
- e. **Historic Preservation Review Committee:** December 8 & 22, 2025 meeting agendas attached. December 1, 15 & 29, 2025, cancellation notices attached. Next meeting scheduled for Monday, January 5, 2026.
- f. **Construction Board of Adjustment and Appeals:** December 16, 2025, cancellation notice attached. Next meeting scheduled for Tuesday, January 27, 2026.
- g. **Affordable Housing Committee:** December 4, 2025, meeting agenda attached. Next meeting scheduled for Thursday, January 8, 2026.

## 2. Community Development / Affordable Housing Committee Work Program:

The budget for the Neighborhood Assistance Program for FY 2026 has been approved at \$450,000 by Town Council.

A total of twenty-five homes has received repairs at a total of \$198,311 and one pending approval for \$12,825. These repairs consist of roofing, flooring, decks, plumbing and tree service & property cleanup.

Applications are being processed weekly, and staff continues to work diligently to ensure residents are living in their homes safe & dry.

Our partnership with Save the Shutters completed project #6 the week of December 15<sup>th</sup>.

Staff is proud to announce that the Neighborhood Assistance Program has been awarded our second grant in the amount of \$50,000.

To date two homes are waiting for estimates to be submitted and one application is waiting for income verification.

**ATTACHMENTS:**

1. Planning Commission cancellation notice for December 17, 2025.
2. Historic Preservation Commission meeting agenda notice for December 3, 2025.
3. Board of Zoning Appeals meeting agenda for December 2, 2025.
4. Development Review Committee meeting agendas for December 3 & 10, 2025.  
Cancellation notices for December 17 & 31, 2025.
5. Historic Preservation Review Committee meeting agendas for December 8 & 22, 2025. Cancellation notices for December 1, 15 & 29, 2025.
6. Construction Board of Adjustments and Appeals cancellation notice for December 16, 2025.
7. Affordable Housing Committee meeting agenda for December 4, 2025.
8. Building Permits and Planning Applications:
  - a. Building Permits Issued FY 2019-2026 (to December 22, 2025).
  - b. Building Permits Issued Per Month FY 2019-2026 (to December 22, 2025).
  - c. Value of Construction FY 2019-2026 (to December 22, 2025).
  - d. New Single Family Residential Building Permits Issued Per Month FY 2019-2026 (to December 22, 2025)
  - e. New Single Family Residential Building Permits Issued by Neighborhood FY 2019-2026 (to December 22, 2025).
  - f. New Single-Family Certificates of Occupancy Issued by Neighborhood FY 2019-2026 (to December 22, 2025).
  - g. New Commercial Construction/Additions Heated Square Footage FY 2019-2026 (to December 22, 2025).
  - h. Planning and Community Development Applications Approved FY 2019-2026 (to December 22, 2025).
  - i. Multi Family Apartments Value FY 2019-2026 (to December 22, 2025).
  - j. Multi Family Apartments Square Footage FY 2019-2026 (to December 22, 2025).
  - k. Multi Family Apartments Total Units FY 2019-2026 (to December 22, 2025).



# **PUBLIC NOTICE**

## **THE PLANNING COMMISSION (PC)**

Meeting scheduled for

Wednesday, December 17, 2025 at 6:00  
P.M.

has been CANCELED  
due to a lack of agenda items.

The next meeting is scheduled for  
Wednesday, January 28, 2025.

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



## Historic Preservation Commission Meeting

Wednesday, December 03, 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. November 5, 2025 Minutes

#### V. PUBLIC COMMENT

#### VI. OLD BUSINESS

#### VII. NEW BUSINESS

1. **5 Garfields Way:** A request by Scott Middleton of Southern Coastal Homes (Applicant) on behalf of 5 Garfields LLC (Owner), for review of a Certificate of Appropriateness-Historic District to allow the construction of a new 2-story 2,621 SF main house (an Additional Building Type) and a 1-story 264 SF carriage house at 5 Garfields Way. The property is located in the Old Town Historic District and zoned Neighborhood General-Historic District (NG-HD). (COFA-10-25-019966) (Staff - Charlotte Moore)

#### VIII. DISCUSSION

1. Historic District Monthly Update. (Staff)

#### IX. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, January 7, 2026**

*“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](mailto: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.*



## Board of Zoning Appeals Meeting

Tuesday, December 02, 2025 at 6:00 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. NOTICE REGARDING ADJOURNMENT

The Board of Zoning Appeals will not hear new items after 9:30 p.m. unless authorized by a majority vote of the Board Members present. Items which have not been heard before 9:30 p.m. may be continued to the next regular meeting or a special meeting date as determined by the Board Members.

#### IV. ADOPTION OF MINUTES

- A. January 7, 2025 Minutes
- B. May 6, 2025 Minutes

#### V. PUBLIC COMMENT

#### VI. OLD BUSINESS

#### VII. NEW BUSINESS

- A. **113 Bridge Street Wall (Variance):** The Applicant, Brian Rose of Rose Landscape, LLC, on behalf of property owner, Louise B Johnson Revocable Trust, requests a variance from Unified Development Ordinance (UDO) Section 5.15.6.K.2.a to allow the construction of a 6 foot tall pierced brick wall from the front facade of the main structure to the top of the bank along the property line adjacent to the Oyster Factory Park. The property consists of 1.492 acres identified by tax map number R610 039 00A 0192 0000 in the River Front Edge Historic District (RV-HD) Zoning District within Old Town Bluffton. (ZONE-11-25-020003) (Staff - Angie Castrillon)
- B. **3 and 7 Hampton Parkway Building Height (Variance):** The Applicant, Thomas Michaels, Jr., of SM7 Design, LLC, on behalf of property owner, FR Office, LLC, requests a variance from Buckwalter PUD Development Agreement, Development Standards Ordinance 90/3, Section 4.10.3 (B) of one foot seven inches (1' 7") for the building heights of 3 and 7 Hampton Lake Drive. The property consists of 5.226 acres identified by tax map number R610 029 000 0784 0000 in the Buckwalter Planned Unit Development (PUD) within Hampton Lake Master Plan

south of Bluffton Parkway east of Hampton Lake Drive. (ZONE-11-25-020004) (Staff - Dan Frazier)

C. **Adoption of 2026 Meeting Dates:** (Staff - Dan Frazier)

## VIII. DISCUSSION

## IX. ADJOURNMENT

**NEXT MEETING DATE: Tuesday, January 6, 2026**

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

*Public comment is limited to 3 minutes per speaker.*



## Development Review Committee Meeting

Wednesday, December 03, 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. **395 Hampton Parkway Garden (Development Plan):** A request by Menachem Hertz, on behalf of Chabad Greater Hilton Head, for approval of a Preliminary Development Plan. The project consists of converting approximately 0.75 acres of undeveloped land into a landscaped garden with no changes to existing infrastructure or parking. The property is part of the Buckwalter PUD and consists of approximately 6.59 acres identified by tax map number R610 029 000 2481 0000 located at the intersection of Bluffton Parkway & Hampton Parkway. (DP-10-25-019986) (Staff - Dan Frazier)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, December 10, 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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*<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>*

*Public comment is limited to 3 minutes per speaker.*



## Development Review Committee Meeting

Wednesday, December 10, 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. **Palmetto Bluff Plat 25 (Development Plan):** A request by Drew Lonker of Thomas & Hutton, on behalf of Palmetto Bluff Uplands, LLC, for approval of a final development plan application. 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. (DP-10-23-018541) (Staff – Dan Frazier)
2. **Midpoint at New Riverside Phase 3B (Development Plan):** A request by John Paul Moore of Thomas & Hutton on behalf of Sam Bellock of Pulte Home Company for approval of a final development plan application. The project consists of 66 single family residential lots, open space, and associated infrastructure. The property is zoned New Riverside Planned Unit Development and consists of approximately 33.0 acres identified by tax map number R610 044 000 0012 0000 located within the Midpoint at New Riverside Concept Master Plan. (DP-04-25-019716) (Staff – Dan Frazier)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Wednesday, December 17, 2025**

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*Public comment is limited to 3 minutes per speaker.*



# **PUBLIC NOTICE**

## **THE DEVELOPMENT REVIEW COMMITTEE (DRC) Meeting scheduled for**

**Wednesday, December 17, 2025 at 1:00  
P.M.**

**has been CANCELED  
due to a lack of agenda items.**

**The next meeting is scheduled for  
Wednesday, December 31, 2025.**

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



# **PUBLIC NOTICE**

## **THE DEVELOPMENT REVIEW COMMITTEE (DRC) Meeting scheduled for**

**Wednesday, December 31, 2025 at 1:00  
P.M.**

**has been CANCELED  
due to a lack of agenda items.**

**The next meeting is scheduled for  
Wednesday, January 7, 2026.**

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



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, December 1, 2025 at 4:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, December 8, 2025.

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



## Historic Preservation Review Committee Meeting

Monday, December 08, 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. **28 Wharf Street:** A request by Malcolm Claxton (Applicant), on behalf of David Meeder (Owner), for review of a Certificate of Appropriateness-Historic District to allow the renovation and expansion of an existing 1-story house of 1,157 SF and construction of a new 2-story detached Carriage House of approximately 538 SF located at 28 Wharf Street (Parcel R610 039 00A 0093 0000). The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD). (COFA-08-25-019913) (Staff-Charlotte Moore)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Monday, December 15, 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.*



# **PUBLIC NOTICE**

## **THE HISTORIC PRESERVATION REVIEW COMMITTEE (HPRC)**

Meeting scheduled for

Monday, December 15, 2025 at 4:00  
P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, December 22, 2025.

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



## Historic Preservation Review Committee Meeting

Monday, December 22, 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. **28 Wharf Street:** A request by Malcolm Claxton (Applicant), on behalf of David Meeder (Owner), for review of a Certificate of Appropriateness-Historic District to allow the renovation and expansion of an existing 1-story house of 1,157 SF and construction of a new 2-story detached Carriage House of approximately 538 SF located at 28 Wharf Street (Parcel R610 039 00A 0093 0000). The property is located in the Old Town Historic District and is zoned Neighborhood General-Historic District (NG-HD). (COFA-08-25-019913) (Staff-Charlotte Moore)

#### VI. DISCUSSION

#### VII. ADJOURNMENT

**NEXT MEETING DATE: Monday, December 29, 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, December 29, 2025 at 4:00  
P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Monday, January 5, 2026.

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



## **PUBLIC NOTICE**

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

Tuesday, December 16, 2025, at 6:00 P.M.

has been CANCELED  
due to lack of agenda items.

The next meeting is scheduled for  
Tuesday, January 27, 2026.

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



## Affordable Housing Committee Meeting

Thursday, December 04, 2025 at 10:00 AM

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. ADOPTION OF MINUTES**

1. October 2, 2025

**IV. PUBLIC COMMENT**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

1. FY26 Neighborhood Assistance Budget Update
2. Adoption of Affordable Housing Committee 2026 Meeting Dates

**VII. DISCUSSION**

1. Update on The May Housing Development
2. Workforce Housing Rental Units Update

**VIII. ADJOURNMENT**

**NEXT MEETING DATE: Thursday, January 8, 2026**

*“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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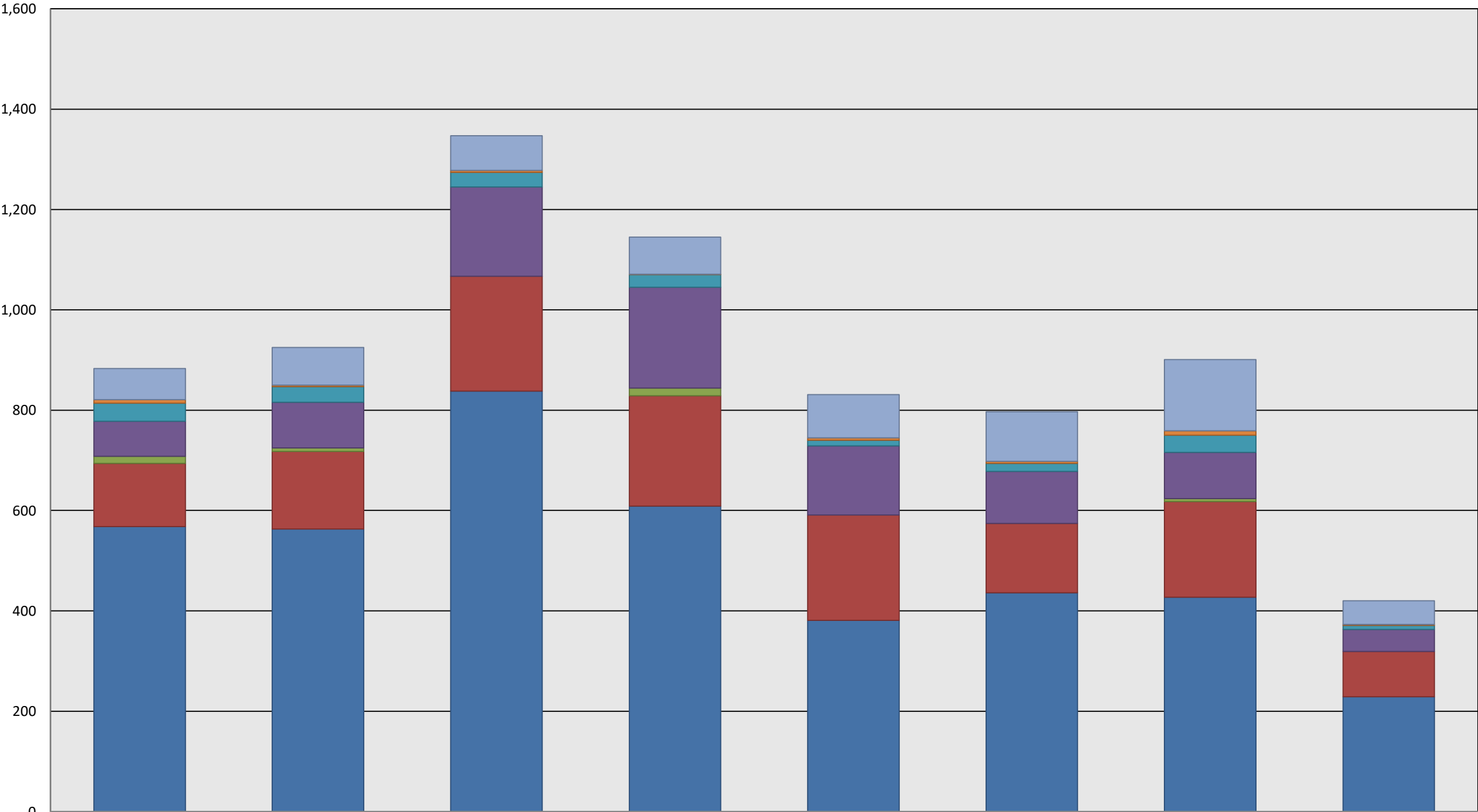
*Public comment is limited to 3 minutes per speaker.*

Town of Bluffton  
Building Permits Issued  
FY 2019 - 2026

Attachment 8a

Section XII. Item #1.

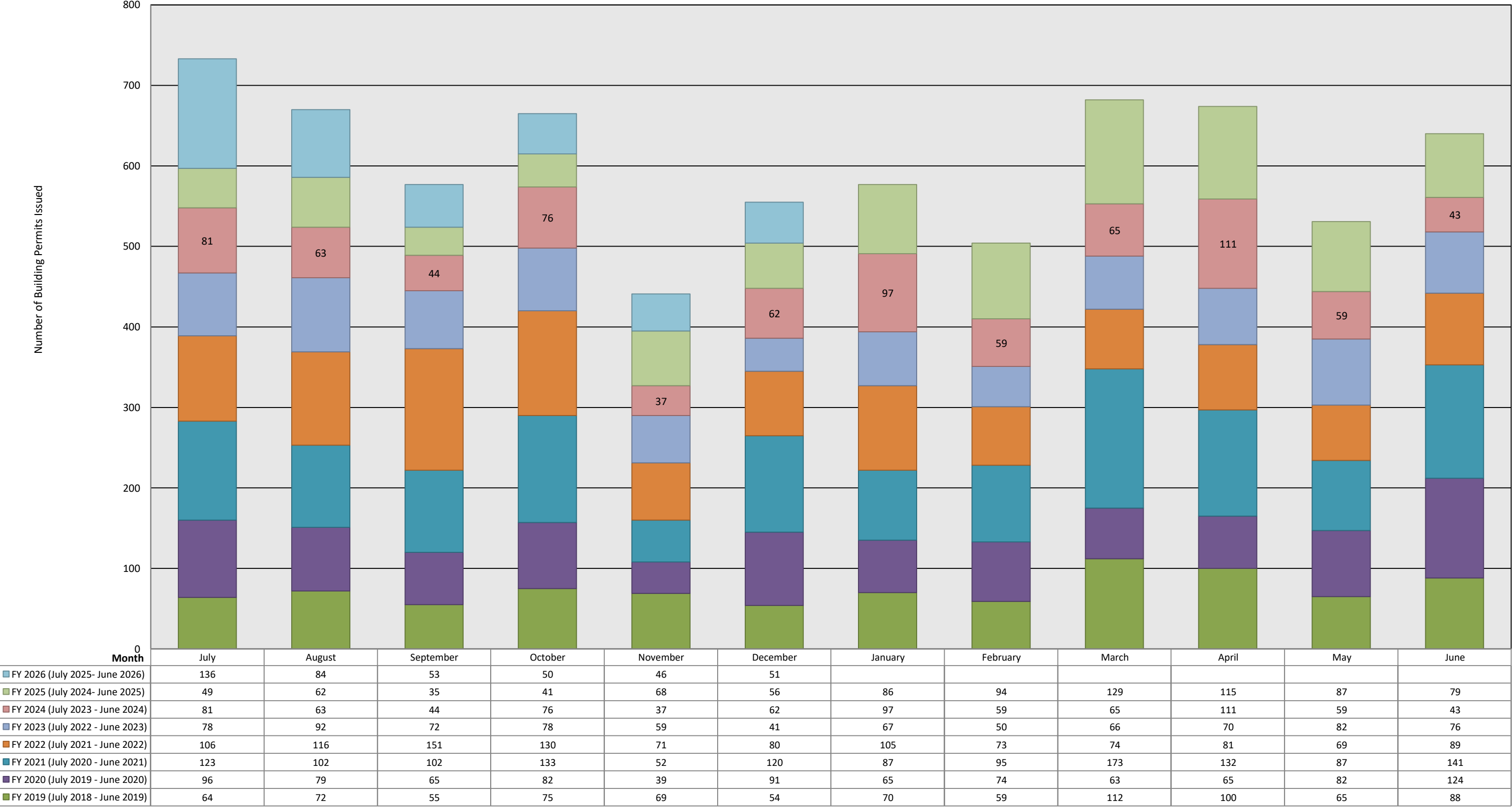
Number of Building Permits Issued



Year	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)	FY 2026 (July 2025 - June 2026)
Other Commercial	62	75	69	74	86	99	142	47
Commercial Addition	7	3	4	1	5	4	9	2
New Commercial Construction/ Tenant Upfit	36	31	29	25	11	16	34	8
Other Residential	70	91	178	201	138	104	92	44
New Multi Family - Apartments	14	7	0	15	0	0	6	0
Residential Addition	126	155	229	220	210	138	191	90
New Single Family	568	563	838	609	381	436	427	229

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.

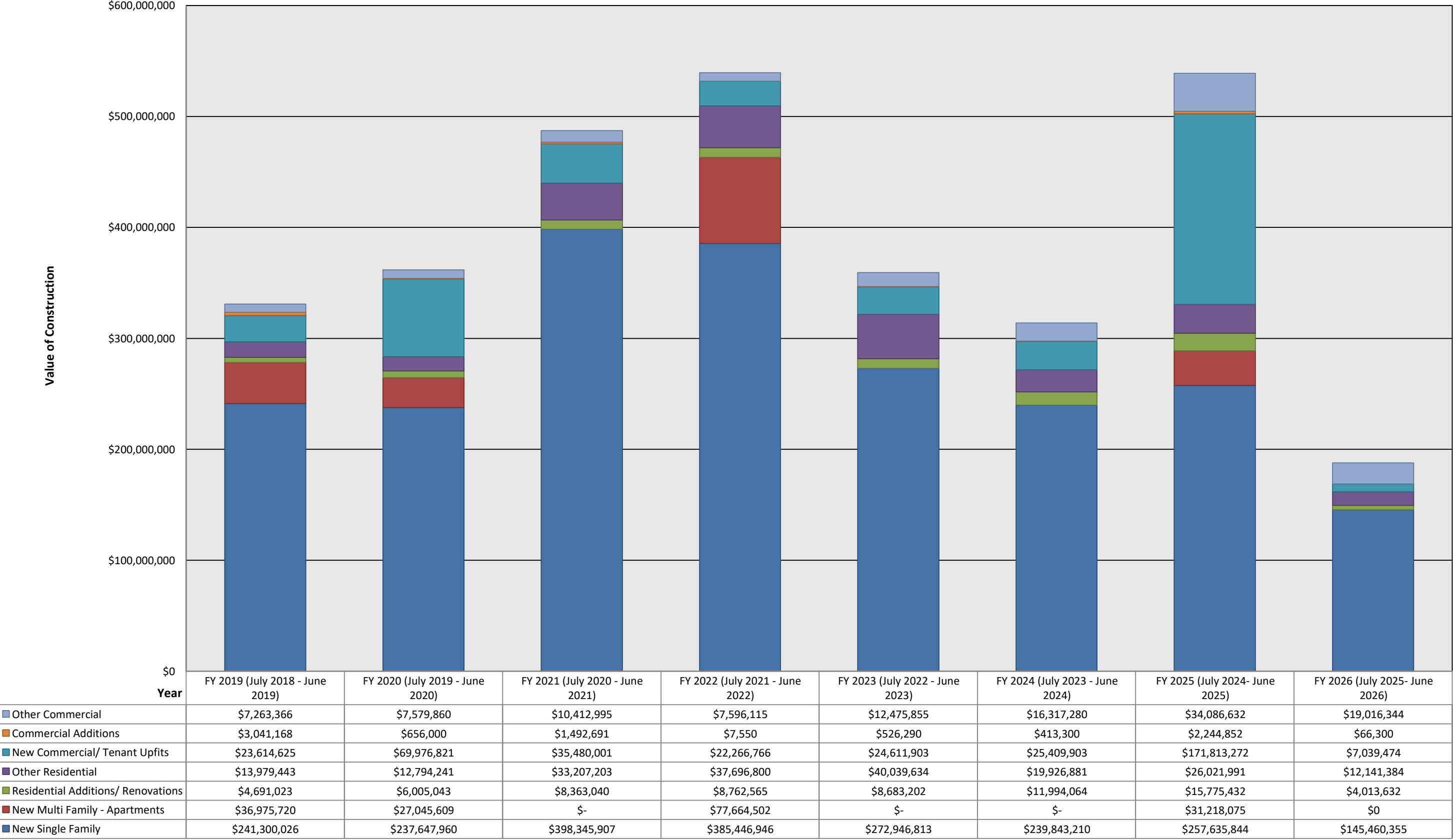
Town of Bluffton  
Building Permits Issued Per Month  
FY 2019 - 2026



Notes: 1. Building Permits Issued excludes those Building Permits which were voided or withdrawn.

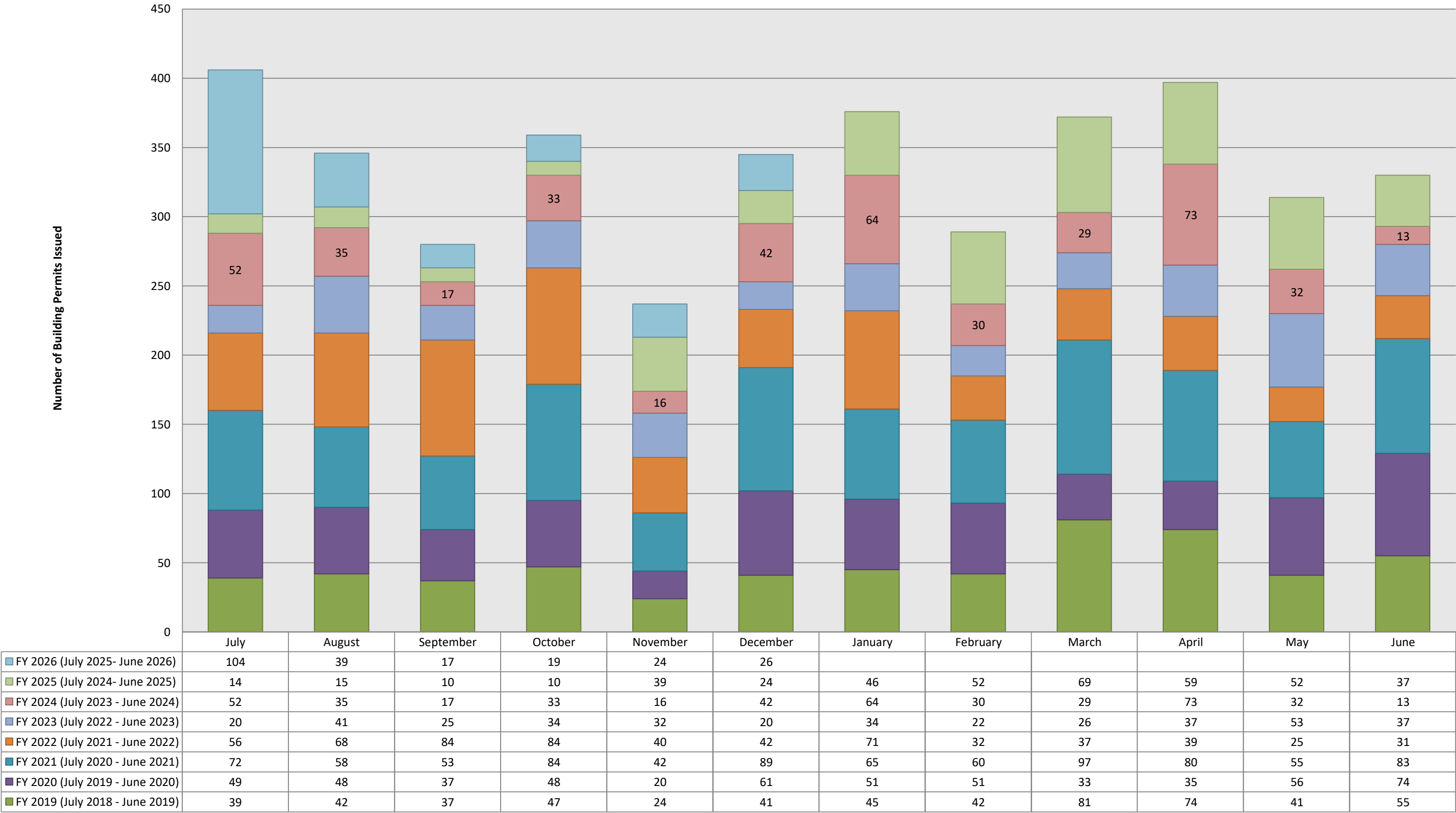
Town of Bluffton  
Value of Construction  
FY 2019 - 2026

Attachment 8c



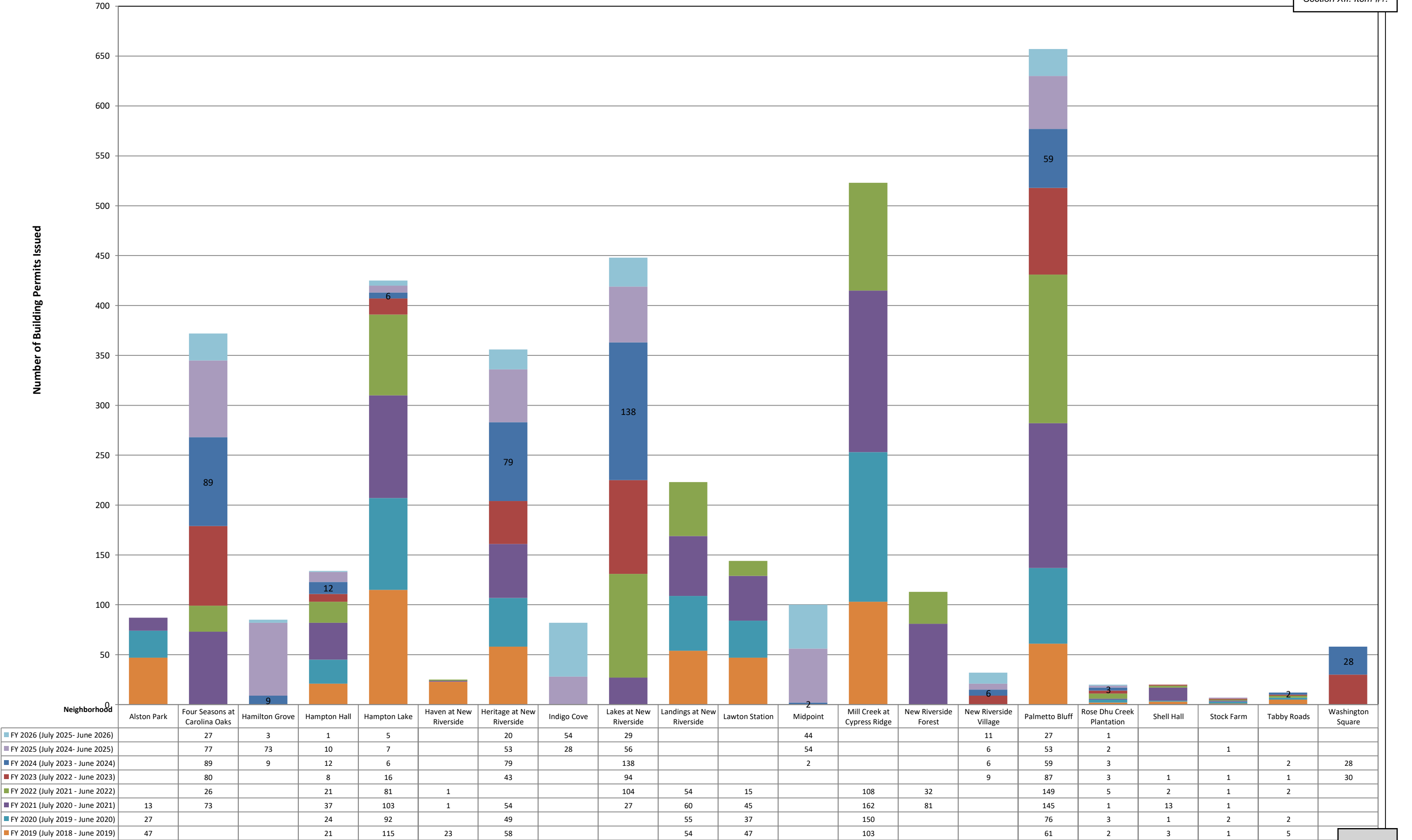
Notes: 1. Residential addition includes: additions, screen enclosures, carport, re-roof, modular.  
2. Other residential includes: new accessory structure, new accessory residence.  
3. Commerical addition includes: additions, screen enclosure, shell.  
4. Other commerical includes: remodel and accessory structure.

Town of Bluffton  
New Single Family Residential Building Permits Issued Per Month  
FY 2019 - 2026



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

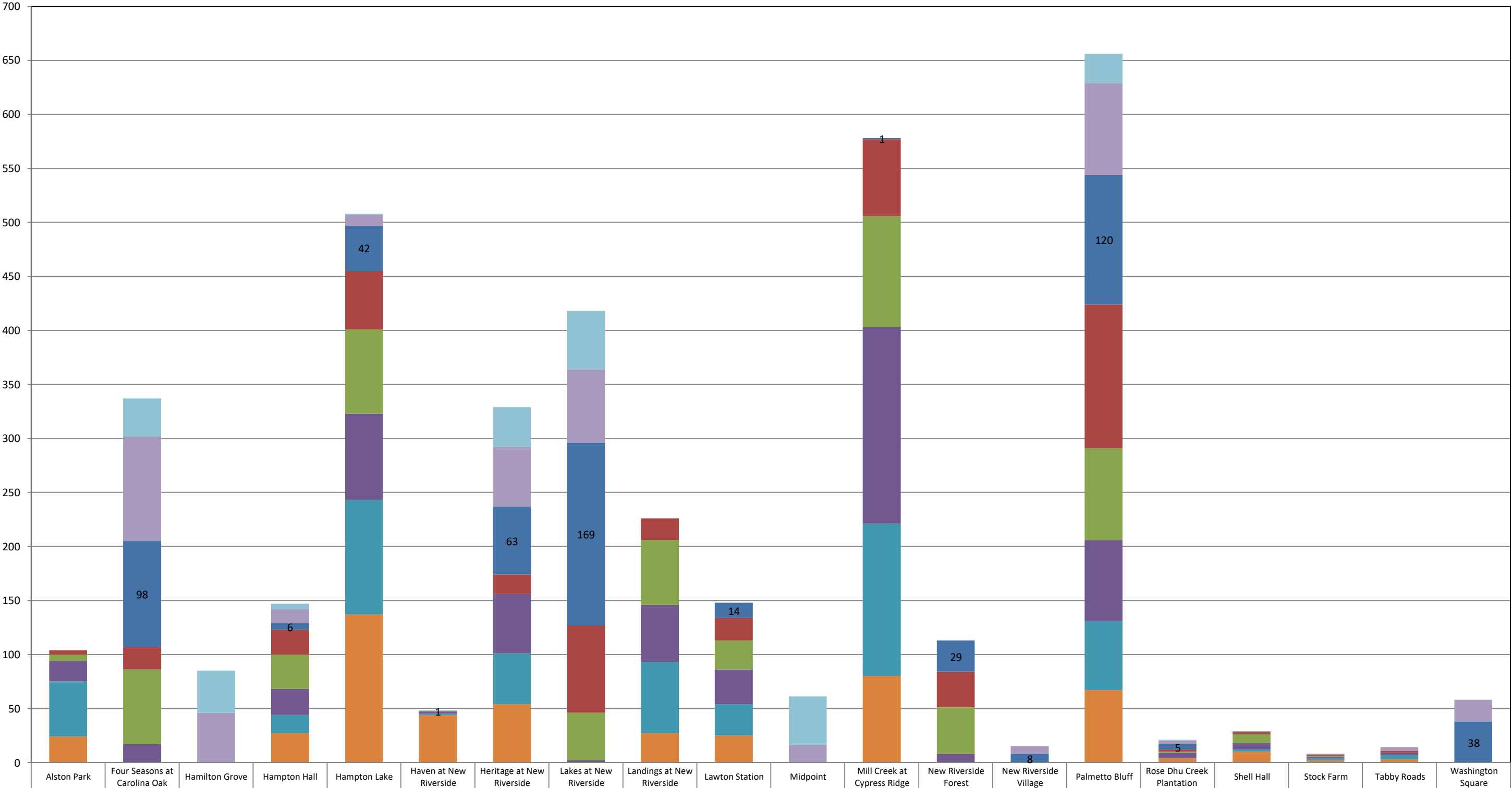
Town of Bluffton  
New Single Family Residential Building Permits Issued by Neighborhood FY 2019 -2026



Town of Bluffton

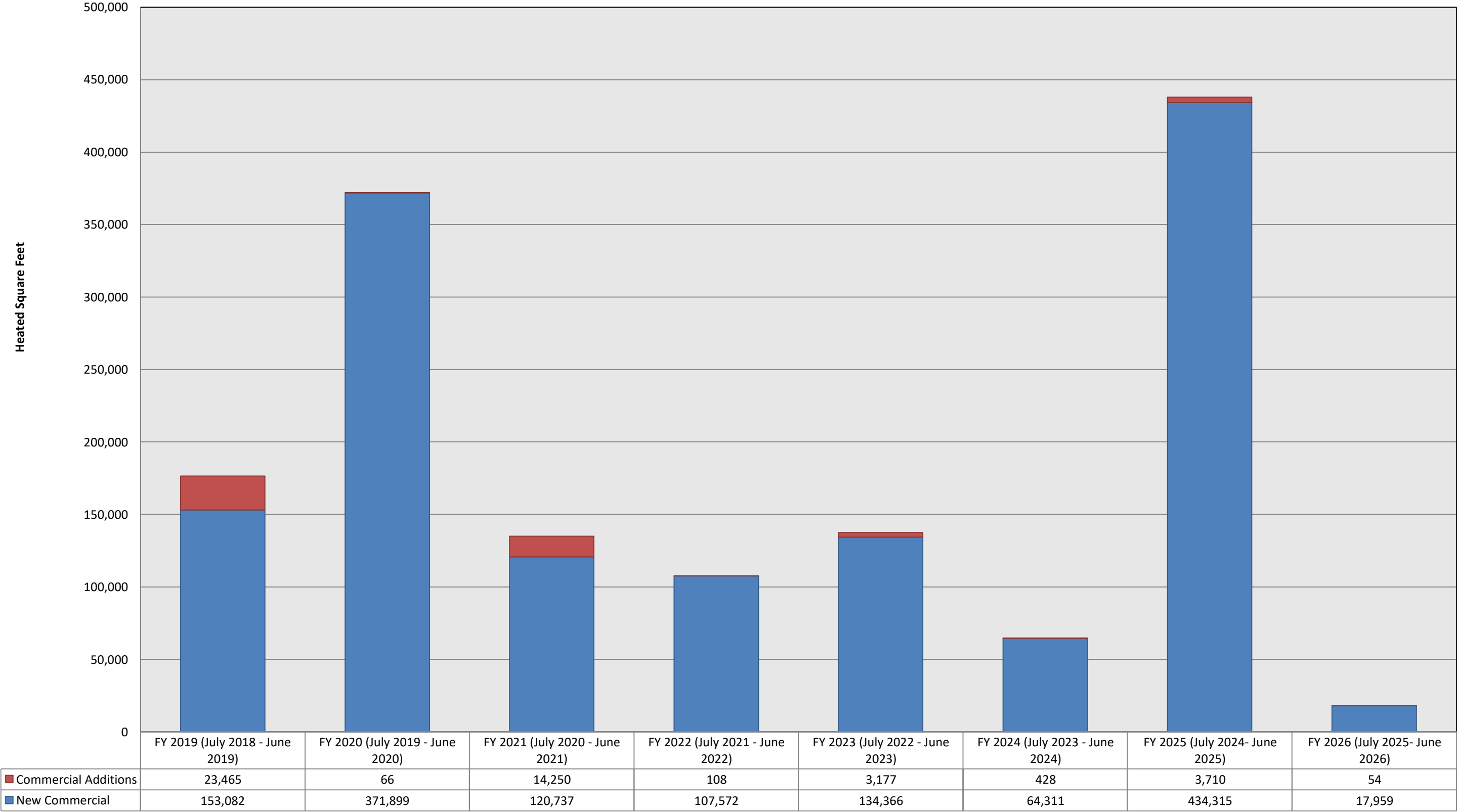
New Single Family Certificates of Occupancy Issued by Neighborhood FY 2019 - 2026

Number of New Housing Starts



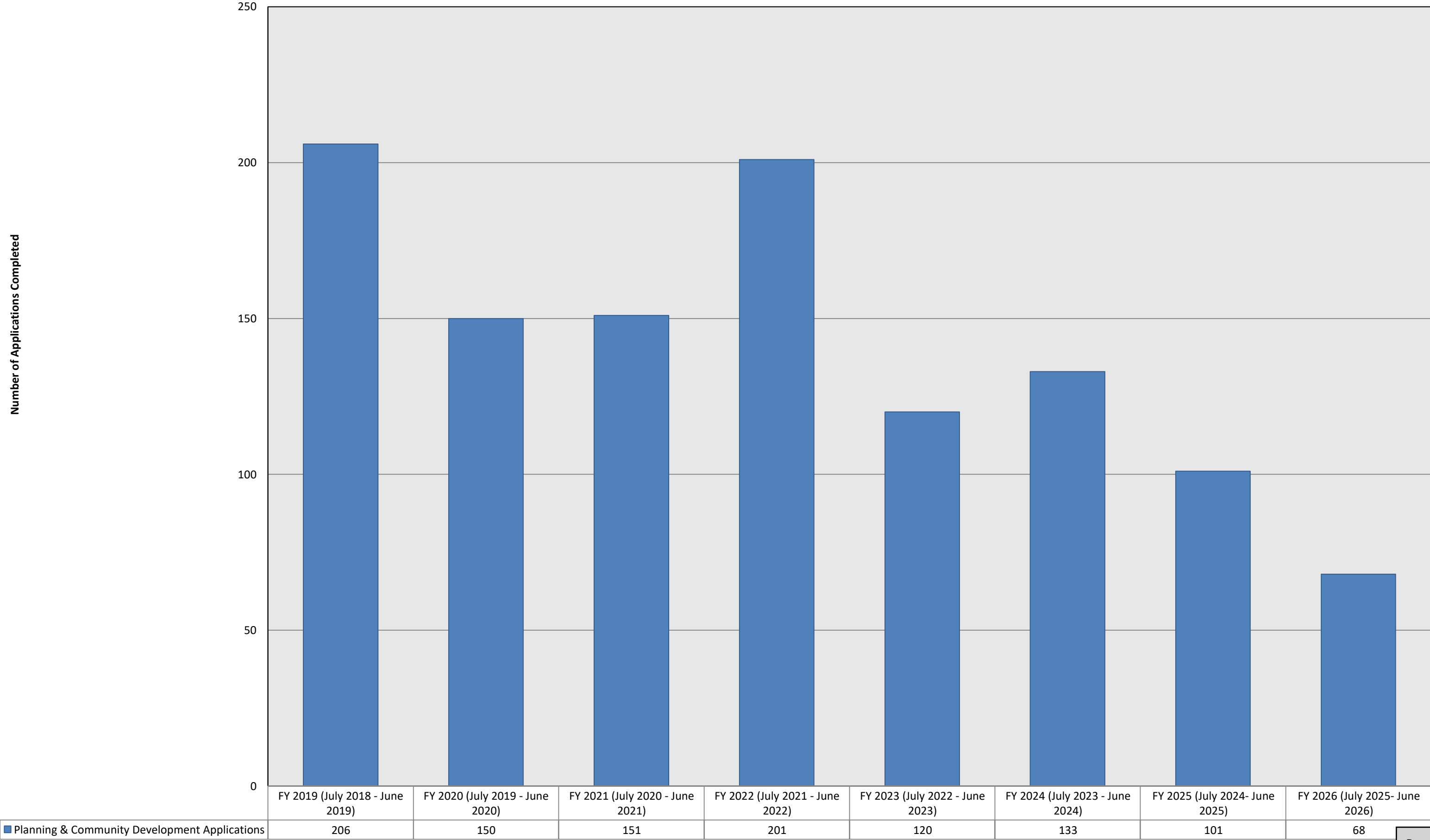
FY 2026 (July 2025- June 2026)		35	39	5	1		37	54			45			27	1			
FY 2025 (July 2024- June 2025)		97	46	13	10		55	68			16		7	85	3	1	1	3
FY 2024 (July 2023 - June 2024)		98		6	42	1	63	169		14		1	29	8	5			38
FY 2023 (July 2022 - June 2023)	4	21		23	54		18	81	20	21		71	33		133	2	2	2
FY 2022 (July 2021 - June 2022)	6	69		32	78			44	60	27		103	43		85	1	8	
FY 2021 (July 2020 - June 2021)	19	17		24	80	2	55	2	53	32		182	8		75	5	6	2
FY 2020 (July 2019 - June 2020)	51			17	106	1	47		66	29		141			64		2	4
FY 2019 (July 2018 - June 2019)	24			27	137	44	54		27	25		80			67	4	10	3

Town of Bluffton  
New Commercial Construction and Additions Heated Square Footage  
FY 2019 - 2026



Town of Bluffton  
Planning & Community Development Applications Completed  
FY 2018 - 2025

Number of Applications Completed

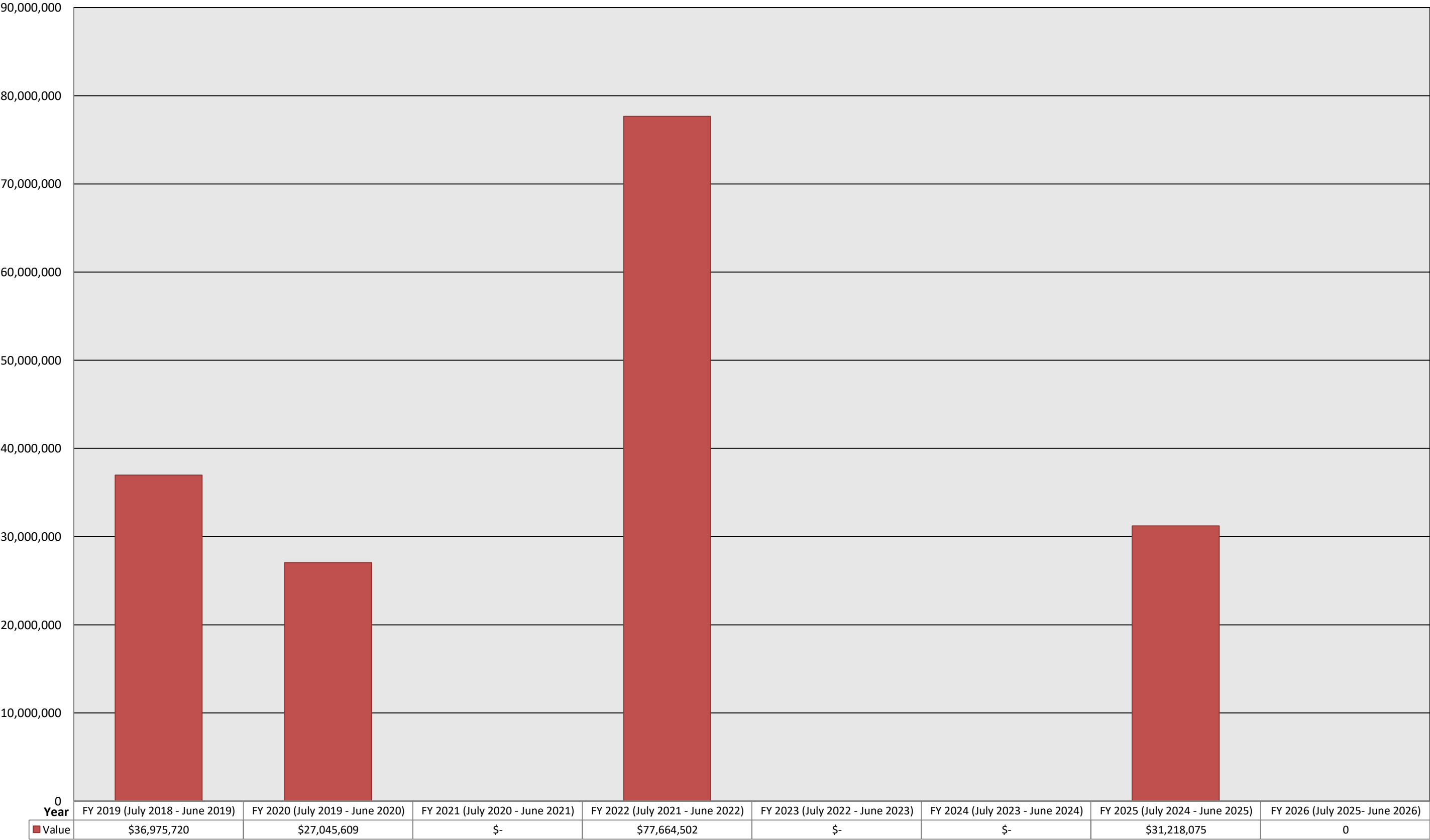


Town of Bluffton  
Multi Family Apartments Value  
FY 2018 - 2025

Attachment 8i

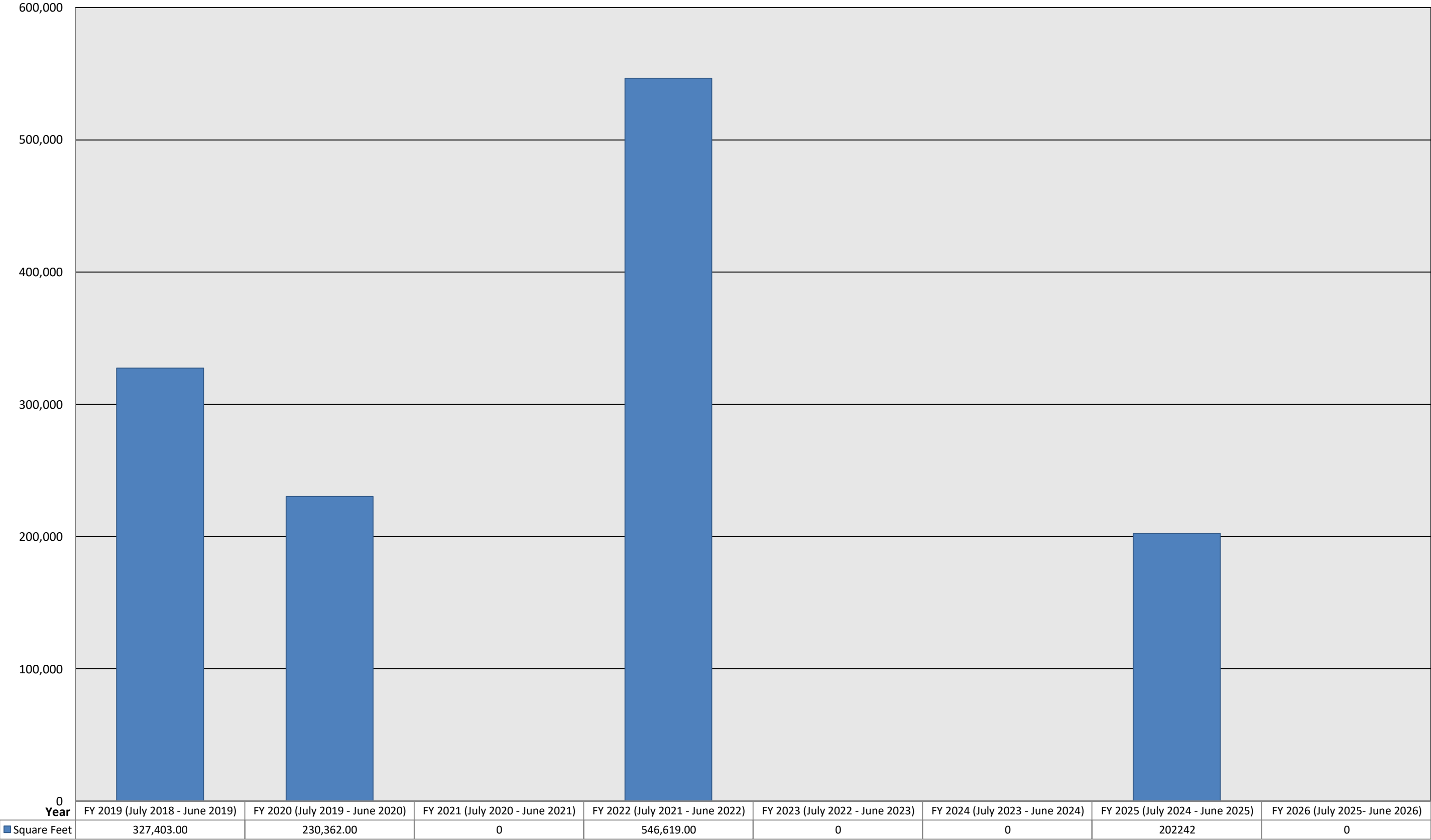
Section XII. Item #1.

Value of Multi Family Apartments



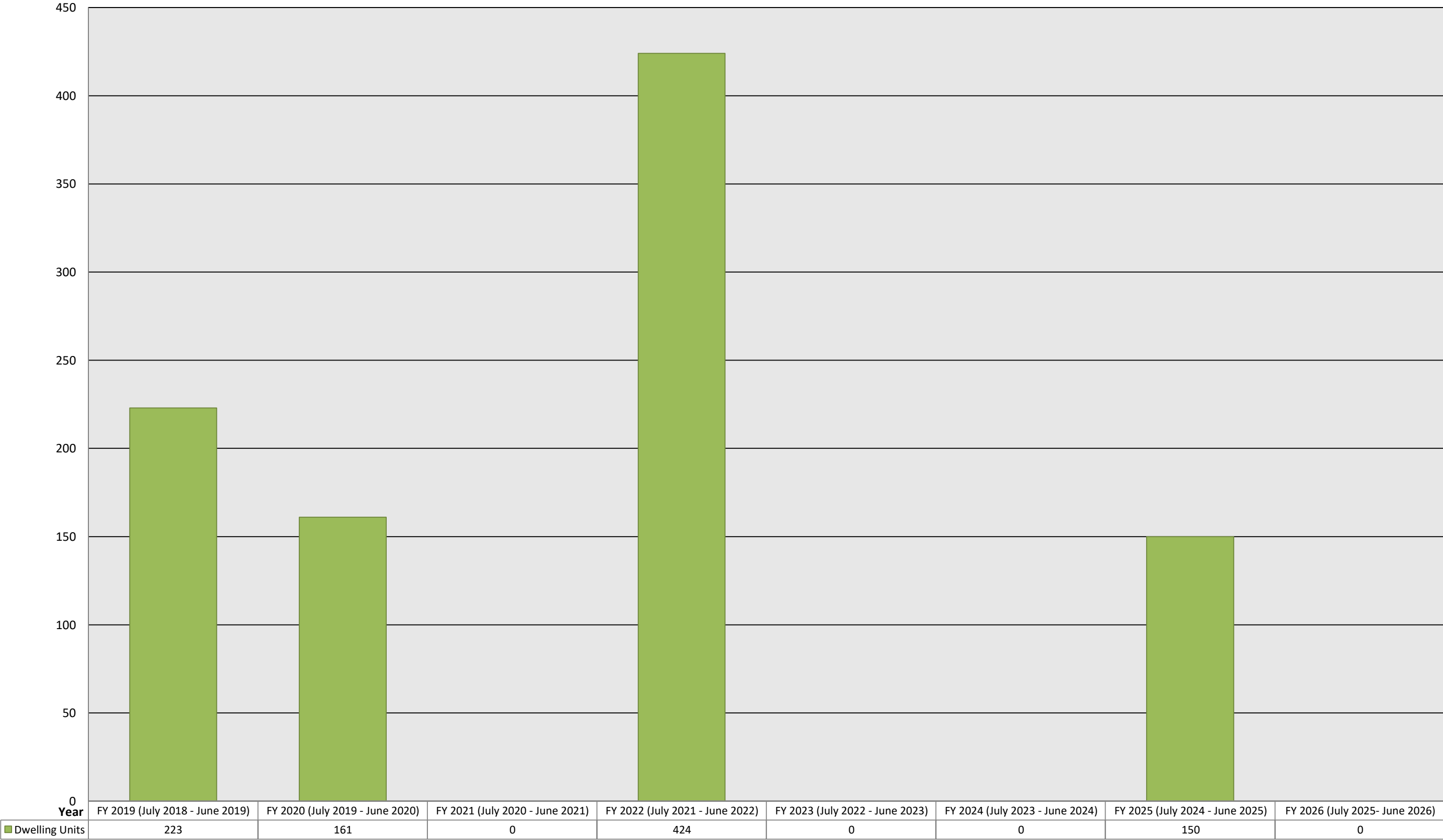
Town of Bluffton  
Multi Family Apartments Square Footage  
FY 2018 - 2025

Square Footage of Multi Family Apartments



Town of Bluffton  
Multi Family Apartments Total Units  
FY 2018 - 2025

Multi Family Apartments Total Units





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

**To:** Town Council

**From:** Stephen Steese, Town Manager

**Date:** January 5, 2025

### **Town Operations / Community Meetings**

- The town held our Christmas Tree Lighting on December 5<sup>th</sup> and Christmas Parade on December 6<sup>th</sup>. The weather was rainy for both events, but town staff did an excellent job in making the events work and go off without any major issues.
- Councilman Hamilton and Councilwoman Burden will be sworn in at the January 2026 Council Meeting, and we will hold elections for Mayor Pro-Tempore following the seating of Council.
- Executive met with the Society of Bluffton Artists (SOBA) to discuss space needs and potential partnerships. Their current space has been put on the market and they may need to relocate some or all of their operations.
- We kicked off the FY 26-27 budget process with initial meetings with all departments. We reviewed the schedule for staffing, capital, and other requests.
- Mobile Town Halls:
  - We have a Mobile Town Hall for Palmetto Bluff on February 23<sup>rd</sup>. We are working to finalize the location.
  - We have received a request for a Mobile Town Hall in The Haven and are working to schedule in March.

### **Town Council/Town Attorney Related Meetings**

- Weekly Mayor / Mayor Pro-Tempore / Manager meetings.
- Mayor Toomer and Executive met with Dr. Panu from USCB to hear updates on their proposed projects at the 278 Campus. The discussion was mostly focused on the Convocation Center and other related improvements.
- Council and Staff attended the beam signing event for the new BMH Hospital.
- Councilman Wood and Executive met with our legislative delegation to discuss the 2026 Legislative Session and potential project funding requests. We also discussed transportation issues and asked for their help in pushing some initiatives related to transportation in the region.
- Councilwoman Burden, staff, and I presented at the Junior Leadership Program session on Local Government.

### **Updates and Miscellaneous Information**

- We have Hometown Legislative Action Day on January 20<sup>th</sup> in Columbia. We will have a couple opportunities that day to meet with our legislatures to discuss any priorities and concerns.
- We completed the purchase of the two Foothills properties located below Willow Run. We continue to work on the Covenant language with the County as part of our Green Penny approval.
- Town offices were closed December 24<sup>th</sup> and 25<sup>th</sup> in observance of Christmas.
- Town offices were closed January 1<sup>st</sup> in observance of New Year's Day.

## TOWN COUNCIL

## STAFF REPORT

### Executive Department



<b>MEETING DATE:</b>	January 13, 2026
<b>PROJECT:</b>	Consideration to Approve Renewals of Agreements with Calhoun Street Promenade and Bluffton Eagles Community Action Committee
<b>PROJECT MANAGER:</b>	Chris Forster, Assistant Town Manager

**REQUEST:** Request for Town Council to authorize the Town Manager to renew two long-standing agreements: one for residential waste reimbursement at existing contractual rates for Calhoun Street Promenade and one with the non-profit entity that owns Eagles Field, the Bluffton Eagles Community Action Committee.

**BACKGROUND:** Due to the unique character of the residences along the Calhoun Street Promenade, the developers opted to contract for their own residential trash removal and seek reimbursement from the Town for the services. These contractual arrangements have been in place since 2016. This represents no net financial impact to the Town since reimbursement is at the current rates which would otherwise be paid to Waste Management for the same services.

In Fiscal Year 2016, Town Council identified priority upgrades to the Eagles Field that were included in the Buck Island-Simmonsville Neighborhood Plan, Eagles Field Master Plan. To create a partnership in achieving those goals, the Town signed an agreement with the non-profit owner of Eagles Field, the Bluffton Eagles Community Action Committee (the "Committee"). That agreement was dated 11/19/2015 and had a five-year term with two (2) optional terms of five years each. Amendment 1 of the Agreement was to exercise the first option term, making the Agreement effective through 11/18/2025. A second amendment updated the duties of the parties to more accurately reflect current obligations since the time of the original signing. This renewal would extend the terms for another five years.

**NEXT STEPS:** Town Council to approve of the renewal of these two long-standing agreements.

### **ATTACHMENTS:**

1. Calhoun Street Promenade agreement
2. Eagle's Field agreement
3. Resolution
4. Recommended Motion

**Attachment 2**

**A RESOLUTION**

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF AGREEMENT NUMBER 2016-26  
WITH CALHOUN STREET PROMENADE

**WHEREAS**, the developer of Calhoun Street Promenade recognized that the unique layout of the residences of the Promenade made trash removal a unique challenge, and negotiated with the Town to contract separately for specialized removal of residential municipal waste; and

**WHEREAS**, the Town agreed to reimburse the developer for such services only up to the amount which the Town would have paid the under the current fiscal year's agreement for the same services in effect Town-wide; and

**WHEREAS**, so long as the residents of the Promenade continued to pay for such services via their municipal taxes, there was no net financial impact to the Town; and

**WHEREAS**, this amendment between the Parties would extend the current agreement for an additional term;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to renew the agreement with Calhoun Street Promenade.

Approved this 13<sup>th</sup> day of January 2026.

---

Larry C. Toomer, Mayor

Town of Bluffton, South Carolina

ATTEST:

---

Marcia Hunter, Town Clerk

SEAL

Attachment 3

Recommended Motion

Consideration to Approve an Amendment to the Agreement with the Calhoun Street Promenade for Renewal - Chris Forster, Assistant Town Manager

**“I make a motion to approve an amendment to the agreement with the Calhoun Street Promenade for renewal of their agreement.”**

STATE OF SOUTH CAROLINA )  
 )  
 COUNTY OF BEAUFORT )

**AMENDMENT # 6  
 TO  
 MOU # 2016-26**

**WITNESSETH:**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ between the Town of Bluffton ("Town"), a municipal corporation organized and existing under the laws of the State of South Carolina and Calhoun Street Promenade HPR (hereinafter "Contractor"); and

**WHEREAS**, Contractor provides garbage services to the Calhoun Street Residential Units in accordance with the Declarations of Covenants, Conditions and Restrictions for Calhoun Street Promenade as recorded in Beaufort County Register of Deeds on September 21, 2007 at Book 2629, Page 723 (as amended, restated, supplemented or otherwise modified from time to time); and

**WHEREAS**, the Town made an agreement, Memorandum of Understanding ("MOU") # 2016-26, effective March 29, 2016 with Contractor to reimburse for residential garbage removal services in the Calhoun Street Promenade Residential Units in calendar years 2016, 2017, and 2018 at the prevailing rates the Town paid their contractor for residential garbage removal; and

**WHEREAS**, at the end of the initial term, the Town and Contractor agreed to renew MOU # 2016-26 for one additional three-year term from January 1, 2019 to December 31, 2021 with Amendment 1; and

**WHEREAS**, Town and Contractor agreed to renew MOU # 2016-26 for one additional one-year term for the period from January 1, 2022 to December 31, 2022 under the same terms; and

**WHEREAS**, Town and Contractor agreed to renew MOU # 2016-26 for one additional one-year term for the period from January 1, 2023 to December 31, 2023 under the same terms; and

**WHEREAS**, Town and Contractor agreed to renew MOU # 2016-26 for one additional one-year term for the period from January 1, 2024 to December 31, 2024 under the same terms; and

**WHEREAS**, Town and Contractor agreed to renew MOU # 2016-26 for one additional one-year term for the period from January 1, 2025 to December 31, 2025 under the same terms; and

**WHEREAS**, the Town desires to reimburse Contractor for residential garbage removal services for the Calhoun Street Promenade Residential Units for calendar year 2026 effective January 1, 2026 through December 31 2026; and

**NOW, THEREFORE**, in exchange for the mutual promises written herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Town and the Contractor agree as follows:

1. Contractor shall provide to the Town by February 1<sup>st</sup> a copy of the invoice(s) they receive for garbage services within Calhoun Street Promenade Residential Units as of December 31 of the preceding year. Qualifying residential properties are those that remit residential property tax for the preceding calendar year. Contractor shall supplement the invoice by designating whether the property is occupied full-time, part-time, or is an unoccupied home.
2. The total compensation paid by the Town of Contractor for these services shall be provided based upon the current monthly fee paid by the Town to its provider (at the time of this contract, Waste Management) for other municipal residential taxpayers. Contractor will be reimbursed 100% of the fee for full-time qualifying residents (4% taxpayers) or owners that can certify the property was a rental home for a minimum of six (6) months during the entire year and 50% of the fee for qualifying part-time residents (6%

taxpayers) or homes that were not considered fully occupied during the entire previous year. No compensation will be made for unoccupied homes or commercial properties. Contractor shall provide owners of qualifying residential properties a credit on any fees that include trash service based on the Town's reimbursement to Contractor.

3. Contractor shall email invoices to [invoice@townofbluffton.com](mailto:invoice@townofbluffton.com) or by mail to Town of Bluffton, PO Box 386, Bluffton, South Carolina 29910 ATTN: ACCOUNTS PAYABLE. The invoice should reference MOU # 2016-26. Approved invoices shall be paid within a practical period once due diligence procedures have been performed on the documentation by the Town of Bluffton Finance Department, but not later than June 30<sup>th</sup> of the fiscal year in which the invoice was received.
4. General Terms and Conditions:
  - a. The Town Manager or his designee may terminate this MOU in whole or in part at any time for the convenience of the Town. If the MOU is terminated for the convenience of the Town, the Town will pay Calhoun Street Promenade HPR as agreed up to the date of termination.
  - b. Should any part of the Agreement be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this Agreement.
  - c. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused the within Amendment # 6 to MOU # 2016-26 to be executed this \_\_\_\_ day of \_\_\_\_\_, 202\_.

CALHOUN STREET PROMENADE HPR

TOWN OF BLUFFTON

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Attachments: NONE

## TOWN COUNCIL

# STAFF REPORT

## Executive Department



<b>MEETING DATE:</b>	January 13, 2026
<b>PROJECT:</b>	Consideration of Renewal of Memorandum of Agreement, Residential Waste Reimbursement (Fiscal Impact – zero dollars)
<b>PROJECT MANAGER:</b>	Chris Forster, Assistant Town Manager

**REQUEST:** Staff recommends renewal of the Memorandum of Agreement for Palmetto Bluff Preservation Trust, Inc. to reimburse for their residential waste removal at the current rates that the Town pays to Waste Management for residential waste removal. Recycling is not included.

**BACKGROUND:** Due to the unique character of the residences within the confines of Palmetto Bluff, the developers of opted to contract for their own residential trash removal and seek reimbursement from the Town for the services paid by their respective residents. These contractual arrangements have been in place at Palmetto Bluff since 2013.

**SUMMARY:** The agreement requires Palmetto Bluff to provide the Town with an invoice showing the actual dollar amount paid for the prior year, also noting whether properties are full time residences, part time residences, or unoccupied. In no circumstance would the Town reimburse an amount greater than what would be paid to Waste Management for the same service. No reimbursement is made for unoccupied homes or for commercial properties.

The budgeted for reimbursement represents no net financial impact to the Town because the money would otherwise go to Waste Management for the same services.

**NEXT STEPS:** Authorize the Town Manager to sign a renewal with Palmetto Bluff Preservation Trust, Inc. for reimbursement of residential waste removal services in Palmetto Bluff.

### **ATTACHMENTS:**

1. DRAFT Agreement 2014-10, Amendment 7 with Palmetto Bluff Preservation Trust, Inc.
2. Recommended Motion
3. Resolution

Attachment 2

Recommended Motion

Consideration to Approve a Resolution for Renewal of a Memorandum of Agreement between the Town of Bluffton and Palmetto Bluff Preservation Trust, Inc. – Chris Forster, Assistant Town Manager

**“I make a motion to approve a resolution for renewal of a Memorandum of Agreement between the Town of Bluffton and Palmetto Bluff Preservation Trust, Inc. for residential waste removal at the current rates that the Town pays to Waste Management for residential garbage removal. Recycling is not included.”**

**Attachment 3**

**A RESOLUTION**

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF RENEWAL OF A  
MEMORANDUM OF AGREEMENT FOR RESIDENTIAL WASTE REMOVAL REIMBURSEMENT

**WHEREAS**, the Town of Bluffton provides residential trash removal for its citizens via a competitively awarded third party contract; and

**WHEREAS**, since August 15, 2013, the community of Palmetto Bluff has desired to make separate arrangements for residential trash removal for its residents with special considerations for noise, schedule, truck size and the environment; and

**WHEREAS**, the Town has agreed to withhold the same Town-provided services and instead reimburse Palmetto Bluff Preservation Trust, LLC the same amount for those services for its residents; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to renew the term of the Memorandum of Agreement with Palmetto Bluff Preservation Trust, Inc. for reimbursement of residential waste fees not to exceed the rate the Town pays to its current contractor for their private pick-up arrangements.

Approved this 13<sup>th</sup> day of January 2026.

---

Larry C. Toomer, Mayor

Town of Bluffton, South Carolina

ATTEST:

---

Marcia Hunter, Town Clerk

SEAL

STATE OF SOUTH CAROLINA )  
 )  
 COUNTY OF BEAUFORT )

**AMENDMENT 7  
 TO  
 MOU # 2014-10**

**WITNESSETH:**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ between the Town of Bluffton ("Town"), a municipal corporation organized and existing under the laws of the State of South Carolina and Palmetto Bluff Preservation Trust, Inc. (the "Trust").

**WHEREAS**, the Trust provides residential garbage removal services to the residents of the Palmetto Bluff community in accordance with the Community Charter for Palmetto Bluff as recorded in Beaufort County Register of Deeds on April 17, 2003 at Book 1747, Page 2090 (as amended, restated, supplemented or otherwise modified from time to time); and

**WHEREAS**, the Town made an agreement effective August 15, 2013 with the Trust to reimburse for residential garbage removal services in the Palmetto Bluff community in calendar years ending 2013, 2014, and 2015 at the prevailing rates the Town paid their contractor for residential garbage removal; and

**WHEREAS**, that agreement was renewed on July 1, 2016 for calendar years ending 2016, 2017 and 2018 through December 31, 2018; and

**WHEREAS**, that agreement was renewed on March 27, 2019 for calendar years ending 2019, 2020 and 2021 through December 31, 2021; and

**WHEREAS**, that agreement was renewed on December 21, 2021 for one additional term for the period from January 1, 2022 to December 31, 2022; and

**WHEREAS**, that agreement was renewed on November 9, 2022 for one additional term for the period from January 1, 2023 to December 31, 2023; and

**WHEREAS**, that agreement was renewed on May 15, 2024 for one additional term for the period from January 1, 2024 to December 31, 2024; and

**WHEREAS**, that agreement was renewed on January 3<sup>rd</sup> for one additional term for the period from January 1, 2025 through December 31, 2025; and

**WHEREAS**, the Town desires to reimburse the Trust for residential garbage removal services in the Palmetto Bluff community for calendar year 2026, effective January 1, 2026 through December 31, 2026; and

**NOW, THEREFORE**, in exchange for the mutual promises written herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties agree as follows:

1. The total compensation paid by the Town to the Trust for these services shall be equal to the current monthly fee paid by the Town to its provider (at the time of this contract, Waste Management) for other municipal residential properties unless the fee paid by a particular property was less; in no case will the Town reimburse for more than was paid during a calendar year. No compensation will be made for unoccupied homes or commercial properties.
2. The Trust shall provide to the Town by February 1<sup>st</sup> each year a copy of the invoice they received for garbage services covering the preceding year for qualifying residential properties. Qualifying residential properties are those that remit residential property tax for the calendar year. Developer shall supplement the invoice by designating whether a property is occupied full-time, part-time, or is an unoccupied home.

3. Developer shall send invoices via email to [invoice@townofbluffton.com](mailto:invoice@townofbluffton.com) with the reference **MOU 2014-10**. In the alternative, invoices may be sent to the Town of Bluffton, PO Box 386, Bluffton, South Carolina, 29910. Approved invoices shall be paid within a practical period once due diligence procedures have been performed on the documentation by the Town of Bluffton Finance Department, but not later than June 30<sup>th</sup> of the fiscal year in which the invoice was received.
4. General Terms and Conditions:
  - a. The Town Manager or his designee may terminate this MOU in whole or in part at any time for the convenience of the Town. If the MOU is terminated for the convenience of the Town, the Town will pay the Trust as agreed up to the date of termination.
  - b. Should any part of this MOU be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this MOU.
  - c. This MOU has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused the within Amendment 7 to Memorandum of Understanding 2014-10 to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

PALMETTO BLUFF PRESERVATION TRUST, INC.

TOWN OF BLUFFTON

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Witnesses: \_\_\_\_\_

**Attachment 2**

**A RESOLUTION**

RELATING TO THE TOWN OF BLUFFTON, SOUTH CAROLINA, SUPPORT OF NUMBER 2015-55 WITH  
BLUFFTON EAGLES COMMUNITY ACTION COMMITTEE

**WHEREAS**, Agreement 2015-55 with the non-profit entity Bluffton Eagles Community Action Committee was first executed on November 19, 2015 to define the duties of the non-profit entity and the Town of Bluffton as it relates to the development and maintenance of Eagles Field; and

**WHEREAS**, at the end of the five-year initial term, the Parties executed an option to extend the term for an additional five years, through November 18, 2025, in Amendment 1; and

**WHEREAS**, Amendment 2 updated the duties of the Parties to more accurately reflect the current obligations since the time of the original signing; and

**WHEREAS**, this amendment between the Parties would extend the current agreement for an additional five-year term;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council (the "Council"), as the governing body of the Town of Bluffton, as follows:

1. The Council hereby declares that this Resolution shall constitute its consent to the amend the agreement with Bluffton Eagles Community Action Committee.

Approved this 13<sup>th</sup> day of January 2026.

---

Larry C. Toomer, Mayor

Town of Bluffton, South Carolina

ATTEST:

---

Marcia Hunter, Town Clerk

SEAL

Attachment 3

Recommended Motion

Consideration to Approve an Amendment to the Agreement with the Bluffton Eagles Community Action Committee for the development and management of Eagles Field - Chris Forster, Assistant Town Manager

**"I make a motion to approve an amendment to the agreement with the Bluffton Eagles Community Action Committee for the development and management of Eagles Field."**

STATE OF SOUTH CAROLINA	)	AMENDMENT # 3
	)	TO
COUNTY OF BEAUFORT	)	MOA # 2015-55

**WITNESSETH:**

**WHEREAS**, a Memorandum of Agreement ("Agreement") was entered into by and between the Town of Bluffton, South Carolina, a municipality and body politic (the "Town") and Bluffton Eagles Community Action Committee (the "Committee"), the owner of Eagles Field, on the 19<sup>th</sup> of November 2015;

**WHEREAS**, the purpose of entering a partnership detailed in the Agreement was to enhance and add value to the historical significance and cultural value of Eagles Field, identified as Parcel ID R610 031 000 0114 000, a parcel wholly within the Town of Bluffton corporate limits; and

**WHEREAS**, the Buck Island Simmonsville Neighborhood Plan provided for a Master Plan for Eagles Field which included improvements including a new parking area, community center, youth baseball field, concession stand, fitness trail, upgraded bleachers and bull pen areas, which were then also included in the Fiscal Year 2016 Strategic Plan; and

**WHEREAS**, the term of the Agreement contemplated a five-year initial term with the option to renew for two (2) additional five-year terms; and

**WHEREAS**, the initial term of the Agreement was effective from 11/19/2015 through 11/18/2020; and

**WHEREAS**, the Parties signed Amendment 1 of the Agreement on April 8<sup>th</sup>, 2021 to exercise the first option to renew the Agreement from 11/19/2020 through 11/18/2025;

**WHEREAS**, the Parties signed Amendment 2 of the Agreement on September 9, 2023 to update the duties of the Town to reflect the developments that had occurred since the original signing, including but not limited to agreement to collaborate on Master Plan and development plan amendments, providing monthly maintenance including mowing and trimming of the grass, and a waiver of Town plan and permit fees, as applicable;

**NOW THEREFORE**, the Town and the Committee, for due and valuable consideration, and the mutual promises contained herein, do hereby agree as follows:

1. Subject to approval by Town Council of annual funding, the Parties agree to exercise the second and final renewal option available under this Agreement, which shall be effective from 11/19/2025 through 11/18/2030.

2. All other terms and conditions remain unchanged with this Amendment.

**IN WITNESS WHEREOF**, the Parties hereto have caused the within Amendment 3 to this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

WITNESS

\_\_\_\_\_  
  
\_\_\_\_\_

TOWN OF BLUFFTON

\_\_\_\_\_  
Stephen Steese  
Town Manager

WITNESS

\_\_\_\_\_  
  
\_\_\_\_\_

BLUFFTON EAGLES COMMUNITY  
ACTION COMMITTEE

\_\_\_\_\_  
Fred Hamilton  
President

Attachments:

1. none

## TOWN COUNCIL

### STAFF REPORT

#### Projects and Watershed Resilience Department



<b>MEETING DATE:</b>	January 13, 2026
<b>PROJECT:</b>	Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a Portion of the Public Safety Cameras Project
<b>PROJECT MANAGER:</b>	Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

**REQUEST:** Town Staff requests Town Council approve the Resolution (Attachment 1) authorizing the acceptance of an easement donation from Drayton-Parker Companies, LLC at 6200 Jennifer Court, Bluffton, SC (R610-039-000-0758-0000) for the purpose of completing a portion of the Public Safety Cameras Project.

**BACKGROUND:** With the approval of the Fiscal Year 2025-2026 Strategic Plan and Fiscal Year 2026 Consolidated Budget, Staff continue to implement Public Safety Cameras improvements. The acquisition of this easement is necessary to complete a camera installation in Bluffton. A "Sample Easement" is included as Attachment 2.

This private easement donation is necessary as the camera cannot be located within the South Carolina Department of Transportation Right of Way due to pending state litigation.

#### **NEXT STEPS:**

1. Town Council approves the acceptance of the easement donation.
2. Town Manager executes easement.
3. Recording of easement.

**SUMMARY:** Town Staff requests Town Council approve a Resolution accepting the donation of an easement to install public safety camera and authorizing the Town Manager and Staff to take such actions as are necessary to complete the acceptance of the easement donation.

#### **ATTACHMENTS:**

1. Resolution
2. Sample Easement
3. Proposed Motion

## RESOLUTION

### A RESOLUTION AUTHORIZING ACCEPTANCE OF AN EASEMENT DONATION FROM PROPERTY OWNER NECESSARY TO COMPLETE A PORTION OF THE PUBLIC SAFETY CAMERAS PROJECT

WHEREAS, the Town of Bluffton is pursuing additional safety camera improvements throughout the Town of Bluffton to help prevent, detect and solve crime; and,

WHEREAS, to complete the Project, the Town needs to acquire an easement interest from certain owners of certain parcels of real property at the selected camera locations which easement is attached hereto as Exhibit "A" (collectively, the "*Easements*"); and,

WHEREAS, the Town desires to accept the donation of the Easement and Town Council has determined that it is in the public interest for the Town to accept the donation and conveyances of the Easement from property owner who has voluntarily offered to execute the Easement and convey these easement interests to the Town as a donation to the Town for a public purpose; and,

WHEREAS, Town Council desires to authorize the Town Manager to execute such documents and to expend such funds as are necessary to complete the donation and conveyance of the Easement to the Town 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 acceptance of the donation and conveyance of the Easement as a donation to the Town for any valid public purpose and approves the Easement in substantially the form attached hereto as Exhibit "A".

2. The Mayor, Town Manager, and Town Clerk are each hereby authorized to execute any and all documents necessary to affect the donation and conveyance of the Easement as a donation to the Town, including, without limitation, the acceptance and recordation of the above-referenced 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.

**THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.  
SIGNED, SEALED AND DELIVERED AS OF THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

---

Larry Toomer, Mayor  
Town of Bluffton, South Carolina

ATTEST:

---

Marcia Hunter, Town Clerk  
Town of Bluffton, South Carolina

**EXHIBIT “A” (THE EASEMENT)**

	<b>Property Owner</b>	<b>Tax Map Number</b>	<b>Address</b>
1	Drayton-Parker Companies, LLC	R610 039 000 0758 0000	6200 Jennifer Court

SPACE ABOVE RESERVED FOR RECORDING PURPOSES

**UPON RECORDING, PLEASE RETURN TO:**  
FINGER, MELNICK, BROOKS & LABRUCE, P.A.  
**Attn:** Brittany L. Ward  
Post Office Box 24005  
Hilton Head Island, South Carolina 29925

STATE OF SOUTH CAROLINA    )  
  )  
  )  
COUNTY OF BEAUFORT        )

**CAMERA EASEMENT AGREEMENT**  
**TMS No. R610-039-000-0758-0000**

THIS CAMERA EASEMENT AGREEMENT (the “*Agreement*”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2026, (the “*Effective Date*”) by and between **DRAYTON-PARKER COMPANIES, LLC**, (the “*Grantor*”) and **THE TOWN OF BLUFFTON**, a South Carolina municipal corporation of 20 Bridge Street, Bluffton, South Carolina 29910 (the “*Grantee*”).

WITNESSETH

WHEREAS, the Grantor affirms, acknowledges and represents that Grantor is the record owner of a parcel of real property located in the Town of Bluffton, South Carolina, (the “*Property*”) which real property is more specifically described as:

ALL that certain piece, parcel or lot of land situate, lying and being in Beaufort County, South Carolina identified as Lot 4 and Lot 5, Bright Commercial Subdivision, on a Plat entitled “Subdivision of Plat of Bright Commercial Subdivision, May River Road (S.C. Highway 46) and Buck Island Road (S.C. Highway 29), a Section of Bluffton Township, Beaufort County, South Carolina”, prepared by Terry G. Hatchell of Surveying Consultants SCRLS # 11059, dated May 2, 2002, last revised March 18, 2003 and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 92 at Page 53. For a more detailed description as to metes and bounds reference may be had to said plat of record.

THIS being the same property conveyed to Grantor by deed of Dunston Properties, LLC, dated January 31, 2013 and recorded in the Office of the Register of Deeds for Beaufort County, South Carolina on February 18, 2013 in Record Book 3215 at Page 3361.

Tax Map No.   R610-039-000-0758-0000  
Street Address: 6200 Jennifer Ct.; Bluffton, South Carolina 29910

WHEREAS, the Grantee seeks to acquire a portion of the Property for a public purpose, more particularly the installation of traffic cameras and supporting infrastructure, along May River Road, a public road in the Town of Bluffton, South Carolina (herein, the “*Project*”); and,

WHEREAS, in order to proceed with the Project, the Grantee will need to acquire certain permanent easement interests on the Property consisting of **64 SQUARE FEET**, more or less, and which easements are specifically shown, described, and designated on **EXHIBIT “A”** hereto (hereinafter, the “Easement Area”); and,

WHEREAS, the Grantor desires to show its support for the Project by conveying the requisite easements over the Easement Area to the Grantee, as more fully set forth herein; and,

WHEREAS, the Parties desire to execute this Agreement to clarify and/or set forth the scope of the easements granted to the Grantee.

### **AGREEMENT**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, subject to the terms and conditions set forth herein, Grantor, for TEN AND NO/100 (\$10.00) DOLLARS and no other consideration, the receipt and sufficiency of which are hereby acknowledged, hereby declares, grants, bargains, donates, aligns, conveys, imposes and confirms unto the Grantee, its successors, successors-in-title and assigns, and Grantee’s contractors, tenants, invitees, customers, agents, lessees and employees (collectively, the “*Grantee Parties*”) such non-exclusive, perpetual, commercial, and transmissible easements and rights-of-way, over, under, across, through, and upon the Easement Area, for the benefit of the Grantee Parties, individually and collectively, for the following purposes and as more fully set forth herein, *to wit*:

1. **Incorporation of Recitals.** The above recitals and attached exhibit(s) are hereby incorporated herein as if restated fully and are hereby made an integral part hereof so that their contents are a substantive part of this Agreement.

2. **Consideration and Acknowledgement of Just Compensation.** Grantor desires and agrees to convey the Easement over the Easement Areas to Grantee for charitable or public uses and purposes and for no monetary consideration. Further, Grantor acknowledges that Grantor has been fully informed of Grantor’s right to receive just compensation for the Easement, pursuant to the United States Constitution, the South Carolina Constitution and the South Carolina Eminent Domain Act (S.C. Code Ann. § 28-2-370). Grantor acknowledges and agrees that Grantor willingly and voluntarily waives any right to receive just compensation for the Easement granted to the Town herein and chooses to donate the same for the benefit of the Project.

3. **Grant of a Permanent Easement.** Subject to the provisions of this Easement Agreement, the Grantor hereby declares, grants, bargains, donates, aligns, conveys, imposes and confirms unto to the Grantee and its successors, successors-in-title and assigns, and Grantee’s contractors, tenants, invitees, customers, agents, lessees and employees (collectively, the “*Grantee Parties*”) a non-exclusive, perpetual, commercial, transmissible, and irrevocable easement in, over, and upon the Property in the Easement Area which runs with the land and is further described as provided for in this Agreement. Specifically, the Easement is a non-exclusive, irrevocable easement, license and permission upon, over, along, across, through, and under the Easement Area for the purposes of completing and maintaining the Project, including but not limited to: (i) ingress, egress, regress and access to the Easement Area; (ii) construct, inspect, operate, replace, repair and perpetually maintain cameras, fixtures, poles, support infrastructure, communication infrastructure, conduits, wiring, meters, boxes, enclosures, transformers, hand-holes, transformer enclosures, connections boxes, or other subsurface or above-ground utility improvements (collectively the “*Improvements*”); and (iii) the right, privilege and authority, from time to time, for ingress, egress, and access to and from and across

and upon those portions of the Property immediately adjacent to the Easement Area as may be necessary or convenient for the purposes of completing the Project or maintaining Improvements.

To the extent that any portion of the Improvements are owned by a third-party and leased or otherwise provided to the Grantee, the Grantor acknowledges and agrees that the Easement granted herein is intended to extend to and encompass said third-party as may be reasonably necessary for installation, maintenance, upgrade, removal, construction, and inspection of the Improvements within the Easement Area to the fullest extent permitted to the other Grantee Parties under this Agreement.

**4. Use of Easement.** Grantor reserves the right to use the Property in any manner not inconsistent with the rights and terms of the Easement hereby granted. In no event shall the Grantee materially interfere with vehicular or pedestrian access to and from the Property and the public thoroughfare abutting thereto or the business operations being conducted on the Property or otherwise utilize any Property outside of the Easement Area, except as otherwise provided herein.

The Grantee Parties shall operate on the Easement Area in a safe and workmanlike manner, in accordance with generally accepted construction practices in the State of South Carolina, in accordance with all applicable federal, State and local laws and regulations, and in compliance with all requisite permits. At all times the Grantee shall maintain all improvements, fixtures, and equipment in good condition and repair. The Parties agree that if there is damage to the Property, caused directly by a Grantee Party and in the performance of its rights or obligations hereunder, then said Grantee Party shall at its sole expense repair said damage, including but not limited to damage or disturbance of any asphalt, concrete, or other all-weather surface

If this Agreement is terminated by the Parties then the Grantee, at its sole cost and expense, shall within forty-five (45) days remove all Improvements and return the Easement Area to substantially the same condition as existed prior to the existence of the Easement at no cost to the Grantor.

**5. Acknowledgment.** The Town acknowledges and agrees that no new boundary or property lines are created by the Easement conveyed hereunder and therefore the setbacks and buffers, if any, required by applicable municipal zoning and development ordinances, including the Town's Unified Development Ordinance shall continue to extend through the Easement Areas to the boundary line of the Property and adjacent rights-of-way. Further, that the grant of the Easement and the Improvements in the Easement Areas shall not serve to reduce any density available or existing on the Property prior to the date of this Agreement.

**6. Continuation of Other Easements.** Nothing within this Agreement shall be deemed to nor shall operate to extinguish any other easements held or possessed by the Grantee, either individually or collectively, on the Property.

**7. Town Council Approval.** Notwithstanding anything in this Easement Agreement to the contrary, pursuant to Section 5-7-260 of the South Carolina Code of Laws, 1976, as amended, and Sections 2-13 and 2-19 of the Code of Ordinances for the Town of Bluffton, South Carolina, the Grantor acknowledges and agrees that the Town, as a South Carolina municipal corporation, may only acquire interests in real property through the adoption of a written resolution of the Bluffton Town Council at a duly held public meeting of Town Council.

## **8. Other Provisions, Terms and Conditions.**

a. *Construction of Agreement.* Each party acknowledges that it has participated in the negotiation and drafting of this Agreement. No provision of this Agreement shall be construed against or

interpreted to the disadvantage of any Party hereto or thereto by any court by reason of such Party having or being deemed to have structured, dictated, or drafted any provision in the Agreement.

b. *Modifications.* The terms of this Agreement may not be changed, modified, waived, discharged or terminated orally, but only by an instrument in writing, signed by each Party.

c. *Successors and Assigns.* All provisions of this Agreement shall run with the land and bind and inure to the benefit of each Party and each Party's respective heirs, executors, legal representatives, successors, successors in title and assigns. The words "Grantor" and "Grantee" shall include their heirs, executors, administrators, successors, and assigns, as the case may be.

d. *Merger Provision.* This Agreement contains the entire agreement between the Parties with respect to the issues set forth herein. All other discussions, proposals, agreements or offers are merged into this Agreement.

e. *Captions.* The section headings appearing in this Agreement are for convenience of reference only and are not intended to any extent for the purpose, to limit or define the test of any section or any subsection hereof.

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

GRANTOR HEREBY COVENANTS with the Grantee that Grantor is lawfully seized and possessed of the Property or, in the alternative, holds non-exclusive easement rights for the purposes of access, utilities and the like thereto, and that Grantor has good lawful right to convey the easements conveyed herein, or any part thereof, and that Grantor will forever warrant and forever defend the title thereto against the lawful claims of Grantor's successors, heirs and assigns.

[Remainder of Page Intentionally Omitted. Signature Page(s) and Exhibit(s) to Follow.]

WITNESS Grantor's Hand and Seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:

GRANTOR:  
**DRAYTON-PARKER COMPANIES, LLC**

\_\_\_\_\_  
*Signature of First Witness*

\_\_\_\_\_  
*Name:*

\_\_\_\_\_  
*Printed Name of First Witness*

\_\_\_\_\_  
*Title:*

\_\_\_\_\_  
*Signature of Second Witness or Notary Public*

\_\_\_\_\_  
*Printed Name of Second Witness or Notary Public*

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

# ACKNOWLEDGMENT

I HEREBY CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2026, before me, the undersigned Notary Public of the State and County aforesaid, personally appeared \_\_\_\_\_ as \_\_\_\_\_ for DRAYTON-PARKER COMPANIES, LLC, known or satisfactorily proven to be the persons whose names are subscribed to the within instrument, who acknowledged the execution thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year last above mentioned.

\_\_\_\_\_  
*(Signature of Notary Public)* (SEAL)

Notary Printed Name: \_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

WITNESS Grantee's Hand and Seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:

GRANTEE:  
**TOWN OF BLUFFTON**, a South Carolina  
municipal corporation

\_\_\_\_\_  
*Signature of First Witness*

\_\_\_\_\_  
*Name:* STEPHEN STEESE, ICMA-CM

\_\_\_\_\_  
*Printed Name of First Witness*

*Title:* TOWN MANAGER

\_\_\_\_\_  
*Signature of Second Witness or Notary Public*

\_\_\_\_\_  
*Printed Name of Second Witness or Notary Public*

STATE OF SOUTH CAROLINA    )  
  )  
COUNTY OF BEAUFORT        )

ACKNOWLEDGMENT

I HEREBY CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2026,  
before me, the undersigned Notary Public of the State and County aforesaid, personally appeared  
STEPHEN STEESE as TOWN MANAGER for the TOWN OF BLUFFTON, a South Carolina municipal  
corporation, known or satisfactorily proven to me to be the person whose name is subscribed to the  
within instrument, who, on behalf of the corporation, acknowledged the execution thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year  
last above mentioned.

\_\_\_\_\_  
*(Signature of Notary Public)* (SEAL)

Notary Printed Name: \_\_\_\_\_  
Notary Public for the State of South Carolina  
My Commission Expires: \_\_\_\_\_

**EXHIBIT “A”**  
**(Easement Depiction)**





Attachment 3  
Proposed Motion

**Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a portion of the Public Safety Cameras Project.**

Proposed Motion

“I move to **Approve (*Deny or Approve as Amended*)** a Resolution authorizing acceptance of an easement donation from Drayton-Parker Companies at 6200 Jennifer Court, Bluffton, SC (R610-039-000-0758-0000) to complete a portion of the Public Safety Cameras project.”